



AGENDA

Blackduck City Council Meeting

6:00 PM - Monday, December 11, 2023

City Hall, 8 Summit Drive, Blackduck MN

	Page
1. CALL TO ORDER	
a. Roll Call	
b. Pledge of Allegiance	
2. APPROVAL OF AGENDA	
3. CONSENT AGENDA	
<i>All items listed under the Consent Agenda, unless removed from the Consent Agenda shall be approved by one Council motion.</i>	
a. November 6, 2023 Blackduck City Council Meeting Minutes Council - Nov 06 2023 - Minutes - Pdf	5 - 9
b. November 16, 2023 Kitchigami Regional Library Board Meeting packet (includes minutes from September) 2023.1116_KRLS Board Packet-compressed	10 - 121
c. November 20, 2023 Blackduck City Council Public Hearing Minutes Council - Public Hearing - Nov 20 2023 - Minutes - Pdf	122 - 123
d. November 20, 2023 Blackduck City Council Work Session Minutes Council - Work Session - Nov 20 2023 - Minutes - Pdf	124 - 126
e. November 30, 2023 Personnel Committee Meeting Minutes Minutes 11302023	127 - 128
f. November 2023 Fund Balance Report & Transfers November 2023 Fund Balance Report-2xlsx	129
g. November 2023 Bill Batch Report November 2023 Bill Batch	130 - 131
h. November 2023 Sewer Income Statement November 2023 Sewer Income Statement	132
i. November 2023 Water Income Statement November 2023 Water Income Statement	133
j. November 2023 Pine Tree Park Income Statement November 2023 Pine Tree Park & Beach Income Statement	134
k. November 2023 Golf Course Income Statement November 2023 Golf Course Income Statement	135
l. November 2023 Liquor Store Income Statement November 2023 Liquor Store income statements	136
m. November 2023 Blackduck DMV Office Revenue Statement	137

[November 2024 DMV Office Income Statement](#)

n.	October 2023 LG216 Lawful Gambling Monthly Rent Report - Blackduck Fire Relief Association <u>LG216 Blackduck Fire Relief Gambling Rent 102023</u>	138
o.	Final Approval - September 2023 Business Credit Card Payment <u>September 2023 Credit Card payment</u>	139 - 140
p.	Final Approval - October 2023 Business Credit Card Payment <u>October 2023 Credit Card Payment</u>	141 - 142
q.	Final Approval - November 2023 Business Credit Card payment <u>November CC payment</u>	143
r.	Final Approval - FEMA DR4659 Final payment <u>0000201376</u>	144
s.	Final Approval - 2023 Fire State Aid & Supplemental Fire State Aid <u>2023 Fire Aid</u>	145
t.	Final Approval - New Employee Report - December 2023 <u>DEcember 2023 new hires approval</u>	146
u.	Final Approval - 2024 Agreement of Services - Melissa's Cleaning & The Pond <u>Melissa's Cleaning 2024 Contract proposal</u>	147
v.	Final Approval - City of Blackduck & Blackduck Fire Relief Association Pension Accounting Report - 2023 GASB 68 for the City & 2022 GASB 67 for the Relief Association <u>FYE2022-23 GASB 67-68 Pension Accounting Blackduck VFRA</u>	148 - 167
w.	Final approval - Agreement for Services - City of Blackduck & Miller McDonald - 2023 Financial Statement & Single Audit (Facility Project) <u>2023 Eng. Letter</u>	168 - 176
x.	Final Approval - December 2023 2nd half property tax settlement statement <u>December 2023 Property tax settlement</u>	177 - 182
y.	Final Approval - 2024 Liquor and Wine License for Blackduck Bowling Lanes <u>Blackduck Bowling Lanes 2024 Liquor License</u>	183 - 197
z.	Final Approval - City of Blackduck Website Analytics Report - November 2023 <u>City of Blackduck GA4 Report</u>	198 - 199
aa.	Final Approval - Corrective Quitclaim Deed - Blackduck Coop Railbank Conveyance / City of Blackduck & State of MN <u>RECORDED Corrective Deed</u>	200 - 204
4.	2023 TRUTH IN TAXATION PUBLIC HEARING - CHRISTINA REGAS, CITY ADMINISTRATOR <i>(Mayor Gullette to close the regular meeting and open the public meeting - Truth in Taxation)</i>	
a.	<u>2023 Truth N Taxation presentation report</u>	205 - 227
5.	BLACKDUCK FORUM <i>Visitors may share their concerns with Council on any issue, which is not already on the agenda. Each person will have 3 minutes to speak. The Mayor reserves the right to limit an individual's presentation</i>	

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
- 6.2. Liquor Store Report - Shawnda Lahr, Director of Liquor Operations
- 6.3. Law Enforcement Report - Joshua Arhart, Interim Police Chief
 - a. Council Approval Needed - 2024 Police Squad Quote & Equipment - Dodge of Burnsville (state contract) & EATI 228 - 233
[2024 Durango Pursuit AWD V8 WDEE75 Quote Sheet](#)
[Est BA12072312 from EMERGENCY AUTOMOTIVE TECHNOLOGIES INC 23660](#)
 - b. Council Information - Summary of 2023 Blackduck Calls for Service 234
[Blackduck Police Department 2023 Summary of Service Calls](#)

7. PERSONNEL COMMITTEE

All items for consideration have been approved and recommended by the Personnel Committee

- a. Approval Needed - Amended Local 49 Union proposal for 2024 235
[2024 Revised Proposal](#)
- b. Approval Needed - 2024 Labor Agreement between City of Blackduck & Intern Union of Operating Engineers Local 49 236 - 255
[Final - City of Blackduck Agreement Jan 1st 2024 - Dec 31st 2024 \(12-5-23\)](#)

8. ADMINISTRATOR'S REPORT

- a. Approval Needed - Resolution 2023-17 - Resolution adopting a schedule of fees and charges for various services, licenses, & permits for the City of Blackduck for 2024 256 - 259
[2023-17 Resolution Adopting a schedule of fees and charges for 2024](#)
- b. Approval Needed - Resolution 2023-18 - Resolution approving final 2023 tax levy, collectable in 2024 260 - 261
[2023-18 Resolution approving final 2023 Tax levy, collectable in 2024](#)
[BlackduckFnlLevyForm 2024](#)
- c. Approval Needed - Resolution 2023-19 - Resolution approving an excluded bingo license for the Blackduck Area Chamber of Commerce 262 - 264
[2023-19 Resolution approving an excluded bingo application for the Blackduck Area Chamber of Commerce](#)
[2024 application not bash](#)
- d. Approval Needed - CUP Application 2023-01 - N. Prachar - 80 Summit Ave. W. 265 - 269
[Permit 2023-01 Findings of Fact](#)
[2023-01 Application - Prachar](#)
[Prachar letter 2023-01](#)
[NOTICE OF PUBLIC HEARING Prachar](#)
- e. Council Consideration - City Hall Building Water Infiltration Report, Widseth & Summary of Facility Improvement Costs 270 - 276
[City of Blackduck Water Infiltration Memo](#)
[Blackduck City Hall Project Cost with heaters and treatment of brick](#)

- f. December 14, 2023 @ 6pm - BAAI Truth in Taxation Meeting - Blackduck Ambulance
- g. December 14, 2023 @ 7pm - Blackduck Fire Protection Area 2024 Contract Meeting - City Hall 277 - 288
[2024 Fire Contract budget annual charges](#)
[KOPP 2024 less school](#)
- h. December 25, 2023 - Blackduck City Offices & DMV Closed in observance of Christmas holiday
- i. January 1, 2024 - Blackduck City Offices & DMV Closed in observance of New Year's Day
- j. January 8, 2024 @ 6pm - Blackduck City Council Regular Meeting
- 9. MAYOR AND/OR COUNCIL MEMBER REPORTS
- 10. COMMUNITY EVENTS/GOOD THINGS HAPPENING
 - a. December 20, 2023 @ Noon - Blackduck Area Chamber of Commerce Meeting
 - b. March 6, 2024 Blackduck Job and Career Fair - Hosted by Blackduck School 289
[Save the Date](#)
- 11. ADJOURNMENT



MINUTES

Council Meeting

6:00 PM - Monday, November 6, 2023
City Hall, 8 Summit Drive, Blackduck MN

The Council of the City of Blackduck was called to order on Monday, November 6, 2023, 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 Laurie Hamilton, and Council member Ronald Fredrickson

COUNCILORS EXCUSED: Councilor Donald Johnson

STAFF PRESENT: City Administrator Christina Regas, Assistant Liquor Store Manager Melissa Gullette, Public Works Director Mike Schwanke, Director of Liquor Operations Shawnda Lahr, and Golf Director Misty Frenzel

OTHERS PRESENT: John Winnett and Caleb Stradlie

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.

Laurie Hamilton moved to approve the agenda as presented Ronald Fredrickson seconded the motion.

Carried 4 to 0

Maxwell Gullette	For
Nicholas Seitz	For
Laurie Hamilton	For
Ronald Fredrickson	For

- b.

3. CONSENT AGENDA

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

- a. October 9, 2023 Blackduck City Council Meeting Minutes
- b. October 18, 2023 Blackduck Planning Commission Meeting Minutes
- c. October 19, 2023 Blackduck Fire Protection Area Meeting Minutes

- d. October 23, 2023 Blackduck City Council Work Session Minutes
- e. October 27, 2023 Blackduck Personnel Committee Meeting Minutes
- f. October 2023 Fund Balance Report
- g. October 2023 Bill Batch Report
- h. October 2023 Sewer Income Statement
- i. October 2023 Water Income Statement
- j. October 2023 Pine Tree Park Income Statement
- k. October 2023 Golf Course Income Statement
- l. October 2023 Liquor Store Income Statement
- m. October 2023 Blackduck DMV Office Revenue Statement
- n. September 2023 LG216 Lawful Gambling Monthly Rent Report - Blackduck Fire Relief Association
- o. Final Approval - October 2023 Golf Course EZ Go Cart Lease Payment
- p. Final Approval - 2023 MV Credit - Agricultural
- q. Final Approval - Lead/Copper Tap Water Monitoring Report, PWSID 1040014
- r. Final Approval - Versatile Vehicles Quotation for purchase 2018 Golf Carts - Blackduck Golf Course
- s. Final Approval - MN DNR Surplus Fire Truck Agreement - Blackduck Fire Department purchase of 2013 GMC 3500
- t. Final Approval - Jon's Refuse waste removal agreement for services & termination of services from WM
- u. Final Approval - 2024 Special Revenue Fund(s) Operating Budgets
- v. Final Approval - Potential Refunding of Existing Bonds - Municipal Advisor Report for City of Blackduck
- w. Final Approval - Statement of Premium Audit Adjustment for period 2022 - 2023 - LMCIT WC Plan
- x. Final Approval - New Employee Hires November 2023
- y. Final Approval - FEMA DR4659 PW510 P4 Closeout report
- z. Final Approval = October 2023 City of Blackduck Website Analytics Report - Pinnacle Marketing Group

Laurie Hamilton moved to approve the consent agenda removing items 'N' and 'T' for further discussion Nicholas Seitz seconded the motion.

Carried 4 to 0

Maxwell Gullette	For
Nicholas Seitz	For
Laurie Hamilton	For
Ronald Fredrickson	For

- aa. Removed Consent Agenda items:

N. September 2023 LG216 Lawful Gambling monthly rent report - Councilor Fredrickson requested details on the shortage from September. Lahr stated the amount that is short isn't a 'round' number and she could not comment a related

Council
November 6, 2023

reason for the amount. Lahr stated that the amount did not correlate to an amount to a pull tab price.

T. Jon's refuse waste removal agreement for services and termination of services from WM - Councilor Fredrickson requested more information on the reason(s) for terminating service from WM. Regas reports the city requests bids annually from refuse removal companies. Regas states the amount of this year's bids came in low enough to warrant the change in company. Regas further stated the agreements are only 1-year terms and will be reviewed in fall of 2024.

Ronald Fredrickson moved to approve removed consent agenda items 'N' & 'T' Laurie Hamilton seconded the motion.

Carried 4 to 0

Maxwell Gullette	For
Nicholas Seitz	For
Laurie Hamilton	For
Ronald Fredrickson	For

ab.

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 on the forum.

5. REPORTS OF COMMITTEES AND CITY STAFF

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

5.1.1. Report -

Schwanke reports the public works staff are transitioning into winter services and had nothing new to report.

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

5.2.1. Report -

Lahr reports deer opener first weekend sales are down about \$1400 from 2022 stating Saturday bar sales were weaker but on Friday the bar was so busy people had to leave that wanted to come and sit. Lahr is hoping for a better second weekend for sales. Lahr states October was a strong sales month and is hoping for good sales in November and December to finish the year strong. Lahr shared google reviews with the board members. Lahr reported Clarity Glass is waiting for parts to begin working on the beer cooler door. Nothing further.

5.3. FIRE DEPARTMENT REPORT - BRIAN LARSON, FIRE CHIEF

5.3.1. December 14, 2023 @7pm - Fire Protection contract Negotiations of towns - follow-up meeting - documents and meeting notice.

Report -

Regas reports the department has taken possession of the DNR truck and transferred ownership and the old tanker chassis is now at public works.

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

5.4.1. Report -

Frenzel reports the Golf Course was voted #2 in Bemidji Chamber's - 'Best of Bemidji' of which was a great surprise and honor to be behind the #1 golf course - Bemidji Town & Country Club. The board thanked Frenzel for the dedication and stated the recognition is well-deserved.

5.5. LIBRARY REPORT - KELLY HANKS, HEAD LIBRARIAN

5.5.1. Report -

Council member Hamilton reports nothing this month and had no feedback from recent library meetings. Mayor Gullette and Council member Seitz stated they have heard good feedback on the entrance improvements from the public.

6. BLACKDUCK PERSONNEL COMMITTEE

- a. Approval Needed - wage increase to administration staff for completion of title certification (see meeting minutes from September 25, 2023)
- b. Approval Needed - Job Descriptions - Deputy Clerk and City Administrator

Laurie Hamilton moved to approve the wage increases to the city administrator and deputy clerk as recommended and approve the updated job descriptions for the positions Nicholas Seitz seconded the motion.

Carried 4 to 0

Maxwell Gullette	For
Nicholas Seitz	For
Laurie Hamilton	For
Ronald Fredrickson	For

7. ADMINISTRATOR'S REPORT

- a. Approval Needed - City of Blackduck Maintenance Equipment Project - Beltrami County Grader = CF Grant Closing documents
Regas provided updated possession timeline for the CAT Grader from Beltrami County Highway department. Regas requested final approval of USDA CF closing paperwork.

Nicholas Seitz moved to approve the Blackduck Road Grader letter of conditions from USDA and final closing paperwork Laurie Hamilton seconded the motion.

Carried 4 to 0

Maxwell Gullette	For
Nicholas Seitz	For
Laurie Hamilton	For
Ronald Fredrickson	For

- b. Council Information - Historic Duck Restoration Funding Progress Report
Regas provided updated funding progress on the project.
- c. November 7, 2023 - County Special Election
- d. November 10, 2023 - Blackduck Office closed in observance of Veteran's Day
- e. November 20, 2023 Public Hearing - CUP Permit Request
- f. November 20, 2023 - Public Information Meeting - Wellhead Protection Plan Amendment, Part 1, COB
- g. November 20, 2023 @ 6pm - Blackduck City Council Work Session
- h. November 23 & 24, 2023 - Blackduck City Offices closed in observance of Thanksgiving
- i. December 11, 2023 @ 6pm - Blackduck City Council Regular Meeting
- j. December 11, 2023 @ 6:15pm - Blackduck City Council Truth in Taxation Public Hearing

8. MAYOR AND/OR COUNCIL MEMBER REPORTS

- a. Veteran's Day Dinner and Concert - Council member Fredrickson reports the Veteran's Day dinner and concert will be on Thursday, November 9th @ 5pm and encouraged the public to attend.

9. COMMUNITY EVENTS/GOOD THINGS HAPPENING

- a. November 15, 2023 @ Noon - Blackduck Area Chamber of Commerce meeting - The Pond

10. ADJOURNMENT

- a.

Nicholas Seitz moved to adjourn the meeting at 6:30pm Ronald Fredrickson seconded the motion.

Carried 4 to 0

Maxwell Gullette	For
Nicholas Seitz	For
Laurie Hamilton	For
Ronald Fredrickson	For

City Administrator, Christina Regas

Maxwell Gullette, Mayor

Closed Session – KRLS Director Evaluation: The Kitchigami Regional Library Board will go into closed session during the meeting on November 16, 2023, scheduled to begin at 6:00 p.m. at KRLS Headquarters located at 310 2nd St. North, Pine River, MN, as permitted by Minnesota Statute § 13D.05, subdivision 3 (a) to evaluate the performance of the KRLS Regional Director.

Kitchigami Regional Library
Board Meeting November 16, 2023 6:00pm
Kitchigami Regional Headquarters Building, Pine River, MN

A G E N D A

1. Call to order and Pledge of Allegiance
2. Approval of Agenda
3. Public Input
4. CLOSED SESSION – Director Evaluation
5. Consent Agenda
 - a. Minutes: September 2023, pg 4
 - b. Bills: Sept - October 2023, pg 7
 - c. Financial Statements: 2023 YTD, pg 13
 - d. ACHF FRF FY22 (July-Sept 2023), pg 16
 - e. ACHF FRF FY23 (July-Sept 2023), pg 17
 - f. Director's Report, pg 18
6. Old Business
 - a. 2024 City/County Budget Updates, pg 20
 - b. Policy Updates – 2nd Readings, pg 33
 - i. Suspension of Privileges for Health & Safety Reasons, pg 34
 - ii. Sick & Safe Leave, pg 36
 - iii. Patron Behavior, pg 39
 - iv. Automation, Repair & Replacement, pg 41
 - c. Other
7. New Business
 - a. RLBSS FY23 Report of Results, pg 43
 - b. City of Brainerd Capital Appropriation Request, pg 48
 - c. Policy Updates – 1st & 2nd Reading Request, pg 58
 - i. Pregnancy & Parental Leave, pg 59
 - ii. Pregnancy Accommodations, pg 61
 - iii. Nursing Mothers & Lactating Employees, pg 62
 - iv. Inclement Weather, pg 63
 - d. 2024 Wage Scale, pg 64
 - e. Personnel Proposal for Headquarters, pg 66
 - f. 2024 Holiday Schedule, pg 71
 - g. 2024 Service Agreements – Crosslake & Pequot Lakes, pg 72
 - h. 2024 Board Meeting Schedule, pg 84
 - i. 2024 Election of Officers Process, pg 86
 - j. ACHF Completion Report FY22, pg 87
 - k. ACHF FY23 Interim Report, pg 108
 - l. Other
8. Chair's Report
9. Adjournment

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

BELTRAMI COUNTY

Joe Gould (County Commissioner)

Ph: 218-259-4342

E: joe.gould@co.beltrami.mn.us

Alternate: Vacant

CASS COUNTY

Scott Bruns (County Commissioner)

Ph: 218-820-6545; E: scott.bruns@co.cass.mn.us

Alternate: Neal Gaalswyk

Ph: 218-839-1841; E: neal.gaalswyk@co.cass.mn.us

CROW WING COUNTY

Jon Lubke (County Commissioner)

Ph: 218-232-2124; E: jon.lubke@crowwing.us

Alternate: Steve Barrows (County Commissioner)

Ph: 218-820-8199; E: Steve.Barrows@crowwing.us

HUBBARD COUNTY

Tom Krueger (County Commissioner)

Ph: 218-616-4069; E: tkrueger@co.hubbard.mn.us

Alternate: Charlene Christenson

Ph: 218-616-2181; E: cchristenson@co.hubbard.mn.us

WADENA COUNTY

Murlyn Kreklau (County Commissioner)

Ph: 218-837-5352

E: murlyn.kreklau@co.wadena.mn.us

Alternate: Ron Noon

Ph: 218-639-0797; E: ron.noon@wcmn.us

CITY OF BEMIDJI

Lynn Eaton

Ph: 218-766-4722; E: lynn.eaton@ci.bemidji.mn.us

Alternate: Jorge Prince

Ph: 218-407-7312; E: jorge.prince@ci.bemidji.mn.us

CITY OF BLACKDUCK

Laurie Hamilton

Ph: 218-760-3920

E: laurie.hamilton@blackduckmn.com

Alternate: Vacant

CITY OF BRAINERD

Mary Koep

Ph: 218-829-9793; E: marywaltk@icloud.com

Alternate: Vacant

CITY OF CASS LAKE

Annie Sevenich

Ph: 218-368-1404; E: skysevenich@gmail.com /

casslakecouncil1@gmail.com

Alternate: Vacant

CITY OF LONGVILLE

Neil Tobiason

C: 763-442-5066; E: neil.tobiason@gmail.com

Alternate: Phyllis Eck

Ph: 218-539-0354; E: 1849pe@gmail.com

CITY OF PARK RAPIDS

Tim Little

Ph: 218-616-4271; E: tim.little@ci.park-rapids.mn.us

Alternate: Vacant

CITY OF PINE RIVER

Brent Norman

Ph: 218-536-0668; E: [nscleaners@gmail.com](mailto:ns cleaners@gmail.com)

Alternate: Tamara Hansen

Ph: 218-587-2440; E: mayor@cityofpineriver.org

CITY OF WADENA

George Deiss

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

Ph: 218-828-9861; E: mbhansen@ci.walker.mn.us

Alternate: Vacant

2023 KITCHIGAMI REGIONAL LIBRARY BOARD COMMITTEES

(Revised 2/8/2023)

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
Murlyn Kreklau

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
Jerry Smith
Tim Little

EXTERNAL BOARDS

NORTHERN LIGHTS LIBRARY NETWORK

Governing Board Members:

Delegates: Lynn Eaton
George Deiss

NWLlinks

Delegate: Director Melissa Whatley

**Kitchigami Regional Library System
Board Meeting September 21, 2023 6:00 p.m.
Kitchigami Headquarters Building, Pine River, MN**

Board members present: Scott Bruns (Cass Co.), Tom Krueger (Hubbard Co.), Tim Little (Park Rapids), Jon Lubke (Crow Wing Co.), Murlyn Kreklau (Wadena Co.), Neil Tobiason (Longville), George Deiss (Wadena), Mary Koep (Brainerd)

Board members present by interactive technology: Lynn Eaton (Bemidji), Joe Gould (Beltrami Co.)

Board members absent: Laurie Hamilton (Blackduck), Annie Sevenich (Cass Lake), Brent Norman (Pine River), Mary Beth Hansen (Walker)

Others present non-voting: Staff members: KRLS Director Melissa Whatley, Admin Asst/Legacy Coordinator Carol Christensen, Bookkeeper Terria Rohloff
Public: Doug Host, CLA

Chair Tom Krueger called the meeting to order at 6:00 p.m. and requested participation in reciting the Pledge of Allegiance.

Oath of Office administered by Director Melissa Whatley to newly appointed representatives Mary Koep (City of Brainerd) and Diane “Annie” Sevenich (City of Cass Lake).

Approval of Agenda **Motion by George Deiss, seconded by Murlyn Kreklau, to approve the agenda as presented. Motion carried unanimously.**

Public Input No public comments were made.

Consent Agenda **Motion by Jon Lubke, seconded by Tim Little, to approve the consent agenda items A-D.**
 a. Minutes: July 2023
 b. Bills: July-August 2023
 c. Financial Statements: 2023 YTD
 d. Director’s Report
 Motion carried unanimously.

2024 City/County Budget Responses Director Whatley discussed budget responses from Walker, Beltrami Co., and Wadena Co. Members gave updates on Hubbard Co., Wadena, Park Rapids, and Bemidji. This information will go to the KRLS Budget Committee.

Joe Gould left the meeting at 6:19pm.

FY22 Audit Presentation Principal Doug Host of CLA (CliftonLarsonAllen LLP) presented on the KRLS 2022 Audit. **Motion by Jon Lubke, seconded by Murlyn Kreklau, to approve the KRLS 2022 Audit. Motion carried unanimously.**

FY23 RLTA Final Report	Motion by George Deiss, seconded by Murlyn Kreklau, to approve signatures and submission to the state the RLTA FY23 Final Report. <u>Motion carried unanimously.</u>
FY24 RLTA Application	Motion by Murlyn Kreklau, seconded by Tim Little, to approve the FY24 RLTA Application with requisite signatures for submission to the state. <u>Motion carried unanimously.</u>
KRLS Job Description Updates	Director Whatley presented a request from Mangers to expand the applicant pool for customer service positions and change job descriptions to prefer HS diploma or GED for LA I and LA II. The KRLS Personnel Committee has approved the changes. Motion by Neil Tobiason, seconded by George Deiss, to approve changes to LA I and LA II job descriptions. <u>Motion carried unanimously.</u>
Policy Update: Recruitment	Typo found in section 4, item A3 that minors couldn't work more than 2 hours a week. State law is 40 hours per week so update is adjusting that typo to put KRLS in alignment with the law. Motion by George Deiss, seconded by Jon Lubke, to wave standard Board practice and allow first and second reading of draft Recruitment Policy today. <u>Motion carried unanimously.</u> Motion by Neil Tobiason, seconded by Scott Bruns, to approve change to KRLS Recruitment Policy. <u>Motion carried unanimously.</u>
Policy Update: Suspension of Services for Health & Safety – First Reading	Changes cover temporarily halting services to patrons who return materials which may have health or safety risks for other patrons, also for facilities and materials damage. Branch Managers and Board Policy Committee have approved.
Policy Update: Sick & Safe Leave – First Reading	Policy coming out of Minnesota Legislation effective January 1, 2024. Extends eligibility of who gets sick leave down to legal requirements; also available for use for a broader range of reasons. Union and attorney will review dependent on state guidance before November regular meeting.
Policy Update: Patron Behavior – First Reading	Managers requested update on existing policy to give very specific consequences for when you fail to follow policy. Branch Managers and Board Policy Committee have approved.
Other	George Deiss attended Northern Lights meeting in Moorhead and was re-elected Vice Chairman.
Chair	Chair Krueger would like to see 100%, except for Diane "Annie" Sevenich, of Director evaluations returned to him by November 2nd. He will send out a reminder email including documents.
Motion by Mary Koep, seconded by Tim Little, to adjourn at 7:19pm. Motion carried.	

Minutes respectively submitted by Administrative Assistant Carol Elizabeth Christensen.

Minutes signed by Board Secretary Brent Norman_____

Date_____

KITCHIGAMI REGIONAL LIBRARY SYSTEM

CHECK REGISTER

September 9, 2023

Check Number	Name	GL Account Title	Amount
=====	=====	=====	=====
24617	AFSCME COUNCIL 65	UNION DUES PAYABLE	938.55
24618	ALLEGRA MARKETING	LEGACY FUND EXPENSE	64.10
24619	APG MEDIA OF MN	HIRING ADS FOR MOBILE LIBRARY	22.40
24620	ARVIG	PHONES, LG, WD, CL, WK	263.48
24621	BETO, TAMI	LEGACY FUND EXPENSE	18.46
24622	BIBLIOTHECA	E-RESOURCES	6,266.75
24623	BIRCHBARK BOOKS	LEGACY FUND EXPENSE	261.37
24624	BLUE CROSS BLUE SHIELD MN	EMPLOYER PAID VISION PLAN	121.79
24625	CASS COUNTY SHERIFF'S OFFICE	BUILDING R&M, ANNUAL ALARM PERMIT	20.00
24626	CENTURY LINK	PHONES, BEMIDJI & BRAINERD	225.02
24627	CITY OF PINE RIVER	HQ WATER	31.00
24628	CLIFTON LARSON ALLEN LLP	PROFESSIONAL FEES	6,835.50
24629	DEERWOOD TECHNOLOGIES, INC	NETWORK SUPPORT & WADENA FINAL PMT	19,478.16
24630	FAMILY MARKET	BUILDING R&M	25.17
24631	GALE, CENGAGE LEARNING INC	BOOKS, REGION WIDE	1,555.07
24632	HOOPLA BY MIDWEST TAPE	E-RESOURCES	9,296.43
24633	LIBERTY BUSINESS SYSTEMS	WADENA COPIER MONTHLY LEASE PAYMENT	394.23
24634	MIDWEST TAPE	VIDEO/DVD/SOUND, REGION WIDE	5,629.21
24635	MN PEIP	EMPLOYER PAID HEATH INSURANCE	22,358.60
24636	NORMAN, KIMBERLY	LEGACY FUND EXPENSE	1,200.00
24637	NORTH PINE RIVER TIRE SERVICE, INC	DELIVERY VAN R&M	787.68
24638	OFFICE SHOP, INC	OFFICE SUPPLIES & COPIER CONTRACT	547.91
24639	PAUL BUNYAN COMMUNICATIONS	PHONES, BLACKDUCK & BEMIDJI	79.09
24640	RITEWAY BUSINESS FORMS	OFFICE SUPPLIES	143.26
24641	ROCHESTER TELECOM SYSTEMS INC	PHONES, LONG DISTANCE REGION WIDE	179.96
24642	WASTE PARTNERS	HQ GARBAGE	78.71
TOTAL A/P CHECK RUN			<u>\$ 76,821.90</u>

KITCHIGAMI REGIONAL LIBRARY SYSTEM

PAYROLL CHECKS

Payroll for August (16th - 31st) 2023

Pay Day	Check Numbers	Account	Amount
=====	=====	=====	=====
9/8/2023	47311-47383	Direct Deposits	58,966.69
		Paper Checks	1,335.80
		Minnesota Withholding Tax	2,529.84
		Federal Withholding Tax	17,139.40
		PERA-Public Employee Retirement Association	10,959.95
		Union Dues Withholding	<u>\$ 477.29</u>
		Total Payroll Expense	<u>\$ 91,408.97</u>

AMOUNT EXPENSED \$ 168,230.87

**KITCHIGAMI REGIONAL LIBRARY SYSTEM
CHECK REGISTER
September 25, 2023**

Check Number	Name	GL Account Title	Amount
24643	AMAZON BUSINESS	BOOKS, REGION WIDE	737.22
24644	AMAZON CAPITAL SERVICES	SUPPLIES: OFFICE, LIBRARY & CUSTODIAL	438.33
24645	ARVIG	PHONE, PARK RAPIDS	45.18
24646	BAKER & TAYLOR L4409322	BOOKS REGION WIDE	15,385.12
24647	BAKER & TAYLOR L4409332	BOOKS REGION WIDE	1,305.44
24648	BAKER & TAYLOR L4409342	BOOKS, PR & WK	363.77
24649	BAKER & TAYLOR L4409362	BOOKS, WK	6.15
24650	BRANDT LOER, AUDREY	LEGACY FUND EXPENSE	440.00
24651	BRODART CO	HQ LIBRARY SUPPLIES	369.80
24652	CALVARY CHURCH	SPECIAL PROJECT, ALL STAFF DAY	150.00
24653	CANON FINANCIAL SERVICES	COPIER LEASE PINE RIVER LIBRARY	85.10
24654	CENTER POINT LARGE PRINT	BOOKS, ROTATING COLLECTION & LV	314.24
24655	CHRISTENSEN, CAROL	LEGACY FUND EXPENSE, TRAVEL	109.39
24656	DAHLHEIMER	BUILDING R&M CUSTODIAL SUPPLIES	81.60
24657	DEERWOOD TECHNOLOGIES, INC	CONTRACTED NETWORK SUPPORT	5,318.75
24658	DEISS, GEORGE	KRL BOARD MEETING TRAVEL	70.74
24659	DEMCO, INC	HQ LIBRARY SUPPLIES	570.85
24660	DIAMONDBUILT	PROPERTY R&M, LAWN SERVICE	500.00
24661	DULUTH PUBLIC LIBRARY	INTER LIBRARY LOAN	29.00
24662	FORUM COMMUNICATIONS COMPANY	HIRING ADS, MOBILE & PINE RIVER LIBRARY	1,074.50
24663	GALE, CENGAGE LEARNING INC	BOOKS, REGION WIDE	2,251.02
24664	HALL, NORWOOD	LEGACY FUND EXPENSE	300.00
24665	KLINE, PATRICIA	ADMINISTRATION TRAVEL	18.08
24666	KOEP, MARY	KRL BOARD MEETING TRAVEL	41.92
24667	KREKLAU, MURLYN	KRL BOARD MEETING TRAVEL	48.47
24668	LITTLE, TIM	KRL BOARD MEETING TRAVEL	62.88
24669	MINNESOTA POWER	HQ ELECTRIC	483.57
24670	NCPERS LIFE INSURANCE	EMPLOYEE PAID LIFE INSURANCE	272.00
24671	OFFICE SHOP	OFFICE SUPPLIES, BR LIBRARY SUPPLIES	325.01
24672	PERMACARD	HQ LIBRARY SUPPLIES	1,358.75
24673	POSTMASTER	PO BOX ANNUAL FEE FOR WALKER LIBRARY	152.00
24674	PRIME ELECTRIC	HQ BUILDING R&M	358.00
24675	PR SANITARY DISTRICT	HQ SEWER	47.00
24676	PUMPKIN PEOPLE & PRODUCE	BOOKS, BLACKDUCK	14.09
24677	QUINLIVAN & HUGHES, P.A.	PROFESSIONAL FEES	357.00
24678	RITH-NAJARIAN, JANET	LEGACY FUND EXPENSE	300.00
24679	SELCO, SE LIBRARIES COOPERATING	DATA BASE PLATFORM	2,504.00
24680	SELCO, SE LIBRARIES COOPERATING	MEMBERSHIP DUES	2,585.00
24681	TDS 587-2171	PHONES, ADMINISTRATION	195.64
24682	TDS 587-3001	PHONES, ADMINISTRATION	50.04
24683	TDS 587-4639	PHONES, PINE RIVER	100.29
24684	TOBIASON, NEIL	KRL BOARD MEETING TRAVEL	32.75
24685	VERIZON WIRELESS	ADMIN CELL PHONES & SHARED HOT SPOTS	1,309.59
24686	VERIZON WIRELESS	MOBILE LIBRARY REMOTE ACCESS	63.02
24687	VISA, PRSB COMMUNITY CARD	SEE NEXT PAGE FOR DISTRIBUTIONS	3,141.33
24688	WHATLEY, MELISSA	DIRECTOR TRAVEL	22.90
24689	XCEL ENERGY	HQ GAS 20.78 LESS INTERIM REFUND -18.25	2.53
TOTAL A/P CHECK RUN			\$ 43,792.06

**KITCHIGAMI REGIONAL LIBRARY SYSTEM
PAYROLL CHECKS
Payroll for September (1st - 15th) 2023**

Pay Day	Check Numbers	Account	Amount
9/25/2023	47456-47526	Direct Deposits	53,418.27
	Voided ck#s 47384-47455-Printer Problem	Paper Checks	1,232.97
		Minnesota Withholding Tax	2,254.60
		Federal Withholding Tax	15,420.55
		Union Dues Withholding	465.75
		PERA-Public Employee Retirement Association	9,741.01
Total Payroll Expense			\$ 82,533.15

AMOUNT EXPENSED 9/9/2023	\$ 168,230.87
AMOUNT EXPENSED 9/25/2023	\$ 126,325.21
AMOUNT EXPENSED SEPTEMBER 2023	\$ 294,556.08

Aug 14th - Sept 13th

Val's	533.49	Steve's	1022.57
-------	--------	---------	---------

CARD	ACCT	DESCRIPTION	AMOUNT
VAL	5410.040	Mobile Library Gas	533.49
STEVE	5310.020	Delivery Van Gas	1,022.57
CAROL	5655.000	Administration Software	171.69
CAROL	5620.000	Legacy Fund Expense	955.99
CAROL	5110.000	Books, Region Wide	457.59
		TOTAL	3,141.33

KITCHIGAMI REGIONAL LIBRARY SYSTEM
CHECK REGISTER
October 10, 2023

Check Number	Name	GL Account Title	Amount
24690	AFSCME COUNCIL 65	UNION DUES PAYABLE	907.50
24691	AMAZON	ALL STAFF DAY & LIBRARY SUPPLIES	60.90
24692	ARVIG	PHONES, LG, WD, CL, WK	266.70
24693	BLUE CROSS BLUE SHIELD	EMPLOYER PAID VISION INSURANCE	121.79
24694	CENTURY LINK	PHONES, BEMIDJI & BRAINERD	289.03
24695	CHRISTENSEN, CAROL	ALL STAFF DAY TRAVEL & LEGACY TRAVEL	174.89
24696	CITY OF PINE RIVER	HQ WATER	31.00
24697	CLIFTON LARSON ALLEN	PROFESSIONAL FEES	1,627.50
24698	DEERWOOD TECHNOLOGIES, INC	CONTRACTED NETWORK SUPPORT	15,341.00
24699	FAMILY MARKET	HQ CUSTODIAL SUPPLIES-R&M BUILDING	54.45
24700	GLS PROMOTIONS	SPECIAL PROJECT, ALL STAFF DAY	912.75
24701	HOOPLA BY MIDWEST TAPE	E-RESOURCES	9,339.94
24702	HUYNH, KIET	ADMINISTRATION TRAVEL	134.93
24703	INFO USA MARKETING, INC	PERIODICALS & PAPERS BRAINERD LIBRARY	385.00
24704	LIBERTY BUSINESS SYSTEMS	COPIER LEASE WADNEA	394.23
24705	LOVEGREEN, KEVIN	LEGACY FUND EXPENSE	4,000.00
24706	MIDWEST TAPE	VIDEO/DVD/SOUND, REGION WIDE	3,869.26
24707	MN PEIP	EMPLOYER PAID HEALTH INSURANCE	21,296.71
24708	NORMAN, KIM	LEGACY FUND EXPENSE	1,200.00
24709	NW LINKS	DATA LINES REGION WIDE	13,708.78
24710	OFFICE SHOP	COPIER CONTRACT & LIBRARY SUPPLIES	287.20
24711	PAUL BUNYAN	PHONES, BLACKDUCK & BEMIDJI	80.08
24712	PINE RIVER LIBRARY	LEGACY FUND EXPENSE	75.47
24713	PLAYAWAY PRODUCTS	BOOKS, WALKER	1,025.12
24714	ROCHESTER TELCOM	PHONES, LONG DISTANCE REGION WIDE	166.63
24715	WASTE PARTNERS	HQ GARBAGE	78.71
24716	YOUNG AT HEART SENIOR CENTER	LEGACY FUND EXPENSE	50.00
24717	VOIDED, PRINTING ERROR		
24718	VILLAGE SQUARE WALKER	ALL STAFF DAY, 60 BOXED LUNCHEES	787.50
		TOTAL A/P CHECK RUN	\$ 76,667.07

KITCHIGAMI REGIONAL LIBRARY SYSTEM
PAYROLL CHECKS
Payroll for September (16th - 30th) 2023

Pay Day	Check Numbers	Account	Amount
10/10/2023	47527-47597	Direct Deposits	51,094.55
		Paper Checks	1,166.29
		Minnesota Withholding Tax	2,032.55
		Federal Withholding Tax	14,403.06
		PERA-Public Employee Retirement Association	9,285.74
		Union Dues Withholding	\$ 441.75
		Total Payroll Expense	\$ 78,423.94

AMOUNT EXPENSED	\$ 155,091.01
------------------------	----------------------

**KITCHIGAMI REGIONAL LIBRARY SYSTEM
CHECK REGISTER
October 25, 2023**

Check Number	Name	GL Account Title	Amount
24719	AMAZON BUSINESS	BOOKS, REGION WIDE	1,598.86
24720	ARVIG	PHONE, PARK RAPIDS	45.47
24721	BAKER & TAYLOR L4409322	BOOKS, REGION WIDE	11,796.07
24722	BAKER & TAYLOR L4409332	BOOKS, REGION WIDE	473.08
24723	BAKER & TAYLOR L4409342	BOOKS, REGION WIDE	216.70
24724	BIBLIOTHECA, LLC	E-RESOURCES	12,378.54
24725	BONK, STACEY	ALL STAFF DAY TRAVEL	40.61
24726	BRANDT-LOER, AUDREY	LEGACY FUND EXPENSE	440.00
24727	BUCHHOLZ, CYNTHIA	LEGACY FUND EXPENSE	8,454.22
24728	CANON FINANCIAL SERVICES	COPIER LEASE FOR PINE RIVER LIBRARY	85.10
24729	CDW GOVERNMENT	OFFICE SUPPLIES	31.87
24730	CENTER POINT LARGE PRINT	BOOKS, ROTATING COLLECTION &	321.24
24731	CHRISTENSEN, CAROL	ALL STAFF DAY TRAVEL	39.30
24732	DEERWOOD TECHNOLOGIES	CONTRACTED NETWORK SUPPORT	8,275.75
24733	DEMCO	HQ LIBRARY SUPPLIES	87.90
24734	DURHAM, MARY	MLA TRAINING & ALL STAFF DAY TRAVEL	137.25
24735	EBSCO Information Services	E-RESOURCES	5,871.99
24736	EGELHOF, KATHERINE	MLA TRAINING & ALL STAFF DAY TRAVEL	411.34
24737	FLATEN, ANGIE	ALL STAFF DAY TRAVEL	79.91
24738	FORUM COMMUNICATIONS	EMPLOYMENT ADS & LEGACY PROGRAM ADS	2,577.30
24739	GALE, CENGAGE	BOOKS, REGION WIDE	2,289.85
24740	GOODALE-HANSEN, CYNTHIA	ALL STAFF DAY TRAVEL	49.13
24741	HALL, LAUREL	ALL STAFF DAY & MANAGER'S MEETING TRAVEL	123.14
24742	HANKS, KELLY	MLA TRAINING & ALL STAFF DAY TRAVEL	549.53
24743	HULKE, KATHERINE	ALL STAFF DAY TRAVEL	41.27
24744	HUSTON, CARRIE	MLA TRAINING & MANAGER'S MEETING TRAVEL	391.11
24745	HUYNH, KIET	ADMINISTRATION TRAVEL	68.12
24746	KLINE, PATRICIA	ADMINISTRATION TRAVEL	16.51
24747	LHOTKA, MEGAN	LEGACY FUND EXPENSE	1,325.00
24748	MARTIN, CHERYL	ALL STAFF DAY TRAVEL	32.75
24749	MINNESOTA POWER	HQ ELECTRIC	403.01
24750	MOATS, MADYSON	ALL STAFF DAY TRAVEL	86.46
24751	MOMENTS TREASURED PHOTOGRAPHY	ALL STAFF DAY GROUP PHOTO	50.00
24752	NCPERS	EMPLOYEE PAID LIFE INSURANCE	272.00
24753	NESTBERG, ALAYNA	ALL STAFF DAY TRAVEL	47.16
24754	NIKLAUS, MARY	ALL STAFF DAY TRAVEL	39.30
24755	NORENBERG, BETHANY	ALL STAFF DAY TRAVEL	26.20
24756	PITNEY BOWES	METER QUARTERLY RENTAL	240.00
24757	PINE RIVER SANITARY	HQ SEWER	47.00
24758	QUINLIVAN & HUGHES, P.A.	PROFESSIONAL FEES	575.00
24759	SCHULTZ, JODI	MLA TRAINING & MANAGER'S MEETING TRAVEL	277.72
24760	SCHWARTZ, MARY	ALL STAFF DAY TRAVEL	39.30
24761	SHAFFER, MARY	ALL STAFF DAY TRAVEL	75.98
24762	TDS TELCOM 587-2171	PHONES, ADMINISTRATION	195.85
24763	TDS TELCOM 587-3001	PHONES, ADMINISTRATION	50.59
24764	TDA TELCOM 587-4639	PHONES, PINE RIVER LIBRARY	101.83
24765	TOUCHETTE, DANIEL	ALL STAFF DAY TRAVEL	83.45
24766	TRUGREEN	PROPERTY R&M WEED/FEED APPLICATION	796.34
24767	VERIZON WIRELESS	ADMINISTRATION'S CELL PHONES	1,403.54
24768	VERIZON	MOBILE LIBRARY REMOTE ACCESS	65.02
24769	VISA PINE RIVER COMMUNITY CARD	SEE NEXT PAGE FOR DISTRIBUTIONS	5,391.14
24770	WARREN, SHERI	MLA TRAINING & MANAGER'S MEETING TRAVEL	527.92
24771	WEBER, FRANK	LEGACY FUND EXPENSE	250.00
24772	WHATLEY, MELISSA	MLA TRAINING & DIRECTOR'S TRAVEL	255.45
24773	WILLENBRING, LEANN	ALL STAFF DAY TRAVEL	39.30
24774	XCEL ENERGY	HQ HEAT	42.45

TOTAL A/P CHECK RUN **\$ 69,630.92**

**KITCHIGAMI REGIONAL LIBRARY SYSTEM
PAYROLL CHECKS
Payroll for October (1st - 15th) 2023**

Pay Day	Check Numbers	Account	Amount
10/25/2023	47598-47680	Direct Deposits	53,791.62
		Paper Checks	1,348.51
		Minnesota Withholding Tax	2,138.56
		Federal Withholding Tax	15,136.00
		PERA-Public Employee Retirement Association	9,592.85
		Union Dues Withholding	448.94
		Total Payroll Expense	\$ 82,456.48

AMOUNT EXPENSED OCT 10TH	\$ 155,091.01
AMOUNT EXPENSED OCT 25TH	\$ 152,087.40
AMOUNT EXPENSED OCTOBER 2023	\$ 307,178.41

Sept 14th - Oct 13th

[illegible]

CARD	ACCT	DESCRIPTION	AMOUNT
VAL	5410.040	Mobile Library Gas	559.74
STEVE	5310.020	Delivery Van Gas	786.82
CAROL	5655.000	Administration Software	171.69
CAROL	5620.000	Legacy Fund Expense	256.64
CAROL	5110.000	Books, Brainerd & Walker	536.21
CAROL	5110.000	Returned Tax on Books in Sept	(68.25)
CAROL	6222.000	MLA Training & Development	2,711.52
CAROL	6310.000	Director's MLS Travel	225.96
MELISSA	5625.000	All Staff Day	126.13
MELISSA	3610.000	Director's MLS Travel	84.68
		TOTAL	5,391.14

KITCHIGAMI REGIONAL LIBRARY
BALANCE SHEET
October 31, 2023

ASSETS

Current Assets

Petty Cash Checking PRSB	1,707.81	
Main Checking PRSB	170,480.85	
Money Market PRSB	4,516,948.10	
Special Money Market PRSB	694,271.21	
Kitchigami Endowment Fund	133,040.00	
Accounts Receivable	76,010.00	
Interest Receivable	12,703.34	
Prepaid Insurance	7,356.03	
Prepaid Health Insurance	21,297.28	
Prepaid Materials	43,049.35	
Investments - Certificates of Deposit	533,988.91	
TOTAL Current Assets		6,210,852.88

Fixed Assets

Land	30,000.00	
Buildings	650,368.00	
A/D Buildings	(341,674.36)	
Vehicles	176,647.71	
A/D Vehicles	(160,802.32)	
Furniture, Fixtures, and Equipment	176,831.00	
A/D Furniture, Fixtures, and Equipment	(138,735.73)	
Shared/Rotating Collections	240,296.69	
Book, Mobile Library	342,393.63	
A/D Books	(365,268.82)	
Intangible Assets	28,016.00	
Accumulated Amortization	(21,479.33)	
Sound, Mobile Library	31,736.00	
Video, Mobile Library	127,318.22	
TOTAL Fixed Assets		775,646.69

TOTAL ASSETS

6,986,499.57

Current Liabilities

Accounts Payable	72,972.95	
Accounts Payable Salaries	66,301.57	
PERA Life Insurance Withholding Payable	(144.00)	
Union Dues W/H Payable	448.94	
Lease Liability	6,659.00	
Deferred Revenue	167,676.30	
TOTAL Current Liabilities		313,914.76
TOTAL LIABILITIES		313,914.76

CAPITAL

Investment in Fixed Assets	746,313.15	
C/F Building Repair & Maintenance Reserve	37,767.53	
C/F Automation, HQ Reserve	394,475.34	
R/F ARR Branch Reserves	235,874.87	
C/F Capital Appropriation Fund	1,076,968.00	
C/F Building Reserve	2,200.29	
C/F Accounting Software Reserve	25,953.62	
C/F Summer Reading Program Reserve	54,496.97	
C/F Sue Tricker Memorial Outreach Reserve	205,711.27	
C/F Outreach Reserve	36,222.17	
C/F Vehicle Reserve	133,879.40	
C/F Gates Grants Reserve	19,819.47	
C/F Crow Wing County Reserve	153,581.85	
R/F Donations Reserve	135,364.44	
R/F RLTS Reserve	76,509.08	
C/F Endowment MN Community Fund	133,040.00	
FUND BALANCE, General Funds	3,319,772.68	
Year-to-Date Earnings	(115,365.32)	
TOTAL CAPITAL		6,672,584.81

TOTAL LIABILITIES & CAPITAL

6,986,499.57

**KITCHIGAMI REGIONAL LIBRARY
INCOME STATEMENT
BUDGET VS ACTUAL
2023**

	<i>September</i>	<i>October</i>	<i>Year-to-Date</i>	<i>Budget</i>	<i>Budget Balance</i>	<i>% Received</i>
STATE AND FEDERAL FUNDS						
State RLBS	281,743.11	281,743.10	835,464.00	679,944.00	(155,520.00)	122.87%
State RLTA Priority 1	11,602.23		22,967.77	37,885.00	14,917.23	60.62%
State MN LINKS						
State RLTA Priority 2			70,323.46	78,137.00	7,813.54	90.00%
NW-LINKS Library System Funds						
Misc. State Funds, LSTA Grant			550.00	10,000.00	9,450.00	5.50%
State ARPA Grant 2022			71,764.33			
Legacy Grant Funds	23,547.51	11,773.76	88,838.33	106,511.00	17,672.67	83.41%
TOTAL STATE AND FEDERAL FUNDS	316,892.85	293,516.86	1,089,907.89	912,477.00	(105,666.56)	119.44%
COUNTY GOVERNMENTS						
Beltrami County		210,444.50	420,889.00	420,889.00	-	100.00%
Cass County		199,285.50	398,571.00	398,571.00	-	100.00%
Crow Wing County			254,563.50	509,127.00	254,563.50	50.00%
Hubbard County			111,629.00	223,258.00	111,629.00	50.00%
Wadena		53,646.50	107,293.00	107,293.00	-	100.00%
TOTAL COUNTY GOVERNMENTS	-	463,376.50	1,292,945.50	1,659,138.00	366,192.50	77.93%
CITY GOVERNMENTS						
Bemidji		68,600.00	137,200.00	137,200.00	-	100.00%
Blackduck		8,240.00	16,480.00	16,480.00	-	100.00%
Brainerd			39,750.00	79,500.00	39,750.00	50.00%
Cass Lake			8,446.00	8,446.00	-	100.00%
Longville		5,098.50	10,197.00	10,197.00	-	100.00%
Park Rapids			24,462.50	48,925.00	24,462.50	50.00%
Pine River			12,360.00	12,360.00	-	100.00%
Wadena		38,110.00	76,220.00	76,220.00	-	100.00%
Walker		7,828.00	15,656.00	15,656.00	-	100.00%
TOTAL CITY GOVERNMENTS	-	127,876.50	340,771.50	404,984.00	64,212.50	84.14%
AUTOMATION RR						
Bemidji			5,647.00	5,647.00	-	100.00%
Blackduck			350.00	350.00	-	100.00%
Brainerd					-	
Cass Lake			300.00	300.00	-	100.00%
Longville			289.00	289.00	-	100.00%
Park Rapids			3,601.00	3,601.00	-	100.00%
Pine River			255.00	255.00	-	100.00%
Wadena			1,374.00	1,374.00	-	100.00%
Walker			406.00	406.00	-	100.00%
TOTAL AUTOMATION RR	-	-	12,222.00	12,222.00	-	100.00%
OTHER INCOME						
Interest	7,235.48	7,991.01	65,970.75	15,000.00	(50,970.75)	439.81%
Endowment Income			5,297.54	4,933.00	(364.54)	107.39%
NLLN Grants				2,678.00	2,678.00	0.00%
Donations Region Wide	4,050.60	4,215.32	18,751.86	15,000.00	(3,751.86)	125.01%
Branch Sales & Fees	2,209.36	2,150.21	19,620.87	25,000.00	5,379.13	78.48%
Winter Reading Program			722.14		(722.14)	
Inter Library Loan		30.00	183.00		(183.00)	
Miscellaneous	6.00		2,528.22		(2,528.22)	
Over/Short	(6.94)	35.60	166.70		(166.26)	
TOTAL OTHER INCOME	13,494.50	14,422.14	113,240.64	67,611.00	(50,629.64)	180.66%
TOTAL INCOME	330,387.35	899,192.00	2,849,087.53	3,051,432.00	274,108.80	93.37%

**KITCHIGAMI REIONAL LIBRARY
EXPENSE STATEMENT
BUDGET VS ACTUAL
2023**

	September	October	Year-to-Date	Budget	Budget Balance	% Spent
PERSONNEL						
Wages and Benefits	172,624.72	161,024.93	1,659,846.96	2,069,290.00	409,443.04	80%
Health Plan + Supplement	24,006.48	22,844.59	247,238.67	323,280.00	76,041.33	76%
Training & Development		5,094.87	10,019.90	14,450.00	4,430.10	69%
Interview & Hiring	1,096.90	1,456.05	6,706.90	8,000.00	1,293.10	84%
Brainerd Custodial/Non Employee			2,240.00		(2,240.00)	
Regional Travel				2,500.00	2,500.00	0%
TOTAL PERSONNEL	197,728.10	190,420.44	1,926,052.43	2,417,520.00	491,467.57	80%
LIBRARY MATERIALS						
Book Collections & Processing	19,440.98	14,809.95	205,955.66	293,372.00	87,416.34	70%
Video/DVD/Sound	3,117.19	3,869.26	39,504.11	79,373.00	39,868.89	50%
Periodicals		293.96	15,683.55	15,575.00	(108.55)	101%
Hot Spots	1,117.32	1,162.94	11,967.59	30,000.00	18,032.41	40%
E-Resources	15,563.18	27,681.51	135,290.91	156,100.00	20,809.09	87%
Data Based Platforms	2,504.00		11,486.92	20,000.00	8,513.08	57%
TOTAL LIBRARY MATERIALS	41,742.67	47,817.62	419,888.74	594,420.00	174,531.26	71%
LIBRARY OPERATIONS						
Postage/Meter Rental	1,152.00	240.00	4,445.24	7,000.00	2,554.76	64%
Telecommunications Region Wide	1,393.99	1,501.80	15,069.36	18,575.00	3,505.64	81%
Library Supplies, Office Supplies	3,422.76	133.96	25,927.81	39,000.00	13,072.19	66%
Copier Contracts/Lease & Insurance	735.52	752.34	4,211.80	2,500.00	(1,711.80)	168%
Data Lines NW Links		13,708.78	29,826.34	50,000.00	20,173.66	60%
ARR Reserve Expenses			4,171.98	500.00	(3,671.98)	834%
Capital Grant Expense			117,513.67		(117,513.67)	
Network Support, Software & Equipment	24,796.91	23,616.75	178,264.78	187,131.00	8,866.22	95%
ILS Maintenance			45,021.02	60,000.00	14,978.98	75%
Processing Records (Time & Supplies)				20,000.00	20,000.00	
Summer Reading Program			13,602.43	13,000.00	(602.43)	105%
Winter Reading Program			4,987.19	13,000.00	8,012.81	38%
Promotion						
Inter Library Loans	29.00		118.90		(118.90)	
TOTAL LIBRARY OPERATIONS	31,530.18	39,953.63	443,160.60	410,706.00	(32,454.60)	108%
DELIVERY & STAFF VAN						
Mileage/Route Expense	1,022.57	786.82	9,520.95	19,880.00	10,359.05	48%
Insurance/Delivery Van & Staff Van			2,549.50	3,000.00	450.50	85%
Repairs and Maintenance/Rentals	787.68	57.23	2,829.18	2,500.00	(329.18)	113%
TOTAL DELIVERY & STAFF VAN	1,810.25	844.05	14,899.63	25,380.00	10,480.37	59%
MOBILE VEHICLE, Regional Outreach						
Mileage/Route Expense	533.49	559.74	4,962.48	7,000.00	2,037.52	71%
Insurance			2,561.16	3,000.00	438.84	85%
Repairs and Maintenance			224.35	1,000.00	775.65	22%
TOTAL MOBIL LIBRARY VEHICLE	533.49	559.74	7,747.99	11,000.00	3,252.01	70%
HEADQUARTERS FACILITY						
Utilities	642.81	602.17	7,958.74	9,500.00	1,541.26	84%
Insurance-Property, Contents & Liability			7,151.36	6,700.00	(451.36)	107%
Building & Property Repair & Maintenance	999.74	895.59	7,512.43	8,000.00	487.57	94%
TOTAL HEADQUARTERS FACILITY	1,642.55	1,497.76	22,622.53	24,200.00	1,577.47	93%
KRLS BOARD & REGIONAL EXPENSES						
Board Meetings, Committee Meetings	256.76		1,405.63	4,000.00	2,594.37	35%
Special Projects	209.99	2,911.44	3,271.43	16,000.00	12,728.57	20%
Legacy Fund Expenses	3,649.31	17,508.17	72,664.50	106,511.00	33,846.50	68%
Membership Dues & Travel	2,585.00		2,585.00	11,900.00	9,315.00	22%
Professional Fees	7,192.50	2,202.50	26,574.75	15,000.00	(11,574.75)	177%
Board Insurance			3,320.00	3,100.00	(220.00)	107%
Software/Fees	171.69	171.69	2,311.87	5,000.00	2,688.13	46%
TOTAL KRL BOARD	14,065.25	22,793.80	112,133.18	161,511.00	49,377.82	69%
OTHER						
Administration Travel & Dues	40.98	560.77	3,986.32	5,500.00	1,513.68	72%
Associate Service Crosslake			5,000.00	5,000.00	-	100%
Associate Service Pequot Lakes			5,000.00	5,000.00	-	100%
Banking Fees	5.00	5.00	121.00		(121.00)	
Miscellaneous, (Income) or Expense			189.08		(189.08)	
Late Fees, Fines, Penalties			3,651.35		(3,651.35)	
TOTAL OTHER	45.98	565.77	17,947.75	15,500.00	(2,447.25)	116%
TOTAL EXPENSES	289,098.47	304,452.81	2,964,452.85	3,640,737.00	695,784.15	81%
TOTAL INCOME	330,387.35	899,192.00	2,849,087.53	3,051,432.00	202,344.47	93%
EXCESS (DEFICIT) OVER EXP.	41,288.88	594,739.19	(115,365.32)	(608,805.00)		

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: FY22 Funds
Grant ID: 5735

Grant Period: 9/15/2021-6/30/2024 Grant Total: \$106,511.48
Expenditures Through: 6/30/2023 Claim Number: 8
Current Reimbursement Period Dates 07/01/2023 Thru 09/30/2023

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

Code\Description	Grants				
	Budget	Expended	Cur. Balance	Cur. Expended	New Balance
Adm Administration	\$5,325.57	\$5,325.57	\$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)	\$101,185.91	\$85,373.96	\$15,811.95	\$15,811.95	\$0.00
	\$106,511.48	\$90,699.53	\$15,811.95	\$15,811.95	\$0.00
Amount To Be Paid				\$15,811.95	
Apply To Advance				\$0.00	
Amount To Be Paid on this request				\$15,811.95	
Previous Amount Remaining To Be Paid				\$90,699.53	
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).

Carol Christensen 10/4/2023
Completed By Date

Melissa Whatley 10/4/2023
Authorized By Date

Notes:

STATE OF MINNESOTA - MN Department of Education

Cumulative Report

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 Grant Total: \$107,034.13
Expenditures Through: 6/30/2023 Claim Number: 2
Current Reimbursement Period Dates 07/01/2023 Thru 09/30/2023

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

Financial Reporting Form

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

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

Code\Description	Grants				
	Budget	Expended	Cur. Balance	Cur. Expended	New Balance
Adm Administration	\$5,351.70	\$0.00	\$5,351.70	\$2,675.85	\$2,675.85
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	\$0.00	\$101,682.43	\$11,365.49	\$90,316.94
	\$107,034.13	\$0.00	\$107,034.13	\$14,041.34	\$92,992.79

Amount To Be Paid \$14,041.34
Apply To Advance \$0.00
Amount To Be Paid on this request \$14,041.34

Previous Amount Remaining To Be Paid \$0.00
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).

Carol Christensen 10/17/2023
Completed By Date

Melissa Whatley 10/17/2023
Authorized By Date

Notes:

5f Director's Report

2023 Staff Day

KRLS staff from around the region attended Staff Day in Walker and explored Safety & Security themes with speakers trained in mental health first aid, public safety in active shooter situations, and best practices for safety in the public library. Many thanks to the KRLS Board for supporting this opportunity for staff and to our speakers for joining us for the day of learning.



MLA Conference

On October 8 staff from around the region attended the Minnesota Library Association (MLA) conference in St. Paul to learn from and network with library professionals from around the state. 3 presentations were given by KRLS staff, and letters of thanks were received from MLA for allowing them to give their expertise and help support the library community of MN. A big thank you to the cities/counties for providing the Training & Development funds that allow us to continue to develop our staff through events like these.

Personnel

Current Administrative Assistant/Legacy Coordinator Carol Christensen has been selected for the Branch Manager position in Walker and will begin in that role on November 27th. Current branch manager Carrie Huston will help train Carol and will transition out of the role with a final day of December 15th. Many thanks to both for their excellent work around the region and within the branches.

Regional Library Telecommunications Aid (RLTA) Priority 2 Funds

State Library Services manages the RLTA aid to libraries through RLTA Priority 1 (RLTA P1) funding that supports broadband connectivity for library locations as well as RLTA Priority 2 funding to support a broader range of internet-related needs. RLTA P2 funding is calculated as a share of the remaining funds once RLTA P1 funding is allocated to all regional systems. The RLTA P2 application is normally due in early January; the RLTA P2 funding amount has not yet been released by the state and the application cannot be reviewed or approved by the board until that information is known. Director Whatley will prepare and submit that report prior to the state deadline, and will bring it to the January board meeting for review/ amendment/ approval of the board.

Director Activities:

9/27 Council of Regional Public Library System Administrators (CRPLSA) Virtual Meeting

10/4-6 Minnesota Library Association (MLA) Annual Conference in St. Paul

10/9 KRLS All Staff Day

10/11 In-person Manager Meeting

10/24 Manager Policy Committee Meeting

10/26-27 CRPLSA In-person meeting in Fergus Falls

10/30 Board Policy Committee Meeting

10/31 NW Links Governance Board Meeting

11/2 Board Budget Committee Meeting

11/7 Board Personnel Committee Meeting

11/8 Virtual Manager Meeting

11/16 KRLS Board Meeting

Upcoming:

12/4 AMC Conference

12/7 CRPLSA Virtual

12/13 In Person Manager Meeting

6a City/County Budget Updates

Action Request: That the board approve these city/county budget updates for distribution to the cities and counties.

The Board Budget Committee has reviewed and approved bringing these budget updates to the full board; requesting approval for distribution to the cities and counties.

Budget updates include:

- Removing Thursday delivery to 4 largest branches
- Supporting county outreach with funding from Outreach reserve
- Reducing Beltrami County levy to 4% from 11% by request of county
- Reducing Crow Wing County levy to state-mandated Maintenance of Effort (MOE) minimum of \$509,127; reducing City of Brainerd to \$79,500 by request

Levy request changes:	\$ Amount	% Increase over 2023
• Beltrami County	\$437,917	4%
○ Bemidji	\$146,800	7%
○ Blackduck	\$ 19,446	18%
• Cass County	\$460,165	15%
○ Cass Lake	\$ 9,460	12%
○ Longville	\$ 11,475	13%
○ Pine River	\$ 14,800	20%
○ Walker	\$ 17,500	12%
• Crow Wing County	\$ 509,127	0%
○ Brainerd	\$ 79,500	0%
• Hubbard County	\$ 248,711	11.4%
○ Park Rapids	\$ 52,700	7.7%
• Wadena County	\$ 141,961	16%
○ City of Wadena	\$ 89,400	17.3%

The Crow Wing County and City of Brainerd budgets will be available at the November board meeting as handouts and will be sent electronically to board members prior to meeting.

2024 Operating Budget Beltrami County DRAFT 2

Highlights: Residents of the county will receive 2 additional service hours at the Blackduck location

	2023 Approved	2024 Draft 2
Expense		
KRL Board	\$ 850	\$ 850

Outreach

Operating	\$ -	\$ -
Capital	\$ -	\$ -
Total:	\$ -	\$ -

Branch Libraries (Bemidji and Blackduck)

Personnel	\$ 515,600	\$ 533,850
Communications	\$ 2,850	\$ 9,260
Materials	\$ 83,918	\$ 67,952
Technical Services	\$ 18,776	\$ 25,953
Delivery	\$ 3,315	\$ 1,440
City KRL Board	\$ 1,700	\$ 1,700
Total:	\$ 626,159	\$ 640,155

County Total:	\$ 627,009	\$ 641,005	\$ 13,996	2.2%
----------------------	-------------------	-------------------	-----------	------

Revenue

City Levy Requests

Bemidji	\$ (137,200)	\$ (146,800)	\$ (9,600)	7.0%
Blackduck	\$ (16,480)	\$ (19,446)	\$ (2,966)	18.0%
City Levy Request Total	\$ (153,680)	\$ (166,246)	\$ (12,566)	8.2%

County Levy Request:	\$ 420,889	\$ 437,917	\$ 17,028	4.0%
	\$ -	\$ -		

Additional Contributing Revenue

\$ (14,400)	\$ (6,410)	Transfer from RLTA reserve (budgeted from RLTA p1)
\$ (38,040)	\$ (30,432)	County Levy Buydown

2024 Operating Budget Bemidji DRAFT 2

Highlights: The Bemidji branch library will continue to be open to the public 56 hours per week. 1 hour PT added, 1 PT wellness stipend. Reducing AV and books materials budgets to meet levy reduction request by Beltrami county. Dropping Thursday delivery route

Expense

	2023 Approved	2024 Draft 2
KRL Board	\$ 850	\$ 850

Personnel

Wages	\$ 388,000	\$ 401,000	3% COLA, 2% step, +1 PT hour
Health Plan and Supplement	\$ 69,000	\$ 71,400	adding 1 PT wellness stipend
Training and Development	\$ 1,300	\$ 1,900	
Personnel Total:	\$ 458,300	\$ 474,300	

Communications

Postage	\$ -	\$ -	Covered by HQ
Telecommunications	\$ 2,300	\$ 2,300	
Data Lines	\$ -	\$ 3,205	Budgeted from RLTA P1
Communications Total:	\$ 2,300	\$ 5,505	

Materials

Books	\$ 37,434	\$ 29,500	
Audiovisual	\$ 10,367	\$ 5,000	DVD/CD/Audiobook
Periodicals	\$ 3,900	\$ 2,500	Newspapers/Magazine
Database platforms	\$ -	\$ -	Currently covered by HQ
Shared Collections	\$ 7,478	\$ 4,809	Rotating large print- audio removed
E-materials	\$ 7,734	\$ 12,024	eMaterial platform - rotating audio funding added here
Supplemental processing	\$ 1,000	\$ 1,000	To catalog and process donated and misc. materials.
Supplies	\$ 3,000	\$ 3,000	Library supplies
Total Materials	\$ 70,913	\$ 57,833	

Technical Services

Technical Support	\$ 15,337	\$ 21,467	
Technical Services Total:	\$ 15,337	\$ 21,467	

Delivery

Thursday delivery route	\$ 1,875		
Operating	\$ 320	\$ 320	
Capital (van replacement)	\$ 400	\$ 400	
Total Delivery:	\$ 2,595	\$ 720	

Branch TOTAL	\$ 550,295	\$ 560,675	\$ 10,380	2%
Total with City COVID19 Fund				
Balance Offset				

City Levy Request	\$ 137,200	\$ 146,800	\$ 9,600	7%
City ARR Reserve	\$ 5,647	\$ 5,647	Automation Reserve and Replacement	

County Levy Requirement	\$ 401,095	\$ 410,670	\$ 9,575	2%
--------------------------------	-------------------	-------------------	----------	----

Additional Contributing Revenue

	\$ (12,000)		
		\$ (3,205)	Budgeted from RLTA Priority 1 application

2024 Operating Budget Blackduck DRAFT 2

Highlights: The Blackduck branch will add 2 service hours per week to 23 total. Increasing training budget to match rising conference costs. Reducing materials budgets to make up levy reduction request from Beltrami county.

	2023 Approved	2024 Draft 2		
City KRL Board	\$ 850	\$ 850		
Personnel				
Wages	\$ 54,000	\$ 55,750	no additions	
Health Plan and Supplement	\$ 2,400	\$ 2,400	1 pt stipend	
Training and Development	\$ 900	\$ 1,400		
Personnel Total:	\$ 57,300	\$ 59,550		
Communications				
Postage	\$ -	\$ -	Covered by HQ	
Telecommunications	\$ 550	\$ 550		
Data Lines	\$ -	\$ 3,205	Budgeted from RLTA P1	
Communications Total:	\$ 550	\$ 3,755		
Materials				
Books	\$ 7,500	\$ 6,250		
Audiovisual	\$ 2,500	\$ 1,100	DVD/CD/Audiobook	
Periodicals	\$ 360	\$ 60	Newspapers/Magazine	
Database platforms	\$ -	\$ -	Currently covered by HQ	
Shared Collections	\$ 818	\$ 488	Rotating large print- audio removed	
E-materials	\$ 827	\$ 1,221	eMaterial platform - rotating audio funding added here	
Supplemental processing	\$ 500	\$ 500	To catalog and process donated and misc. materials.	
Supplies	\$ 500	\$ 500	Library supplies	
Software and licenses				
Total Materials	\$ 13,005	\$ 10,119		
Technical Support	\$ 3,439	\$ 4,486		
Technical Services Total:	\$ 3,439	\$ 4,486		
Delivery				
Operating	320	320		
Capital	400	400		
Delivery Total:	720	720		
Branch TOTAL	\$ 75,864	\$ 79,480	\$ 3,616	5%
City COVID19 Fund Balance Offset				
City Levy Request	\$ 16,480	\$ 19,446	\$ 2,966	18%
City ARR Reserve	\$ 350	\$ 350	Automation Reserve and Replacement	
County Levy Requirement	\$ 56,984	\$ 56,829	\$ (155)	0%
Additional Contributing Revenue	\$ (2,400)			
		\$ (3,205)	Budgeted from RLTA Priority 1 application	

2024 Operating Budget Cass County: 3rd Draft

Highlights: Cass County residents receive 108 hours each week of library service from branch libraries in Cass Lake, Longville, Pine River and Walker. Outreach services will be delivered via bookmobile to Backus, Remer, Leader and Hackensack.

	2023 Approved	2024 Proposed
Expense		
KRL Board	\$ 850	\$ 850

Outreach

Operating	\$ 22,520	\$ 32,972
Capital	\$ -	\$ -
Total:	\$ 22,520	\$ 32,972

Branch Libraries (Cass Lake, Longville, Pine River, Walker)

Personnel	\$ 336,930	\$ 382,980
Communications	\$ 3,100	\$ 17,060
Materials	\$ 97,769	\$ 98,911
Technical Services	\$ 13,432	\$ 19,453
Delivery	\$ 2,880	\$ 2,880
City KRL Board	\$ 3,400	\$ 3,400
Total:	\$ 457,511	\$ 524,684

County Total:	\$ 480,881	\$ 558,506
----------------------	-------------------	-------------------

Revenue

City Levy Requests

Cass Lake	\$ (8,446)	\$ (9,460)	\$ (1,014)	12%
Longville	\$ (10,197)	\$ (11,475)	\$ (1,278)	13%
Pine River	\$ (12,360)	\$ (14,800)	\$ (2,440)	20%
Walker	\$ (15,656)	\$ (17,500)	\$ (1,844)	12%
City Levy Request Total	\$ (46,659)	\$ (53,235)		

County Levy Request:	\$ 398,571	\$ 460,165	\$ 61,594	15%
-----------------------------	-------------------	-------------------	-----------	-----

Additional Contributing Revenue

\$ (4,800)	\$ -	KRLS health insurance carryover reserve
\$ (30,851)		Contributions from KRLS General Fund
	-13960	contributions from RLTA reserve - Budgeted from RLTA P1
	-24681	County levy buydown
	-6465	Contributions from Outreach Reserve

2024 Operating Budget Cass Lake: Draft

Highlights: The Cass Lake library will continue to be open 20 hours per week at the 2020 staffing level. \$1000 added to Sub budget for personnel

Expense

	2023 Approved	2024 Proposed
KRL Board	\$ 850	\$ 850

Personnel

Wages	\$ 46,250	\$ 51,000	3 PT staff = .9FTE
Health Plan and Supplement	\$ 2,400	\$ 2,400	1 PT health supplement
Training and Development	\$ 400	\$ 750	Increased cost of conference attendance
Personnel Total:	\$ 49,050	\$ 54,150	

Communications

Postage	\$ -	\$ -	Covered by HQ
Telecommunications	\$ 700	\$ 700	
Data Lines	\$ -	\$ 2,809	NW Links membership costs - Paid from RLTA Funds
Communications Total:	\$ 700	\$ 3,509	

Materials

Books	\$ 12,179	\$ 12,179	
Audiovisual	\$ 4,978	\$ 4,978	DVD/CD/Audiobook
Periodicals	\$ 300	\$ 300	Newspapers/Magazine
Database platforms	\$ -	\$ -	Currently covered by HQ
Shared Collections	\$ 700	\$ 455	Rotating large print - removing audiobooks
Shared eMaterials	\$ 745	\$ 1,138	eMaterial platform and portion of eAudio - audiobook funding added here
Supplemental processing	\$ 50	\$ 50	To catalog and process donated and misc. materials.
Supplies	\$ 650	\$ 650	Library supplies
Total Materials	\$ 19,602	\$ 19,750	

Technical Services

Technical Support	\$ 2,299	\$ 2,851
Technical Services Total:	\$ 2,299	\$ 2,851

Delivery

Thursday delivery route		
Operating	\$ 320	\$ 320
Capital (van replacement)	\$ 400	\$ 400
Total Delivery:	\$ 720	\$ 720

Branch TOTAL	\$ 73,221	\$ 81,830	\$ 8,609	12%
---------------------	------------------	------------------	----------	-----

City Levy Request	\$ 8,446	\$ 9,460	\$ 1,014	12%
City ARR Reserve	\$ 300	\$ 300	Automation Reserve and Replacement	

County Levy Requirement	\$ 64,775	\$ 69,561	\$ 4,786	7%
--------------------------------	------------------	------------------	----------	----

Additional Contributing Revenue
\$ - \$ (2,809) rita

2024 Operating Budget Longville: Draft

Highlights: The Margaret Welch Memorial Library will continue to be open to the public 20 hours per week with 1 additional hour of staff time 1.2 FTE

	2023 approved	2024 Proposed	
City KRL Board	\$ 850	\$ 850	
Personnel			
Wages	\$ 57,500	\$ 60,500	3 PT
Health Plan and Supplement	\$ -	\$ 2,400	1 stipend
Training and Development	\$ 300	\$ 750	
Personnel Total:	\$ 57,800	\$ 63,650	
Communications			
Postage	\$ -	\$ -	
Telecommunications	\$ 500	\$ 500	
Data Lines	\$ -	\$ 2,809	Budgeted to be paid from RLTA P1 State Aid
Communications Total:	\$ 500	\$ 3,309	
Materials			
Books	\$ 13,929	\$ 13,929	
Audiovisual	\$ 4,676	\$ 5,100	Increased need for audiobooks with removal of rotating collection
Periodicals	\$ 600	\$ 600	
Database platforms	\$ -	\$ -	
Shared Collections	\$ 941	\$ 573	Audio collection dropped, funding put into ematerials
Shared eMaterials	\$ 871	\$ 1,433	
Supplemental processing	\$ 200	\$ 200	
Supplies	\$ 650	\$ 650	
Total Materials	\$ 21,867	\$ 22,485	
Technical Support	\$ 3,412	\$ 4,814	
Technical Services Total:	\$ 3,412	\$ 4,814	
Delivery			
Operating	320	320	
Capital	400	400	
Delivery Total:	720	720	
Branch TOTAL	\$ 85,149	\$ 95,828	\$ 10,679 12.54%
Total with City COVID19			
Fund Balance Offset			
City Levy Request	\$ 10,197	\$ 11,475	\$ 1,278 12.53%
City ARR Reserve	\$ 289	\$ 289	
County Levy Requirement	\$ 74,952	\$ 81,544	\$ 6,592 8.79%
Additional Contributing Revenue			-2809 Budgeted from RLTA

2024 Operating Budget Pine River: Draft

Highlights: The Pine River library will continue to be open to the public 33 hours per week and will add 1 15hr/wk LA II

	2023 approved	2024 Proposed	
City KRL Board	\$ 850	\$ 850	
Personnel			
Wages	\$ 98,000	\$ 118,500	1 FT and 4 PT staff = 2.3 FTE
Health Plan and Supplement	\$ 15,240	\$ 15,240	1 FT health insurance plan and 1 PT health supplement
Training and Development	\$ 600	\$ 1,500	Increased to cover rising conference cost
Personnel Total:	\$ 113,840	\$ 135,240	
Communications			
Postage	\$ -	\$ -	Covered by HQ
Telecommunications	\$ 1,300	\$ 1,300	
Data Lines	\$ -	\$ 5,545	Budgeted to be paid from RLTA P1 State Aid
Communications Total:	\$ 1,300	\$ 6,845	
Materials			
Books	\$ 13,827	\$ 13,827	
Audiovisual	\$ 6,206	\$ 6,206	
Periodicals	\$ 1,582	\$ 1,250	
Database platforms	\$ -	\$ -	Currently covered by HQ
Shared Collections	\$ 1,458	\$ 1,141	removing audio collection and putting towards ematerials
Shared eMaterials	\$ 1,540	\$ 2,852	
Supplemental processing	\$ 450	\$ 450	
Supplies	\$ 1,000	\$ 1,000	
Total Materials	\$ 26,063	\$ 26,726	
Technical Support	\$ 4,005	\$ 6,277	
Technical Services Total:	\$ 4,005	\$ 6,277	
Delivery			
Operating	320	320	
Capital	400	400	
Delivery Total:	720	720	
Branch TOTAL	\$ 146,778	\$ 176,658	\$ 29,880 20%
Total with City COVID19 Fund Balance Offset			
City Levy Request	\$ 12,360	\$ 14,800	\$ 2,440 20%
City ARR Reserve	\$ 255	\$ 255	Automation Reserve and Replacement
County Levy Requirement	\$ 132,018	\$ 156,313	\$ 24,295 18%
Revenue	\$ (2,400)	0	
		-5545	From RLTA reserve

Page 26 of 289

2024 Operating Budget Walker: Draft

Highlights:

The Walker library will continue to be open to the public 35 hours per week with a 3-month temporary position added for summers.

2023
approved **2024**
Proposed

City KRL Board	\$	850	\$	850
----------------	----	-----	----	-----

Personnel

Wages	\$	102,500	\$	115,500	2.525 FTE, 1 FT & 5 PT. 3-month 20hr/wk summer LA II added
Health Plan and Supplement	\$	12,840	\$	12,840	1 FT insurance
Training and Development	\$	900	\$	1,600	Increased to cover rising conference costs
Personnel Total:	\$	116,240	\$	129,940	

Communications

Postage	\$	-	\$	-	
Telecommunications	\$	600	\$	600	
Data Lines	\$	-	\$	2,797	Budgeted to be paid from RLTA P1 State Aid
Communications Total:	\$	600	\$	3,397	

Materials

Books	\$	16,825	\$	16,825	
Audiovisual	\$	7,247	\$	7,247	
Periodicals	\$	1,583	\$	1,000	
Database platforms	\$	-	\$	-	
Shared Collections	\$	1,583	\$	1,008	Removing rotating audio, put \$ towards shared ematerials
Shared eMaterials	\$	1,649	\$	2,520	
Supplemental processing	\$	350	\$	350	
Supplies	\$	1,000	\$	1,000	
Software and licences	\$	-	\$	-	
Total Materials	\$	30,237	\$	29,950	

Technical Support	\$	3,716	\$	5,511
Technical Services Total:	\$	3,716	\$	5,511

Delivery

Operating	320	320
Capital	400	400
Delivery Total:	720	720

Branch TOTAL	\$	152,363	\$	170,368	\$	18,005	12%
---------------------	----	---------	----	---------	----	--------	-----

Total with City COVID19

Fund Balance Offset

City Levy Request	\$	15,656	\$	17,500	\$	1,844	12%
City ARR Reserve	\$	406	\$	406			

County Levy Requirement	\$	134,307	\$	150,071	\$	15,764	12%
--------------------------------	----	---------	----	---------	----	--------	-----

Additional Contributing Revenue

\$ (2,400) 0
\$ (2,797) From RLTA reserve

2024 Operating Budget Hubbard County: 3rd Draft

Highlights: Hubbard County residents receive access to library service through the Park Rapids Area Library and outreach services from bookmobile stops in Nevis, Laporte and Becida.

	2023 Proposed	2024 Proposed
Expense		
KRL Board	\$ 850	\$ 850

Outreach

Operating	\$ 15,599	\$ 22,608
Capital	\$ -	\$ -
Total:	\$ 15,599	\$ 22,608

Branch Library: Park Rapids

Personnel	\$ 230,030	\$ 245,980
Communications	\$ 625	\$ 4,430
Materials	\$ 50,866	\$ 51,850
Technical Services	\$ 9,344	\$ 11,146
Delivery	\$ 2,595	\$ 720
City KRL Board	\$ 850	\$ 850
Total:	\$ 294,310	\$ 314,976

Dropped Thursday delivery

County Total:	\$ 310,759	\$ 338,434	\$ 27,675	8.9%
----------------------	-------------------	-------------------	-----------	------

Revenue

City Levy Requests

Park Rapids	\$ (48,925)	\$ (52,700)	\$ (3,775)	7.7%
City Levy Request Total	\$ (48,925)	\$ (52,700)		

County Levy Request:	\$ 223,258	\$ 248,711	\$ 25,453	11.4%
-----------------------------	-------------------	-------------------	-----------	-------

--	--

Additional Contributing Revenue

\$ (2,400)	\$ -	KRLS health insurance carryover reserve
\$ (36,176)	\$ (28,941)	Contributions from County Levy Buydown reserve
	-3805	RLTA Reserve
	-4277	Contribution from Outreach Reserve

2024 Operating Budget Park Rapids: 3rd Draft

Highlights: The Park Rapids Area Library will continue to have 44 open public hours per week, will add a 14hr/wk LA II and increase to 4.075 FTE

Expense

	2023 Approved	2024 Proposed
KRL Board	\$ 850	\$ 850

Personnel

Wages	\$ 198,500	\$ 213,000	2 FT and 5 PT staff = 4.075 FTE
Health Plan and Supplement	\$ 30,480	\$ 30,480	2 FT health plan 2 PT health supplements
Training and Development	\$ 1,050	\$ 2,500	Increasing conference attendance costs
Personnel Total:	\$ 230,030	\$ 245,980	

Communications

Postage	\$ -	\$ -	Covered by HQ
Telecommunications	\$ 625	\$ 625	
Data Lines	\$ -	\$ 3,805	Budgeted from RLTA P1 Funds
Communications Total:	\$ 625	\$ 4,430	

Materials

Books	\$ 26,866	\$ 29,991	
Audiovisual	\$ 12,628	\$ 10,000	DVD/CD/Audiobook
Periodicals	\$ 2,000	\$ 1,500	Newspapers/Magazine
Database platforms	\$ -	\$ -	Currently covered by HQ
Shared Collections	\$ 3,820	\$ 2,516	Rotating large print - audiobooks removed
E-materials	\$ 3,999	\$ 6,290	funding for rotating audiobooks added to Hoopla ematerials budgets
Supplemental processing	\$ 453	\$ 453	To catalog and process donated and misc. materials.
Supplies	\$ 1,100	\$ 1,100	Library supplies
Total Materials	\$ 50,866	\$ 51,850	

Technical Services

Technical Support	\$ 9,344	\$ 11,146
Technical Services Total:	\$ 9,344	\$ 11,146

Delivery

Thursday delivery route	\$ 1,875		dropped Thursday route
Operating	\$ 320	\$ 320	
Capitol (van replacement)	\$ 400	\$ 400	
Total Delivery:	\$ 2,595	\$ 720	

Branch TOTAL	\$ 294,310	\$ 314,976	\$ 20,666	7.0%
---------------------	-------------------	-------------------	-----------	------

City Levy Request	\$ 48,925	\$ 52,700	\$ 3,775	7.7%
City ARR Reserve	\$ 3,601	\$ 3,601	Automation Reserve and Replacement	

County Levy Requirement	\$ 242,985	\$ 258,471	\$ 15,486	6.4%
--------------------------------	-------------------	-------------------	-----------	------

\$ (2,400) \$ -
-3805 Transfer from RLTA Reserve (budgtd from RLTA p1)

2024 Operating Budget Wadena County: 3rd draft

Highlights: Wadena County residents receive library service through the Wadena City Library and outreach services through bookmobile stops in Nimrod, Sebeka and Menahga.

	2023 Approved	2024 Proposed
Expense		
KRL Board	\$ 850	\$ 850

Outreach

Operating	\$ 29,626	\$ 44,983
Capital	\$ -	\$ -
Total:	\$ 29,626	\$ 44,983

Branch Library: Wadena

Personnel	\$ 162,140	\$ 192,080
Communications	\$ 1,400	\$ 4,622
Materials	\$ 28,051	\$ 28,392
Technical Services	\$ 7,081	\$ 8,893
Delivery	\$ 2,595	\$ 720
City KRL Board	\$ 850	\$ 850
Total:	\$ 202,117	\$ 235,557

County Total:	\$ 232,593	\$ 281,390	\$ 48,797	21%
----------------------	-------------------	-------------------	-----------	-----

Revenue

City Levy Requests

Wadena	\$ (76,220)	\$ (89,400)	\$ (13,180)	17%
City Levy Request Total	\$ (76,220)	\$ (89,400)		

County Levy Request:	\$ 107,293	\$ 141,961	\$ 34,668	32%
-----------------------------	-------------------	-------------------	-----------	-----

Additional Contributing Revenue

Transfers from reserves

\$ (2,400)	\$
\$ (46,680)	\$

- KRLS health insurance carryover reserve
- Contributions from KRLS General Fund**
- 3222 From RLTA reserve
- 37344 KRLS County Levy Buydown Program
- 9463 Contributions from Outreach reserve

2024 Operating Budget Wadena: 2nd Draft

Highlights: The City of Wadena Library will continue to provide 40 open hours per week.

Expense

	2023 Approved	2024 Proposed
KRL Board	\$ 850	\$ 850

Personnel

Wages	\$ 144,000	\$ 159,500	2 FT, 3 PT staff
Health Plan and Supplement	\$ 17,640	\$ 30,480	2 FT staff and 2 PT Insurance stipend
Training and Development	\$ 500	\$ 2,100	Increasing cost of conference attendance
Personnel Total:	\$ 162,140	\$ 192,080	

Communications

Postage	\$ -	\$ -	Covered by HQ
Telecommunications	\$ 1,400	\$ 1,400	
Data Lines	\$ -	\$ 3,222	NW Links - Paid from RLTA P1 funds
Communications Total:	\$ 1,400	\$ 4,622	

Materials

Books	\$ 15,500	\$ 16,500	
Audiovisual	\$ 6,000	\$ 5,000	DVD/CD/Audiobook
Periodicals	\$ 850	\$ 850	Newspapers/Magazine
Database platforms	\$ -	\$ -	Currently covered by HQ
Shared Collections	\$ 2,487	\$ 1,512	Rotating large print and audiobooks
E-materials	\$ 2,464	\$ 3,780	eMaterial platform and portion of eAudio
Supplemental processing	\$ 150	\$ 150	To catalog and process donated and misc. materials.
Supplies	\$ 600	\$ 600	Library supplies
Total Materials	\$ 28,051	\$ 28,392	

Technical Services

Technical Support	\$ 7,081	\$ 8,893	
Technical Services Total:	\$ 7,081	\$ 8,893	

Delivery

Thursday delivery route	\$ 1,875		Thursday delivery dropped
Operating	\$ 320	\$ 320	
Capitall (van replacement)	\$ 400	\$ 400	
Total Delivery:	\$ 2,595	\$ 720	

Branch TOTAL	\$ 202,117	\$ 235,557	\$ 33,440	17%
---------------------	-------------------	-------------------	-----------	-----

City Levy Request	\$ 76,220	\$ 89,400	\$ 13,180	17.29%
--------------------------	------------------	------------------	-----------	--------

City ARR Reserve	\$ 1,374	\$ 1,374	Automation Reserve and Replacement	
-------------------------	-----------------	-----------------	------------------------------------	--

County Levy Requirement	\$ 123,497	\$ 142,935	\$ 19,438	16%
--------------------------------	-------------------	-------------------	-----------	-----

Additional Contributing Revenue	\$ (2,400)	\$ -	-3222 from RLTA reserve, budgtd RLTA P1	
--	-------------------	-------------	---	--

6b Policy Updates – 2nd Readings

Action Request: That the board hold second reading and approve these policies

The Manager Policy Committee and Board Policy committee have developed, reviewed, and approved these policies for their 2nd reading with the KRLS Board. Our legal team has also reviewed these policies. Please hold a second reading and approve these policies:

i. Suspension of Privileges for Health & Safety Reasons

The Suspension of Services for Health & Safety policy was requested by managers in response to materials returned with evidence of bedbugs. This policy covers temporarily halting services to patrons who return materials which may have health and safety risks for other patrons and for facilities and materials damage, such as bedbugs, silverfish, fleas, and bodily waste (human or animal).

ii. Sick & Safe Leave

Changes in MN legislation require an update of our Sick Leave Policy (4.17) to meet the requirements of Minnesota's Earned Sick and Safe Leave Law, effective on Jan. 1, 2024.

In adapting our current Sick Leave policy to meet these new standards, we extended eligibility down to those working 80+ hours a year to meet legal minimums, and expanded the list of reasons that all employees can use this leave to match the list of reasons given in the law. Accrual rates do not change for those currently eligible for sick leave.

iii. Patron Behavior

Managers requested an update to this policy that specifies the remedies if patrons are not following policies within the library, especially to define the authority of staff to remove patrons from the library for specific lengths of time. The final paragraph of the policy allows any staff to remove a patron from the library for the day, for branch managers to remove patrons from the library and ban them for up to one week, and for the director to ban patrons for any length of time, depending on the severity of the offense, repeated offenses, threat to staff or patrons or damage to library property.

iv. Automation, Repair & Replacement

A revision of an existing policy to update technology described to its modern counterparts; to clarify the obligations of signatory cities to provide for technology equipment in branches; and to clarify the ARR budgeting process for staff, cities and the Board.

Policy: Suspension of Services for Health & Safety Reasons	Policy Number:
Approved by the Board:	Revision Date:
Effective Date:	Number of Pages: 2

Purpose:

It is the responsibility of KRLS to maintain a healthy and clean environment for all library users and to protect the investment in library collections, equipment, and property. To fulfill this responsibility, the library may restrict an individual's ability to borrow materials and/or visit library facilities when such use may jeopardize the health and cleanliness of library facilities, collections, and users.

Policy:

Patrons should self-monitor for signs and symptoms of communicable illnesses and infestations and stay home or mitigate if contagious.

Examples of situations where access to library facilities may be suspended under this policy include, but are not limited to:

- Patrons with clothing or materials carrying fleas, lice, bedbugs, scabies, or other communicable parasites.
- Patrons with clothing or materials stained with urine, feces, or other bodily (human or animal) secretions.
- Patrons who exhibit advanced symptoms of a communicable illness.

Examples of situations where borrowing of library materials may be suspended under this policy include, but are not limited to:

- Evidence that items on loan to a patron have been repeatedly returned with insects that are known to be damaging to library materials OR that can result in pest infestations in library facilities, e.g., bed bugs, roaches, silverfish, etc.
- Evidence that items on loan to a patron have been returned with stains or odors of urine, feces, or other bodily (human or animal) secretions.

Implementation:

Should it become necessary to suspend the library privileges of a patron in order to protect library collections, facilities, or other users, notification of the suspension will be made by the branch manager of the library in which the incident occurred. Access to facilities and borrowing privileges will be restored when the suspended patron demonstrates that the situation that caused the loss of privileges has been remediated (a paid final invoice from a pest control professional, or a note from medical professional stating communicable illness is no longer contagious, for

example). Any patron that has privileges suspended under the terms of this policy may request a re-evaluation of the suspension by the Director of KRLS.

DRAFT

Policy: Earned Sick & Safe Time Leave	Policy Number: 4.17
Approved by the Board:	Revision Date:
Effective Date: 1/1/2024	Number of pages: 3

Policy:

It is the policy of the KRLS to provide paid Earned Sick & Safe Time Leave (ESST) to eligible employees for specified reasons.

Application:

1. ELIGIBILITY

KRLS employees (including temporary & part time employees) are eligible for ESST if they work at least 80 hours per year. Nothing about this policy is intended to change the at-will employment relationship or create any contract of employment.

2. ACCRUAL

- a. Employees eligible to earn ESST begin accruing at the commencement of employment with KRLS.
- b. Earned ESST can be used once employees have completed 80 hours of worked time.
- c. Employees earn ESST according to the following schedule:

Eligible employees working less than 14 hours per week earn ESST at the rate of 1 hour per 30 hours worked; for each one (1) hour worked, .033 hours of ESST is accrued. Employees may accrue up to a maximum of 48 hours in one year. Employees are permitted to carry over up to 80 hours of unused time into the following year. Hours accrued beyond the yearly carryover maximum will be lost at the end of the year.

Regular employees working 14+ hours per week accrue ESST at the rate of 1 hour per 21.667 hours worked; for each one (1) hour worked .0462 hours of ESST is accrued. Full-time employees can earn up to a maximum of 480 hours. Part-time employees can earn up to a maximum of 5 years of sick leave based upon hours worked. Hours accrued beyond the maximum will be lost.

3. AVAILABILITY

An employee shall be allowed to use accumulated ESST according to the provisions of this policy upon completion of 80 hours of worked time.

4. AUTHORIZATION

An employee may use accrued ESST for: (1) An employee's own mental or physical illness, injury, or other health condition; (2) care of a family member; (3) absence due to providing or receiving assistance because of domestic abuse, sexual assault, or stalking of the employee or employee's family member; (4) business closures due to weather or other public emergency; (5) the employee's inability to work because of health concerns regarding the potential transmission of a communicable illness related to a public emergency.

Employees may use ESST for the following family members:

- a. their child, including foster child, adult child, legal ward, child for whom the employee is legal guardian or child to whom the employee stands or stood in loco parentis (in place of a parent);
- b. their spouse or registered domestic partner;
- c. their sibling, stepsibling or foster sibling;
- d. their biological, adoptive or foster parent, stepparent or a person who stood in loco parentis (in place of a parent) when the employee was a minor child;
- e. their grandchild, foster grandchild or step-grandchild;
- f. their grandparent or step-grandparent;
- g. a child of a sibling of the employee;
- h. a sibling of the parents of the employee;
- i. a child-in-law or sibling-in-law;
- j. any of the family members listed in 1 through 9 above of an employee's spouse or registered domestic partner;
- k. any other individual related by blood or whose close association with the employee is the equivalent of a family relationship; and
- l. up to one individual annually designated by the employee.

When an employee needs to use ESST, the employee's supervisor must be notified as early as possible; for foreseeable uses of ESST, KRLS requires 7-day notice to the supervisor. If use was not foreseeable, employees must give notice to the supervisor as soon as practicable. Following 3 consecutive absences, KRLS may request supporting documentation of the reason for the use of ESST. KRLS does not require an employee to disclose details related to domestic abuse, sexual assault, or stalking or the details of the employee's or the employee's family member's medical condition. Supporting documentation includes a signed statement from a health care professional indicating the need for ESST. If the employee or family member did not receive services from a health care professional or if documentation cannot be obtained in a reasonable time or without added expense, then the employee may provide a written statement indicating the employee is using ESST for a qualifying purpose. This statement shall be provided to the employee's supervisor and subsequently to the Regional Library Director.

5. COMPENSATION

a. Provisions for specific situations:

- An employee on leave without pay does not earn or accrue ESST.
- During an unpaid leave of absence, an employee shall not claim ESST.
- ESST shall not count toward the calculation of overtime.
- After all accrued ESST is used, vacation may be used while an employee is sick.
- An employee who is receiving Workers' Compensation may, at the employee's option, use sufficient ESST to make up the difference between the Workers' Compensation payment and the employee's regular wage.

6. PERSONAL LEAVE

Personal leave is available to all year-round employees working 20 hours per week or more and can be taken from the employee's earned, accumulated ESST. Full-time regular employees can use 16 hours per year, with personal leave prorated for regular employees working 20 or more hours a week.

No reason is required for an eligible employee to take personal leave. No accumulation is permitted from year to year of personal leave. No payment for unused personal leave will be made to any KRLS employee.

7. RETALIATION PROHIBITED

KRLS will not discharge, discipline, penalize, interfere with, or otherwise retaliate or discriminate against an employee for asserting ESST rights, requesting an ESST leave of absence, or pursuing remedies.

Policy: Patron Behavior	Policy Number: 8.13
Approved by the Board: Sept. 22, 2022	Revision Date:
Effective Date:	Number of Pages: 2

Purpose:

Kitchigami Regional Library System welcomes all individuals to use its facilities, collections, and services. All patrons and staff are expected to act in a manner that respects others and does not interrupt library services or interfere with others' use of the library. Library patrons and staff have the right to expect a safe and respectful library environment.

Policy:

The following is not intended to be an exhaustive list. The library does not allow:

- Any activity in violation of federal or state law
- Shouting, running, fighting, or roughhousing
- Obscene language
- Verbal or physical threats or harassment
- Intimidation through stalking or staring
- Consumption of alcohol or controlled substances or being under the influence in a manner that causes public disturbance
- Use of tobacco products, including vaping or e-cigarettes
- Use of restrooms for anything other than regular toileting needs
- Non-service animals
- Defacing, damaging, or stealing library property
- Entrance without shoes or clothing
- Leaving children unattended
- Patrons in staff areas without permission

Applicability:

This policy applies to all individuals inside any KRLS library building, on any KRLS property, and/or at any event sponsored by KRLS.

Implementation:

Enforcement of this policy will be conducted in a fair and reasonable manner and violation of this policy may result in removal from the library, suspension, and/or revocation of library privileges, and/or prosecution. Staff may demand that anyone violating this policy immediately leave the library for the day. Failure to comply will be considered trespassing and will result in notification to law enforcement. Depending on the severity of the offense, repeated offenses, threat to staff or patrons or damage to library property, branch managers are authorized to ban individuals from the library for up to one week. Suspension of library privileges for more than one day will be made in writing by the KRLS Director. Appeals to a one-week ban can be made

to the KRLS Director. Policy violations that are severe enough to warrant a lengthier ban will be brought to the attention of the Director, who has the authority to ban individuals from the library for any length of time. Appeals to a ban made by the Director can be brought before the KRLS board by following policy 8.22 Public Participation at Board Meetings. Individuals who attempt to visit library premises during a ban will be informed of the terms of the ban and asked to leave; further attempts to visit the library during a ban may result in the ban being extended or law enforcement being contacted.

DRAFT

Policy: Automation Repair and Replacement (ARR)	Policy Number: ##
Approved by the Board:	Revision Date:
Effective Date:	Number of Pages:

Purpose:

To clarify the financial responsibilities of cities with branch libraries for the repair and replacement of technology equipment.

Principle:

The Integrated Library System (ILS) and the computer capabilities established in the KRLS branch libraries are integral to library operations; equipment functionality must be maintained and upgraded to meet changing functional requirements and technological needs of KRLS communities. All equipment purchases must be made through KRLS to ensure efficient management, maintenance, and operation of the equipment.

Scope:

All hardware and software required for or networked to KRLS' ILS system, including circulation, reference, and public access equipment.

Policy Statement:

Cities with branch libraries will be charged annually for 1/3 of the actual purchase cost of all equipment and specialized software within the scope of the policy, beginning in the year following purchase. Cities will be notified of the annual reserve cost by an invoice itemized by specific equipment item. Funds will be maintained in a reserve partitioned by branch library and recorded by specific item. Repair costs will be charged to the dollars reserved for the specific item at the time that the cost is incurred. The dollars reserved for each specific item will be available in full when that item is replaced, at the time that the cost is incurred. All KRLS technology equipment and networked workstations must conform to the manufacturer and configuration specified by the Technical Services staff. Branch library requests to purchase networked hardware and software with local donation funds must be accompanied by a statement of acknowledgement from the City of the repair and replacement maintenance requirements. When a change in the technology marketplace takes place that dramatically affects the type and cost of equipment and peripherals, the reserve amounts accrued for a functional unit of equipment may be applied to the equivalent new functional unit. Interest earned: Every three years, a statement of the interest earned by the reserve will be sent to each City, with a list of eligible items of equipment for which interest funds may be spent.

Practice:

Information for the annual invoice will be confirmed with the branch supervisor prior to an invoice being sent to a City in May of each year. In addition to invoice information, Cities will be informed of all equipment included in the reserve.

DRAFT

7a FY23 RLBSS Report of Results

Action Request: That the board approve the FY23 Regional Library Basic System Support (RLBSS) Report of Results and the necessary signatures for submission to the state.

The RLBSS Report of Results Accomplished is required to obtain RLBSS, which is our primary grant in aid. The report is only on the use of state dollars within the state fiscal year, July 1st – June 30th.



REGIONAL LIBRARY BASIC SYSTEM SUPPORT

REPORT OF RESULTS AND EXPENDITURES

FY23 (July 1, 2022 - June 30, 2023)

This report is provided as required by Minnesota Rules, Chapter 3530.

Name and address of regional public library system: Kitchigami Regional Library System, 310 2n St. N, PO Box 84, Pine River MN 56474

Name, phone number and e-mail address of regional public library system administrator: Melissa Whatley, 218-587-2171 x 222, whatleym@krls.org

Please estimate the number of people who received services provided with Regional Library Basic System Support (RLBSS): 84,317 Registered users

By signing, we certify that the data and information contained in this report are true and correct to the best of our knowledge and belief:

Signature:

Name: Tom Krueger

Chair, Governing Board

Date: Click here to enter text.

Signature:

A handwritten signature in cursive script, appearing to read 'Melissa Whatley'.

Name: Melissa Whatley

Regional Public Library System Administrator

Date: 10/10/2023

Please send one PDF copy of the signed report to Emma De Vera at emma.devera@state.mn.us by October 1, 2023.

Report of Accomplishments

Overall Results

At a Glance – Please provide a few quick statistics that summarize your FY23 results: 436,454 physical items were circulated and digitally we saw 132,496 downloaded items and 3,179 e-resource retrievals; total collection use of 572,129. We increased our regional e-books collection by 605 titles to 7,493 total. We had 299,641 visits in branch (including contactless visits).

Individual Programs

Briefly highlight the programs/services/activities that took place during FY23, using the format below for each. Please include as many programs needed to fully describe your activities and limit the narrative for each program to 200-250 words.

Description of Program: Technical Services

- Please describe what you did through this program: **Acquisitions, processing of items, maintenance of databases, equipment, and software**
- What was the goal of your program? **To provide library services to our 5-county area through technological support, online access to materials, acquisitions and processing of physical materials; to provide administrative functions to support the necessary staff for library services.**
- Who was served by this program? **Residents of Beltrami, Cass, Crow Wing, Hubbard and Wadena counties and residents of greater MN area that choose to use our facilities.**
- How did this program contribute to your organization's mission and strategic plan goals? **Technical services provide the core of KRLS functions through electronic resources, delivery planning and management, acquisitions and processing of materials, and reporting.**

Program Outcomes – Please provide one or more performance measures, including two data points for each and the dates of those data points.

Name of measure	FY2022 data	FY2023 data
Circulation (physical and digital)	500,655	568,950

Description of Program: Delivery

- Please describe what you did through this program: **Delivered materials to our 9 branches from our own collection as well as ILL materials through collaborating libraries across Minnesota**
- What was the goal of your program? **To provide access to materials outside of the local physical collection and reduce duplication of materials across our system**
- Who was served by this program? **Residents of Beltrami, Cass, Crow Wing, Hubbard and Wadena counties and residents of greater MN area that choose to use our facilities.**
- How did this program contribute to your organization's mission and strategic plan goals? **KRLS delivery supports our mission of regional access by increasing the number of materials available to our patrons**

Program Outcomes – Please provide one or more performance measures, including two data points for each and the dates of those data points.

Name of measure	FY2022 data	FY2023 data
Miles driven	57,228	53,849

Summary of Expenditures

Please complete the spreadsheet that accompanies this form.

Explain expenditures that varied 10% or more from the FY23 state aid application: Director Whatley made an error in budgeting; telecommunications (phone/data) was budgeted for \$50,000 but was paid largely from RLTA, not RLBSS. Those funds were applied to other budget categories but stayed within 10% of originally-budgeted amounts.

KRLS RLBSS FY23 Summary of Expenditures

Regional Library System Name: Kitchigami Regional Library System	
State Fiscal Year 2023	
Summary of Expenditures	
	Amount
Personnel Expenses	
Salaries and Wages	\$430,000
Benefits	\$83,445
Staff Development, Tuition and Other Reimbursements	\$10,900
Total Personnel Expenses	\$524,345
Total FTE Supported	7.2
Operating Expenses	
Telephone (voice and data)	\$17,433
Telecommunications	\$8,500
Computer Software and Software Licensing	
Other Technology Equipment	
Printing and Copying	
Postage and Delivery	
Travel and Mileage	
Rent	
Operating Leases or Rentals	
Utility Services	\$9,700
Repairs and Maintenance Services	\$5,475
Insurance	\$7,350
Dues and Memberships	
Audit	\$15,000
Board expenses, including per diem	
Materials and Supplies	
Other (please specify)	
Total Operating Expenses	\$63,458
Program Expenses	
Consulting Fees/Fees for Services	
Services Purchased from Other MN Joint Powers Agencies	
Automation System	\$34,050
Delivery	
Vehicles	
Equipment	
Travel and Mileage	
Scholarships/Direct Member support	
Library Materials and Collections	\$23,050
Communications and Marketing	
Staff Development	\$8,700
Materials and Supplies	\$21,800
Workshops and Events	
Other Contracted services	
Food and Beverages	
Other (please specify)	
Total Program Expenses	\$87,600
Total State Aid Expenditures	\$675,403

7b City of Brainerd Capital Appropriation Request

Action Request: That the Board approve the release of \$5,463 to the City of Brainerd from the KRLS Capital Appropriation Fund.

\$316,215 was originally earmarked for the City of Brainerd in the KRLS Capital Appropriation Fund. \$31,495 was released by the Board in May of 2022 and \$284,720 remain available for Capital Appropriation requests.

The City of Brainerd now requests \$5,463 from that fund to install a battery backup for their sliding glass exterior doors, for improvements to the AV system in the meeting room, and for relocating their flagpole light to a better location. Please see attached request and documentation.



www.ci.brainerd.mn.us

November 7, 2023

Kitchigami Regional Library Board
310 2nd St North, P.O. Box 84
Pine River, Minnesota 56474

Dear KRLS Board,

The City of Brainerd, on behalf of the Brainerd Library Board, is requesting funds for the attached project from underspent funds for facility improvements under the Brainerd Library capital project. This request was approved by the Brainerd City Council on November 6th, 2023.

Attached you will find the minutes from the November 6th, Brainerd City Council Meeting, estimate documents, and project plans.

Thank you for the consideration of this request on behalf of the Brainerd Library.

Sincerely,

Jennifer Bergman
City Administrator

Authorize Library Capital Projects and Request Funds from Kitchigami Regional Library (KRL) Reserve Fund

Committee Chair Johnson stated the Brainerd Public Library is requesting funds for three projects in order to cross the required \$5,000 threshold for requests. The projects include UPS battery backup, audio system updates, and moving the light for the American flag in front of the building.

MOVED AND SECONDED BY COUNCIL MEMBERS JOHNSON AND STUNEK, DULY CARRIED, TO AUTHORIZE THE APPROVAL OF THE BRAINERD PUBLIC LIBRARY BOARD PROJECTS, REQUESTING \$5,463 IN FUNDS FROM THE KITCHIGAMI REGIONAL LIBRARY RESERVE FUNDS DESIGNATED FOR THE BRAINERD PUBLIC LIBRARY.

☒ Gull Lake Glass, Inc, 18441 State Hwy 371, Brainerd, MN 56401
218-829-2881

☐ Little Falls Glass, Inc., 112 6th St SE, Little Falls, MN 56345
320-632-8789

☐ Lakes Area Lock and Door, Inc., 18441 State Hwy 371, Brainerd, MN 56401
218-829-5097

Date 6/22/23

Job Name CITY of BRO

Job Location BRO LIBRARY

of pages including this page 1

Dave

The cost for battery back up for exterior automatic sliding doors. I included wiring so we can put in the closet to the right of doors adds a little cost plus the price increase from Nov 22.

TOTAL install ^{\$}1585⁰⁰

Nan

Digital Horizons, LLC
phone: 218-330-4140
e-mail: chris@digitalhorizonsmn.com
web: www.digitalhorizonsmn.com
office: 1924 S. 10th Street



Proposal: Audio System Updates & Fixes

Prepared for:
Brainerd Public Library

Prepared by:
Chris Schucker
on
8/9/2023

About Digital Horizons, LLC:

Digital Horizons, LLC was founded in May of 2013 in Brainerd, Minnesota with the goal of providing a superior audio & video experience for its clients. Being a locally owned and operated business, our customers and their opinion of us is vital to our success. Listening to our clients and meeting their needs is why our business thrives based almost entirely on referrals.

The company's owners, Chris Schucker and Scott Johannes, met in 2005 and over the years of working together developed a great synergy and decided to branch out and represent themselves and founded Digital Horizons. Combined the two have over 50 years of experience in the industry and thoroughly enjoy the everyday challenges that arise within the dynamic industry that is custom audio & video installation.

Our Mission:

We believe in old school values and are proud to continue these traditions where businesses are honest in their practices and deliver high quality, reliable products and make them available for a fair price. Our company mission is to provide high quality and easy to use audio & video systems. We strive to be available to our clients at all times, (before and after the installation), and to make decisions and recommendations with the best interest of our clients in mind. We do not strive to make the most money (at the expense of poor customer service) or be the largest company (bigger is not always better in our book), but rather strive to build a strong resilient company that focuses on a quality experience for its customers.

Goals and Objectives:

Here is the quote you requested.

Statement of Work:

Recommendations:

Please contact me if I can be of further assistance.

Included with every Purchase from Digital Horizons, LLC:

All work performed by Digital Horizons will carry a 1 year labor warranty. Our 1 year warranty covers workmanship deemed to be defective under normal conditions of use. Any warranty on products is that of what is provided by the individual manufacturer. Labor costs to replace products covered under the manufacturer's warranty beyond our 1 year labor warranty is the responsibility of the end user.

If an issue arises with a product or service provided by Digital Horizons the end user should contact Digital Horizons *as soon as possible* at 218-330-4140 or by e-mail at info@digitalhorizonsmn.com for a resolution. A representative of Digital Horizons will, in good faith, determine the issue at hand and discuss options with the end user.



Date	08/09/23
Proposal #	DHZQ2941-01

Qty	Mfg	Description	Price (ea)	Price (total)
-----	-----	-------------	------------	---------------

- 8-9-23 Update (-01):

- Added a commercial Bluetooth receiver to the conference room. Bluetooth box will be located in the office and we'll be extending the antenna to above the ceiling outside of the 'sound booth', through the block, so the signal can be better received. Pairing will be done via a push button on the bluetooth box in the soundbooth and **should be done prior to when it's needed at an event, testing with the device thoroughly before use**.

The two existing in-wall mixer/amplifiers will be removed and replaced with appropriately sized mixer/amplifiers. In the Conference Room we'll re-route the audio cables run through the conduits down the corner of the wall (not inside the wall) and into the new unit that will sit on the shelf above the window - it will plug into the nearby 4-plex outlet, with the existing 4 audio feeds re-connected. For the paging system we'll place the amplifier near the existing location, on a nearby shelf if there's enough room - this may require the addition of a power outlet, but it might need to be located elsewhere in the facility, which will add some installation costs based on location (and also possibly an outlet being added there, too) - this item is TBD.

When the in-wall units are removed from the wall we'll need an electrician available to help remove the electrical connections as the manual points out that they are a direct wire-in unit. We'll take the units and have them recycled appropriately.

When finished the systems will operate as they do now with basic mixing functionality and the existing connections re-connected.

CONFERENCE ROOM

1	JBL	80W 4ohm 70v 4 input mixer/amplifier	\$624.69	\$624.69
1	Client provided	Client provided equipment - Existing TOA units (removal)	\$0.00	\$0.00
1	Client provided	Client provided equipment - Existing wiring & speakers	\$0.00	\$0.00
1	Client provided	Client provided installation assistance - Electrician to help with disconnect	\$0.00	\$0.00
50	Digital Horizons	Audio wire (18/2S Plenum) - by the foot	\$0.30	\$15.00
1	Denon	Bluetooth Audio Receiver	\$180.18	\$180.18
SubTotal				\$819.87

PAGING SYSTEM

1	JBL	120W 4ohm 70v 4 input mixer/amplifier	\$835.71	\$835.71
1	Client provided	Client provided equipment - Existing TOA units (removal)	\$0.00	\$0.00
1	Client provided	Client provided equipment - Existing wiring & speakers	\$0.00	\$0.00
1	Client provided	Client provided installation assistance - Electrician to help with disconnect	\$0.00	\$0.00

25	Digital Horizons	Audio wire (18/2S Plenum) - by the foot	\$0.30	\$7.50
		- TBD		

SubTotal				\$843.21
-----------------	--	--	--	-----------------

MISC.

1	Digital Horizons	Digital Horizons product installation	\$1,443.75	\$1,443.75
1	Digital Horizons	Misc. parts & materials	\$75.00	\$75.00
60	Digital Horizons	Large electronic recycling - per pound (estimated)	\$0.60	\$36.00

SubTotal				\$1,554.75
-----------------	--	--	--	-------------------

Sub Total	\$3,217.83
Sales Tax	\$0.00
Total	\$3,217.83

Accepted by: _____ Date: _____ PO: _____

All information contained within this document is valid for the next 14 days. Thereafter, all prices and applicable charges are subject to change.

Contract for Services Rendered

This is a contract entered into by **Digital Horizons, LLC** (hereinafter referred to as "the Provider") and **Brainerd Public Library** (hereinafter referred to as "the Client") on this date, **8/9/2023**.

The Client hereby engages the Provider to provide services described herein under "Scope and Manner of Services." The Provider hereby agrees to provide the Client with such services in exchange for consideration described herein under "Payment for Services Rendered."

Scope and Manner of Services

Services To Be Rendered By Provider: Proposal **DHZQ2941-01**

Payment Schedule

30% Acceptance / 40% Equipment Ordering / 30% Final

- A deposit of **30%** is due upon acceptance
- Products must be paid for in full prior to delivery and installation
- Final balance, typically **30%**, to be due upon final invoice

Payment for Services Rendered

The Client shall pay the Provider for services rendered according to the Payment Schedule, within **30** calendar days of the date on any invoice for services rendered from the Provider.

Should the Client fail to pay the Provider the full amount specified in any invoice within **30** calendar days of the invoice's date, an interest rate of **1** percent per month shall accrue.

Applicable Law

This contract shall be governed by the laws of the County and State where work is to be performed and any applicable Federal law.

Signatures

In witness of their agreement to the terms above, the parties or their authorized agents hereby affix their signatures:

(Printed Name of Client or agent)

(Printed Name of Provider or agent)

(Signature of Client or agent) (Date)

(Signature of Provider or agent) (Date)



7669 College Road Baxter MN 56425 Phone 218-829-4759
Email: RPraught@holdenelectric.com

Bid Proposal

9/8/2023

Aric

JOB:

Repaired library flag light
Bid Date 9/8/2023

WORK DESCRIPTION: Move existing flag light to the building
Additional Info:

TOTAL
\$660.00.

Respectfully,

Accepted by:

Randy Praught, PM / Estimator
Holden Electric Co., Inc.

Print Name: _____
Aric

Holden Electric Co., Inc. is an equal opportunity employer and follow non-discriminatory practices

7c Policy Updates – 1st and 2nd Reading Request

Action Request: That the board move to waive ordinary board practice and have 1st & 2nd reading of these policies at the November board meeting; that the board approve these policies.

The Manager Policy Committee and Board Policy committee have developed, reviewed, and approved these policies for approval by the KRLS Board. Our legal team has also reviewed these policies. Policy changes normally require a 1st and 2nd reading at separate board meetings; please waive this requirement and hold 1st & 2nd reading on these policies at the November board meeting. Please review and approve these policies:

i. Pregnancy & Parental Leave

Updated to include some nuances like “except that, in the case where the child must remain in the hospital longer than the mother, the leave must begin within 12 months after the child leaves the hospital” and universal guarantees like “KRLS will not discharge, discipline, penalize, interfere with, threaten, restrain, coerce, or otherwise retaliate or discriminate against an employee for requesting or obtaining a leave of absence as provided by this policy.”

ii. Pregnancy Accommodation

Updated to match statutory language on undue hardship of accommodations and to specify that the MN Dept. of Labor notice will be given at the time of hire and when requested.

iii. Nursing Mothers & Lactating Employees

Suggested by lawyers, this is required by law and was included in other policies, they suggested creating a new policy specifically for this.

iv. Inclement Weather

Update in law requires that employees can use ESST for inclement weather closures; updated to include ESST as possibility for when the employee calls in due to weather, but the branch remains open. Updated to state that leave without pay can be requested if vacation/ESST balances are exhausted.

Policy: Pregnancy and Parental Leave	Policy Number: 4.4
Approved by the Board: Sept. 22, 2022	Revision Date:
Effective Date:	Number of pages: 1

Policy:

It is the policy of KRLS to provide Pregnancy and Parental Leave both as paid and unpaid leave of absence to an employee who is a biological or adoptive parent in conjunction with the birth or adoption of a child; or a female employee for prenatal care, or incapacity due to pregnancy, childbirth, or related health conditions.

Application:

An employee may request this leave in conjunction with the pregnancy, birth, or adoption of a child. This leave is available for a maximum of 12 weeks. For leave taken under this policy, the leave must begin within 12 months of the birth or adoption; except that, in the case where the child must remain in the hospital longer than the mother, the leave must begin within 12 months after the child leaves the hospital. Any time taken for pregnancy or parental leave that also qualifies for FMLA leave, or a paid benefit, will be in conjunction with, and not in addition to, the FMLA leave, and any period of paid parental or disability leave already provided by KRLS. For any period of unpaid leave, an employee may use any available sick and/or vacation time if authorized under the sick and/or vacation policies. The employee shall submit a written statement which includes the combination of sick and/or vacation leave to be used in conjunction with this leave and the beginning and projected date of return to work.

If an employee requests this leave, the employee should give reasonable written notice to the Regional Library Director through their supervisor. The Library Director shall be responsible for approving requests for leave. Authorized requests shall be filed in the employee's personnel file.

During this leave, the employee may continue all group insurance during the leave by paying the necessary premiums. Employees requesting parental leave will retain the accrued benefits they had prior to the leave. KRLS will continue to contribute to the premium for health insurance coverage for regular full-time employees and regular part-time employees. Employee premium payments must be paid directly to KRLS in a timely manner or get approval prior to leave on alternative arrangements to avoid jeopardizing continued coverage. KRLS will make every reasonable effort to return employees to the same or a comparable position and pay. If the leave is more than one month, KRLS requests at least two weeks' notice prior to returning to work.

Sick and vacation leave shall not accrue during an unpaid leave of absence. Holidays shall not be paid during an unpaid leave of absence.

KRLS will not discharge, discipline, penalize, interfere with, threaten, restrain, coerce, or otherwise retaliate or discriminate against an employee for requesting or obtaining a leave of absence as provided by this policy.

DRAFT

Policy: Pregnancy Accommodation	Policy Number: 4.9
Approved by the Board: Sept. 22, 2022	Revision Date:
Effective Date:	Number of pages: 1

Policy:

KRLS will provide reasonable accommodations to eligible employees for health conditions relating to pregnancy or childbirth, upon request, with the advice of a licensed health care provider or certified doula, unless KRLS demonstrates that the accommodation would impose an undue hardship on the operation of KRLS's business. To request accommodations, contact your supervisor, who will engage in an interactive dialogue to determine reasonable accommodation. Reasonable accommodation may include but is not limited to temporary transfer to a less strenuous or hazardous position, temporary leave of absence, modification in work schedule or job assignments, seating, more frequent or longer break periods, and limits to heavy lifting. KRLS is not required to create a new or additional position in order to accommodate an employee and is not required to discharge an employee, transfer another employee with greater seniority, or promote an employee. KRLS will not discharge, discipline, penalize, interfere with, threaten, restrain, coerce, or otherwise retaliate or discriminate against employees who request or obtain a pregnancy accommodation.

A pregnant employee shall not be required to obtain the advice of a licensed health care provider or certified doula, nor may KRLS claim undue hardship for the following accommodations: (1) more frequent or longer restroom, food, and water breaks; (2) seating; and (3) limits on lifting over 20 pounds.

MN Department of Labor notice will be provided to employees at time of hire and upon request.

Policy: Nursing Mothers and Lactating Employees Policy	Policy Number: 4.4
Approved by the Board:	Revision Date:
Effective Date:	Number of pages: 1

Policy:

It is the policy of KRLS to provide nursing mothers and lactating employees with reasonable break times each day to express milk.

Application:

KRLS will provide eligible employees with reasonable breaks to express milk. The break times may run concurrently with any break times already provided to the employee. KRLS will not reduce an employee's compensation for time used for the purpose of expressing milk. Reasonable efforts will be made to provide a clean, private, and secure room or other location, in close proximity to the work area, other than a bathroom or a toilet stall, that is shielded from view and free from intrusion from coworkers and the public and that includes access to an electrical outlet, where the employee can express milk in privacy. KRLS will not discharge, discipline, penalize, interfere with, threaten, restrain, coerce, or otherwise retaliate or discriminate against an employee for asserting rights or remedies under this subdivision.

Policy: Inclement Weather	Policy Number: 3.9
Approved by the Board: Sept. 22, 2022	Revision Date:
Effective Date:	Number of pages: 1

Policy:

It is the policy of KRLS that when weather conditions are so severe, KRLS libraries and library administration may need to close. ***This policy does not apply to employees who are telecommuting during the inclement weather closure except in cases of power or internet loss.***

Application:

1. AUTHORIZATION

- a. In the event of inclement weather, the employee in charge of each library, in consultation with the Regional Director, will make the determination whether to close.
- b. Conditions to be considered:
 - i. Current weather conditions and forecasts;
 - ii. Bus operations (school and/or city); and
 - iii. Business and shopping center closings.
- c. The Regional Director will make the decision concerning the bookmobile and delivery van in consultation with the bookmobile and delivery van drivers.
- d. The Regional Director will make the decision concerning library administration.
- e. Local radio stations shall be notified by the employee in charge of the branch in that community and, if possible, appropriate signs indicating the library is closed should be displayed.

2. COMPENSATION

- a. When libraries are closed due to inclement weather, all regular staff (full or part-time) will receive normal pay for the period of closing.
- b. On those occasions when an employee is unable to come to work or must miss part of a day due to weather conditions, and the library remains open, the employee must use accrued vacation or, in the alternative, has the option to use accrued ESST leave to make up the missed time. The employee may request leave without pay if vacation and ESST balances are exhausted.

7d 2024 Wage Scale

Action Request: That the board approve the 2024 Wage Scale

The following wage scale for 2024 has been used by the Budget Committee to develop the 2024 budgets for cities/counties and for headquarters staff, and those budgets have been approved for distribution to the cities/counties in July with updates since then. Please confirm the Board's approval of the 2024 Wage Scale.

Effective January 1 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	\$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
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
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

7e Personnel Proposal for Headquarters

Action Request: That the Board approve the separation of the Administrative Assistant / Legacy Coordinator position into two 32 hr positions and the addition of an HR 32 hr position; that the Board authorize up to \$1000 to be paid to Bjorklund Compensation Consulting to write/update those job descriptions and place them on the wage scale; that the board approve reverting back to the 2016 Administrative Assistant job description for immediate use in hiring, with updates to occur in January once position updates are received from the consultant.

Staff turnover at Headquarters has provided the opportunity to reassess job functions and direct staff time towards regional priorities as defined in the KRLS Strategic Plan. The Board Personnel committee met to review materials related to this proposal and have approved bringing it before the full KRLS Board for their review and approval.

The committee proposes to:

1. Separate the current Administrative Assistant/Legacy Coordinator position into two separate 32 hour/week positions, an Administrative Assistant and a Regional Programs Coordinator
2. Add a 32 hour/week position focused on Human Resources processes
3. Fund those positions from the Regional Library Basic System Support (RLBSS) increase budgeted for State Fiscal Year 2024 (July 1 2023-June 30 2024)

Separating the current Administrative Assistant/Legacy Coordinator position will create more capacity in the Administrative Assistant position for coordinating/scheduling regional meetings including staff work groups and board committees, and will remove some of those duties from the Director.

Separating the Legacy and regional programs duties from that position will create more capacity for regional programs, including Legacy, Summer Reading, Winter Reading, and for improved marketing and outreach coordination. This position would also manage the Beanstack app KRLS uses for those programs.

Creating an HR position will support all staff around the region and improve HR processes like recruitment, onboarding, offboarding, training and evaluation and would support branch staff needs as well as those of the region. This position would also assist in ensuring that KRLS practices are in alignment with our union contract and compliant under the law.

Job descriptions will be developed with the assistance of Bjorklund Compensation Consulting, who performed similar work on all job descriptions in 2016 and in updating a few job descriptions in 2019. Their job descriptions will include a recommendation for placement on

our wage scale after assessing the points of job difficulty for each position and they will provide a recommended market rate to assist in advertising a competitive wage for the positions. Bjorklund quoted \$855 to complete all three job descriptions and anticipated about a week turnaround time.

HQ would look to hire the Administrative Assistant as soon as possible with approval of the 2016 Administrative Assistant job description for use in hiring. They can be onboarded and ready for the January 2024 KRLS board meeting. By the January meeting, position updates should have been received from the consultant.



KITCHIGAMI REGIONAL LIBRARY SYSTEM JOB DESCRIPTION

SECTION I: GENERAL INFORMATION

Position Title: Administrative Assistant	Department: Administration
Immediate Supervisor's Position Title: Executive Director	FLSA Status: Non-Exempt

Job Summary:

Under the direction of the Executive Director, the Administrative Assistant is responsible performing a variety of clerical, secretarial and administrative support functions for the Executive Director requiring an understanding of Library System programs, guidelines and System operational procedures. Duties include such tasks as preparing correspondence, assembles materials for Board packets; makes arrangements for meetings; takes meeting minutes; orders supplies requested by branches and places inventory orders; screens calls and provides the public with general answers to questions or forwards calls to appropriate parties; tracks magazine and newspaper ordered through branches and central office.

Essential duties outlined below are intended as “representative” examples of the level, nature and decision-making expected of positions assigned to this classification. The duties below are not intended to be a comprehensive listing of all duties and tasks performed by the employees assigned to this classification.

SECTION II: ESSENTIAL DUTIES AND RESPONSIBILITIES

- Provides a wide range of administrative support functions for the department and/or department head. Duties may include:
 - a) Prepares confidential correspondence for the department head.
 - b) Coordinates, schedules and makes arrangements (i.e. recording equipment, food, drinks, handouts, conference rooms, accommodations, etc.) for meetings, Legacy performers, conferences, Board meetings, department events, special projects, training sessions, committee meetings, etc.
 - c) Takes meeting minutes; prepares agendas and notices; collects, assembles and distributes materials, Board packets, and/or documents for meetings.
 - d) Transcribes minutes, letters, or other materials.
- Provides coordination of a volunteer regarding schedule and activities to be performed. Supervises and coordinates schedule of the Custodian I. Relays any messages, needs, supply order requirements, etc.
- Orders office supplies requested by branches, regional equipment. Prepares and maintains large quantity orders of general office supply inventories.
- Screens general calls coming into central office. Answers general questions and concerns or directs callers to appropriate parties.
- Tracks magazine and newspaper renewals and orders of branch libraries and central office. Contacts vendors and

subscription service to resolve any problems or issues

- Performs other duties of a comparable level or type, as required.

SECTION III: WORK REQUIREMENTS AND CHARACTERISTICS

EDUCATION/KNOWLEDGE REQUIREMENT: Minimum education required to perform adequately in position could reasonably be attained only by completing the following:

Minimum Education & Work Experience Requirements:

Requires a minimum of an AA Degree and 1-3 years of related administrative experience; or a combination of education and experience necessary to perform the work.

LICENSE/ CERTIFICATION	Identify licenses/certification required: MN Class D Driver's License or evidence of equivalent mobility.
ESSENTIAL KNOWLEDGE REQUIRED TO PERFORM THE WORK	Knowledge of: • Office principles and practices of office administration and organization. • Library System organization, programs and administrative policies and procedures. • Fundamentals of parliamentary procedures. • Fundamental or office organization, records retention and records management principles and practices. • Data privacy, open meeting laws and procedures and publication of Board actions. • Board procedures and policies. • Familiarity with office equipment, computers, general office productivity software (i.e. word processing, spreadsheet, email, internet browsers, presentational software, etc.).
ESSENTIAL SKILLS REQUIRED TO PERFORM THE WORK	Skilled in: • Oral and written communications. • Implementing and applying customer/client relation skills and routines. • Establishing and maintaining effective working relationships with employees, branch personnel, vendors, Board members, management personnel, central office personnel, and the public. • Drafting, designing, coordinating the production and/or distribution of newsletters, flyers, brochures, news releases, or other System materials. • Coordinating, scheduling and making arrangements for meetings, Board meetings, Legacy performers, seminars, committee meetings, training sessions, conferences, etc. • Prioritizing and organizing work projects and assignments appropriately to meet deadlines. • Handling the purchasing of office supplies, materials and equipment in accordance with System guidelines and procedures. • Following written and oral instruction and completing tasks in a timely manner. • Applying discretion, and judgment in handling and addressing administrative projects, questions of public/staff, or in carrying out job assignments and projects. • Word processing, correspondence preparation, transcription, minute taking, proofing and skill in the use of proper grammar and business language/formats. • Operating and using computers, business software, spreadsheet programs or databases. • Maintaining and updating departmental files and records in accordance with sound data management practices and fundamentals.

PHYSICAL JOB REQUIREMENTS: (Indicate according to essential duties/responsibilities)

Amount of Time Spent					Amount of Time Spent				
Physical Activities	None	1/3 Less	1/3 to 2/3	Over 2/3	Lifting/Forcing Exerting	None	1/3 Less	1/3 to 2/3	Over 2/3
Stand		X			Up to 10 lbs		X		
Walk		X			Up to 25 lbs		X		
Sit			X		Up to 50 lbs	X			
Use hands to finger, handle or feel				X	Up to 100 lbs	X			
Reach with hands and arms			X		Over 100 lbs.	X			
Climb or balance	X								
Stoop, kneel, crouch or crawl	X								
Talk or hear				X					
Taste or smell	X								

Physical requirements associated with the position can be best summarized as follows:

Light Work:

Exerting up to 25 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or negligible amount of force constantly to lift, carry, push, pull or otherwise move objects in the performance of the job.

HAZARDOUS WORKING CONDITIONS**Unusual or hazardous working conditions related to performance of duties:**

This is an administrative position performing job duties and assignments in a typical office environment where there is a minimum of environmental hazards and risks associated with performance of the work.

SECTION IV: CLASSIFICATION HISTORY AND APPROVAL

This Position Description reflects an accurate and complete description of the duties and responsibilities assigned to the position.

Department Head's Signature

Date

Classification History:

Prepared by BCC 2/2016

7f 2024 Holiday Schedule

Action Request: That the Board review and approve the 2024 Holiday Schedule

2024 Holidays Schedule:

Monday	1/1/2024	New Year's Day
Monday	1/15/2024	Martin Luther King, Jr. Day
Monday	2/19/2024	President's Day
Monday	5/27/2024	Memorial Day
Wednesday	6/19/2024	Juneteenth
Thursday	7/4/2024	Independence Day
Monday	9/2/2024	Labor Day
Monday	11/11/2024	Veteran's Day
Thursday	11/28/2024	Thanksgiving Day
Friday	11/29/2024	Day after Thanksgiving
Tuesday	12/24/2024	Christmas Eve Day
Wednesday	12/25/2024	Christmas Day

Early closures at 5pm are also designated for:

Wednesday	7/3/2024	5pm Closure – Independence Day Eve
Wednesday	11/27/2024	5pm Closure – Thanksgiving Eve
Tuesday	12/31/2024	5pm Closure – New Year's Eve

7g Service Agreements: Pequot Lakes and Crosslake

Action Request: That the Board approve the 2024 Service Agreements and the required signatures for distribution to the two cities.

Annual service agreements between KRLS and the cities of Crosslake and Pequot Lakes for service to library users in their non-participating libraries are distributed and signed for January 1 of the following year. The agreements are attached for the Board's approval for the 2024 KRLS Fiscal Year.

Kitchigami Regional Library System Service Contract: City of Crosslake

1. Parties to Agreement

This Agreement is between Kitchigami Regional Library System as service provider (hereinafter referred to as "KRLS") at 310 2nd St. N, Pine River, MN and the City of Crosslake (hereinafter referred to as "city") on behalf of its community library (hereinafter referred to as "Crosslake Library").

2. Purpose of Agreement

This Agreement defines the services to be provided by Kitchigami Regional Library System to the Crosslake Library with funds provided by Crow Wing County and the responsibilities of the Crosslake Library.

3. Term of Agreement

This Agreement will be in place from January 1, 2024, provided that the agreement is signed by both parties and both parties have received signed copies through certified mail by December 31, 2023, through December 31, 2024. If the Agreement is not completed by December 31, 2023, it will be in force on the 1st day of the month following signatures and be in effect for 12 months from that date.

4. Scope of Services: KRLS

Kitchigami Regional Library System will provide the following services, beginning January 1, 2024, or the 1st day of the month following completion of the negotiation process:

1. Facilitated borrower registration for KRLS borrowers who use the Crosslake Library for pick up and return of library materials, within 7 days of receipt of fully completed borrower registration forms.
2. Interlibrary loan and intraregional loan borrowing to KRLS borrowers who use the Crosslake Library for pick up and return of library materials through maintenance of that library as a pickup location.
3. Delivery services for library materials to and from the Crosslake Library 3 days per week (Monday, Wednesday, Friday) on those days and weeks that deliveries are made to KRLS branch libraries. Deliveries may be interrupted by federal holidays, severe weather conditions or equipment interruptions; substitute delivery dates are not guaranteed by KRLS.
4. Information on and access to regional/statewide training opportunities.
5. Training materials and training of one local trainer selected by the Crosslake Library on interlibrary loans support, borrower registration and delivery support as required. One training session will be provided on request within the contract period.

6. KRLS will issue a check to the City of Crosslake for the acquisition of materials for the Crosslake Library collection, paid from the KRLS Crow Wing County reserve in the amount of \$5,000.00, within 30 days of the completion of the Agreement negotiations.

5. Scope of Service: City of Crosslake

The City of Crosslake commits to provide the following:

1. Registration of Kitchigami Regional Library System residents for KRLS borrower cards at no charge to the public, with verification of the residence requirements of the applicants.
2. A local trainer who will be responsible for training all local library workers on borrower registration, interlibrary loans and delivery.
3. The Crosslake library must be open or provide a secure location for delivery between 9:30 a.m. and noon on each of the delivery days described in paragraph 4.3 above.
4. All KRLS policies and procedures for registration, interlibrary loan, intraregional loans, delivery and electronic services will be followed.
5. The city must maintain a restricted fund for KRLS dollars paid to it for the purchase of library collection materials, which is audited annually and subject to review as described in paragraph 10 below.

6. Agreement Administration

All provisions of this Agreement shall be coordinated and administered by the persons identified in Paragraph 11.

7. Amendments

No amendments may be made to this Agreement after signing by the parties, except for extensions of time, or increases or reductions of the services to be performed as mutually agreed by the city and KRLS.

8. Data Practices

The city agrees to comply with the Minnesota Government Data Practices Act and all other applicable state and federal laws relating to data privacy or confidentiality. The city will immediately report to KRLS any requests from third parties for information relating to this Agreement. The KRLS board agrees to respond promptly to inquiries from the city concerning data requests. The city agrees to hold the KRLS Library Board, its officers, and employees harmless from any claims resulting from the city's unlawful disclosure or use of data protected under state and federal laws.

The city will designate an official representative who will sign and maintain on file and submit to KRLS a copy of the KRLS Data Privacy and Non-disclosure of Information Policy included as Appendix A to this Agreement.

9. Compliance with the Law

The city agrees to abide by the requirements and regulations of The Americans with Disabilities Act of 1990 (ADA) including changes made by the ADA Amendments Act of 2008 (P.L. 110-325), the Minnesota Human Rights Act (Minn.Stat. DC.363) and Title VII of the Civil Rights Act of 1964. These laws deal with discrimination based on race, color, creed, religion, national origin, sex, marital status, status with regard to public assistance, disability or age. In the event of questions from the city concerning these requirements, the KRLS library board agrees to supply promptly all necessary clarifications. Violation of any of the above laws can lead to termination of this Agreement.

10. Audits

The city agrees that the KRLS Library Board, the State Auditor or any of their duly authorized representatives, at any time during normal business hours and as often as they may reasonably deem necessary, shall have access to and the right to examine, audit, excerpt and transcribe any books, documents, papers, and records that are relevant and involve transactions relating to this Agreement.

11. Cancellation, Default and Remedies

Either party of this Agreement may cancel this Agreement upon sixty (60) days written notice, except that if the city fails to fulfill its obligations under this Agreement in a proper and timely manner, or otherwise violates the terms of this Agreement, the KRLS library board has the right to terminate this Agreement, if the city has not cured the default after receiving seven (7) days written notice of the default.

The city agrees to defend, indemnify and hold the KRLS library board, its officials, officers, employees and agents harmless from any liability, claims, charges, damages, costs, judgments or expenses, including reasonable attorney's fees, resulting directly or indirectly on account of any product, or any act or omission (including, without limitation, professional errors and omissions) of the city, its officers, agents, employees or anyone who would be liable in the performance of the services provided by this agreement and against all loss by reason of the failure of the city fully to perform, in any respect, all obligations under this Agreement.

The city agrees to perform all acts and make all payments, the legal obligation for which arise as a result of its activities and performance in connection with this contract, including obligations to third persons and government agencies.

12. Notices

Any notice or demand, authorized or required under this Agreement shall be in writing, and shall be sent by certified mail to the other party as follows:

**To the city:
Designated Representative**

Name:

Address:

**To the KRLS Library Board:
Designated Representative**

**KRLS Board Chair Tom Krueger
PO Box 84, 310 2nd St. N
Pine River, MN 56474**

Signatures

Chair, Kitchigami Regional Library Board

Date: _____

Designated Representative, City of Crosslake

Date: _____

Kitchigami Regional Library System
Service Contract: City of Pequot Lakes

1. Parties to Agreement

This Agreement is between Kitchigami Regional Library System as service provider (hereinafter referred to as "KRLS") at 310 2nd St. N, Pine River, MN and the City of Pequot Lakes (hereinafter referred to as "city") on behalf of its community library (hereinafter referred to as "Pequot Lakes Library").

2. Purpose of Agreement

This Agreement defines the services to be provided by Kitchigami Regional Library System to the Pequot Lakes Library with funds provided by Crow Wing County and the responsibilities of the Pequot Lakes Library.

3. Term of Agreement

This Agreement will be in place from January 1, 2024, provided that the Agreement is signed by both parties and both parties have received signed copies through certified mail by December 31, 2023, through December 31, 2024. If the Agreement is not completed by December 31, 2023, it will be in force on the 1st day of the month following signatures and be in effect for 12 months from that date.

4. Scope of Services: KRLS

Kitchigami Regional Library System will provide the following services, beginning January 1, 2024, or the 1st day of the month following completion of the negotiation process:

1. Facilitated borrower registration for KRLS borrowers who use the Pequot Lakes library for pick up and return of library materials, within 7 days of receipt of fully completed borrower registration forms.
2. Interlibrary loan and intraregional loan lending for KRLS borrowers who use the Pequot Lakes library for pick up and return of library materials, through maintenance of that library as a pickup location.
3. Delivery services for library materials to and from the Pequot Lakes library 3 days per week (Monday, Wednesday, Friday) on those days and weeks that deliveries are made to KRLS branch libraries. Deliveries may be interrupted by federal holidays, severe weather conditions or equipment interruptions; substitute delivery dates are not guaranteed by KRLS.
4. Information on and access to regional/statewide training opportunities.

5. Training materials and training of one local trainer selected by the Pequot Lakes library on interlibrary loans support, borrower registration and delivery support as required. One training session will be provided within the contract period.
6. KRLS will issue a check to the City of Pequot Lakes for the acquisition of materials for the Pequot Lakes library collection, paid from the KRLS Crow Wing County reserve in the amount of \$5,000.00, within 30 days of the completion of the Agreement negotiations.

5. Scope of Service: City of Pequot Lakes

The City of Pequot Lakes commits to provide the following:

1. Registration of Kitchigami Regional Library System residents for KRLS borrower cards at no charge to the public, with verification of the residence requirements of the applicants.
2. A local trainer who will be responsible for training all local library workers on borrower registration, interlibrary loans and delivery.
3. The Pequot Lakes library must be open or provide a secure location for delivery between 9:30 a.m. and noon on each of the delivery days described in paragraph 4.3 above.
4. All KRLS policies and procedures for registration, interlibrary loans, intraregional loans, delivery and electronic services will be followed.
5. The city must maintain a restricted fund for KRLS dollars paid to it for the purchase of library collection materials, which is audited annually and subject to review as described in paragraph 10 below.

6. Agreement Administration

All provisions of this Agreement shall be coordinated and administered by the persons identified in Paragraph 11.

7. Amendments

No amendments may be made to this Agreement after signing by the parties, except for extensions of time, or increases or reductions of the services to be performed as mutually agreed in writing by the city and KRLS.

8. Data Practices

The city agrees to comply with the Minnesota Government Data Practices Act and all other applicable state and federal laws relating to data privacy or confidentiality. The city will immediately report to KRLS any requests from third parties for information relating to this Agreement. The KRLS board agrees to respond promptly to inquiries from the city concerning data requests. The city agrees to hold the KRLS library board, its officers, and employees harmless from any claims resulting from the city's unlawful disclosure or use of data protected under state and federal laws.

The city will designate an official representative who will sign and maintain on file and submit to KRLS a copy of the KRLS Data Privacy and Non-disclosure of Information Policy included as Appendix A to this Agreement.

9. Compliance with the Law

The city agrees to abide by the requirements and regulations of The Americans with Disabilities Act of 1990 (ADA) including changes made by the ADA Amendments Act of 2008 (P.L. 110-325), the Minnesota Human Rights Act (Minn. Stat. DC.363) and Title VII of the Civil Rights Act of 1964. These laws deal with discrimination based on race, color, creed, religion, national origin, sex, marital status, status with regard to public assistance, disability or age. In the event of questions from the city concerning these requirements, the KRLS library board agrees to supply promptly all necessary clarifications. Violation of any of the above laws can lead to termination of this Agreement.

10. Audits

The city agrees that the KRLS library board, the State Auditor or any of their duly authorized representatives, at any time during normal business hours and as often as they may reasonably deem necessary, shall have access to and the right to examine, audit, excerpt and transcribe any books, documents, papers, and records that are relevant and involve transactions relating to this Agreement.

11. Cancellation, Default and Remedies

Either party of this Agreement may cancel this Agreement upon sixty (60) days written notice, except that if the city fails to fulfill its obligations under this Agreement in a proper and timely manner, or otherwise violates the terms of this Agreement, the KRLS library board has the right to terminate this Agreement, if the city has not cured the default after receiving seven (7) days written notice of the default.

The city agrees to defend, indemnify and hold the KRLS library board, its officials, officers, employees and agents harmless from any liability, claims, charges, damages, costs, judgments or expenses, including reasonable attorney's fees, resulting directly or indirectly on account of any product, or any act or omission (including, without limitation, professional errors and omissions) of the city, its officers, agents, employees or anyone who would be liable in the performance of the services provided by this agreement and against all loss by reason of the failure of the city fully to perform, in any respect, all obligations under this Agreement.

The city agrees to perform all acts and make all payments, the legal obligation for which arise as a result of its activities and performance in connection with this contract, including obligations to third persons and government agencies.

12. Notices

Any notice or demand, authorized or required under this Agreement shall be in writing, and shall be sent by certified mail to the other party as follows:

**To the city:
Designated Representative**

**To the KRLS Library Board:
Designated Representative**

Name:

KRLS Board Chair Tom Krueger

Address:

**PO Box 84, 310 2nd St. N
Pine River, MN 56474**

Signatures

Chair, Kitchigami Regional Library Board

Date: _____

Date: _____

Designated Representative, City of Pequot Lakes

Data Privacy and Non-Disclosure Form



PO BOX 84
PINE RIVER, MN 56474
218-587-2171 – www.krls.org

Policy:

This policy states the KRLS' position on data privacy and retention, and its employees' responsibilities for the protection of patron and employee privacy. KRLS will comply with all applicable federal and state laws relating to the classification, privacy, and retention of data, including the Minnesota Government Data Practices Act.

Application:

1. Acknowledgment

- a. This policy is to be signed by each KRLS employee and placed in the employee's personnel file. This policy will also be signed by all volunteers, and filed at KRLS Headquarters, who, during their volunteer duties, come into contact with KRLS patron data. Additionally, a representative of any organization with which KRLS has a service agreement must sign this policy.

2. Procedure

- a. KRLS and its employees, volunteers, and organizations with which it has service agreements will safeguard data collected, maintained, used or disseminated by the library. All library records relating to an individual library user's use of the library and its resources are confidential. Such information includes but is not limited to: a patron's registration records (name, address, phone number, library card number) and a patron's circulation records (fines, fees, items checked out) and reference questions.

3. Library Data

- a. Applicable Statutory Requirement – Minnesota Statutes, Chapter 13.40 Government Data Practices:

Subd. 2. Private data; library borrowers. (a) Except as provided in paragraph (b), the following data maintained by a library are private data on individuals and may not be disclosed for other than library purposes except pursuant to a court order:

(1) data that link a library patron's name with materials requested or borrowed by the patron or that link a patron's name with a specific

subject about which the patron has requested information or materials; or

(2) data in applications for borrower cards, other than the name of the borrower.

(b) A library may release reserved materials to a family member or other person who resides with a library patron and who is picking up the material on behalf of the patron. A patron may request that reserved materials be released only to the patron.

- b. In addition to Minn. Stat. § 13.40 subd. 2 above, a homebound patron or patron unable to visit a branch library due to age, infirmity or distance may name one individual to pick up their library materials. The named individual must present a letter from the patron and the patron's borrower card to the library staff.
- c. All library records may be consulted and used by library employees while carrying out library operations but will not be disclosed to others except upon the written request or consent of the library user, or pursuant to a subpoena, court order or otherwise required by law. If such an instance should present itself, all employees should contact their immediate supervisor, and the supervisor should in turn contact the Regional Director. Only the Regional Director may respond to a subpoena or court order.

4. Employee Data

- a. Only the Regional Director and/or Bookkeeper may acknowledge any inquiries as to the dates of employment, position, salary and wage information or hours of work regarding any library employee.

5. Implementation

- a. Employees who improperly use or disclose such information will be subject to disciplinary action, up to and including termination of employment and legal action.

6. Data Requests

- a. Public data shall be disclosed to the public upon a request made in writing specifically identifying the information sought. A public data request must be compiled as soon as reasonably possible. An individual who is the subject of stored private or public data shall have access to the data as provided by law.

7. Data Retention

- a. KRLS will maintain data in accordance with its established record retention schedule and in accordance with applicable federal and state law.

I have read the above Data Privacy and Non-Disclosure Policy and agree to abide by its statement.

Library location_____.

Name (printed)

Signature

Date

7h 2024 KRLS Board Meeting Schedule

Action Request: For Board review and approval of the 2024 regular KRLS Board meeting schedule.

Following Minnesota's Open Meeting Law, each year a schedule of regular meetings for the calendar year needs to be adopted and posted at KRLS Headquarters, which is the legal address of Kitchigami Regional Library System and the location of all regular KRLS Board meetings. The 2024 KRLS Board meeting schedule is in the November packet for your review.



Kitchigami Regional Library
Kitchigami Headquarters Building
310 2nd St. N, Pine River, MN 56474

SCHEDULE OF REGULAR BOARD MEETINGS FOR 2024

Thursday	January 18, 2024	6:00 pm
Thursday	March 21, 2024	6:00 pm
Thursday	May 16, 2024	6:00 pm
Thursday	June 20, 2024	6:00 pm
Thursday	July 18, 2024	6:00 pm
Thursday	September 19, 2024	6:00 pm
Thursday	November 21, 2024	6:00 pm

The Kitchigami Regional Library System regular board meetings are held the third Thursday of January, March, May, June, July, September, and November each year with the meetings starting at 6:00 pm at the Kitchigami Regional Headquarters Building, 310 2nd St. N, Pine River, MN 56474. For more information, contact Administrative Assistant Carol Christensen at 218-587-2171 x224 or christensenc@krls.org.

7i 2024 Election of Officers Process

Action request: That the Chair designates a Nominations Committee/procedure for the 2024 board officers

The following board offices are voted upon annually at the January meeting:

Chair

Vice-Chair

Treasurer

Secretary

The Bylaws and JPA require that all positions except Secretary must be filled by board members who are elected members of their appointing board/city council.

The Bylaws provide that the Chair may appoint a Nominations Committee to secure candidates for each position. In the past, the Chair has appointed a committee of one or more to identify candidates.

7j Arts and Cultural Heritage Fund (ACHF) FY22 Completion Report

Action Request: That the Board discuss and approve submission of the report with the necessary signatures

We have finished expending the FY22 Legacy funds and the final report is due at the end of the month.



Kitchigami Regional Library System

FY2022 Arts and Cultural Heritage Fund Programs (8/2022-9/2023)

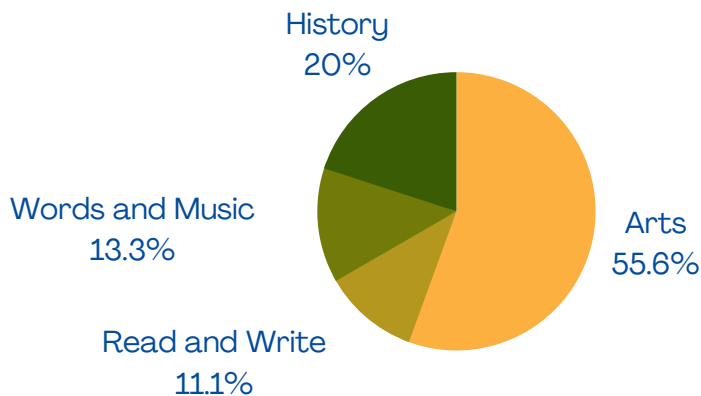
PEOPLE SERVED

4,994 people attended free library programs funded by ACHF FY22 - up 949 from FY21

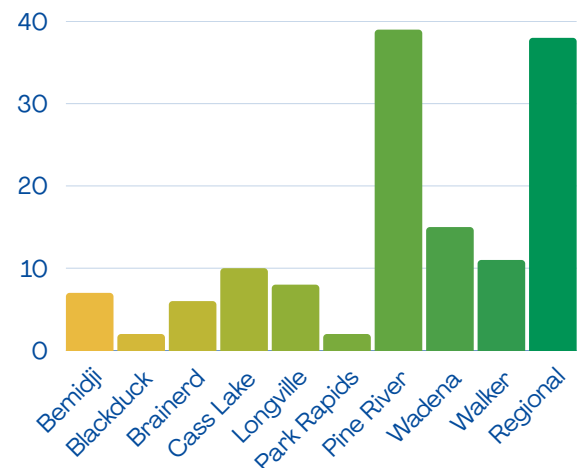


PROGRAM BREAKDOWN

49 programs were funded with ACHF FY22, producing 138 separate events.



The four main categories of KRLS Legacy Programs



KRLS Legacy events at each branch

Feedback from our Communities

“The program you provide is amazing! We look forward to the surprise we get each month. Please keep them coming.”

- *Let's Create Kits, Wadena*

“We were new to Bemidji and [this was our] first trip to the library and were so impressed with the session and library as a whole.”

- *Secrets of Congdon Mansion, Bemidji*

“My child loved this and was able to complete while having fun!”

- *Krafts with Kim, Pine River*

“A room of engaged, excited children and caregivers singing and dancing and learning.”

- *Ant and the Grasshopper, Brainerd*

“Rousing entertainment with a great historical and geographic context!”

- *Intro to Balkan Music, Park Rapids*

ARTS AND CULTURAL HERITAGE FUND (ACHF)

Regional Library System, State Fiscal Year (SFY) 2022

Completion Report - Executive Summary Form

A report on projects paid for with SFY22 (July 1, 2021–June 30, 2022) ACHF funds

A completed Executive Summary Form, includes:

- This executive summary with signature(s)
- A spreadsheet with details about each of the projects paid for with funds from SFY22
Please use the online reporting form MDE has created through Google, which exports project information into the required spreadsheet format. A system may use its own reporting mechanism, so long as it has been approved by MDE and results in a spreadsheet that contains the required information. If you do not have access to the MDE-created online reporting form, please contact Ashley Bieber at ashley.bieber@state.mn.us.

Optional Interim Progress Report components:

- Promotional materials and high-resolution event photos in electronic format, which may be used to illustrate ACHF projects in public libraries on the [Legacy website](#).

Please submit a .pdf of the signed executive summary, an .xls (Excel) of the spreadsheet, and any illustrative materials to Ashley Bieber at State Library Services.

Regional Library System: Kitchigami Regional Library System

Summary Data:

Total number of projects: **49**

Total number of programs and/or events (if different than total number of projects): **138**

Total attendance/participation: **4994**

Total number of partnerships:

Total value of in-kind contributions: **\$5,660.00**

Total administrative costs: **\$5,325.57**

Total FTE hours:

Highlights:

Briefly describe at least one project that illustrates how the regional library systems are jointly using SFY 2022 ACHF funds to offer arts, history, literary arts, and cultural heritage learning experiences to Minnesotans. Please include unique locations, great stories, quotes, etc.

Humorist, playwright, and author Kevin Kling toured KRLS with events at six locations within the library region. He shared new stories and read from his books “The Dog Says How”, “Holiday Inn”, “Big Little Brother”, and “Big Little Mother”. Without the Legacy ACHF funds, our library system would not have had the ability to host a tour with this well-known Minnesotan celebrity. Local media outlets jumped at the chance to spread news of the tour on television, radio, and print, giving the library system a spotlight to promote other programs and services. Kevin’s storytelling delighted audiences who commented “Kevin was remarkable-so humorous but also very uplifting and affirming about living a good life”, “[My favorite part was] laughing and crying at his stories. And the fact that it was local and free!”, and “Great to learn that Pine River Library has regular programming”. Over 400 people attended his events, some even braving a late winter snowstorm. The Legacy ACHF funding enabled KRLS to provide a much appreciated, high-quality program tour to the people we serve.

Signatures:

Signature _____

Printed Name **Melissa Whatley**

Regional Library System Administrator

Date **11/16/2023**

Signature _____

Printed Name **Tom Krueger**

Regional Library System Board Chair

Date **11/16/2023**

Signature _____

Printed Name **Carol Christensen**

Report preparer (if not Regional Library System Administrator)

Date **11/16/2023**

Project Title	Description	Start Date	End Date	FY	Locations	Funding Amount	In-Kind	In-Kind Source	Proposed Measurable	Measured Results	Attendance	Status	Counties
Exploring the Fiber Heritage of Minnesota	Previous Legacy program with outstanding invoice.	6/25/2022	6/25/2022	2022	Brainerd Public Library	\$374.78			A paper and digital survey was available for attendees to fill out to determine the quality of the program and if the program was educational.	Over 90% of respondents indicated that the program was enjoyable and the quality was excellent. 100% indicated the program furthered their knowledge about Fiber Arts in Minnesota.	83	Completed	Crow Wing
Exploring the Fiber Heritage of Minnesota	Previous Legacy program with outstanding invoice.	07/16/2022	07/16/2022	2022	Bemidji Public Library	\$798.79			A paper and digital survey were available for attendees to fill out to determine the quality of the program and if the program was educational.	Over 90% of respondents indicated that the program was enjoyable and the quality was excellent. 80% indicated the program furthered their knowledge about Fiber Arts in Minnesota.	250	Completed	Beltrami
"The Impossible Road Trip" author talk	Previous Legacy program with outstanding invoice.	7/13/2022	7/13/2022	2022	Bemidji Public Library	\$25.00			A paper and digital survey were available for attendees to fill out to determine the quality of the program and if the program was educational.	90% of respondents indicated the quality of the program was excellent and that it furthered their knowledge about roadside attractions in Minnesota.	43	Completed	Beltrami
Summer Crafting Series	Previous Legacy program with outstanding invoice.	6/21/2022	8/17/2022	2022	Pine River Public Library	\$480.00			A paper and digital survey was available for attendees to fill out to determine the quality of the program and if the program was educational.	Over 75% of respondents indicated the quality of the program was excellent. Over 60% strongly agreed the program furthered their knowledge about arts and crafts. Multiple respondents commented that socializing with others was their favorite part.	34	Completed	Cass

Project Title	Description	Start Date	End Date	FY	Locations	Funding Amount	In-Kind	In-Kind Source	Proposed Measurable	Measured Results	Attendance	Status	Counties
"Let's Create" Kit Series	Previous Legacy program with outstanding invoice.	2/18/2022	1/20/2023	2022	Wadena Public Library	\$3,228.13	\$250.00	KRLS 250	A self-addressed stamped postcard was included with each kit for attendees to fill out to determine the quality of the program and gather comments.	Approximately 17% of self-addressed postcard surveys were returned with 88% reporting the program was excellent. Participants thought the kits were fun and enjoyed doing them with friends and family. One respondent commented "The program you provide is amazing. It is so nice to have all the parts right there for a project. We look forward to the surprise we get each month! All ages have such fun creating together. Please keep them coming".	480	Completed	Wadena
Take and Make Kit series	Local artist and flint knapper Tom Kulju put together two take and make craft kits of 75 kits each for two take-and-make kit programs for the Margaret Welch Memorial Library in Longville. One kit provided supplies for participants to create a stone bead necklace, while the other provided supplies to create a leather feather keychain. Kits were appropriate for teens and adults.	9/1/2022	11/1/2022	2022	Margaret Welch Memorial Library	\$450.00	\$50.00	KRLS 50	A self-addressed stamped postcard was included with each kit for attendees to fill out to determine the quality of the program and gather comments.	Many patrons made the take & make kits as gifts or did them as a project with their grandchildren or family members. Patrons have returned to the library wearing their necklace to show library staff.	144	Completed	Cass
Fluid Painting Classes	Local artist Harper Bennett lead a class two times on the skills and procedure to create fluid paintings at both Pine River and Walker Public Libraries. He demonstrated and led the class on different techniques including pouring, tipping, chains, and using heat. Participants were able to take home two 8"x10" original works.	9/27/2022	10/4/2023	2022	Walker Public Library, Pine River Public Library	\$1,275.00	\$175.00	KRLS 175	A paper survey was available for attendees to fill out to determine the quality of the program and if the program was educational.	All respondents indicated the program was excellent. There was a wide range and good mix of all ages in the classes (6 years to 70+ years). They liked the patient instructor and learning new techniques.	51	Completed	Cass

Project Title	Description	Start Date	End Date	FY	Locations	Funding Amount	In-Kind	In-Kind Source	Proposed Measurable	Measured Results	Attendance	Status	Counties
Pebble Art Take and Make Kit	Artist Patricia Jamie Lee provided Walker Public Library and Pine River Public Library with take and make kits for patrons to assemble Pebble Art mixed media visual art projects. She also provided a link to an instructional video.	10/3/2022	10/24/2022	2022	Pine River Public Library, Walker Public Library	\$455.00	\$175.00	KRLS 175	A self-addressed stamped postcard was included with each kit to determine the quality of the program and if the program was educational.	85% of respondents indicated the quality of the program was excellent and enjoyed the creativity they were able to bring to the project. One participant noted "I learned to slow down and allow a creative side of me to come to the forefront. Having recently retired from years of working in technology and using only the right side of my brain, it was nice to learn that the left side of my brain is still functional".	70	Completed	Cass
Bead People Class	Local artist Patricia Jamie Lee told the story of the Bead People, a grassroots peace project that combines culture and art, and lead participants in making their own bead people.	10/19/2022	10/20/2022	2022	Pine River Public Library, Walker Public Library	\$895.00	\$175.00	KRLS 175	A paper survey was available for attendees to determine the quality of the program and if the program was educational.	All respondents indicated the program was excellent. Many enjoyed making the craft and giving them as gifts.	14	Completed	Cass
Stone and Glass Drilling Class	Local artist Patricia Jamie Lee lead a class to introduce attendees to the techniques involved in drilling through stone and glass as well as wire wrapping to create a unique piece of jewelry.	10/19/2022	10/19/2022	2022	Walker Public Library	\$580.00	\$75.00	KRLS 75	A paper survey was available for attendees to determine the quality of the program and if the program was educational.	90% of respondents indicated the quality of the program was excellent and enjoyed learning the new skills and techniques of the project.	12	Completed	Cass
Writing Workshop for	Acclaimed Minnesota children's author Beth Hautala led a dynamic workshop for kids ages 10-16 that engaged them in hands-on writing activities. This workshop focused on character building and developing an arc over the course of the story. She incorporated examples, including from her own published works.	10/18/2022	10/18/2022	2022	Brainerd Public Library	\$550.00	\$110.00	KRLS 110	A paper survey was available for attendees to fill out to determine the quality of the program and if the program was educational.	Over 75% of survey respondents rated the quality of the program excellent. Many indicated they'd like to participate in a similar program again and expressed interest in creating a youth writing club at the library.	19	Completed	Crow Wing

Project Title	Description	Start Date	End Date	FY	Locations	Funding Amount	In-Kind	In-Kind Source	Proposed Measurable	Measured Results	Attendance	Status	Counties
An Introduction to Balkan Music with Orkestar Bez Ime	Orkestar Bez Ime presented an interactive performance of folk music from Bosnia, Bulgaria, Hungary, Macedonia, Romania, Serbia, and others. Highlighting the Romany people of the region, they discussed how migration, history, surrounding cultures, and the land's features have influenced Balkan music and dance over the ages.	10/21/2022	10/21/2022	2022	Long Lake Theater & Event Center, 12183 Beacon Rd, Park Rapids, MN 56470	\$3,179.00	\$250.00	KRLS 250	A digital survey was available for attendees to fill out to determine the quality of the program and if the program was educational.	All survey respondents rated the quality of the program as excellent or good. Many noted the music was their favorite part with one attendee noting it was "rousing musical entertainment with a great historical and geographic context provided!"	65	Completed	Hubbard
History Alive: "Secrets of Congdon Mansion" author talk	Joe Kimball presented on his best-selling book "Secrets of the Congdon Mansion" for 5 Kitchigami branches and one associate branch. In his first-hand account about covering the case as a rookie reporter for the Star Tribune, he gave the inside details of the victims, investigators and perpetrators. A brief Q & A with the audience followed the presentation.	11/9/2022	11/5/2022	2022	Bemidji Public Library, Blackduck Public Library, Brainerd Public Library, Wadena Public Library, Walker Public Library, Pequot Lakes Community Library, 31117 Rasmussen Rd, Pequot Lakes, MN 56472	\$4,467.04	\$250.00	KRLS 250	A paper and digital survey was available for attendees to fill out to determine the quality of the program and if the program was educational.	Over 98% of survey respondents rated the quality of the program as excellent. Many indicated they learned more about the Congdon case and appreciated the author's first-hand recounting of his experience. The presentation brought in a new patron to the library who commented "We were new to Bemidji and [this was our] first trip to the library and were so impressed with the session and library as a whole".	224	Completed	Beltrami, Cass, Crow Wing, Wadena
Shipwrecks of the Great Lakes	Retired newspaper editor, police officer, and deputy sheriff Dick Roue presented a talk at Bemidji Public Library about the history of shipwrecks in the Great Lakes, including the Bradley, Morrell, Cedarville, and Edmund Fitzgerald.	10/29/2022	10/29/2022	2022	Bemidji Public Library	\$648.00	\$50.00	KRLS 50	A paper survey was available for attendees to determine the quality of the program and if the program was educational.	Over 70% of survey respondents rated the program as excellent with many indicating their favorite part was learning more about the sinking of the Edmund Fitzgerald.	59	Completed	Beltrami

Project Title	Description	Start Date	End Date	FY	Locations	Funding Amount	In-Kind	In-Kind Source	Proposed Measurable	Measured Results	Attendance	Status	Counties
MN 3D Wall Art take and make kits	Local artist Hacı Stumbo provided Walker Public Library with 25 engraved MN 3D Wall Art kits for participants to create their own work of art featuring the MN map and state flower. Kits included all supplies needed to complete the project.	11/14/2022	11/19/2022	2022	Walker Public Library	\$681.10	\$50.00	KRLS 50	A paper survey and link to a digital survey was included in the kits for attendees to fill out to determine the quality of the program and if the program was educational.	Two surveys were returned that rated the quality of the program as excellent. One respondent noted "It was fun to play with the colors!!! It made me feel like a kid to play with the paints. What fun!". All kits were taken by patrons over the course of the week available.	25	Completed	Cass
Crafts with Donna	Local artist Donna Sonenstahl hosted two guided classes on different artistic skills two times per month for a total of four classes. Classes focused on making beaded bracelets and holiday cards.	10/18/2022	11/16/2022	2022	Pine River Public Library	\$300.00	\$50.00	KRLS 50	A paper survey was available for attendees to determine the quality of the program and if the program was educational.	All survey respondents rated the quality of the program as excellent, many noting the beads were fun and they learned how to make bracelets. All ages participated in the program.	15	Completed	Cass
Kitchi Creates: Beaded Hoop Earring Kits	Indigenous beadwork artist Tawny Cale, provided KRLS with 250 hoop earring kits with all supplies needed for participants to create their own pair of beaded earrings. An instructional video was available that demonstrated how to make the earrings.	11/2/2022	11/28/2022	2022	Bemidji Public Library, Blackduck Public Library, Brainerd Public Library, Cass Lake Community Library, Margaret Welch Memorial Library, Park Rapids Public Library, Pine River Public Library, Wadena Public Library, Walker Public Library	\$2,458.93	\$250.00	KRLS 250	A link to a digital survey was included in the kits for attendees to fill out to determine the quality of the program and if the program was educational.	Over 75% of survey respondents rated the quality of the program as excellent. One participant commented "I was able to teach a few teenagers how to brick stitch on earrings".	250	Completed	Beltrami, Cass, Crow Wing, Hubbard, Wadena
Krafts with Kim	Local artist Kim Norman provided craft kits to Pine River Public Library for adults and children monthly for a two month take and make series. The artist provided all materials and basic instructions to complete each kit. Kits included a wooden tray, turkey wreath, can snowman, and tissue paper art.	10/31/2022	12/19/2022	2022	Pine River Public Library	\$1,200.00	\$50.00	KRLS 50	A paper and digital survey was available for attendees to fill out to determine the quality of the program and if the program was educational.	Two online surveys were returned that rated the quality of the program as excellent. One respondent noted "My child loved this and was able to complete while having fun!". All kits were taken by patrons over the course of the week available.	120	Completed	Cass

Project Title	Description	Start Date	End Date	FY	Locations	Funding Amount	In-Kind	In-Kind Source	Proposed Measurable	Measured Results	Attendance	Status	Counties
Paper Ball Ornament take and make kits	Local artist Fay Yochum provided 30 kits to Margaret Welch Memorial Library in Longville for participants to assemble a paper ball beaded ornament. Kits included all materials and basic instructions to complete the project.	11/28/2022	12/3/2022	2022	Margaret Welch Memorial Library	\$90.00	\$50.00	KRLS 50	A self-addressed stamped postcard was included with each kit for participants to fill out to determine the quality of the program and gather comments.	Only two postcard surveys were returned, one thanking the library for all the learning tools. All kits were taken by patrons over the course of the week available.	30	Completed	Cass
Beginner Leatherworking classes	Local leatherworker Tony Rossberg provided two workshops to teach beginner leatherworking for Blackduck Community Library. One workshop was for children to make a leather coin pouch, and one workshop was for adults to make a leather credit card case.	11/15/2022	11/29/2022	2022	Blackduck Public Library	\$1,114.17	\$250.00	KRLS 250	A paper survey was available for attendees to determine the quality of the program and if the program was educational.	Over 90% of survey respondents rated the quality of the program as excellent. Participants noted they learned about stamping and staining leather.	22	Completed	Beltrami
Barn Quilt take and make kits	Local artist Haci Stumbo provided Margaret Welch Memorial Library with 30 engraved Barn Quilt painting kits for participants to create their own work of art. Kits included all supplies needed to complete the project.	12/1/2022	12/7/2022	2022	Margaret Welch Memorial Library	\$750.00	\$50.00	KRLS 50	A paper survey and link to a digital survey was included in the kits for attendees to fill out to determine the quality of the program and if the program was educational.	Anecdotes collected from participants indicated the high quality of the project. Branch Manager Cheryl Martin commented "When patrons saw the display [in the library] their eyes lit up with interest...They were pleasantly surprised to learn this project was funded by a Legacy grant and free for them to participate in, especially when it was such a quality take and make project". Survey respondents indicated mixing colors and designing the project were their favorite parts of the program.	30	Completed	Cass

Project Title	Description	Start Date	End Date	FY	Locations	Funding Amount	In-Kind	In-Kind Source	Proposed Measurable	Measured Results	Attendance	Status	Counties
Snow Globe Ornament Craft	Partnering with Pine River Chamber of Commerce during the Pine River Parade of Lights celebration, Pine River Library staff hosted a snow globe ornament craft geared toward children. Participants selected materials and decorated their ornament to take home.	12/10/2022	12/10/2022	2022	Lifehouse Coffee, 306 Barclay Ave, Pine River, MN 56474	\$250.00	\$100.00	KRLS 100	A paper survey was available for attendees to determine the quality of the program and if the program was educational.	Staff observations during the event were: children enjoyed picking out their decorations, gluing the cups onto the cardboard was difficult for younger children, and adults appreciated the event during the celebration.	81	Completed	Cass
Writers and Words	Storyteller and author Marcie Rendon visited Bemidji Public Library to present readings, discuss her journey as a writer, and answer questions from the audience. Her work includes "Girl Gone Missing", "Murder on the Red River", and "Sinister Graves".	12/14/2022	12/14/2022	2022	Bemidji Public Library	\$1,121.79	\$250.00	KRLS 250	A paper and digital survey was available for attendees to fill out to determine the quality of the program and if the program was educational.	Survey respondents commented "I just loved the informal sharing of information about Marcie's books and writing process", "Nice to hear from the writer about the background of her growing up and experiences", and "I'm going to use her books for textbooks - I think the students will like them".	13	Completed	Beltrami
"Code 4" book talk	Local author Terry Smith presented on his memoir "Code 4" for Walker Public Library. For over thirty years, Terry Smith worked as a uniformed police officer, long-haired undercover narcotics agent, SWAT Commander, and homicide detective.	1/3/2023	1/3/2023	2022	Walker Public Library	\$350.00	\$50.00	KRLS 50	A paper survey was available for attendees to determine the quality of the program and if the program was educational.	Over 78% of survey respondents indicated the quality of the program was excellent. One patron commented that their favorite part of the program was learning about the behind-the-scenes work of law enforcement.	22	Completed	Cass

Project Title	Description	Start Date	End Date	FY	Locations	Funding Amount	In-Kind	In-Kind Source	Proposed Measurable	Measured Results	Attendance	Status	Counties
Per Spelman Had Only One Cow	Arna Rennan is a singer and storyteller specializing in the music and songs of Norway. Through her own paintings, songs, and the story of Per Spelman, participants of all ages learned about the conditions that led to Norwegian immigration to the United States. This program was part of the exhibit "Tell Me a Story", a partnership between the Bemidji Library and Beltrami County Historical Society.	3/4/2023	3/4/2023	2022	Bemidji Public Library	\$500.00	\$50.00	KRLS 50	A paper and digital survey was available for attendees to fill out to determine the quality of the program and if the program was educational.	Over 90% of survey respondents rated the quality of the program as excellent. Participants commented that the songs, history, and display of paintings were their favorite parts.	53	Completed	Beltrami
The Spring Solstice: Ojibwe Snow Stories	Bemidji Public Library in collaboration with the Beltrami County Historical Society presented the exhibit "Tell Me A Story", an exploration of the art of storytelling. Storytellers and artists Mary Moose and Joe Sutherland presented traditional Ojibwe snow stories in Ojibwe and English.	3/20/2023	3/20/2023	2022	Bemidji Public Library	\$1,030.00	\$250.00	KRLS 250	A paper survey was available for attendees to determine the quality of the program and if the program was educational.	Over 85% of survey respondents indicated the quality of the program was excellent. Many noted the stories, hearing the Ojibwe language, and the music were their favorite parts.	54	Completed	Beltrami
Irish Lumberjack Folksongs in Bemidji in the Days Before Paul and Babe	Bemidji Public Library in collaboration with the Beltrami County Historical Society presented the exhibit "Tell Me A Story", an exploration of the art of storytelling. Brian Miller performed songs and stories of the Northwoods lumber camps and explained how the Irish influenced music in the region.	3/18/2023	3/18/2023	2022	Bemidji Public Library	\$825.00	\$250.00	KRLS 250	A paper survey was available for attendees to fill out to determine the quality of the program and if the program was educational.	All survey respondents indicated the quality of the program was excellent. Many indicated the songs, music, and stories were their favorite parts.	54	Completed	Beltrami

Project Title	Description	Start Date	End Date	FY	Locations	Funding Amount	In-Kind	In-Kind Source	Proposed Measurable	Measured Results	Attendance	Status	Counties
"Let's Create" Kit Series	Local artist Lillian Norman provided 40 art kits per month to Wadena City Library for a take and make art series for children and adults (6 months total). Kits included a craft, writing prompts, fun fact sheet, book list, and instructions. Kits introduced skills such as calligraphy, painting, tie-dye, and embroidery.	2/3/2023	7/21/2023	2022	Wadena Public Library	\$2,825.29	\$50.00	KRLS 50	A self-addressed stamped postcard was included with each kit for attendees to fill out to determine the quality of the program and gather comments.	Based on the popularity of the kits and the anticipation of library patrons each month when the kits were made available, the program succeeded in engaging the public in creative projects. Verbal responses and returned evaluations were very positive.	280	Completed	Wadena
Children and Adult Take and Make Program	Local artist Haci Stumbo provided Walker Public Library with take and make kits for children and adults. Thirty wooden lacing card kits were available for PreK to elementary age children to paint and develop fine motor skills, problem solving, and finger strength. 25 engraved barn quilt kits for adults to create their own work of art were also available. Kits included all supplies needed to complete the project.	2/7/2023	2/21/2023	2022	Walker Public Library	\$1,195.00	\$150.00	KRLS 150	A paper survey and link to a digital survey was included in the kits for attendees to fill out to determine the quality of the program and if the program was educational.	All kits were distributed within a short time of the program starting. One patron commented "Working with a geometric quilt pattern was new for me and so painting sharp lines was a fun challenge. Has me thinking about utilizing these geometric quilt patterns in other art media".	55	Completed	Cass

Project Title	Description	Start Date	End Date	FY	Locations	Funding Amount	In-Kind	In-Kind Source	Proposed Measurable	Measured Results	Attendance	Status	Counties
Krafts with Kim	Local artist Kim Norman provided craft kits to Pine River Public Library and Cass Lake Community Library for adults and children monthly for a four month take and make series. The artist provided all materials and basic instructions to complete each kit. Kits included a fleece scarf, clay bowl, yarn tulips, and tissue paper rainbow.	2/6/2023	5/22/2023	2022	Cass Lake Community Library, Pine River Public Library	\$4,800.00	\$250.00	KRLS 250	A paper and digital survey was available for attendees to fill out to determine the quality of the program and if the program was educational.	Over 97% of survey respondents rated the quality of the program as excellent or good, and all kits were distributed during the weeks they were available at both libraries. Most participants who responded to the survey were ages 50-70 (34%). Cass Lake Library's participants found out about the program exclusively by a library staff member, as compared to Pine River Library participants who found out about the program by library staff members and social media/Facebook. Multiple survey respondents commented their favorite part of the program was doing them with family.	480	Completed	Cass
Words & Music: Minnesota Stories with Kevin Kling	Humorist, playwright, and author Kevin Kling toured KRLS with events at six locations within the library region. He shared new stories and read from his books "The Dog Says How", "Holiday Inn", "Big Little Brother", and "Big Little Mother".	3/27/2023	3/31/2023	2022	Bemidji Public Library, Brainerd Public Library, Pine River-Backus High School, 401 Murray Ave, Pine River, MN 56474 American Legion Post 134, 407 Front St, Walker, MN 56484 Armory Arts & Events Center, 203 Park Ave S, Park Rapids, MN 56470 Wadena-Deer Creek High School, Robertson Theater, 600 Colfax Ave SW, Wadena, MN 56482	\$12,665.01	\$250.00	KRLS 250	A paper and digital survey was available for attendees to fill out to determine the quality of the program and if the program was educational.	Approximately 97% of survey respondents indicated the program was excellent. Favorite parts included the stories/storytelling, the humor, feeling inspired/lessons learned, and spending the night out within the community.	415	Completed	Beltrami, Cass, Crow Wing, Hubbard, Wadena

Project Title	Description	Start Date	End Date	FY	Locations	Funding Amount	In-Kind	In-Kind Source	Proposed Measurable	Measured Results	Attendance	Status	Counties
History Alive: Liberators & The Holocaust	Historian and reenactor Arn Kind visited 8 locations with his multimedia presentation "Liberators & The Holocaust". Through first-person narratives, audiences experienced what American soldiers, including Minnesotans, witnessed as they came upon and liberated the prisoners in the Nazi concentrations camps in the waning days of World War II.	5/8/2023	5/13/2023	2022	Bemidji Public Library, Brainerd Public Library, VFW Post 3922, 213 1st St SE, Wadena, MN 56482 American Legion Post 613, 400 Front St, Pine River, MN 56474 American Legion Post 134, 407 Front St, Walker, MN 56484 Armory Arts & Events Center, 203 Park Ave S, Park Rapids, MN 56470 Salem Lutheran Church, 1340 County Road 5 Longville, MN 56655 Blackduck Senior Citizens Center, 24 1st St SE, Blackduck, MN 56630	\$6,525.00	\$250.00	KRLS 250	A paper and digital survey was available for attendees to fill out to determine the quality of the program and if the program was educational.	91% of survey respondents rated the overall quality of their experience as excellent. Favorite parts of the program for attendees were (in order of most mentions): the multimedia presentation, Minnesota veteran stories/experiences, moving/sobering/emotional experience during the presentation, connection to current events/issues, and the presenter. Multiple survey respondents commented that high school and/or college students should see the presentation. One attendee noted "Just as moving as the Holocaust Memorial Museum in D.C.".	352	Completed	Beltrami, Cass, Crow Wing, Hubbard, Wadena
Finding Your Voice Through Writing	As part of their summer reading program, Brainerd Public Library hosted acclaimed Minnesota children's author Beth Hautala to lead a series of 3 workshops targeted at different age groups: adults, children 6-11, and young adults 12-17. She encouraged storytellers of all skill levels and abilities to consider how we use our "voices" to tell stories by examining character perspective, the power of voice, narrative arc, and theme in fiction, memoir, and poetry.	5/20/2023	6/21/2023	2022	Brainerd Public Library	\$1,500.00	\$50.00	KRLS 50	A paper and digital survey was available for attendees to fill out to determine the quality of the program and if the program was educational.	Over 80% of survey respondents rated the overall quality of the program as excellent. Through staff observations and survey results, it was found that a large majority of attendees thought the workshops were helpful for their writing practice. Their favorite parts included the writing exercises to spark creativity and the experience of the workshop facilitator in the publishing business so that attendees could ask questions.	52	Completed	Crow Wing

Project Title	Description	Start Date	End Date	FY	Locations	Funding Amount	In-Kind	In-Kind Source	Proposed Measurable	Measured Results	Attendance	Status	Counties
Community Barn Quilt event	Artist Cynthia Buchholtz of Bittersweet Barn Quilt Company set up a workstation at Pine River Public Library that included paint and all supplies to complete a 4'x4' painted barn quilt square. She welcomed patrons and members of the community to help complete the project, which is displayed at the library.	6/5/2023	6/5/2023	2022	Pine River Public Library	\$835.58	\$50.00	KRLS 50	A paper survey was available for attendees to determine the quality of the program and if the program was educational.	Anecdotes from participants collected from staff included "This was a great day at the library!", "That was fun", and "It looks so cool". Another patron posted on Facebook "Stopped in at the Pine River Public Library yesterday to paint a little section of the barn quilt. Great design! Can't wait to see the finished artwork posted at the library!".	30	Completed	Cass
Frank Weber author talk	Minnesota author and forensic psychologist, Frank Weber, gave a talk at Pine River Public Library on how he uses his unique understanding of criminal behavior to craft thrilling and insightful true crime stories. He also demonstrated a lie detector with audience participation.	6/12/2023	6/12/2023	2022	Pine River Public Library	\$340.00	\$50.00	KRLS 50	A paper and digital survey was available for attendees to fill out to determine the quality of the program and if the program was educational.	Over 86% of survey respondents indicated the quality of the program was excellent. Favorite parts of the program for attendees were the lie detector demonstration, learning more about crime and crime solving, and listening to the author's stories.	30	Completed	Cass
Mosaic Stained Glass take and make kits	Local artist Haci Stumbo provided Margaret Welch Memorial Library with 30 mosaic stained glass art kits for participants to create their own work of art. Kits included all supplies needed to complete the project.	5/9/2023	5/13/2023	2022	Margaret Welch Memorial Library	\$750.00	\$50.00	KRLS 50	A paper and digital survey was available for attendees to fill out to determine the quality of the program and if the program was educational.	Although no surveys were returned to the library, all kits were distributed within the week they were offered.	30	Completed	Cass

Project Title	Description	Start Date	End Date	FY	Locations	Funding Amount	In-Kind	In-Kind Source	Proposed Measurable	Measured Results	Attendance	Status	Counties
Finding My Voice: A Journey through Nature and Music	Pam Arnstein, retired professional violinist and author of "Doctor May's Cabin", combined a book talk with violin music for Park Rapids Area Library while sharing the story of how she was inspired to find her own voice by her trailblazing grandmother and great-aunt.	6/27/2023	6/27/2023	2022	Deane Park, 19382 Eagle Point Tr, Park Rapids, MN 56470	\$665.00	\$50.00	KRLS 50	A paper survey was available for attendees to determine the quality of the program and if the program was educational.	90% of survey respondents indicated the quality of the program was excellent. Many noted the music and stories as their favorite parts. One comment was "I loved Pam's message of trying to find what you enjoy and then doing it. Her music was beautiful and she interacted well with the audience, including the children".	21	Completed	Hubbard
Playwriting 101	Stephanie White from Greater Lakes Area Performing Arts (GLAPA) lead a weekly class at Pine River Public Library of students ages 9-18 in an 8-week playwriting course. The class started from square one with developing an idea, then writing it out as a play with character dialogue and actions. At the end of the 8 weeks, students performed a reading of their play as part of the library's Summer Reading Program.	6/7/2023	7/27/2023	2022	Pine River Public Library, The Warehouse, 307 Norway Ave, Pine River, MN 56474	\$500.00	\$50.00	KRLS 50	A paper survey was available for attendees to determine the quality of the program and if the program was educational. A staff program evaluation was filled by the branch manager.	Staff evaluation noted the program's goals of bringing a new experience to children of the community was met. The Branch Manager wrote "the participants really opened up and worked together to create a play which they were all very proud of". When surveying participants' favorite part or something they learned from the program, comments included "I learned about stages and scripts. I loved coming up with characters", "I like how we worked separate but at the end came together", and "I learned how to have multiple people collaborate & write a single play by dividing up the scenes and having group discussions".	47	Completed	Cass

Project Title	Description	Start Date	End Date	FY	Locations	Funding Amount	In-Kind	In-Kind Source	Proposed Measurable	Measured Results	Attendance	Status	Counties
Words & Music: The Jolly Pops concert tour	The Jolly Pops band performed fun and educational children's concerts for 10 regional libraries during the KRLS 2023 Summer Reading Program. They combined singing, dancing, games, and puppets in their interactive and entertaining program.	6/27/2023	7/1/2023	2022	Bemidji Public Library, Blackduck Public Library, Brainerd Public Library, Cass Lake Community Library, Park Rapids Public Library, Wadena Public Library, Walker Public Library, The Warehouse, 307 Norway Ave, Pine River, MN 56474 Cole Memorial Building, 4285 Tower Square, Pequot Lakes, MN 56472 Young At Heart (YAH) Senior Club, 150 Pond Ln, Longville, MN 56655	\$7,802.40	\$250.00	KRLS 250	A paper and digital survey was available for attendees to fill out to determine the quality of the program and if the program was educational.	Over 75% of survey respondents rated the quality of the program as excellent. Interaction between children and musicians, puppets, and songs/music surveyed high as participants' favorite part of the program. The program was entertaining for adults as well with one attendee noting "Great music for all ages!".	589	Completed	Beltrami, Cass, Crow Wing, Hubbard, Wadena
Nature and Wildlife Photography with Steve Maanum	Photographer, researcher, and storyteller Steve Maanum led 2 sessions at Pine River Public Library focused on wildlife photography and writing for youth and adults.	7/17/2023	7/17/2023	2022	Pine River Public Library	\$400.00	\$50.00	KRLS 50	A paper survey was available for attendees to determine the quality of the program and if the program was educational.	75% of survey respondents rated the program as excellent. There was sparse attendance at both sessions, so there will be future consideration of including the program with other regular summer reading events.	8	Completed	Cass
Art of Wildlife Photography	Photographer, researcher, and storyteller Steve Maanum lead a class for all ages at Walker Public Library that featured stories about his nature photography and tips on how to take great nature shots in your own backyard.	7/19/2023	7/19/2023	2022	Walker Public Library	\$265.00	\$50.00	KRLS 50	A paper and digital survey was available for attendees to fill out to determine the quality of the program and if the program was educational.	All survey respondents indicated the quality of the program was excellent. One attendee commented "Loved seeing all the great photos and learned a lot of tips for photographing wildlife!".	6	Completed	Cass
Sue Dugan Moline author talk	Author Sue Dugan Moline presented on her book "The Lake Turned Upside Down" at Pine River Public Library. As a true life survivor of the 1969 F4 tornado on the shores of Roosevelt Lake near the tiny town of Outing, MN, Sue shared the drama and the hope from this tragic event.	8/7/2023	8/7/2023	2022	Pine River Public Library	\$200.00	\$50.00	KRLS 50	A paper survey was available for attendees to fill out to determine the quality of the program and if the program was educational.	Over 85% of survey respondents rated the program as excellent. Multiple audience members shared their first person accounts of the event as well.	20	Completed	Cass

Project Title	Description	Start Date	End Date	FY	Locations	Funding Amount	In-Kind	In-Kind Source	Proposed Measurable	Measured Results	Attendance	Status	Counties
Barn Quilt take and make kits	Local artist Haci Stumbo provided Pine River Public Library with 30 engraved Barn Quilt painting kits for participants to create their own work of art. Kits included all supplies needed to complete the project.	7/10/2023	7/15/2023	2022	Pine River Public Library	\$750.00	\$50.00	KRLS 50	A paper survey and link to a digital survey was included in the kits for attendees to fill out to determine the quality of the program and if the program was educational.	Over 85% of survey respondents indicated the quality of the program was excellent. Staff reported the program brought in some new community members to the library.	30	Completed	Cass
Connecting Through Stories	COMPAS teaching artist Danielle Daniel shared stories at Brainerd Public Library that highlighted African-American history and culture for audiences of all ages. Danielle wove stories full of adventure and imagination that imparted positive messages of courage, faith, respect, and freedom. A featured guitarist enhanced each story's characters and plot.	7/13/2023	7/13/2023	2022	Brainerd Public Library	\$770.00	\$50.00	KRLS 50	A paper and digital survey was available for attendees to fill out to determine the quality of the program and if the program was educational.	All survey respondents indicated the quality of the program was excellent. Many noted the stories were their favorite parts and enjoyed the focus on kindness. The library was disappointed with the turnout and recommended staff could do a better job of reaching out to parts of the community that aren't viewing their standard media outreach methods.	12	Completed	Crow Wing
Ant and the Grasshopper play	CLIMB Theatre presented their summer reading play, "The Ant and the Grasshopper" for Brainerd and Walker Public Libraries during their Summer Reading Programs. In this interactive performance based on Aesop's fable, two friends compete together in a competition but have trouble finding their harmony.	8/15/2023	8/16/2023	2022	Brainerd Public Library, Walker Public Library	\$1,200.00	\$250.00	KRLS 250	A paper and digital survey was available for attendees to fill out to determine the quality of the program and if the program was educational.	All survey respondents indicated the quality of the program was excellent. Staff observed a high level of interaction among the audience and performers noting "a full room of engaged, excited children and caregivers singing and dancing and learning".	103	Completed	Cass, Crow Wing
Paul Bunyan: Loggin', Legends & Lore	Homeward Bound Theatre Company visited Wadena City Library with a humorous, fact-filled presentation centered around tales from Paul Bunyan lore. Local actor David Ward developed the show as a way of introducing American folklore to audiences young and old.	8/15/2023	8/15/2023	2022	Wadena Public Library	\$550.00	\$50.00	KRLS 50	A paper and digital survey was available for attendees to fill out to determine the quality of the program and if the program was educational.	All survey respondents indicated the quality of the program was excellent. Many indicated the props, storytelling, and audience interaction were their favorite parts.	22	Completed	Wadena

Project Title	Description	Start Date	End Date	FY	Locations	Funding Amount	In-Kind	In-Kind Source	Proposed Measurable	Measured Results	Attendance	Status	Counties
Take and Make Craft series	Local artist Haci Stumbo provided Margaret Welch Memorial Library with a series of 3 take and make kits for children and adults. Kits included wooden lacing card kits, engraved barn quilt kits, and jewelry kits. Kits included all supplies needed to complete the project.	7/27/2023	8/31/2023	2022	Walker Public Library	\$2,362.75	\$50.00	KRLS 50	A paper survey and link to a digital survey was included in the kits for attendees to fill out to determine the quality of the program and if the program was educational.	Although no surveys were returned to the library, all kits were distributed within the week they were offered.	95	Completed	Cass
Krafty Korner art series	Krafty Korner was a monthly staff-led arts and crafts series at Pine River Public Library. Patrons participated in either the morning or evening session to work with staff on a project. Skills featured in the sessions included macramé, etching, and weaving.	6/20/2023	10/17/2023	2022	Pine River Public Library	\$431.67	\$250.00	KRLS 250	A paper and digital survey was available for attendees to fill out to determine the quality of the program and if the program was educational.	TBA	TBA	In Progress	Cass
"Let's Create" Kit Series	Local artist Audrey Brandt-Loer provided 40 art kits per month to Wadena City Library for a take and make arts series for children and adults (12 months total). Kits included a craft with all supplies needed to complete, themed booklist, and writing prompts. Kits included summer memories Mason jar, balloon animals, painted pumpkins, Ojibwe word art, fleece-tied pillows, bath bombs, and crochet.	8/23/2023	7/17/2024	2022	Wadena Public Library	\$440.00	\$50.00	KRLS 50	A paper survey was included in each kit which also had a QR code to fill out the survey online to determine the quality of the program and if the program was educational.	TBA	TBA	In Progress	Wadena

Project Title	Description	Start Date	End Date	FY	Locations	Funding Amount	In-Kind	In-Kind Source	Proposed Measurable	Measured Results	Attendance	Status	Counties
Kitchi Creates: Barn Quilt Painting Classes	Artist Cynthia Buchholtz of Bittersweet Barn Quilt Company taught and provided all supplies for five 4-hour barn quilt classes at multiple sites in the KRLS region. Registration was limited to 18 participants per class. Attendees created a unique 2'x2' painted barn quilt. Lisa Kajer of Barn Quilts of Central MN, which manages the four-county barn quilt trail throughout Wadena, Cass, Todd and Morrison Counties, gave an informative presentation at Wadena and Pine River classes to encourage attendees to apply to be a part of the trail with their completed barn quilts.	9/25/2023	10/20/2023	2022	Brainerd Public Library, Wadena Public Library, Walker-Hackensack-Akeley Public School, 301 4th St, Walker, MN 56484 Good Samaritan Society Riverside Senior Living, 2189 White Pine Pt Rd SW, Pine River, MN 56474 Young At Heart (YAH) Club, 150 Pond Ln, Longville, MN 56655	\$40.00			A paper and digital survey was available for attendees to fill out to determine the quality of the program and if the program was educational.	TBA	TBA	In Progress	Cass, Crow Wing, Wadena
Administration	n/a	9/15/2021	9/30/2023	2022	n/a	\$5,325.57	n/a	n/a	n/a	n/a	n/a	Completed	Cass
Region Wide Personnel	n/a	9/15/2021	9/30/2023	2022	n/a	\$25,296.48	n/a	n/a	n/a	n/a	n/a	Completed	Cass
						\$106,511.48	\$5,660.00						

Total Programs	49	Regional Programs	5
Total Attendance	4,994	Local Programs	44
Expense	\$106,511.42	Total Events	138

7k Arts and Cultural Heritage Fund (ACHF) FY23 Interim Report

Action Request: That the Board approve the ACHF FY23 Interim Report with requisite signatures for submission to the state.

Following ACHF grant guidelines for regional library systems, on September 30th of each year KRLS submits an Interim Progress Report (IPR) for each fiscal year of ACHF funding that it is still spending. The report consists of an Executive Summary that highlights at least one exemplary project and a project spreadsheet that details each of the projects paid for with funds from the identified fiscal year. This year's IPR deadline was extended to October 30th and a draft report has been submitted to the state. We ask the board to approve the draft with requisite signatures to fulfill the grant guidelines.

ARTS AND CULTURAL HERITAGE FUND (ACHF)

Regional Library System, State Fiscal Year (SFY) 2023

Interim Progress Report

A report on projects paid for with SFY21 (July 1, 2022–June 30, 2023) ACHF funds

A completed Executive Summary Form, includes:

- This executive summary with signature(s)
- A spreadsheet with details about each of the projects paid for with funds from SFY23
Please use the online reporting form MDE has created through Google, which exports project information into the required spreadsheet format. A system may use its own reporting mechanism, so long as it has been approved by MDE and results in a spreadsheet that contains the required information. If you do not have access to the MDE-created online reporting form, please contact Ashley Bieber at ashley.bieber@state.mn.us.

Optional Interim Progress Report components:

- Promotional materials and high-resolution event photos in electronic format, which may be used to illustrate ACHF projects in public libraries on the [Legacy website](#).

Please submit a .pdf of the signed executive summary, an .xls (Excel) of the spreadsheet, and any illustrative materials to Ashley Bieber at State Library Services.

Regional Library System: Kitchigami Regional Library System

Summary Data:

Total number of projects: **8**

Total number of programs and/or events (if different than total number of projects): **26**

Total attendance/participation: **1,705**

Total number of partnerships: **5**

Total value of in-kind contributions: **\$1,505.00**

Total administrative costs: **\$2,675.85**

Total FTE hours:

Highlights:

Briefly describe at least one project that illustrates how the regional library systems are jointly using SFY 2022 ACHF funds to offer arts, history, literary arts, and cultural heritage learning experiences to Minnesotans. Please include unique locations, great stories, quotes, etc.

Lucky Luke's Adventures series author Kevin Lovegreen visited 10 area schools and libraries to present on the process of writing and illustrating, as well as the team of people it takes to publish a book. Sticking with his outdoor recreation theme, he entertained audiences with his hunting and fishing stories, as well as his animal call challenge. Children were engaged and entertained throughout the presentation with Lovegreen's interactive style. They enjoyed answering his trivia questions and asking questions of their own.

Partnering with five of our local elementary schools was a great experience. Kevin Lovegreen visited Sebek Elementary School, which is one of our Mobile Library communities. Media Specialist Donna Yliniemi noted "We enjoy having authors visit but partnering with [the library system] helped us make sure our students were able to read his books and were ready for the presentation. It made the visit enjoyable for me too!". Principal Rick Aulie of Pine River-Backus Elementary School commented "Our school really benefitted from this partnership in so many ways. Kids are motivated to read, write, and dream big". PRB Community Education was also able to arrange an additional appearance by the author at their literacy event "Passports and Pajamas" the evening of

his PRB School presentation. KRLS was able to strengthen our relationships with schools and expose a large student audience to the joys of reading and writing throughout the region through these partnerships.

Signatures:

Signature _____

Printed Name **Melissa Whatley**

Regional Library System Administrator

Date **11/16/2023**

Signature _____

Printed Name **Carol Christensen**

Report preparer (if not Regional Library System Administrator)

Date **11/16/2023**

Project Title	Description	Start Date	End Date	FY	Locations	Funding Amount	In-Kind	In-Kind Source	Proposed Measurement	Measured Results	Attendance	Status	Counties
Reading Frenzy Assembly with author Kevin Lovegreen	Lucky Luke's Adventures author Kevin Lovegreen visited 10 area schools and libraries to present on the process writing and illustrating, as well as the team of people it takes to publish a book. Sticking with his outdoor recreation theme, he also entertained the audience with his hunting and fishing stories, as well as his animal call challenge.	10/3/2023	10/7/2023	2023	Bemidji Public Library, Brainerd Public Library, Park Rapids Public Library, Maslowski Wellness & Research Center, 17 5th St SW, Wadena, MN 56482 Sebek Public School, 200 1st St NW, Sebek, MN 56477 Crosslake Community School, 35808 Co Rd 66, Crosslake, MN 56442 Pequot Lakes Community Library, 31117 Rasmussen Rd, Pequot Lakes, MN 56472 Pine River-Backus Elementary School, 401 Murray Ave, Pine River, MN 56474 Walker-Hackensack-Akeley Public School, 301 4th St, Walker, MN 56484 Blackduck Elementary School, 156 1st St, Blackduck, MN 56630	1129.48	500	KRLS 500	Paper thank you templates were handed out to participating classrooms to find out what students enjoyed most about the program, online surveys were emailed directly to partners to rate the quality of their overall experience, paper surveys were made available at the presentation to determine the quality of the program and if the program was educational.	Over 90% of survey respondents indicated the quality of the program was excellent. Children were observed to be engaged and entertained throughout the presentation, especially when answering his trivia questions and asking questions of their own. Pine River-Backus School Principal Rick Aulie commented "Our school really benefited from this partnership in so many ways. Kids are motivated to read, write, and dream big."	1652	In Progress	Beltrami, Cass, Crow Wing, Hubbard, Wadena
"Beltrami: A Pilgrim's Providence" film screening	Janet Riith-Nijarian and Norwood F. Hall brought their film "Beltrami: Pilgrim's Providence" to Bemidji Public Library for a screening and discussion. The film explores Giacomo Costantino Beltrami's search for the source of the Mississippi River using historical reenactments, original music, and primary sources.	9/23/2023	9/23/2023	2023	Bemidji Public Library	600	150	KRLS 150	A paper survey was available for attendees to determine the quality of the program and if the program was educational.	All survey respondents rated the quality of their experience as excellent. Many noted enjoying seeing local history and talent.	53	Completed	Beltrami
Krafty Korner art series	Krafty Korner is a monthly staffed arts and crafts series at Pine River Public Library. Patrons can participate in either the morning or evening session to work with staff on a project. Skills featured in the sessions included macramé, etching, and weaving.	6/20/2023	10/17/2023	2023	Pine River Public Library	18.46	500	KRLS 500	A paper survey was available to determine the quality of the program and if the program was educational.	TBA	TBA	In Progress	Cass
Crafts with Kim	Local artist Kim Norman provided craft kits to Pine River Public Library and Cass Lake Community Library for adults and children monthly for a four month take and make series. The artist provided all materials and basic instructions to complete each kit. Kits included macrame keychains, leaf lanterns, felt trees, and gem icicle ornaments.	9/5/2023	12/18/2023	2023	Cass Lake Community Library, Pine River Public Library	1200	155	KRLS 155	Paper surveys were available for attendees to determine the quality of the program and if the program was educational.	TBA	TBA	In Progress	Cass

KRLS ACHF FY23 Interim Progress Report

Project Title	Description	Start Date	End Date	FY	Locations	Funding Amount	In-Kind	In-Kind Source	Proposed Measurement	Measured Results	Attendance	Status	Counties
"Let's Create" Kit Series	Local artist Audrey Brandt-Loer provided 40 art kits per month to Wadena City Library for a take and make arts series for children and adults (12 months total). Kits included a craft with all supplies needed to complete, themed booklist, and writing prompts. Kits included summer memories Mason jar, balloon animals, painted pumpkins, Ojibwe word art, fleece-tied pillows, bath bombs, and crochet.	8/23/2023	7/17/2024	2023	Wadena Public Library	440	50	KRLS 50	A paper survey was included in each kit which also had a QR code to fill out the survey online to determine the quality of the program and if the program was educational.	TBA	TBA	In Progress	Wadena
Ojibwe with Miinanikwe Medicines: Making Traditional Teas, Salves, and Syrups	Renowned teacher, translator, and facilitator from the White Earth Nation, Megan Lhotka, guided participants through the significance of Asema in foraging and gathering practices while learning to make traditional teas, salves, and syrups using locally sourced ingredients.	10/28/2023	10/28/2023	2023	Bemidji Public Library	112.55	50	KRLS 50	A paper survey was available for participants to determine the quality of the program and if the program was educational.	TBA	TBA	In Progress	Beltrami
Lies and True Crimes: Minnesota's Seedy Underbelly	Minnesota author and forensic psychologist, Frank Weber, gave a talk on how he uses his unique understanding of criminal behavior to craft thrilling and insightful true crime stories. He also demonstrated a lie detector with audience participation.	10/28/2023	10/28/2023	2023	Bemidji Public Library	90	50	KRLS 50	A paper survey was available for attendees to determine the quality of the program and if the program was educational.	TBA	TBA	In Progress	Beltrami
Ojibwe Sky Stories	Teacher, translator, and facilitator from the White Earth Nation, Megan Lhotka, provided participants with a unique perspective on the night sky from the Ojibwe viewpoint. Attendees explored how the movement of the stars and planets imparted valuable lessons to the Ojibwe people about their natural surroundings and how the constellations have been deeply revered by the Ojibwe people for generations.	12/12/2023	12/12/2023	2023	Bemidji Public Library	148.82	50	KRLS 50	A paper survey was available for attendees to determine the quality of the program and if the program was educational.	TBA	TBA	In Progress	Beltrami
Administration	n/a	9/1/2023	10/31/2023	2023	n/a	2675.85	n/a	n/a	n/a	n/a	n/a	In Progress	Cass
Region Wide Personnel	n/a	9/1/2023	10/31/2023	2023	n/a	7626.18	n/a	n/a	n/a	n/a	n/a	In Progress	Cass

14041.34 1505

Total Programs	8	Regional Programs	1
Total Attendance	1,705	Local Programs	7
Expense	14041.34	Total Events	26



MINUTES

Council - Public Hearing Meeting

6:00 PM - Monday, November 20, 2023

City Hall, 8 Summit Drive, Blackduck MN

The Council - Public Hearing of the City of Blackduck was called to order on Monday, November 20, 2023, 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, Councilor Laurie Hamilton, and Council member Ronald Fredrickson

COUNCILORS EXCUSED:

STAFF PRESENT: City Administrator Christina Regas, Assistant Liquor Store Manager Melissa Gullette, and Public Works Director Mike Schwanke

OTHERS PRESENT: Caleb Strandlie, Widseth; Chris Parthun MDH; Nick Prachar, Blackduck, Char Mahs, Blackduck, Jenna Mahs, Tenstrike

1 CALL TO ORDER

- a) Mayor Gullette called the public hearing to order.

2 PUBLIC HEARING AGENDA

- a) Description of Project for Public Hearing
Administrator Regas briefly described the reason for the public hearing and then provided Prachar the opportunity to provide information to the public. Afterwards the public was provided the opportunity to ask questions of Prachar.

- b) General Questions & Answers from Public & Findings of Fact(s)

Question - Council member Fredrickson
Will there be a garage built on the property?
Answer - Prachar
At this time, no.

Question - Councilmember Fredrickson
Will you be providing off-street parking.
Answer - Prachar
It will be allowed this winter.

Question - Council member Fredrickson
Will the lower level remain one business.

Answer - Prachar
Yes.

No further questions.

Regas stated the CUP application will be considered for approval of the city council on December 11, 2023.

3 ADJOURNMENT

a)

1

Ronald Fredrickson moved to adjourn the public hearing at 6:07pm Nicholas Seitz seconded the motion.

Carried 5 to 0

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

Christina Regas, City Administrator

Maxwell Gullette, Mayor



MINUTES

Council - Work Session Meeting

6:00 PM - Monday, November 20, 2023

City Hall, 8 Summit Drive, Blackduck MN

The Council - Work Session of the City of Blackduck was called to order on Monday, November 20, 2023, 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, Councilor Laurie Hamilton, and Council member Ronald Fredrickson

COUNCILORS EXCUSED:

STAFF PRESENT: City Administrator Christina Regas, Public Works Director Mike Schwanke, and Assistant Liquor Store Manager Melissa Gullette

OTHERS PRESENT:

1 CALL TO ORDER

- a) Roll Call
Mayor Gullette called the work session to order at 6:08pm.
- b) Pledge of Allegiance
Mayor Gullette dispensed with the pledge of allegiance.

2 APPROVAL OF AGENDA

- a)

Nicholas Seitz moved to approve the agenda as presented Laurie Hamilton seconded the motion.

Carried 5 to 0

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

3 PUBLIC INFORMATION MEETING

- a) City of Blackduck Wellhead Protection Plan Amendment, Part 1 - Chris Parthun, MDH
Parthun conducted the informational meeting for the City of Blackduck Wellhead Protection Plan Amendment and provided a time for questions and answers.

4 OLD BUSINESS

- a) PER / ER Report Update
Strandlie provided an update on the progress of the report stated water testing is still needed for additional information and public works will be working on the testing soon.
- b) Kitchigami Regional Library Capital Appropriation Project
no updates provided.
- c) Blackduck Co-op Railbank Conveyance Property update
no updates at this time.
- d) Historic Black Duck and Lions Duck Restoration Project
Regas provided an updated funding report and states recommending any excess funding beyond the restoration services should be placed in a fund earmarked for future restoration.
- e) Public Works Grader Replacement - update
Schwanke reports the grader was delivered and will be working towards selling the old grader before the end of 2023. Regas reports funding from USDA should be secured before end of 2023.
- f) Pafko / Moon Performance Stage - updates
Mayor Gullette reports the cohort has not met and had no updates at this time.
- g) Wayside Rest Security / Webcam Installation - updates
Regas provided the quotes for the installation of a security webcam at Wayside Rest and recommended the city put the project on hold. Regas states the technology requires the technology be stored in a climate controlled structure. Regas states the park does not currently have a climate controlled structure except the restrooms and that is not an acceptable structure.

5 NEW BUSINESS

- a) Resolution of Annual Appointments and Designations for 2024
Council members made alterations to the appointments for 2024.
- b) Other Items
 - Water Tower Painting -
Schwanke reports the city may have to paint the interior and exterior of the water tower sooner than expected and informed the board the costs could expect to total \$120,000 (interior and exterior).
 - City Hall Repairs -
Regas reports a full report will be provided in January to the council to consider the remaining updates to the building to include electrical and heating updates; roof repairs; and repairs of lower level walls to stop water intrusion.
 - Street Lights -
Mayor Gullette discussed with Schwanke street lights that are out and whose responsibility to those specific lights.

6 ADJOURNMENT

- a)

Nicholas Seitz moved to adjourn the work session at 7:15pm Donald Johnson seconded the motion.

Carried 5 to 0

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

Christina Regas, City Administrator

Maxwell Gullette, Mayor



BLACKDUCK PERSONNEL COMMITTEE

THURSDAY, NOVEMBER 30, 2023

MEETING MINUTES

DUE TO SCHEDULING CONFLICTS THE COMMITTEE MEMBERS AGREED TO REVIEW NEW BUSINESS DOCUMENTS VIA EMAIL AND REPORT TO ADMINISTRATOR REGAS WITH FEEDBACK.

Roll Call

Committee Members to respond to email authorization included: Councilor Donald Johnson, Director of Liquor Operations Shawnda Lahr, Public Works Director Mike Schwanke, and City Administrator Christina Regas

Committee Members Absent: n/a

Topics covered in the personnel meeting were as follows:

OLD BUSINESS:

1. Patrol Officer Position interview(s) – updates – nothing discussed
2. Bar Runner Position – The Pond – nothing discussed.

NEW BUSINESS:

1. 2024 City Employee Wages – final approval of 2024 wages for employees. – Provided via share file email format was the wage recommendations for employees for 2024. No changes were made from the budget meetings of the finance committee meetings for the preliminary levy or final levy.

The response to the wages were as follows:

Committee Member Lahr – approved
Committee Member Schwanke – approved
Committee Member Johnson – approved
Committee Member Regas – approved

All Committee members agreed to recommend final approval to the City Council.

2. 2024 Revised Union Proposal – Article 17. B. Commercial Driver's License (CDL) – Provided via share file email format was the revised Local 49 Union Proposal for 2024 regarding compensation for obtaining and performing job duties with the CDL license.

The response to the request were as follows:

Committee Member Lahr – approved
Committee Member Schwanke – approved
Committee Member Johnson – approved
Committee Member Regas – approved

All Committee members agreed to recommend final approval to the City Council.



BLACKDUCK PERSONNEL COMMITTEE

THURSDAY, NOVEMBER 30, 2023

MEETING MINUTES

ADJOURN – All committee members responded to feedback request via email or in-person by December 5, 2023.

Christina Regas, City Administrator

Maxwell Gullette, Mayor

December 11, 2023

FUND	Deerwood Checking BEGINNING BALANCE	Bill Report through 12/11/2023	Deerwood Checking ENDING BALANCE	Deerwood First Preferred Savings BEGINNING BALANCE	Deerwood First Preferred Savings Bill Report through 12/11/2023	Deerwood First Preferred Savings ENDING BALANCE	Total Balance of all Accounts
GENERAL (101)	\$226,561.21	\$27,406.29	\$199,154.92	\$49,594.31	\$0.00	\$49,594.31	
POLICE RESTRICTED CASH	\$31,129.09	\$0.00	\$31,129.09	\$0.00	\$0.00	\$0.00	
CEMETERY (201)	(\$8,416.65)	\$0.00	(\$8,416.65)	\$4,314.17	\$0.00	\$4,314.17	
PERPETUAL CARE (202)	\$13,289.32	\$0.00	\$13,289.32	\$53,418.01	\$0.00	\$53,418.01	
SEWER MAINTENANCE (204)	\$0.00	\$0.00	\$0.00	\$61,875.15	\$0.00	\$61,875.15	
SEWER REPLACE. (205)	\$0.00	\$0.00	\$0.00	\$81,641.00	\$0.00	\$81,641.00	
SCDP REVOLVING LOAN FUND (207)	\$0.00	\$0.00	\$0.00	\$16,248.66	\$0.00	\$16,248.66	
FIRE DEPT RESERVE (TruckFund) (208)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
PINE TREE PARK (209)	\$18,579.96	\$288.99	\$18,290.97	\$5,500.00	\$0.00	\$5,500.00	
WATER SINKING FUND (212)	\$0.00	\$0.00	\$0.00	\$179,219.54	\$0.00	\$179,219.54	
PUBLIC WORKS RESERVE FUND (215)	\$0.00	\$0.00	\$0.00	\$3,325.38	\$0.00	\$3,325.38	
Fire Dept Special Equip Fund (216)	\$472,261.75	\$345.73	\$471,916.02	\$8,164.06	\$0.00	\$8,164.06	
2018 Revolving Loan Fund (250)	\$0.00	\$0.00	\$0.00	\$335,586.38	\$0.00	\$335,586.38	
1989 Go Bond (301)	\$195.23	\$0.00	\$195.23	\$0.00	\$0.00	\$0.00	
2006 GO BOND (307)	\$50,984.68	\$0.00	\$50,984.68	\$33,368.75	\$0.00	\$33,368.75	
2009A Refunding Bond (309)	\$56,434.13	\$15,318.75	\$41,115.38	\$13,942.37	\$0.00	\$13,942.37	
2011 Industrial Lane IntraLoan (311)	\$7,202.05	\$0.00	\$7,202.05	\$0.00	\$0.00	\$0.00	
2014A Disposal System Loan (314)	\$27,354.91	\$0.00	\$27,354.91	\$0.00	\$0.00	\$0.00	
2017A Disposal System Project/Sum/Main (316)	\$33,281.20	\$0.00	\$33,281.20	\$0.00	\$0.00	\$0.00	
2017A Disposal Sys Loan (317)	\$19,001.55	\$0.00	\$19,001.55	\$0.00	\$0.00	\$0.00	
2017 PFA Debt Sys Bond Debt Service (320)	\$70,029.32	\$0.00	\$70,029.32	\$0.00	\$0.00	\$0.00	
2018 Frontage/Pine Ave Internal Loan (325)	\$17,101.13	\$0.00	\$17,101.13	\$0.00	\$0.00	\$0.00	
TAX INCREMENT FINANCING (376)	\$26,902.55	\$0.00	\$26,902.55	\$133,267.20	\$0.00	\$133,267.20	
Blackduck HRA Fund (210)	\$18,210.10	\$0.00	\$18,210.10	\$0.00	\$0.00	\$0.00	
2022 CIP Project Fund (380) <i>PW/PS Facility</i>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
2023A Go Bond (381)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
2023B Go Bond (382)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Capital Project Fund (401) <i>for city projects</i>	\$47,025.10	\$0.00	\$47,025.10	(\$56,028.84)	\$0.00	(\$56,028.84)	
WATER FUND (601)	\$111,611.15	\$21,075.64	\$90,535.51	\$0.00	\$0.00	\$0.00	
SEWER FUND (602)	\$115,651.73	\$25,311.10	\$90,340.63	\$0.00	\$0.00	\$0.00	
LIQUOR FUND (609)	\$139,630.24	\$110,216.32	\$29,413.92	\$0.00	\$0.00	\$0.00	
LIQUOR RENT FUND	\$14,574.93	\$0.00	\$14,574.93	\$0.00	\$0.00	\$0.00	
GOLF COURSE (613)	(\$170,804.80)	\$2,110.41	(\$172,915.21)	\$0.00	\$0.00	\$0.00	
Total:	\$1,337,789.88	\$202,073.23	\$1,135,716.65	\$923,436.14	\$0.00	\$923,436.14	\$2,059,152.79

Transfer Recommended:

Fund Transfer from:	Fund transfer to:	Reason:	Amount of Transfer:
DW Checking Liquor Fund (609)	DW Checking General Fund (101)	Budgeted Transfer	\$10,000.00 <i>listed transfers are included in bill totals</i>
DW Checking Water Fund (601)	DW Savings Water Sinking Fund (212)	Budgeted Transfer	\$13,000.00 <i>listed transfers are included in bill totals</i>
DW Checking Sewer Fund (602)	DW Savings Sewer Replacement Fund (205)	Budgeted Transfer	\$20,000.00 <i>listed transfers are included in bill totals</i>

2024 Bond Payments:	Principal:	Interest:	Fees:	Total:
General Obligation Bond Series 2009A	\$15,000.00	\$318.75	\$0.00	\$15,318.75

CITY OF BLACKDUCK

12/11/23 2:00 PM

Monthly Bills

Page 1

November 2023

Check Name	Amount		
101 GENERAL FUND		601 WATER FUND	
Marco Technologies LLC	\$520.34	Marco Technologies LLC	\$82.81
AMERIPRIDE LINEN & APPAREL	\$160.09	BELTRAMI ELECTRIC COOP	\$902.03
BELTRAMI ELECTRIC COOP	\$2,835.91	BLACKDUCK AUTO PARTS, INC	\$261.78
BEMIDJI WELDERS SUPPLY	\$26.74	DAKOTA SUPPLY GROUP	\$4,705.81
BLACKDUCK AUTO PARTS, INC	\$423.72	Hawkins, Inc	\$1,211.74
BLACKDUCK LEEVERS FOODS	\$40.49	MN DEPT OF HEALTH DRINKING WAT	\$687.00
BLACKDUCK TRANSFER STATION	\$40.00	NORTHWOODS LUMBER CO	\$67.21
BOGARTS REPAIR AND RECOVERY	\$71.50	PAUL BUNYAN COMMUNICATIONS	\$77.24
DILIGENT CORPORATION	\$2,652.25	VERIZON WIRELESS	\$80.02
DONDELINGER GM OF BEMIDJI	\$1,057.39	601 WATER FUND	\$8,075.64
FORUM COMMUNICATIONS CO	\$81.27	602 SEWER FUND	
FRONTIER REPAIR	\$2.78	Marco Technologies LLC	\$82.82
H&L MESABI	\$288.00	BELTRAMI ELECTRIC COOP	\$1,116.14
LMCIT INSURANCE TRUST	\$250.00	BLACKDUCK AUTO PARTS, INC	\$261.78
LOSSING EXCAVATING	\$8,406.00	BOGARTS REPAIR AND RECOVERY	\$361.00
NORTHERN CONSULTING ACTUARIES, I	\$1,000.00	Gopher State One Call	\$5.40
NORTHWOODS LUMBER CO	\$973.35	HIGH TIDE TECHNOLOGIES	\$960.00
PAIGE WATSON	\$31.88	MJ REPAIR	\$754.00
PAUL BUNYAN COMMUNICATIONS	\$510.52	MN PUMP WORKS	\$1,243.00
PENGUIN MANAGEMENT ,INC.	\$1,152.00	NORTHWOODS LUMBER CO	\$130.56
QUILL CORPERATION	\$31.99	RMB ENVIRONMENTAL LABORATORIES	\$396.40
RATWIK, ROSZAK & MALONEY, P.A.	\$690.79	602 SEWER FUND	\$5,311.10
ROGER'S TWO WAY RADIO	\$111.00	609 MUNICIPAL LIQUOR FUND	
SANFORD HEALTH	\$678.39	Marco Technologies LLC	\$100.96
STREICHERS	\$45.49	ALL SURFACE PRESSURE WASHING	\$483.19
TIMBERLINE SPORTS, INC	\$515.06	AMERIPRIDE LINEN & APPAREL	\$691.43
VERIZON WIRELESS	\$1,100.32	ARVIG ENTERPRISES INC.	\$423.00
Ziegler Inc	\$3,709.02	BELTRAMI COUNTY SOLID WASTE	\$832.61
101 GENERAL FUND	\$27,406.29	BELTRAMI ELECTRIC COOP	\$1,364.37
209 PINE TREE PARK FUND		BEMIDJI COCA-COLA	\$421.00
BELTRAMI COUNTY SOLID WASTE	\$166.53	BERNATELLOS	\$336.00
BELTRAMI ELECTRIC COOP	\$105.68	Bernick Companies	\$19,336.12
WASTE MANAGEMENT OF WI-MN	\$16.78	BLACKDUCK LEEVERS FOODS	\$3,594.37
209 PINE TREE PARK FUND	\$288.99	Breakthru Beverage	\$8,575.74
216 FIRE DEPT SPECIAL EQUIP FUND		CHARLIE WARD	\$100.00
BRIAN LARSON	\$345.73	D-S BEVERAGES, INC.	\$17,512.53
Firefighters Relief Associat.	\$0.00	HEGGIES PIZZA LLC	\$476.15
216 FIRE DEPT SPECIAL EQUIP FUN	\$345.73	HUNTINGTON NATIONAL BANK	\$7,153.75
309 2009A GO Refunding Bonds		JOHNSON BROTHERS LIQUOR CO.	\$4,550.10
EHLERS AND ASSOCIATES	\$15,318.75	JONS REFUSE SOLUTIONS INC	\$190.00
309 2009A GO Refunding Bonds	\$15,318.75	JUELSON PLUMBING & HEATING	\$244.86

Check Name	Amount
MELISSAS CLEANING	\$1,125.00
MIKINNON CO., INC	\$7,845.40
MN DEPT OF PUBLIC SAFETY ALCOH	\$300.00
MOECOE FIRE AND SAFETY	\$190.00
NAYLOR REFRIGERATION & HTG.	\$1,105.46
NEI BOTTLING INC	\$1,088.91
NORTHWOODS ICE, INC	\$221.30
NORTHWOODS LUMBER CO	\$128.77
OLD DUTCH	\$233.28
PAUL BUNYAN COMMUNICATIONS	\$342.73
PERFORMANCE FOOD SERVICE	\$6,194.74
Phillips Wine and Spirits	\$5,404.24
PINNACLE MARKETING GROUP	\$79.00
QUILL CORPERATION	\$58.39
Southern Glazer's of MN	\$3,206.63
TOTAL TAP SERVICES	\$75.00
US FOODs	\$4,993.33
VINOCOPIA INC	\$699.00
WASTE MANAGEMENT OF WI-MN	\$538.96
609 MUNICIPAL LIQUOR FUND	\$100,216.32
613 GOLF COURSE	
BELTRAMI COUNTY SOLID WASTE	\$104.07
BELTRAMI ELECTRIC COOP	\$367.42
ILLINOIS CASUALTY COMMPANY	\$750.00
MN DEPT OF HEALTH	\$450.00
PAUL BUNYAN COMMUNICATIONS	\$109.47
PINNACLE MARKETING GROUP	\$79.00
THREAD CREATIONS	\$158.00
WASTE MANAGEMENT OF WI-MN	\$92.45
613 GOLF COURSE	\$2,110.41
	\$159,073.23

Sewer Fund
Year to Date Income Statement thru 11/30/2023

Sewer Operating Revenue:		Budget
Reimbursements	\$1,480.02	\$0.00
ARP Funding - Council Approved (non-budgeted items)	\$0.00	\$0.00
Interest Earnings	\$609.31	\$750.00
Sewer Sales	\$194,306.01	\$221,000.00
Farm Lease Agreement Revenue	\$6,098.00	\$6,098.00
Swr Penalty	\$1,004.03	\$1,500.00
Sale of Property - Municipal properties	\$29,757.73	\$0.00
Interfund Transfer - Construction Temp Bond offset	\$21,684.31	\$0.00
Charges for Service	\$5,150.00	\$2,500.00
Total Sewer Revenues	\$260,089.41	\$231,848.00

Sewer Operating Expenditures:		Budget	Remaining
Full-Time Employees Regular	\$77,942.39	\$81,583.35	\$3,640.96
Part-Time Employees	\$4,082.99	\$1,270.94	(\$2,812.05)
PERA	\$6,039.48	\$6,064.07	\$24.59
FICA	\$6,227.25	\$6,185.36	(\$41.89)
Employer Paid Health	\$12,554.99	\$14,250.68	\$1,695.69
Office Supplies (GENERAL)	\$185.39	\$300.00	\$114.61
Heating Fuel	\$1,309.68	\$1,000.00	(\$309.68)
Electricity	\$29,512.04	\$25,000.00	(\$4,512.04)
Training and Instruction	\$228.48	\$1,000.00	\$771.52
Operating Supplies (GENERAL)	\$996.95	\$1,000.00	\$3.05
Motor Fuels	\$2,639.22	\$2,000.00	(\$639.22)
Lubricants and Additives	\$0.00	\$500.00	\$500.00
Repairs/Maint Supply	\$704.01	\$1,500.00	\$795.99
Equipment Parts	\$62.49	\$0.00	(\$62.49)
Computer Supplies	\$2,616.64	\$800.00	(\$1,816.64)
Merchandise Resale	\$0.00	\$0.00	\$0.00
Building Repair Supply	\$0.00	\$0.00	\$0.00
Tires	\$754.00	\$1,500.00	\$746.00
Small Tools	\$0.00	\$600.00	\$600.00
Auditing and Acc't	\$3,500.00	\$3,500.00	\$0.00
Construction Services - PW/PS Facility City Contribution	\$15,827.52	\$0.00	(\$15,827.52)
Architect Fees	\$0.00	\$0.00	\$0.00
Legal Fees - for project	\$3,600.00	\$100.00	(\$3,500.00)
Testing/ Analysis	\$1,653.46	\$1,700.00	\$46.54
Other Professional Services	\$3,354.00	\$4,000.00	\$646.00
Telephone	\$0.00	\$500.00	\$500.00
Postage	\$547.91	\$700.00	\$152.09
Travel Expense	\$153.13	\$1,000.00	\$846.87
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	\$2,507.08	\$2,284.63	(\$222.45)
Property Insurance	\$6,211.60	\$4,550.05	(\$1,661.55)
Other Insurance	\$0.00	\$0.00	\$0.00
Automotive Insurance	\$0.00	\$0.00	\$0.00
Workers Compensation	\$4,272.24	\$2,828.09	(\$1,444.15)
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	\$2,881.83	\$10,000.00	\$7,118.17
Repairs/Main Machinery/Irrigator parts	\$1,876.85	\$0.00	(\$1,876.85)
ARP Funding - Council approved	\$0.00	\$0.00	\$0.00
Dues and Subscriptions	\$4,536.57	\$4,000.00	(\$536.57)
Improvements other	\$0.00	\$0.00	\$0.00
Refuse/Garbage Dispsal - PW/PS Facility City Contribution	\$944.04	\$650.00	(\$294.04)
Medical Fees	\$0.00	\$0.00	\$0.00
Miscellaneous - UB Billing Error	\$6,938.18	\$0.00	(\$6,938.18)
Other Equipment maro printer	\$248.44	\$3,100.00	\$2,851.56
Total Sewer Expenditures	\$204,908.85	\$183,467.17	(\$21,441.68)

		Budget	Remaining
2019 Micro Loan Principal	\$10,000.00	\$10,000.00	\$0.00
2019 Micro Loan Interest	\$0.00	\$0.00	\$0.00
Debt Srv Principal 2014 Go Bond	\$2,000.00	\$3,000.00	\$1,000.00
Public Works/Police Facility	\$6,301.66	\$6,301.67	\$0.01
Public Works/Police Facility	\$3,427.22	\$3,427.22	\$0.00
Depreciation/Capital Outlay	\$0.00	\$20,000.00	\$20,000.00
Total	\$21,728.88	\$42,728.89	\$21,000.01
Net Total	\$33,451.68	\$226,196.06	(\$441.67)

Water Fund
Year to Date Income Statement thru 11/30/2023

Water Operating Revenue:		Budget:
Water Meter Sales	\$1,671.53	\$0.00
Health Dept Charges	\$2,673.83	\$2,994.00
Penalties and Interest	\$0.00	\$0.00
Water Sales	\$197,459.51	\$251,000.00
Water Connect/Reconnect Fee	\$738.60	\$1,500.00
Water Penalty	\$1,071.82	\$1,750.00
Interest Earnings	\$615.67	\$890.00
Sale of Property - Municipal property sales	\$29,757.73	\$0.00
Interfund Transfers - Construction Temp Bond Offset	\$24,510.90	\$0.00
Reimbursements	\$927.38	\$0.00
Total Water Revenues	\$259,426.97	\$258,134.00

Water Operating Expenditures:		Year to Date	Budget	Remaining
	Full-Time Employees Regular	\$70,074.53	\$75,778.18	\$5,703.65
	Full-Time Employees OT	\$3,961.92	\$2,000.00	(\$1,961.92)
	Part-Time Employees	\$6,109.37	\$2,541.89	(\$3,567.48)
	PERA	\$5,786.60	\$5,873.99	\$87.39
	FICA	\$6,083.53	\$5,991.49	(\$92.04)
	Employer Paid Health	\$12,021.74	\$13,645.49	\$1,623.75
	Office Supplies (GENERAL)	\$374.58	\$300.00	(\$74.58)
	Printed Forms	\$0.00	\$0.00	\$0.00
	Heating	\$909.95	\$1,000.00	\$90.05
	Electricity	\$9,780.82	\$15,000.00	\$5,219.18
	Computer Supplies	\$2,616.63	\$850.00	(\$1,766.63)
	Training and Instruction	\$275.00	\$1,000.00	\$725.00
	Operating Supplies (GENERAL)	\$558.21	\$2,600.00	\$2,041.79
	Cleaning Supplies	\$0.00	\$0.00	\$0.00
	Motor Fuels	\$1,361.82	\$1,100.00	(\$261.82)
	Lubricants and Additives	\$0.00	\$0.00	\$0.00
	Chemicals	\$0.00	\$0.00	\$0.00
	Chlorine	\$5,892.32	\$7,000.00	\$1,107.68
	Fluoride	\$667.89	\$1,000.00	\$332.11
	Repairs/Maint Supply	\$0.00	\$1,100.00	\$1,100.00
	Equipment Parts	\$0.00	\$0.00	\$0.00
	Building Repair Supply	\$170.04	\$0.00	(\$170.04)
	Utility Maint Supply	\$0.00	\$0.00	\$0.00
	Small Tools	\$59.98	\$500.00	\$440.02
	Merchandise for Resale	\$825.21	\$750.00	(\$75.21)
	Auditing and Acc't	\$3,500.00	\$3,500.00	\$0.00
	Legal fees - project	\$3,600.00	\$200.00	(\$3,400.00)
	Architect/Legal Fees	\$0.00	\$0.00	\$0.00
	Testing/ Analysis	\$123.46	\$0.00	(\$123.46)
	Construction Services - PW/PS Facility City Contribution	\$17,477.92	\$0.00	(\$17,477.92)
	Professional Services	\$0.00	\$0.00	\$0.00
	Other Professional Services	\$2,615.00	\$1,000.00	(\$1,615.00)
	Telephone	\$817.35	\$500.00	(\$317.35)
	Radio/communications Expense	\$243.26	\$0.00	(\$243.26)
	Internet	\$210.00	\$0.00	(\$210.00)
	Postage	\$1,130.68	\$1,100.00	(\$30.68)
	Travel Expense	\$753.69	\$1,000.00	\$246.31
	Other Equipment Rentals	\$0.00	\$0.00	\$0.00
	Legal Notices/Publications	\$0.00	\$0.00	\$0.00
	General Liability Insurance	\$592.04	\$197.06	(\$394.98)
	Property Insurance	\$5,805.60	\$1,494.47	(\$4,311.13)
	Workers Compensation	\$3,452.73	\$2,307.55	(\$1,145.18)
	Unemployment Paid	\$0.00	\$0.00	\$0.00
	Refuse/Garbage Disposal	\$1,287.93	\$1,300.00	\$12.07
	State Connection Fee	\$2,748.00	\$2,994.00	\$246.00
	Repairs/Maint Building - water plant breakers	\$4,705.81	\$0.00	(\$4,705.81)
	Repairs/Maintenance Structure	\$11,090.75	\$12,000.00	\$909.25
	Repairs/Maintenance Machinery	\$1,155.92	\$2,500.00	\$1,344.08
	Dues and Subscriptions	\$3,660.40	\$3,000.00	(\$660.40)
	Uncolletable Checks/Bad Debt	\$36.00	\$100.00	\$64.00
	Medical Fees	\$54.00	\$0.00	(\$54.00)
	Office Equipment and furniture	\$82.81	\$500.00	\$417.19
	Other Equipment Marco Printer	\$748.50	\$0.00	(\$748.50)
	Miscellaneous - UB Billing error	\$6,821.28	\$0.00	(\$6,821.28)
	Bank Service Charges	\$0.00	\$150.00	\$150.00
	Total Water Expenditures	\$200,243.27	\$171,874.12	(\$28,369.15)
	Other Water Expenditures:		Budget	Remaining
	Transfer Fr Other Fund	\$0.00	\$0.00	\$0.00
	PFA Debt Service Principal	\$0.00	\$0.00	\$0.00
	PFA Debt Service Interest	\$475.00	\$0.00	\$0.00
	Public Works/Public Safety construction int.	\$6,301.66	\$6,301.67	\$0.01
	Public Works/Public Safety int equipment portion	\$3,427.22	\$3,427.22	\$0.00
	Debt Service Bond Principal	\$45,000.00	\$45,000.00	\$0.00
	Debt Service Bond Interest	\$15,487.50	\$15,487.50	\$0.00
	Depreciation/Capital Outlay	\$0.00	\$13,000.00	\$13,000.00
	Total	\$70,691.38	\$83,216.39	\$13,000.01
	Net Total	(\$11,507.68)	\$255,090.51	(\$15,369.14)

Pine Tree Park

Year to Date Income Statement thru 11/30/2023

PTP Revenues -	2023	2022	2023 Budget
Reservation Fees	\$520.00	\$866.00	\$1,000.00
Grants	\$11,000.00	\$11,000.00	\$11,000.00
Camping Fees	\$21,765.00	\$24,607.00	\$25,000.00
Other Revenue	\$0.00	(\$30.00)	\$0.00
Contributions and Donations	\$0.00	\$26,008.00	\$0.00
Interest Earnings	\$137.80	\$145.32	\$150.00
Total PTP Revenues	\$33,422.80	\$62,596.32	\$37,150.00

PTP Expenditures	2023 YTD	2022 YTD	2023 Budget	Remaining
Full-Time Employees Regular	\$4,415.16	\$4,290.90	\$6,224.46	\$1,809.30
Part-Time Employees Regular	\$5,065.63	\$813.66	\$3,177.36	(\$1,888.27)
PERA	\$430.64	\$382.82	\$580.47	\$149.83
FICA	\$725.25	\$385.06	\$592.08	(\$133.17)
Employer Paid Health	\$639.14	\$742.87	\$838.33	\$199.19
Office Supplies	\$52.99	\$0.00	\$0.00	(\$52.99)
Electricity	\$2,682.94	\$2,857.39	\$3,500.00	\$817.06
Operating Supplies (GENERAL)	\$496.53	\$1,566.96	\$500.00	\$3.47
Cleaning Supplies	\$0.00	\$0.00	\$0.00	\$0.00
Motor Fuels	\$1,400.00	\$1,536.23	\$1,400.00	\$0.00
Repairs/Maint Supply	\$404.30	\$214.05	\$750.00	\$345.70
Equipment Parts	\$733.17	\$68.98	\$200.00	(\$533.17)
Other Professional Services	\$697.25	\$650.00	\$1,750.00	\$1,052.75
Postage	\$0.00	\$0.00	\$0.00	\$0.00
Advertising	\$0.00	\$2,437.50	\$1,000.00	\$1,000.00
Other Printing/Binding	\$0.00	\$0.00	\$250.00	\$250.00
General Liability Insurance	\$1,184.08	\$941.84	\$988.93	(\$195.15)
Property Insurance	\$2,225.00	\$1,787.00	\$1,876.35	(\$348.65)
Workers Compensation Insurance	\$0.00	\$0.00	\$0.00	\$0.00
Garbage	\$2,964.27	\$2,473.66	\$2,100.00	(\$864.27)
Repairs/Maint Building	\$886.53	\$1,134.93	\$4,000.00	\$3,113.47
Repairs/Maintenance Structure	\$0.00	\$1,512.00	\$0.00	\$0.00
Improvements Other	\$0.00	\$37,212.79	\$5,000.00	\$5,000.00
Repairs/Maintenance Machinery	\$1,094.73	\$962.87	\$1,500.00	\$405.27
Other Equipment - <i>new mower</i>	\$14,500.00	\$0.00	\$0.00	(\$14,500.00)
Depreciation	\$5,000.00	\$5,000.00	\$5,000.00	\$0.00
Miscellaneous -	\$0.00	\$243.00	\$0.00	\$0.00
Portable Restrooms	\$0.00	\$0.00	\$0.00	\$0.00
Dues and Subscriptions - includes refunds	\$831.00	\$435.00	\$375.00	(\$456.00)
Total PTP Expenditures	\$46,428.61	\$67,649.51	\$41,602.98	(\$4,825.63)
Net Profit	(\$13,005.81)	(\$5,053.19)		
<i>Net Profit w/ o equipment purchase</i>	\$1,494.19			

Blackduck Municipal Golf Course
Year-To-Date Income Statement 11/30/2023

	Actual 2023 Sales	2023 Revenue Budget	2023 Cost of Goods	2023 Gross Profit	2023 Gross Margin	2023 Expense Budget	Remaining Expense Budget
Beer	\$20,484.24	\$8,000.00	\$8,888.57	\$11,595.67	56.61%	\$5,000.00	(\$3,888.57)
Liquor	\$4,980.63	\$4,000.00	\$556.68	\$4,423.95	88.82%	\$3,000.00	\$2,443.32
Soft Drinks	\$8,381.88	\$5,000.00	\$6,081.22	\$2,300.66	27.45%	\$3,400.00	(\$2,681.22)
Food	\$11,333.88	\$6,500.00	\$8,348.87	\$2,985.01	26.34%	\$5,000.00	(\$3,348.87)
Golf Merchandise & Clubs for Sale	\$4,172.13	\$3,500.00	\$1,792.77	\$2,379.36	57.03%	\$1,500.00	(\$292.77)
Clothing	\$4,174.32	\$3,000.00	\$5,326.98	(\$1,152.66)	-27.61%	\$3,500.00	(\$1,826.98)
Total	\$53,527.08	\$30,000.00	\$30,995.09	\$22,531.99	42.09%	\$21,400.00	(\$9,595.09)

Charges for Services	Actual 2023 Revenue	Revenue Budget
Green Fees	\$94,307.14	\$60,000.00
Membership Fees	\$38,281.25	\$25,000.00
Trail Fees	\$608.63	\$1,000.00
Cart Storage	\$1,177.60	\$2,000.00
Rentals (Clubs, Carts)	\$635.61	\$1,850.00
Power Carts	\$44,132.79	\$36,750.00
Clubhouse Rental	\$1,309.00	\$1,000.00
Kayak Rental	\$424.82	\$500.00
Golf Tournament Revenue	\$9,205.52	\$5,000.00
Total Charges for Services	\$190,082.36	\$133,100.00

Total Income \$243,609.44

Less Operating Expense		Budget	Remaining
FT Wages	\$24,794.38	\$27,046.99	\$2,252.61
PT Wages	\$58,227.67	\$46,593.24	(\$11,634.43)
PERA	\$3,291.35	\$6,570.10	\$3,278.75
FICA	\$6,360.71	\$7,702.57	\$1,341.86
Employer Paid Health	\$10,735.01	\$11,902.44	\$1,167.43
Office Supplies	\$193.65	\$500.00	\$306.35
Heating Fuel	\$503.38	\$0.00	(\$503.38)
Electricity	\$5,147.11	\$5,500.00	\$352.89
Computer Supplies	\$0.00	\$350.00	\$350.00
Training & Instructions	\$0.00	\$0.00	\$0.00
Operating Supplies	\$3,577.73	\$3,000.00	(\$577.73)
Cleaning Supplies	\$133.61	\$200.00	\$66.39
Motor Fuels	\$3,477.47	\$4,000.00	\$522.53
Lubricants/Additives	\$186.83	\$0.00	(\$186.83)
Chemicals	\$5,968.37	\$6,000.00	\$31.63
Repair/Maint/Supplies	\$576.89	\$0.00	(\$576.89)
Equipment parts	\$57.81	\$0.00	(\$57.81)
Building Repair supply	\$64.68	\$0.00	(\$64.68)
Small Tools/Equipment	\$282.60	\$1,000.00	\$717.40
Tires	\$0.00	\$0.00	\$0.00
Auditing/Accounting	\$0.00	\$0.00	\$0.00
Mix Expense	\$174.00	\$1,500.00	\$1,326.00
Other for Resale - ice	\$137.43	\$0.00	(\$137.43)
Medical Fees	\$810.00	\$300.00	(\$510.00)
Legal Fees	\$0.00	\$0.00	\$0.00
Dram	\$750.00	\$250.00	(\$500.00)
Telephone	\$1,037.85	\$1,176.00	\$138.15
Internet	\$659.18	\$600.00	(\$59.18)
Travel Expense	\$0.00	\$0.00	\$0.00
Other Equipment	\$0.00	\$0.00	\$0.00
Other Professional services	\$97.24	\$0.00	(\$97.24)
Website Development & Maintenance	\$790.00	\$948.00	\$158.00
Sponsorship Expense	\$745.08	\$1,000.00	\$254.92
Postage	\$0.00	\$100.00	\$100.00
Advertising	\$583.68	\$1,000.00	\$416.32
Promotional Expenses	\$1,811.45	\$2,000.00	\$188.55
Liability Insurance	\$4,292.30	\$3,584.88	(\$707.42)
Property Insurance	\$2,278.00	\$2,043.30	(\$234.70)
Work Comp	\$1,395.49	\$1,432.70	\$37.21
Unemployment	\$1,304.88	\$4,500.00	\$3,195.12
Dram Insurance	\$500.00	\$250.00	(\$250.00)
Garbage Disposal	\$1,175.88	\$1,000.00	(\$175.88)
Repair/Maint Building	\$4,158.16	\$4,000.00	(\$158.16)
Improvements other than Bldgs - Irrigation & parking lot	\$11,421.53	\$8,000.00	(\$3,421.53)
Repairs/Maint Machinery	\$6,087.70	\$11,000.00	\$4,912.30
Maintenance Course	\$5,889.98	\$5,000.00	(\$889.98)
Golf Cart Maintenance - ONLY	\$2,930.11	\$500.00	(\$2,430.11)
Furniture & Fixtures	\$0.00	\$0.00	\$0.00
Motor Vehicles	\$0.00	\$0.00	\$0.00
Club House renovations	\$0.00	\$0.00	\$0.00
Other Equipment	\$2,451.18	\$0.00	(\$2,451.18)
Uncollectable Checks	\$0.00	\$0.00	\$0.00
Dues and Subscriptions	\$2,310.45	\$2,500.00	\$189.55
Bank Service Charges	\$5,587.64	\$3,000.00	(\$2,587.64)
Cart Shed Internal Loan 2020	\$6,118.00	\$6,118.00	\$0.00
Golf Rough Mower Internal Loan - 2022	\$3,650.74	\$3,650.74	\$0.00
Cart Lease - Huntington Bank - 2021	\$14,425.50	\$14,670.00	\$244.50
Club House Debt Principal 2012	\$10,000.00	\$10,000.00	\$0.00
Club House Debt Interest 2012	\$300.00	\$300.00	\$0.00
Equipment Bond Interest 2016	\$875.00	\$875.00	\$0.00
Equipment Bond Principal 2016	\$14,249.00	\$14,000.00	(\$249.00)
Total Expense	\$232,576.70	\$225,663.96	(\$6,912.74)

OPERATING INCOME OR LOSS (\$19,962.35)

Other Expenses	
Misc. Expenses	\$0.00
Equipment - Gator	\$0.00
Gift Certificates / Discounts	\$9,519.22
Cash Short - discounts for punch cards & savings cards	(\$407.02)
Total Other Expenses	\$9,112.20

Other Income	
General Property taxes	\$21,495.93
Transfer Fr Liq Str	\$5,000.00
Reimbursements	\$4,709.79 includes golf cart sales - \$4100
Donations and Contributions	\$2,812.33 Chamber Scramble 75%
Promotional Event Revenue	\$979.52
Cash Over	(\$2,159.60)
Sponsorship Revenue (cart / tee box)	\$5,000.00
Total Other Income	\$37,837.97

NET INCOME OR LOSS YEAR TO DATE \$8,763.42

Inventory On-Hand at 1/1/2023 after inventory total	\$3,363.99
Inventory On-Hand at 11/30/2023	\$2,896.54
Difference	(\$467.45)

Sales Comparison YTD	2022 thru November	2023	+/- over prior year
Green Fees	\$61,616.33	\$94,307.14	34.66%
Cart Rental	\$35,219.38	\$44,132.79	20.20%
YTD Comparisons:	2022 thru November	2023	+/- over prior year
Operating Revenue	\$211,754.86	\$281,447.41	24.76%
Operating Expense	\$273,589.54	\$272,683.99	-0.33%
	(\$61,834.68)	\$8,763.42	805.60%

Blackduck Municipal Liquor Store Income Statement
Year to Date Ending 11/30/2023

\$874,841.51 <i>How much we paid for our inventory (expenses)</i>								
	YTD Sales	Cost of Goods	Gross Profit	Gross Profit Margin	2023 Liquor Expense Budget	2023 Liquor Revenue Budget	Percent of sales +/- to budget	
THC Beverages - Off-Sale	\$1,221.02	\$904.25	\$316.77	25.94%	\$0.00	\$0.00	100.00%	
Liquor Sales Off-Sale	\$306,472.53	\$230,198.22	\$76,274.31	24.89%	\$200,000.00	\$300,000.00	2.11%	
Beer Sales Off-Sale	\$500,686.76	\$376,643.07	\$124,043.69	24.77%	\$380,000.00	\$532,000.00	-6.25%	
Wine Sales Off-Sale	\$43,711.41	\$26,763.18	\$16,948.23	38.77%	\$28,000.00	\$50,000.00	-14.39%	
Other Sales On/Off-Sale	\$22,735.13	\$18,010.57	\$4,724.56	20.78%	\$5,000.00	\$21,500.00	5.43%	
Liquor Sales On-Sale	\$134,166.87	\$27,664.94	\$106,501.93	79.38%	\$0.00	\$140,000.00	-4.35%	
Beer Sales On-Sale	\$152,283.00	\$31,127.72	\$121,155.28	79.56%	\$0.00	\$170,000.00	-11.63%	
Wine Sales On-Sale	\$1,871.55	\$714.96	\$1,156.59	61.80%	\$0.00	\$3,000.00	-60.29%	
Clothing	\$5,625.98	\$3,524.54	\$2,101.44	37.35%	\$7,000.00	\$10,250.00	-82.19%	
Soft Drinks On Sale	\$21,990.91	\$12,735.49	\$9,255.42	42.09%	\$6,000.00	\$20,000.00	9.05%	
Food Sales	\$320,466.74	\$185,786.10	\$134,680.64	42.03%	\$160,000.00	\$250,000.00	21.99%	
Total	\$1,511,231.90	\$914,073.04	\$597,158.86	39.51%	\$786,000.00	\$1,496,750.00	0.97%	

Less Operating Expense	2023 YTD	Budget	Remaining
Wages FT	\$200,252.20	\$215,000.99	\$14,748.79
Wages PT	\$89,301.62	\$110,536.97	\$21,235.35
PERA	\$23,342.66	\$23,558.05	\$215.39
FICA	\$26,295.41	\$24,788.92	(\$1,506.49)
Health Insurance	\$55,572.05	\$60,949.41	\$5,377.36
Office Supplies	\$1,023.43	\$1,200.00	\$176.57
Electricity	\$16,496.39	\$20,000.00	\$3,503.61
Heating Fuel	\$10,773.84	\$10,000.00	(\$773.84)
Computer Supplies	\$0.00	\$0.00	\$0.00
Training and Instruction	\$0.00	\$500.00	\$500.00
Operating & Bar Supplies	\$10,085.42	\$20,000.00	\$9,914.58
Cleaning Supplies	(\$0.08)	\$0.00	\$0.08
Bar Supply	\$0.00	\$0.00	\$0.00
Building Repair Supplies	\$408.65	\$0.00	(\$408.65)
Mix Expense	\$11,084.71	\$12,000.00	\$915.29
Auditing / Acct'g Services	\$6,500.00	\$6,500.00	\$0.00
Other Professional Services - <i>Cleaning & Aramark Services</i>	\$25,336.32	\$9,500.00	(\$15,836.32)
Website Development	\$869.00	\$1,000.00	\$131.00
Telephone	\$2,112.50	\$2,000.00	(\$112.50)
Postage	\$744.00	\$750.00	\$6.00
Cable Television	\$1,601.50	\$1,500.00	(\$101.50)
Internet Access	\$934.40	\$1,200.00	\$265.60
Advertising	\$0.00	\$500.00	\$500.00
Travel Expense	\$0.00	\$300.00	\$300.00
Freight	\$7,209.79	\$6,000.00	(\$1,209.79)
Legal Fees	\$0.00	\$0.00	\$0.00
Promotions/Entertainment	\$6,336.93	\$6,000.00	(\$336.93)
Legal Notices	\$0.00	\$0.00	\$0.00
Liability Insurance	\$4,292.30	\$3,584.88	(\$707.42)
Property Insurance	\$7,311.00	\$6,979.35	(\$331.65)
Dram Shop/Liquor Liability	\$3,589.00	\$4,750.00	\$1,161.00
Other Insurance	\$0.00	\$0.00	\$0.00
Work Comp	\$15,200.07	\$9,255.33	(\$5,944.74)
Water Utility	\$2,327.41	\$2,900.00	\$572.59
Garbage Disposal	\$7,759.74	\$6,000.00	(\$1,759.74)
Catering Expense	\$113.82	\$500.00	\$386.18
Repairs & Maintenance	\$0.00	\$0.00	\$0.00
Repairs/Maintenance Building	\$4,307.08	\$10,000.00	\$5,692.92
Uncollectable Checks	\$960.00	\$200.00	(\$760.00)
Dues and Subscriptions	\$5,055.52	\$4,500.00	(\$555.52)
Bank Service Charges	\$24,493.49	\$20,000.00	(\$4,493.49)
Furniture & Fixtures	\$5.98	\$2,000.00	\$1,994.02
Office Equip & Furnishings - <i>worktop freezer</i>	\$6,621.82	\$0.00	(\$6,621.82)
<i>Construction Services - Close out for 2021 Project</i>	\$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	\$270.00	\$350.00	\$80.00
Assessment	\$1,055.26	\$1,300.00	\$244.74
Obligation Debt - Remodel/Addition - Principal	\$30,000.00	\$30,000.00	\$0.00
Obligation Debt - Remodel/Addition - Interest	\$10,675.00	\$10,675.00	\$0.00
Other Equipment - Message board debt & copier lease	\$17,731.34	\$15,667.05	(\$2,064.29)
Total Operating Expense	\$638,049.57	\$662,445.95	\$24,396.38

Inventory Expense (\$39,231.53)

NET INCOME OR LOSS (\$1,659.18) *(gross profit - expenses)*

Other Expenses	
<i>Donations</i>	\$5,877.98 <i>2023 Budget - \$6,000.00</i>
Capital Outlay	\$0.00
Unemployment Paid	\$0.00
Cash Short	(\$101.83)
Misc. Expense	\$0.00
Total Other Expenses	\$5,776.15

Other Income	
Reimbursements (NSF)	\$5,645.58
<i>Rent Income</i>	\$10,913.95
Vending Income	\$3,622.60
Interest	\$927.31
Catering Revenue	\$4,018.66
Bank Service Fees Charged to customers	\$23,448.70
<i>Transfer from Liquor Rent Fund</i>	\$0.00
Cash Over	\$14.59
Total Other Income	\$48,591.39

Gross Profit Before Transfers \$41,156.06

Transfer to General Fund & Other Funds \$57,500.00 *100% of budgeted transfers*

Net Profit After Inventory Exp & Transfers (\$16,343.94)

Inventory On-Hand at 1/1/2023 after inventory total	\$89,937.66
Inventory On-Hand at 11/30/2023	\$121,673.54
Difference	\$31,735.88

Sales Comparison Year to Date Ending 11/30/2023

	2021	2022	2023	% of Increase from 2022-2023
Off -Sale Liquor	\$258,873.02	\$280,832.45	\$306,472.53	9.13%
Off-Sale Beer	\$494,165.47	\$489,207.61	\$500,686.76	2.35%
Off -Sale Wine	\$39,252.56	\$49,243.44	\$43,711.41	-11.23%
Total Off-Sale	\$792,291.05	\$819,283.50	\$850,870.70	3.86%
On-Sale Liquor	\$102,024.91	\$132,115.34	\$134,166.87	1.55%
On-Sale Beer	\$127,516.83	\$161,721.83	\$152,283.00	-5.84%
On-Sale Wine	\$1,870.24	\$2,839.09	\$1,871.55	-34.08%
Total On-Sale	\$231,411.98	\$296,676.26	\$288,321.42	-2.82%
Total On and Off Sale	\$1,023,703.03	\$1,115,959.76	\$1,139,192.12	2.08%
Total Food Sales	\$160,815.68	\$280,066.03	\$320,466.74	14.43%
Gross Liquor Store Sales Comparison	\$1,241,995.03	\$1,496,553.91	\$1,559,823.29	4.23%

Blackduck DMV Office Income Statement

Year to date Revenue thru 11/30/2023

	DMV Sales	DNR Sales	Total Office Sales	DMV Office Retain	DNR Office Retain	Remit to DMV - State	Remit to DNR - State	Net Office Revenue
January	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
February	\$13,077.00	\$0.00	\$13,077.00	\$303.00	\$0.00	\$12,774.00	\$0.00	\$303.00
March	\$15,432.75	\$0.00	\$15,432.75	\$1,134.00	\$0.00	\$14,298.75	\$0.00	\$1,134.00
April	\$19,589.63	\$1,123.20	\$20,712.83	\$1,288.00	\$953.00	\$18,301.63	\$170.20	\$2,241.00
May	\$26,904.18	\$4,255.40	\$31,159.58	\$2,462.00	\$890.40	\$24,442.18	\$3,365.00	\$3,352.40
June	\$42,408.94	\$1,567.20	\$43,976.14	\$2,349.00	-\$805.90	\$40,059.94	\$2,373.10	\$1,543.10
July	\$23,086.59	\$1,716.10	\$24,802.69	\$1,758.00	\$167.60	\$21,328.59	\$1,548.50	\$1,925.60
August	\$46,576.79	\$1,743.90	\$48,320.69	\$2,180.65	\$528.10	\$44,396.14	\$1,215.80	\$2,708.75
September	\$27,175.25	\$1,588.10	\$28,763.35	\$1,796.00	\$360.60	\$25,379.25	\$1,227.50	\$2,156.60
October	\$29,506.24	\$1,207.64	\$30,713.88	\$2,387.00	-\$130.60	\$27,119.24	\$1,338.24	\$2,256.40
November	\$18,600.82	\$655.00	\$19,255.82	\$1,498.00	\$312.00	\$17,102.82	\$343.00	\$1,810.00
December			\$0.00			\$0.00	\$0.00	\$0.00
	\$262,358.19	\$13,856.54	\$276,214.73	\$17,155.65	\$2,275.20	\$245,202.54	\$11,581.34	\$19,430.85

MINNESOTA Lawful Gambling

LG216 Worksheet for Calculating Lawful Gambling Monthly Rent

Organization Name Blackduck Fire Relief				Licence Number 01944				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			
Site Name POND				Site Number 001				Bar Operation Rent 2 List the % to be paid for paper pull-tabs, tipboards and paddletickets conducted by the lessor or lessor's employees			
								3 List the % to be paid for electronic pull-tabs and electronic linked bingo conducted the lessor or lessor's employees			
(Use one worksheet for each site. If lease changes, use new worksheet)											
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, 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.	
10/2023			4830.00	966.00	966.00	10065.65		966.00	(48.42)	917.58	

1 This amount may not exceed 10%
 2 Enter no more than 10% if paper or electronic pull-tabs, tipboards, paddletickets (other than paddlewheel without a table once weekly), or electronic linked bingo games are conducted by the organization's employees. Otherwise, enter no more than 20%.
 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.



CITY OF BLACKDUCK

Payments

11/16/23 3:59 PM

Page 1

Current Period: September 2023

Payment Batch DWDCCPMT092123

\$1,864.89

Refer	0	CARDMEMBER SERVICE -DEERW	Ck# 012472	9/21/2023		
Cash Payment	E 101-41400-331	Travel Expenses	CHRISTINA REGAS		\$19.63	
Invoice						
Cash Payment	E 101-41400-433	Dues and Subscriptions	CHRISTINA REGAS		\$8.86	
Invoice						
Transaction Date	9/21/2023	DW Checking	10100	Total	\$28.49	
Refer	0	CARDMEMBER SERVICE -DEERW	Ck# 012472	9/21/2023		
Cash Payment	E 613-49830-343	Promotions/Entertainme	MISTY FRENZEL		\$30.07	
Invoice						
Cash Payment	E 613-49830-271	Golf Accessories for Res	MISTY FRENZEL		\$112.14	
Invoice						
Cash Payment	E 613-49830-343	Promotions/Entertainme	MISTY FRENZEL		\$12.08	
Invoice						
Cash Payment	E 613-49830-343	Promotions/Entertainme	MISTY FRENZEL		\$21.37	
Invoice						
Cash Payment	E 613-49830-210	Operating Supplies (GEN	MISTY FRENZEL		\$14.20	
Invoice						
Transaction Date	9/21/2023	DW Checking	10100	Total	\$189.86	
Refer	0	CARDMEMBER SERVICE -DEERW	Ck# 012472	9/21/2023		
Cash Payment	E 209-45183-404	Repairs/Maint Machinery	MICHAEL SCHWANKE		\$341.26	
Invoice						
Cash Payment	E 602-43200-208	Training and Instruction	MICHAEL SCHWANKE		\$139.70	
Invoice						
Cash Payment	E 602-43200-208	Training and Instruction	MICHAEL SCHWANKE		\$9.13	
Invoice						
Cash Payment	E 602-43200-208	Training and Instruction	MICHAEL SCHWANKE		\$79.65	
Invoice						
Cash Payment	E 101-43100-233	Uniforms	MICHAEL SCHWANKE		\$118.99	
Invoice						
Cash Payment	E 602-43200-402	Repairs/Maint Structures	MICHAEL SCHWANKE		\$319.97	
Invoice						
Cash Payment	E 101-43100-233	Uniforms	MICHAEL SCHWANKE		\$147.94	
Invoice						
Cash Payment	E 101-43100-235	Personal Protective Equi	MICHAEL SCHWANKE		\$198.78	
Invoice						
Cash Payment	E 101-43100-233	Uniforms	MICHAEL SCHWANKE		\$108.72	
Invoice						
Cash Payment	E 602-43200-402	Repairs/Maint Structures	MICHAEL SCHWANKE		\$218.31	
Invoice						
Cash Payment	E 101-43100-433	Dues and Subscriptions	MICHAEL SCHWANKE		\$1.99	
Invoice						
Cash Payment	E 101-43100-235	Personal Protective Equi	MICHAEL SCHWANKE		-\$40.27	
Invoice						
Cash Payment	E 101-43100-233	Uniforms	MICHAEL SCHWANKE		\$2.37	
Invoice						
Transaction Date	9/21/2023	DW Checking	10100	Total	\$1,646.54	



CITY OF BLACKDUCK

Payments

11/16/23 3:59 PM
Page 2

Current Period: September 2023

Fund Summary

	10100 DW Checking	
101 GENERAL FUND		\$567.01
209 PINE TREE PARK FUND		\$341.26
602 SEWER FUND		\$766.76
613 GOLF COURSE		\$189.86
		\$1,864.89

Pre-Written Checks	\$1,864.89
Checks to be Generated by the Computer	\$0.00
Total	\$1,864.89



CITY OF BLACKDUCK

Payments

11/16/23 4:00 PM

Page 1

Current Period: November 2023

Payment Batch OctCCPayment2023

\$1,309.95

Refer	68583	CARDMEMBER SERVICE -DEERW	Ck# 012600	11/3/2023		
Cash Payment	E 101-41400-208	Training and Instruction	Business Card Holder - Christina Regas			\$30.00
Invoice						
Cash Payment	E 101-42200-208	Training and Instruction	Business Card Holder - Christina Regas			\$741.00
Invoice						
Cash Payment	E 101-41400-322	Postage	Business Card Holder - Christina Regas			\$318.27
Invoice						
Cash Payment	E 101-42110-322	Postage	Business Card Holder - Christina Regas			\$22.25
Invoice						
Cash Payment	E 101-42200-322	Postage	Business Card Holder - Christina Regas			\$60.97
Invoice						
Cash Payment	E 601-43200-322	Postage	Business Card Holder - Christina Regas			\$90.90
Invoice						
Cash Payment	E 602-43200-322	Postage	Business Card Holder - Christina Regas			\$49.91
Invoice						
Cash Payment	E 601-43200-210	Operating Supplies (GEN	Business Card Holder - Christina Regas			\$37.50
Invoice						
Cash Payment	E 101-41400-433	Dues and Subscriptions	Business Card Holder - Christina Regas			\$8.86
Invoice						
Transaction Date	11/3/2023	DW Checking	10100	Total		\$1,359.66
Refer	68584	CARDMEMBER SERVICE -DEERW	Ck# 012600	11/3/2023		
Cash Payment	E 601-43200-322	Postage	Business Credit Card Holder - Mike Schwanke			\$18.83
Invoice						
Cash Payment	E 601-43200-430	Miscellaneous (GENERA	Business Credit Card Holder - Mike Schwanke			\$39.62
Invoice						
Cash Payment	E 601-43200-430	Miscellaneous (GENERA	Business Credit Card Holder - Mike Schwanke			\$1.99
Invoice						
Cash Payment	E 601-43200-322	Postage	Business Credit Card Holder - Mike Schwanke			\$11.85
Invoice						
Cash Payment	E 601-43200-430	Miscellaneous (GENERA	Business Credit Card Holder - Mike Schwanke			-\$82.81
Invoice						
Cash Payment	E 601-43200-430	Miscellaneous (GENERA	Business Credit Card Holder - Mike Schwanke			-\$39.73
Invoice						
Cash Payment	E 601-43200-430	Miscellaneous (GENERA	Business Credit Card Holder - Mike Schwanke			-\$35.97
Invoice						
Transaction Date	11/3/2023	DW Checking	10100	Total		-\$86.22
Refer	68588	CARDMEMBER SERVICE -DEERW	Ck# 012600	11/3/2023		
Cash Payment	E 613-49830-210	Operating Supplies (GEN	Business Credit Card Holder - Misty Frenzel			\$36.51
Invoice						
Transaction Date	11/3/2023	DW Checking	10100	Total		\$36.51



CITY OF BLACKDUCK

Payments

11/16/23 4:00 PM
Page 2

Current Period: November 2023

Fund Summary

	10100 DW Checking
101 GENERAL FUND	\$1,181.35
601 WATER FUND	\$42.18
602 SEWER FUND	\$49.91
613 GOLF COURSE	\$36.51
	\$1,309.95

Pre-Written Checks	\$1,309.95
Checks to be Generated by the Computer	\$0.00
Total	\$1,309.95



CITY OF BLACKDUCK

Payments

11/29/23 1:11 PM
Page 1

Current Period: November 2023

Payments Batch DWCreditCpym112023 \$1,712.76

Refer	0	CARDMEMBER SERVICE -DEERW			
Cash Payment	E 101-41940-401	Repairs/Maint Buildings	Business Card Holder - Christina Regas		\$944.00
Invoice					
Cash Payment	E 101-41400-433	Dues and Subscriptions	Business Card Holder - Christina Regas		\$8.86
Invoice					
Transaction Date	11/29/2023	DW Checking	10100	Total	\$952.86
Refer	0	CARDMEMBER SERVICE -DEERW			
Cash Payment	E 602-43200-220	Repair/Maint Supply (G	Business Credit Card Holder - Mike Schwanke		\$442.23
Invoice					
Cash Payment	E 101-43100-221	Equipment Parts	Business Credit Card Holder - Mike Schwanke		\$20.35
Invoice					
Cash Payment	E 602-43200-210	Operating Supplies (GE	Business Credit Card Holder - Mike Schwanke		\$80.31
Invoice					
Cash Payment	E 601-43200-323	Radio/Communications	Business Credit Card Holder - Mike Schwanke		\$1.99
Invoice					
Cash Payment	E 601-43200-433	Dues and Subscriptions	Business Credit Card Holder - Mike Schwanke		\$39.29
Invoice					
Transaction Date	11/29/2023	DW Checking	10100	Total	\$584.17
Refer	0	CARDMEMBER SERVICE -DEERW			
Cash Payment	E 101-42110-210	Operating Supplies (GE	Business Card Holder - Police Chief		\$64.97
Invoice					
Cash Payment	E 101-42110-210	Operating Supplies (GE	Business Card Holder - Police Chief		\$7.52
Invoice					
Transaction Date	11/29/2023	DW Checking	10100	Total	\$72.49
Refer	0	CARDMEMBER SERVICE -DEERW			
Cash Payment	E 613-49830-404	Repairs/Maint Machiner	Business Credit Card Holder - Misty Frenzel		\$103.24
Invoice					
Transaction Date	11/29/2023	DW Checking	10100	Total	\$103.24

Fund Summary

	10100 DW Checking	
101 GENERAL FUND		\$1,045.70
601 WATER FUND		\$41.28
602 SEWER FUND		\$522.54
613 GOLF COURSE		\$103.24
		\$1,712.76

Pre-Written Checks	\$0.00
Checks to be Generated by the Computer	\$1,712.76
Total	\$1,712.76

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: 3120

Payment Information

Payment Reference: 0008458433
Payment Date: 11/15/2023
Payment Method: Automated Clearing House

Agency Code / Description	Contact Phone	Voucher ID / Payment Message	Invoice Date	Invoice Number	Customer Account	Paid Amt
P07 / EMER MGMT - PA	651/201-7400	22 00962323	11/14/2023	EMGP-20231114-6241		493.82
Total:						493.82 USD

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: 3119

Payment Information

Payment Reference: 0008456324
Payment Date: 11/14/2023
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 10509120	11/15/2023	23329A20402002B001	CITY-040200 SUPP_FIRE_AID	3,949.39
		SUPP FIRE STATE AID				
G90 / REVENUE/INTERGOVT	651/556-6092	00 10509121	11/15/2023	23329A20402002F001	CITY-040200 FIRE_AID	21,718.69
		FIRE STATE AID				
Total:						25,668.08 USD

Final Council Approval for the Following

New Employees:

Name:	Position:	Date of Hire:	Wage:
Benjamin Powell	PT Police Officer	10/15/2023	\$25.83
Lavonte Hardie	PT Police Officer	10/15/2023	\$25.83

Melissa's Cleaning
MELISSA Tindell
24524 One Mile RD NE
Blackduck, MN 56630
218-308-3622

CITY OF BLACKDUCK

NOV 06 2023

2024 Pond cleaning contract

10-15 hours weekly cleaning at \$20 a hour, billed at the end of the month.

My contract since 2019 has been \$18 a hour. Since then I have provided a vacuum (the one the Pond had died), floor scrubber, carpet cleaner to suck up the solution to scrub the floors. I clean 7 days a week in the morning so it amounts to 15 hours a week.

Duties: sweeping, mopping, dusting, cleaning bathrooms, taking out garbage, vacuuming. Letting service men in early, opening the door for deliveries some early as 7 am. Using the floor scrubber on the floors due to the black mats get tracked on the floors and the only way to get rid of it is scrubbing it.

If the carpets need to be cleaned (which hasn't been for a long time) then this will need to be extra hours to do this. Cleaning solution needs to be bought by the Pond.



Melissa Tindell - November 1, 2023

City of Blackduck and Blackduck Fire Relief Association

Pension Accounting Report
2023 GASB 68 for the City
2022 GASB 67 for the Relief Association

Valuation Date: December 31, 2021
Measurement Date: December 31, 2022



November 10, 2023

CITY OF BLACKDUCK AND BLACKDUCK FIRE RELIEF ASSOCIATION

Pension Accounting Report - 2023 GASB 68 for the City, 2022 GASB 67 for the Relief Association

Table of Contents

	<u>Page</u>
Introduction and Summary	
Introduction and Certification	1
Summary of Results	3
Financial Statements	
Statement of Changes in Fiduciary Net Position	4
Notes to Financial Statements	
Changes in Net Pension Liability	5
Sensitivity of the Net Pension Liability to Changes in the Discount Rate	5
Summary of Deferred Outflows and Deferred Inflows	6
Significant Assumptions and Methods Used to Measure the Total Pension Liability	7
Schedules of Required Supplementary Information	
Schedule of Changes in Net Pension Liability and Related Ratios	8
Schedule of Contributions	9
Schedule of Investment Returns	9
Supporting Calculations	
Calculation of Pension Expense	10
Calculation of Interest Cost and Projected Plan Earnings for Pension Expense	11
Schedule of Amortizations: Liability Experience (Gains) and Losses	12
Schedule of Amortizations: Assumption Changes	12
Schedule of Amortizations: Investment (Gains) and Losses	12
Basis for Calculations	
Summary of Actuarial Methods	13
Summary of Plan Provisions and Actuarial Assumptions	15
Important Notices	16
Glossary of Selected Terms	18

Introduction and Summary

Introduction and Certification

Purposes of the valuation

This report includes pension financial reporting information determined under Governmental Accounting Standards Board Statement Nos. 67 and 68 (GASB 67/68) for the City of Blackduck (the City) and the Blackduck Fire Relief Association (the Relief Association).

GASB 67/68 requires plans and employers to provide details about their pension obligations. The information to be disclosed includes:

- Liabilities and funded status of the plan,
- The annual GASB 68 accounting expense, and
- Deferred inflows/outflows of resources.

The Important Notices section of this report discusses several considerations for this actuarial valuation and its results. We highly recommend that anyone relying on this valuation's content read the Important Notices so they understand the limitations of actuarial results.

The language of this report includes a number of technical terms which have special meanings. The glossary at the end of the report is provided to enhance understanding of these terms; many of them are defined there.

Significant dates

The City has elected to use the GASB 68 "lookback" method where assets and liabilities are measured up to a year prior to fiscal year-end, but applied to the current fiscal year. The results are for the Relief Association's fiscal year 2022, and the City's fiscal 2023 financial statements. The valuation, measurement and reporting dates are:

Valuation date (census)	December 31, 2021
Measurement date (assets and liabilities)	December 31, 2022
Measurement period	January 1, 2022 to December 31, 2022
Reporting date (fiscal year end - Fire Relief)	December 31, 2022
Reporting date (fiscal year end - City)	December 31, 2023

We have not made any adjustments for events after the measurement date. The City's final GASB 68 disclosures should reflect employer contributions between the measurement and reporting dates, as noted on page 6.

Changes from the prior valuation

The plan's funded status increased from 236.9% to 243.3% since the prior valuation.

Changes to the plan provisions and actuarial assumptions reflected in this valuation are described at the end of this report.

A complete summary of the data, assumptions, methods, and plan provisions supporting this interim GASB 67/68 report can be found in the fiscal 2022 valuation report dated December 20, 2022.

Introduction and Summary

Introduction and Certification (continued)

Actuarial certification

To the best of our knowledge, this report is complete and accurate and all Relief Association liabilities were determined in accordance with generally accepted actuarial principles and practices. Upon receipt of the report, the City and the Relief Association should notify us if you disagree with any information contained in the report or if you are aware of any information that would affect the results that has not been communicated to us. The report will be deemed final and acceptable to the City and the Relief Association unless you notify us immediately.

The actuarial assumptions and methods are the responsibility of the employer. We have reviewed the assumptions and believe that they are reasonable estimates of future plan experience, both individually and in the aggregate. The calculations reported herein are consistent with our understanding of the provisions of GASB 67/68.

The undersigned actuary is a Member of the American Academy of Actuaries and meets the Qualification Standards of the Academy to render the actuarial opinion contained herein. I am available to answer questions on the material contained in the report or to provide explanations or further detail, as may be appropriate. I am not aware of any material direct or indirect financial interest or relationship that could create a conflict of interest or impair the objectivity of our work.



Emily M. Knutson, FSA, EA, MAAA
Consulting Actuary

VIA Actuarial Solutions
121 N Washington Ave, 4th Floor
Minneapolis, MN 55401
612.596.5960
www.viaactuarial.com

November 10, 2023
L/D/C/R: 4/dmk/emk/ses
v.10/17/2023

Introduction and Summary

Summary of Results

	Valuation Date 12/31/2021	
A. Participants		
1. Active members		20
2. Inactive members entitled to future benefits		2
3. Retirees/disabled		0
4. Surviving spouses/beneficiaries		0
5. Total		22
	Fiscal Year Ending	
	12/31/2023	12/31/2022
B. Funded Status		
1. Total Pension Liability	\$ 205,279	\$ 226,520
2. Plan Fiduciary Net Position (assets)	499,412	536,719
3. Net Pension Liability (1. - 2.)	\$ (294,133)	\$ (310,199)
4. Funded Percent (2. / 1.)	243.28%	236.94%
5. Liability Discount Rate	5.50%	5.50%
C. Accounting Expense	\$ (9,020)	\$ (25,904)
D. Actuarially Determined Contribution (ADC)	N/A	N/A

Financial Statements

Statement of Changes in Fiduciary Net Position

	Measurement Period Ending	
	12/31/2022	12/31/2021
	<i>applied to the</i>	
	Fiscal Year Ending ¹	
	12/31/2022	12/31/2021
	12/31/2023	12/31/2022
Additions		
Contributions		
State aid	\$ 23,114	\$ 22,687
City contributions	-	-
Outside donations and other income	-	-
Member contributions	-	-
Total contributions	23,114	22,687
Investment income		
Net appreciation in fair value of investments	(13,676)	25,574
Interest and dividends	3	2
Less investment expense	(5)	(5)
Net investment income	(13,678)	25,571
Other additions (e.g. receivables)	-	-
Total additions	9,436	48,258
Deductions		
Benefit payments		
Annuity payments to retirees and beneficiaries	-	-
Lump sums	(42,400)	(14,464)
Refunds	-	-
Total	(42,400)	(14,464)
Administrative expense	(4,343)	(1,650)
Other deductions (e.g. payables)	-	-
Total deductions	(46,743)	(16,114)
Net increase in net position	(37,307)	32,144
Net position restricted for pensions		
Beginning of year	536,719	504,575
End of year	\$ 499,412	\$ 536,719
Investment return for the measurement year		
a. Net investment income	\$ (13,678)	\$ 25,571
b. Beginning balance	536,719	504,575
c. Time-weighted cash flows	(2,706)	(9,373)
d. Investment return: a. / (b. + c.)	-2.56%	5.16%

¹The City has elected to use the GASB 68 "lookback" method where assets and liabilities are measured up to a year prior to fiscal year-end, but applied to the current fiscal year. The Relief Association's GASB 67 disclosures must use actual fiscal year-end assets.

Notes to Financial Statements

Changes in Net Pension Liability

	Increase (Decrease)		
	Total Pension Liability (a)	Plan Fiduciary Net Position (b)	Net Pension Liability (c) = (a) - (b)
Balance at previous fiscal year end (Measured at 12/31/2021)	\$ 226,520	\$ 536,719	\$ (310,199)
Changes for the year:			
Service cost	9,352	-	9,352
Interest	11,807	-	11,807
Differences between expected and actual experience	-	-	-
Changes of assumptions	-	-	-
Changes of benefit terms	-	-	-
Contributions - State and local	-	23,114	(23,114)
Contributions - donations and other income	-	-	-
Contributions - member	-	-	-
Net investment income	-	(13,678)	13,678
Other additions	-	-	-
Benefit payments	(42,400)	(42,400)	-
Administrative expense	-	(4,343)	4,343
Other deductions	-	-	-
Net changes	(21,241)	(37,307)	16,066
Balance at current fiscal year end¹ (Measured at 12/31/2022)	\$ 205,279	\$ 499,412	\$ (294,133)

Sensitivity of the Net Pension Liability to Changes in the Discount Rate

	Total Pension Liability (a)	Plan Fiduciary Net Position (b)	Net Pension Liability (c) = (a) - (b)
1% decrease in Discount Rate (4.5%)	\$ 209,558	\$ 499,412	\$ (289,854)
Current Discount Rate (5.5%)	205,279	499,412	(294,133)
1% increase in Discount Rate (6.5%)	201,068	499,412	(298,344)

¹The City has elected to use the GASB 68 "lookback" method where assets and liabilities are measured up to a year prior to fiscal year-end, but applied to the current fiscal year. The Relief Association should apply these results to its FYE2022 financial statements, but the City should use the results for its FYE2023 GASB 68 accounting.

Notes to Financial Statements**Summary of Deferred Outflows and Deferred Inflows**

	<u>Outflows</u>	<u>Inflows</u>
<u>Summary of Deferred Outflows/Inflows</u>		
A. Difference between expected and actual liability	\$ -	\$ 15,616
B. Change of assumptions	3,503	-
C. Net difference between projected and actual investment earnings ¹	9,105	-
D. Contributions to the plan subsequent to the measurement date ²	TBD	N/A
E. Total	<u>\$ 12,608</u>	<u>\$ 15,616</u>

Amounts reported as deferred (inflows) outflows of resources related to pensions will be recognized in pension expense as follows:

<u>Year ended:</u>	<u>Future recognition</u>
2024	\$ (11,542)
2025	(1,687)
2026	7,665
2027	6,589
2028	(2,020)
Thereafter	<u>(2,013)</u>
	\$ (3,008)

¹Per GASB 68 paragraph 33.b., deferred inflows/outflows arising from differences between projected and actual pension plan investment earnings in different measurement periods should be aggregated and reported as a net deferred inflow or outflow of resources.

²Under GASB 68 paragraph 34., employer contributions made after the Measurement Date and on or before the Reporting Date must be disclosed as Deferred Outflows of Resources. If the contribution amount is not available at the time of this report, "TBD" is shown.

Notes to Financial Statements

Significant Assumptions and Methods Used to Measure the Total Pension Liability

Plan type	Single Employer
Discount rate	5.50%
Expected return on plan assets	5.50%
Inflation rate	2.50%
Actuarial cost method	Entry age normal in accordance with the requirements of GASB 67/68
Asset valuation method	Market value of assets
Mortality	Healthy Pre-retirement: Pub-2010 Public Safety Employee mortality tables with projected mortality improvements based on scale MP-2020. Healthy Post-retirement: Pub-2010 Healthy Retired Public Safety mortality tables with projected mortality improvements based on scale MP-2020. Male rates are adjusted by a factor of 0.98. Disabled: Pub-2010 Public Safety Disabled Retiree mortality tables with projected mortality improvements based on scale MP-2020. Male rates are adjusted by a factor of 1.05.

See Basis for Calculations section for more details on actuarial assumptions and methods.

Schedules of Required Supplementary Information

Schedule of Changes in Net Pension Liability and Related Ratios¹

	Fiscal Year Ending December 31	
	2023	2022
Total Pension Liability (TPL, actuarial accrued liability)		
Service cost	\$ 9,352	\$ 9,586
Interest	11,807	14,314
Differences between expected and actual experience	-	(14,110)
Changes of assumptions	-	4,523
Changes of benefit terms	-	-
Benefit payments, including member contrib refunds	(42,400)	(14,464)
Net change in total pension liability	(21,241)	(151)
Total Pension Liability - beginning of year	226,520	226,671
Total Pension Liability - end of year	\$ 205,279	\$ 226,520
Plan Fiduciary Net Position (FNP, assets)		
Contributions - State and local	\$ 23,114	\$ 22,687
Contributions - donations and other income	-	-
Contributions - member	-	-
Net investment income	(13,678)	25,571
Other additions	-	-
Benefit payments, including member contrib refunds	(42,400)	(14,464)
Administrative expense	(4,343)	(1,650)
Other changes	-	-
Net change in plan fiduciary net position	(37,307)	32,144
Plan Fiduciary Net Position - beginning of year	536,719	504,575
Plan Fiduciary Net Position - end of year	\$ 499,412	\$ 536,719
Net Pension Liability (NPL) - end of year	\$ (294,133)	\$ (310,199)
FNP as a percentage of the TPL	243.28%	236.94%

¹The employer must eventually disclose a 10-year history of the schedule of changes in Net Pension Liability and related ratios.

Schedules of Required Supplementary Information

Schedule of Contributions¹

	Fiscal Year Ending December 31 ²	
	2023	2022
Actuarially determined contribution (ADC)	N/A	N/A
Contributions in relation to the ADC	N/A	N/A
Contribution deficiency (excess)	N/A	N/A
Payroll for reporting period (fiscal year)	N/A	N/A
Contributions as a percent of payroll	N/A	N/A

This information is available on the Relief Association's SC Form.

Schedule of Investment Returns¹

	Fiscal Year Ending December 31 ²	
	2023	2022
Annual money-weighted rate of return, net of investment expense	TBD	-2.56%

¹The employer and plan must eventually disclose a 10-year history of the contribution, investment return, and payroll schedules.

²Per GASB 68 paragraph 46 the amounts shown in these schedules are for the actual fiscal year ends and are not from an earlier measurement date. If an amount is not known at the time of this report then a "TBD" is shown and the employer can include the actual amount when it is available.

Supporting Calculations

Calculation of Pension Expense

	Measurement Period Ending	
	12/31/2022	12/31/2021
	<i>applied to the</i>	
	Fiscal Year Ending	
	<u>12/31/2023</u>	<u>12/31/2022</u>
A. Service cost	\$ 9,352	\$ 9,586
B. Interest cost	11,807	14,314
C. Current period benefit changes	-	-
D. Employee contributions	-	-
E. Projected earnings on pension plan investments	(29,371)	(30,950)
F. Pension plan administrative expense	4,343	1,650
G. Other changes in fiduciary net position	-	-
H. Recognition of difference between expected and actual experience	(2,537)	(2,537)
I. Recognition of assumption changes	517	517
J. Recognition of net difference between projected and actual investment earnings	(3,131)	(18,484)
K. Total pension expense (sum of A. through J.)	<u>\$ (9,020)</u>	<u>\$ (25,904)</u>

Supporting Calculations

Calculation of Interest Cost and Projected Plan Earnings for Pension Expense

	Measurement Period Ending	
	12/31/2022	12/31/2021
	<i>applied to the</i>	
	Fiscal Year Ending	
	12/31/2023	12/31/2022
<u>Interest cost calculation</u>		
A. Total Pension Liability at beginning of measurement year	\$ 226,520	\$ 226,671
B. Service cost	9,352	9,586
C. Benefit payments, including refund of member contributions	(42,400)	(14,464)
D. Discount rate at beginning of measurement year	5.50%	6.25%
E. Interest cost ((A. + B. + ½ x C.) x D.)	\$ 11,807	\$ 14,314
<u>Projected plan earnings calculation</u>		
A. Fiduciary Net Position at beginning of measurement year	\$ 536,719	\$ 504,575
B. Time-weighted cash flows	(2,706)	(9,373)
C. Expected return on assets at beginning of measurement year	5.50%	6.25%
D. Projected plan earnings ((A. + B.) x C.)	\$ 29,371	\$ 30,950
<u>Investment (gain) or loss</u>		
A. Projected plan earnings	\$ 29,371	\$ 30,950
B. Actual plan investment earnings	(13,678)	25,571
C. Investment (gain) or loss (A. - B.)	\$ 43,049	\$ 5,379

Supporting Calculations

Schedule of Amortizations

Liability Experience (Gains) and Losses

Fiscal Year	Initial Deferred (Inflow)/Outflow	Initial Amortization Period	Unrecognized Amount	Remaining Amortization Period	Current Year Amortization
2020	\$ (8,444)	9.06	\$ (4,716)	5.06	\$ (932)
2021	-	N/A	-	N/A	-
2022	(14,110)	8.79	(10,900)	6.79	(1,605)
2023	-	N/A	-	N/A	-
Subtotal			\$ (15,616)		\$ (2,537)

Assumption Changes

Fiscal Year	Initial Deferred (Inflow)/Outflow	Initial Amortization Period	Unrecognized Amount	Remaining Amortization Period	Current Year Amortization
2020	\$ 18	9.06	\$ 10	5.06	\$ 2
2021	-	N/A	-	N/A	-
2022	4,523	8.79	3,493	6.79	515
2023	-	N/A	-	N/A	-
Subtotal			\$ 3,503		\$ 517

Investment (Gains) and Losses

Fiscal Year	Initial Deferred (Inflow)/Outflow	Initial Amortization Period	Unrecognized Amount	Remaining Amortization Period	Current Year Amortization
2019	\$ 31,952	5.00	\$ -	-	\$ 6,392
2020	(49,279)	5.00	(9,855)	1.00	(9,856)
2021	(46,765)	5.00	(18,706)	2.00	(9,353)
2022	5,379	5.00	3,227	3.00	1,076
2023	43,049	5.00	34,439	4.00	8,610
Subtotal			\$ 9,105		\$ (3,131)

Basis for Calculations

Summary of Actuarial Methods

A. Actuarial Cost Method The Entry Age Normal level percent of pay cost method. Under this method, the service cost for an individual participant is the level percentage of pay required to accumulate the funds needed to pay the participant's projected benefits by their assumed retirement age, beginning on the date of entry and ending at last age with any future benefits. The actuarial accrued liability (called the Total Pension Liability or TPL by GASB) is the accumulated value of these annual service costs on a given date.

B. Amortization Method

Investment Gains and Losses Straight-line amortization over a closed 5-year period.

Effects of Assumption Changes and Experience Gains Straight-line amortization over a closed period equal to the average of the expected remaining service lives of all members (i.e., active employees and terminated/retired members) that are provided with pensions through the pension plan.

C. Data Methods

The Relief Association provided census and financial information for the valuation and we have relied on this data in preparing the results in this report. The data was reviewed for reasonableness and consistency, but we have not performed a complete audit. If any of the information is inaccurate or incomplete, then the results may be materially different and the calculations may need to be revised.

To the extent that census data was collected as of a date later than December 31, 2021, we have assumed that it is reasonably representative of the plan census on the valuation date and used it with only minor adjustments.

D. Asset Method

Market value of assets as of the measurement date.

Basis for Calculations

Summary of Actuarial Methods (continued)

E. Liability Measurement Method GASB 67 requires that "the total pension liability should be determined by (a) an actuarial valuation as of the pension plan's most recent fiscal year-end or (b) the use of update procedures to roll forward to the pension plan's most recent fiscal year-end amounts from an actuarial valuation as of a date no more than 24 months earlier than the pension plan's most recent fiscal year-end." Similarly, GASB 68 requires that "the total pension liability should be determined by (a) an actuarial valuation as of the measurement date or (b) the use of update procedures to roll forward to the measurement date amounts from an actuarial valuation as of a date no more than 30 months and 1 day earlier than the employer's most recent fiscal year-end."

Liabilities in this report were calculated as of the valuation date and rolled forward to the measurement date using standard actuarial roll-forward

F. Models Used

The results in this report are based on an actuarial valuation model with three components as outlined in Actuarial Standard of Practice No. 56 - Modeling (ASOP 56):

1. Information inputs including the data, assumptions, methods and plan provisions outlined in this report,
2. Processing by ProVal® actuarial software, and
3. Our report template which translates the ProVal® output into valuation results.

The model is intended to convert the information input above to usable actuarial valuation results. We have reviewed the software's output for reasonableness, and have independently checked sample one-person output where appropriate, but have otherwise relied on it.

Other models used in this actuarial valuation include:

- Expected investment return model based on the Horizon Actuarial Services 2022 Survey of Capital Market Assumptions and the fund's target asset allocation.

Basis for Calculations

Summary of Plan Provisions and Actuarial Assumptions

The benefits and actuarial assumptions valued in this report are based on the same plan provisions and assumptions described in the fiscal 2022 GASB 67/68 actuarial valuation report dated December 20, 2022, with the exception of the changes listed below.

A. Plan Provisions	No changes
B. Economic Assumptions	No changes
C. Demographic and Other Assumptions	No changes

Basis for Calculations

Important Notices

Purpose and Scope of the Valuation

This valuation has been prepared exclusively for the City and Relief Association and solely to provide GASB 67/68 accounting information. It is important to recognize that calculations performed for other purposes (such as benefit design, investment policy, or plan funding) may yield significantly different results. This report may not be used for any other purpose, and VIA Actuarial Solutions is not responsible for the consequences of any unauthorized use. Its content may not be modified, incorporated into or used in other material, or otherwise provided, in whole or in part, to any other person or entity, without our permission.

Assumptions and Methods

Since modeling all possible future outcomes is not possible or practical, the valuation is based on a single set of data, assumptions, methods, and plan provisions which satisfy current GASB 67/68 accounting requirements. We may also use estimates or simplifications to model future events in an efficient and cost-effective manner, so long as we believe that these simplifying techniques do not affect the reasonableness of the valuation results.

The City and Relief Association are responsible for the assumptions, methods, and funding policies used to prepare the valuation. The assumptions used in this report are among a wide range of possibilities (each of which may be considered reasonable), but have been chosen as a single “best estimate”. A different set of reasonable assumptions would produce different results. This report does not include analysis of the effect of alternative assumptions because that is beyond the limited scope of our engagement. If the City or Relief Association is interested in analyzing the effect of different assumption sets on the valuation results, then we suggest a sensitivity analysis to be performed at a later date.

Actuarial Measurement Changes

An actuarial valuation is only a snapshot of a plan’s estimated financial condition at a single point in time. Future actuarial measurements may differ significantly from the current measurements presented in this report due to such factors as the following: retiree group benefits program experience differing from that anticipated by the assumptions; changes in assumptions; increases or decreases expected as part of the natural operation of the methodology used for these measurements (such as the end of an amortization period); and changes in retiree group benefits program provisions or applicable law. Retiree group benefits models necessarily rely on the use of approximations and estimates, and are sensitive to changes in these approximations and estimates. Small variations in these approximations and estimates may lead to significant changes in actuarial measurements.

Actuarial valuations are extremely complex and it’s possible that data, computer coding, and mathematical errors could occur during the valuation process. Errors in a valuation discovered after its preparation may be corrected by revising the current valuation or in a subsequent year's valuation.

Basis for Calculations**Important Notices (continued)****Accuracy of Substantive Plan Information and Census Data**

For purposes of this valuation, we have assumed that the City and Relief Association have validated our summary of the substantive plan provisions and have provided us with any relevant information on interpretation of the plan provisions and changes to the plan terms since the prior valuation.

The City and Relief Association are solely responsible for the validity, accuracy and comprehensiveness of this information. If any data or plan provisions supplied are not accurate and complete, the valuation results may differ significantly.

Impact of Legislative Changes

The legislative and regulatory environments have many implications for pension plans. Changes to current rules and implementation of new legislation are difficult to predict but could have a dramatic impact on the value of future plan benefits.

Glossary of Selected Terms

This section provides the definitions of applicable terminology in the actuarial valuation, with references to both the Governmental Accounting Standards Nos. 67 (GASB 67) and 68 (GASB 68).

Actuarial Cost Method - a procedure for determining the actuarial present value of benefits and for developing an allocation of such value to time periods.

Actuarial Present Value of Benefits - the amount of money needed today to cover the promised benefits for the current participant group, if all actuarial assumptions are exactly met.

Discount Rate - the interest rate used to adjust liabilities and obligations for the time value of money.

Fiduciary Net Position - The value of assets reported by the trustee.

Funding Method - The method used, when determining the (TPL), for allocating costs between past, current, and future years.

GASB Statement No. 67 - the Governmental Accounting Standards Board Statement Number 67 Financial Reporting for Pension Plans.

GASB Statement No. 68 - the Governmental Accounting Standards Board Statement Number 68 Accounting and Financial Reporting for Pensions.

Long-Term Expected Investment Return - the average expected asset return expected to be earned by the pension investments over time.

Measurement Date - the date as of which the Total Pension Liability and Fiduciary Net Position (assets) are measured.

Net Pension Liability - the difference between the accrued actuarial liability (Total Pension Liability) and pension assets (Fiduciary Net Position).

Net Position Restricted for Pensions - accounting terminology for pension plan assets.

Reporting Date - the plan's or employer's fiscal year end.

Service Cost - the portion of the actuarial present value which is allocated to the valuation year by the actuarial cost method.

Total Pension Liability (TPL) - the portion of the actuarial present value which is not provided for by future normal costs, determined under the actuarial cost method.

Valuation Date - the date as of which liabilities are calculated. Liabilities may be "rolled forward" from the Valuation Date to the Measurement Date.



MILLER MCDONALD, INC.
Certified Public Accountants
513 Beltrami Avenue
P.O. Box 486
Bemidji, MN 56619
(218) 751 - 6300
Fax (218) 751 - 0782
www.millermcdonald.com

November 13, 2023

To the City Council and City Administrator
City of Blackduck
P.O. Box 380
Blackduck, MN 56630

We are pleased to confirm our understanding of the services we are to provide the City of Blackduck, Minnesota for the year ended December 31, 2023.

Audit Scope and Objectives

We will audit the financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information, including the disclosures, which collectively comprise the basic financial statements of the City of Blackduck, Minnesota as of and for the year ended December 31, 2023. Accounting standards generally accepted in the United States of America (GAAP) provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement the City of Blackduck, Minnesota's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to the City of Blackduck, Minnesota's RSI in accordance with auditing standards generally accepted in the United States of America (GAAS). These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient appropriate evidence to express an opinion or provide any assurance. The following RSI is required by GAAP and will be subjected to certain limited procedures, but will not be audited:

- 1) Management's Discussion and Analysis.
- 2) Budgetary Comparison Schedules
- 3) Schedule of the City's and Non-Employer Proportionate Share of the Net Pension Liability
- 4) Schedule of City's Contributions
- 5) Schedule of Changes in Net Pension Liability (Asset) and Related Ratios – Blackduck Fire Relief Association
- 6) Schedule of Employer and Non-Employer Contributions – Blackduck Fire Relief Association
- 7) Schedule of Investment Returns – Blackduck Fire Relief Association

8) Schedule of Changes in the City's Total OPEB Liability and Related Ratios

We have also been engaged to report on supplementary information other than RSI that accompanies the City of Blackduck, Minnesota's financial statements. We will subject the following supplementary information to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with GAAS, and we will provide an opinion on it in relation to the financial statements as a whole, in a report combined with our auditor's report on the financial statements:

- 1) Combining Balance Sheet for the Non-Major Governmental Funds
- 2) Combining Schedule of Revenues, Expenditures, and Changes in Fund Balances for the Non-Major Governmental Funds
- 3) Schedule of Net Position for the Municipal Water Fund, Municipal Sewage Disposal Fund, and the Municipal Liquor Store Fund
- 4) Schedule of Revenues, Expenses and Changes in Net Position for the Municipal Water Fund, Municipal Sewage Disposal Fund, and the Municipal Liquor Store Fund
- 5) Schedule of Cash Flows for the Municipal Water Fund, Municipal Sewage Disposal Fund, and the Municipal Liquor Store Fund
- 6) Schedule of Expenditures of Federal Awards

In connection with our audit of the basic financial statements, we will read the following other information and consider whether a material inconsistency exists between the other information and the basic financial statements, or the other information otherwise appears to be materially misstated. If, based on the work performed, we conclude that an uncorrected material misstatement of the other information exists, we are required to describe it in our report.

1) Official Directory

The objectives of our audit are to obtain reasonable assurance as to whether the financial statements as a whole are free from material misstatement, whether due to fraud or error; issue an auditor's report that includes our opinion about whether your financial statements are fairly presented, in all material respects, in conformity with GAAP; and report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS and *Government Auditing Standards* will always detect a material misstatement when it exists. Misstatements, including omissions, can arise from fraud or error and are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment of a reasonable user made based on the financial statements. The objectives also include reporting on:

- Internal control over financial reporting and compliance with provisions of laws, regulations, contracts, and award agreements, noncompliance with which could have a material effect on the financial statements in accordance with *Government Auditing Standards*.
- Internal control over compliance related to major programs and an opinion (or disclaimer of opinion) on compliance with federal statutes, regulations, and the terms and conditions of federal awards that could have a direct and material effect on each major program in accordance with the

Single Audit Act Amendments of 1996 and Title 2 U.S. *Code of Federal Regulations* (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance).

Auditor's Responsibilities for the Audit of the Financial Statements and Single Audit

We will conduct our audit in accordance with GAAS; the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; the Single Audit Act Amendments of 1996; and the provisions of the Uniform Guidance, and will include tests of accounting records, a determination of major program(s) in accordance with Uniform Guidance, and other procedures we consider necessary to enable us to express such opinions. As part of an audit in accordance with GAAS and *Government Auditing Standards*, we exercise professional judgment and maintain professional skepticism throughout the audit.

We will evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management. We will also evaluate the overall presentation of the financial statements, including the disclosures, and determine whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation. We will plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the government or to acts by management or employees acting on behalf of the government. Because the determination of waste and abuse is subjective, *Government Auditing Standards* do not expect auditors to perform specific procedures to detect waste or abuse in financial audits nor do they expect auditors to provide reasonable assurance of detecting waste or abuse.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is an unavoidable risk that some material misstatements or noncompliance may not be detected by us, even though the audit is properly planned and performed in accordance with GAAS and *Government Auditing Standards*. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements or on major programs. However, we will inform the appropriate level of management of any material errors, any fraudulent financial reporting, or misappropriation of assets that come to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential. We will include such matters in the reports required for a Single Audit. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

We will also conclude, based on the audit evidence obtained, whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the government's ability to continue as a going concern for a reasonable period of time.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, tests of the physical existence of inventories, and direct confirmation of receivables and certain assets and liabilities by correspondence with selected customers, creditors, and financial institutions. We will also request written representations from your attorneys as part of the engagement.

We have identified the following significant risk(s) of material misstatement as part of our audit planning:

- Management override of controls
- Revenue Recognition

Our audit of financial statements does not relieve you of your responsibilities.

Audit Procedures—Internal Control

We will obtain an understanding of the government and its environment, including internal control relevant to the audit, sufficient to identify and assess the risks of material misstatement of the financial statements, whether due to error or fraud, and to design and perform audit procedures responsive to those risks and obtain evidence that is sufficient and appropriate to provide a basis for our opinions. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentation, or the override of internal control. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*.

As required by the Uniform Guidance, we will perform tests of controls over compliance to evaluate the effectiveness of the design and operation of controls that we consider relevant to preventing or detecting material noncompliance with compliance requirements applicable to each major federal award program. However, our tests will be less in scope than would be necessary to render an opinion on those controls and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to the Uniform Guidance.

An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses. Accordingly, we will express no such opinion. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards, *Government Auditing Standards*, and the Uniform Guidance.

Audit Procedures—Compliance

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of the City of Blackduck, Minnesota's compliance with provisions of applicable laws, regulations, contracts, agreements, and grants. However, the objective of our audit will not be to provide an opinion on overall compliance and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

The Uniform Guidance requires that we also plan and perform the audit to obtain reasonable assurance about whether the auditee has complied with federal statutes, regulations, and the terms and conditions of federal awards applicable to major programs. Our procedures will consist of tests of transactions and other applicable procedures described in the *OMB Compliance Supplement* for the types of compliance requirements that could have a direct and material effect on each of the City of Blackduck, Minnesota's major programs. For federal programs that are included in the Compliance Supplement, our compliance and internal control procedures will relate to the compliance requirements that the Compliance Supplement identifies as being subject to audit. The purpose of these procedures will be to express an opinion on the City of Blackduck, Minnesota's compliance with requirements applicable to each of its major programs in our report on compliance issued pursuant to the Uniform Guidance.

Other Services

We will also assist in preparing the financial statements, schedule of expenditures of federal awards, and related notes of the City of Blackduck, Minnesota in conformity with accounting principles generally accepted in the United States of America and the Uniform Guidance based on information provided by you. In addition, we will propose adjusting and correcting journal entries, prepare the state annual reporting form, and maintain the fixed asset listing. These nonaudit services do not constitute an audit under *Government Auditing Standards* and such services will not be conducted in accordance with *Government Auditing Standards*. We will perform the services in accordance with applicable professional standards. The other services are limited to the financial statements, schedule of expenditures of federal awards, and related notes services previously defined. We, in our sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities.

You agree to assume all management responsibilities for the financial statements, schedule of expenditures of federal awards, and related notes, and any other nonaudit services we provide. You will be required to acknowledge in the management representation letter our assistance with preparation of the financial statements, the schedule of expenditures of federal awards, and related notes and that you have reviewed and approved the financial statements, the schedule of expenditures of federal awards, and related notes prior to their issuance and have accepted responsibility for them. Further, you agree to oversee the nonaudit services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of those services; and accept responsibility for them.

Responsibilities of Management for the Financial Statements and Single Audit

Our audit will be conducted on the basis that you acknowledge and understand your responsibility for (1) designing, implementing, establishing, and maintaining effective internal controls relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error, including internal controls over federal awards, and for evaluating and monitoring ongoing activities to help ensure that appropriate goals and objectives are met; (2) following laws and regulations; (3) ensuring that there is reasonable assurance that government programs are administered in compliance with compliance requirements; and (4) ensuring that management and financial information is reliable and properly reported. Management is also responsible for implementing systems designed to achieve compliance with applicable laws, regulations, contracts, and grant agreements. You are also responsible for the selection and application of accounting principles; for the preparation and fair presentation of the financial statements, schedule of expenditures of federal awards, and all accompanying information in conformity with accounting principles generally accepted in the United States of America; and for compliance with applicable laws and regulations (including federal statutes), rules, and the provisions of contracts and grant agreements (including award agreements). Your responsibilities also include identifying significant contractor relationships in which the contractor has responsibility for program compliance and for the accuracy and completeness of that information.

You are also responsible for making drafts of financial statements, schedule of expenditures of federal awards, all financial records, and related information available to us and for the accuracy and completeness of that information (including information from outside of the general and subsidiary ledgers). You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, such as records, documentation, identification of all related parties and all related-party relationships and transactions, and other matters; (2) access to personnel, accounts, books, records, supporting documentation, and other information as needed to perform an audit under the Uniform Guidance; (3) additional information that we may request

for the purpose of the audit; and (4) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence. At the conclusion of our audit, we will require certain written representations from you about the financial statements; schedule of expenditures of federal awards; federal award programs; compliance with laws, regulations, contracts, and grant agreements; and related matters.

Your responsibilities include adjusting the financial statements to correct material misstatements and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements of each opinion unit taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the government complies with applicable laws, regulations, contracts, agreements, and grants. You are also responsible for taking timely and appropriate steps to remedy fraud and noncompliance with provisions of laws, regulations, contracts, and grant agreements that we report. Additionally, as required by the Uniform Guidance, it is management's responsibility to evaluate and monitor noncompliance with federal statutes, regulations, and the terms and conditions of federal awards; take prompt action when instances of noncompliance are identified including noncompliance identified in audit findings; promptly follow up and take corrective action on reported audit findings; and prepare a summary schedule of prior audit findings and a separate corrective action plan. The summary schedule of prior audit findings should be available for our review.

You are responsible for identifying all federal awards received and understanding and complying with the compliance requirements and for the preparation of the schedule of expenditures of federal awards (including notes and noncash assistance received, and COVID-19-related concepts, such as lost revenues, if applicable) in conformity with the Uniform Guidance. You agree to include our report on the schedule of expenditures of federal awards in any document that contains, and indicates that we have reported on, the schedule of expenditures of federal awards. You also agree to include the audited financial statements with any presentation of the schedule of expenditures of federal awards that includes our report thereon. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the schedule of expenditures of federal awards in accordance with the Uniform Guidance; (2) you believe the schedule of expenditures of federal awards, including its form and content, is stated fairly in accordance with the Uniform Guidance; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the schedule of expenditures of federal awards.

You are also responsible for the preparation of the other supplementary information, which we have been engaged to report on, in conformity with U.S. generally accepted accounting principles (GAAP). You agree to include our report on the supplementary information in any document that contains, and indicates that we have reported on, the supplementary information. You also agree to include the audited financial statements with any presentation of the supplementary information that includes our report. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the supplementary information in accordance with GAAP; (2) you believe the

supplementary information, including its form and content, is fairly presented in accordance with GAAP; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying and providing report copies of previous financial audits, attestation engagements, performance audits, or other studies related to the objectives discussed in the Audit Scope and Objectives section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or studies. You are also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions for the report, and for the timing and format for providing that information.

Engagement Administration, Fees, and Other

We understand that your employees will prepare all cash, accounts receivable, or other confirmations we request and will locate any documents selected by us for testing.

At the conclusion of the engagement, we will complete the appropriate sections of the Data Collection Form that summarizes our audit findings. It is management's responsibility to electronically submit the reporting package (including financial statements, schedule of expenditures of federal awards, summary schedule of prior audit findings, auditor's reports, and corrective action plan) along with the Data Collection Form to the federal audit clearinghouse. We will coordinate with you the electronic submission and certification. The Data Collection Form and the reporting package must be submitted within the earlier of 30 calendar days after receipt of the auditor's reports or nine months after the end of the audit period.

We will provide copies of our reports to the City of Blackduck, Minnesota; however, management is responsible for distribution of the reports and the financial statements. Unless restricted by law or regulation, or containing privileged and confidential information, copies of our reports are to be made available for public inspection.

The audit documentation for this engagement is the property of Miller McDonald, Inc. and constitutes confidential information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner to the State Auditor or its designee, a federal agency providing direct or indirect funding, or the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of Miller McDonald, Inc. personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies.

The audit documentation for this engagement will be retained for a minimum of five years after the report release date or for any additional period requested by the State Auditor or Federal Agency. If we are aware that a federal awarding agency, pass-through entity, or auditee is contesting an audit finding, we will contact the party(ies) contesting the audit finding for guidance prior to destroying the audit documentation.

Jon Roscoe is the engagement partner and is responsible for supervising the engagement and signing the reports or authorizing another individual to sign them. We expect to begin our audit on approximately February 19, 2024 and to issue our reports no later than June 30, 2024.

Our fee for these services will be at our standard hourly rates plus out-of-pocket costs (such as report reproduction, word processing, postage, travel, copies, telephone, etc.) except that we agree that our gross fee, including expenses, will not exceed \$22,500 for the financial statement audit and \$5,500 for the Single Audit. Our standard hourly rates vary according to the degree of responsibility involved and the experience level of the personnel assigned to your audit. Our invoices for these fees will be rendered each month as work progresses and are payable on presentation. In accordance with our firm policies, work may be suspended if your account becomes 60 days or more overdue and may not be resumed until your account is paid in full. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed upon written notification of termination, even if we have not completed our report(s). You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket costs through the date of termination. The above fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the engagement. If significant additional time is necessary, we will keep you informed of any problems we encounter and our fees will be adjusted accordingly.

Reporting

We will issue written reports upon completion of our Single Audit. Our report will be addressed to City Council and City Administrator of the City of Blackduck, Minnesota. Circumstances may arise in which our report may differ from its expected form and content based on the results of our audit. Depending on the nature of these circumstances, it may be necessary for us to modify our opinions, add a separate section, or add an emphasis-of-matter or other-matter paragraph to our auditor's report, or if necessary, withdraw from this engagement. If our opinions are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or issue reports, or we may withdraw from this engagement.

The *Government Auditing Standards* report on internal control over financial reporting and on compliance and other matters will state that (1) the purpose of the report is solely to describe the scope of testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance, and (2) the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. The Uniform Guidance report on internal control over compliance will state that the purpose of the report on internal control over compliance is solely to describe the scope of testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Both reports will state that the report is not suitable for any other purpose.

We appreciate the opportunity to be of service to the City of Blackduck, Minnesota and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us.

Very truly yours,



Miller McDonald, Inc.

RESPONSE:

This letter correctly sets forth the understanding of the City of Blackduck, Minnesota.

Management signature: _____

Title: _____

Date: _____

Governance signature: _____

Title: _____

Date: _____

NOV 08, 2023
02:39 PM

AUTHORITY: 010200 CITY OF BLACKDUCK

BELTRAMI COUNTY, MN
REMITTANCE ADVICE REPORT
COLLECTED THROUGH 10/31/2023 FOR CHECK DATE 11/08/2023

PAGE: 52
ST312MN

ROLL	TAX TYPE	TOTAL	2023	2022	2021	2020	2019	2018	ALL PRIOR
TIF	TOTAL TIF	19,814.63	19,814.63	0.00	0.00	0.00	0.00	0.00	0.00
	TOTAL TIF	19,814.63	19,814.63	0.00	0.00	0.00	0.00	0.00	0.00
SPECIAL	SPECIAL	8:260 4TH ST NE SEMER R/ 314	210.62	0.00	0.00	0.00	0.00	0.00	0.00
		81270 FRONTAGE RD AND P. 325	768.87	0.00	0.00	0.00	0.00	0.00	0.00
		81280 SUMMIT AVE W & MA 317/320	8,690.31	0.00	0.00	0.00	0.00	0.00	0.00
	TOTAL SPECIAL	9,669.80	9,669.80	0.00	0.00	0.00	0.00	0.00	0.00
PENALTY	PENALTY	88.02	88.02	0.00	0.00	0.00	0.00	0.00	0.00
	TOTAL SPECIAL	9,757.82	9,757.82	0.00	0.00	0.00	0.00	0.00	0.00

Nov 15, 2023
11:54 AM

BELTRAMI COUNTY, MN - 2022 - 010200
SPECIAL ASSESSMENT DISTRIBUTION REPORT
COLLECTED FROM 06/01/2023 TO 10/31/2023 FOR CHECK DATE 11/08/2023

Page: 1
ST313MN

PROJECT: 81260 - 4TH ST NE SEWER REPLACEMENT

314

AUTH	ASMT YEAR	PARCEL ID	OWNER NAME	SA BASE PRINCIPAL	SA BASE INTEREST	SA FEES	DELQ PENALTY	DELQ INTEREST	TOTAL
010200	2022	810000200	PAUL M HABERLE	95.73	9.58				105.31
010200	2022	810051400	ALLEN A TODD III	95.73	9.58				105.31
010200	2022	AUTHORITY YEAR TOTAL		191.46	19.16				210.62
010200	AUTHORITY TOTAL			191.46	19.16				210.62
81260	PROJECT TOTAL			191.46	19.16				210.62

Nov 15, 2023
11:54 AM

BELTRAMI COUNTY, MN - 2022 - 010200
SPECIAL ASSESSMENT DISTRIBUTION REPORT
COLLECTED FROM 06/01/2023 TO 10/31/2023 FOR CHECK DATE 11/08/2023

Page: 2
ST313MN

PROJECT: 81270 - FRONTAGE RD AND PINE AVE 325

AUTH	ASMT YEAR	PARCEL ID	OWNER NAME	SA BASE PRINCIPAL	SA BASE INTEREST	SA FEES	DELQ PENALTY	DELQ INTEREST	TOTAL
010200	2022	810007000	X GEORGE A ZALESKI	149.27	26.87				176.14
010200	2022	810032400	X CARMEN PARKS ZALESKI	256.23	46.12				302.35
010200	2022	810048800	SCOTT A GRENNELL	140.67	25.32				165.99
010200	2022	810049000	X GEORGE A ZALESKI	105.41	18.98				124.39
010200	2022	AUTHORITY YEAR TOTAL		651.58	117.29				768.87
010200 AUTHORITY TOTAL				651.58	117.29				768.87
81270 PROJECT TOTAL				651.58	117.29				768.87

Zaleski 2nd / 2 2023
OK

Nov 15, 2023
11:54 AM

BELTRAMI COUNTY, MN - 2022 - 010200
SPECIAL ASSESSMENT DISTRIBUTION REPORT
COLLECTED FROM 06/01/2023 TO 10/31/2023 FOR CHECK DATE 11/08/2023

Page: 3
ST313MN

PROJECT: 81280 - SUMMIT AVE W & MAIN ST N

317/320

AUTH	ASMT YEAR	PARCEL ID	OWNER NAME	SA BASE PRINCIPAL	SA BASE INTEREST	SA FEES	DELO PENALTY	DELO INTEREST	TOTAL
010200	2022	810001601	TOWN'S EDGE LLC	244.38	80.65		13.54		338.57
010200	2022	810002402	ANDERSON FABRICS INC	254.56	84.01				338.57
010200	2022	810024400	MIDWEST MINNESOTA COMMUNITY	254.56	84.01				338.57
010200	2022	810024700	CHERRY BRANDS	254.56	84.01				338.57
010200	2022	810028000	BLACKDUCK DEVELOPMENT CORP	254.56	84.01				338.57
010200	2022	810032500	EVANGELICAL LUTHERAN	254.56	84.02		13.54		352.12
010200	2022	810033100	MARLENA R POPE	254.56	84.01				338.57
010200	2022	810033300	SAMANTHA NICOLE CLAUSEN	254.56	84.01				338.57
010200	2022	810033400	ASHLEY C BOGUCKI	254.56	84.01				338.57
010200	2022	810033600	ROBERT KEITH SMITH TRUSTEE	254.56	84.01				338.57
010200	2022	810033800	MIDWEST MINNESOTA COMMUNITY	254.56	84.01				338.57
010200	2022	810034100	DONAVAN TAYLOR	254.56	84.01				338.57
010200	2022	810034200	DWIGHT A KETTERLING	254.56	84.01				338.57
010200	2022	810034300	CLIFFORD HANSON	509.12	168.02		20.31		697.45
010200	2022	810034700	DANIEL D HARDING	254.56	84.01				338.57
010200	2022	810036200	JUSTIN E VERNLUND	509.12	168.02		40.63		717.77
010200	2022	810036300	ERIK VAN MURRAY	254.56	84.01				338.57
010200	2022	810036500	ANTHONY L BRIERLY TRUSTEE	254.56	84.01				338.57
010200	2022	810036600	AMATA J MOLNAR	254.56	84.01				338.57
010200	2022	810036700	MOLLIE A OLSON	254.56	84.01				338.57
010200	2022	810038500	PATRICK TJEKES	52.85	17.45				70.30
010200	2022	810038600	MISTY R ARMSTRONG	254.56	84.01				338.57
010200	2022	810039400	KRISTINE A KRUEH	254.56	84.01				338.57
010200	2022	810050600	ANDERSON FABRICS INC	127.28	42.01				169.29
010200	2022	810050800	ANDERSON FABRICS INC	254.56	84.01				338.57
010200	2022	AUTHORITY YEAR TOTAL			6,533.95	2,156.36	88.02		8,778.33
010200 AUTHORITY TOTAL				6,533.95	2,156.36	88.02			8,778.33
81280 PROJECT TOTAL				6,533.95	2,156.36	88.02			8,778.33

\$150.00



**3.2 MALT LIQUOR
ON-SALE LICENSE**

No. 2024-01

License is hereby Granted to

**Patrick Tjepkes
TO SELL AT RETAIL**

3.2 MALT LIQUOR

FOR CONSUMPTION ON THE PREMISES LOCATED AT

Blackduck Bowling Lanes

In the City of Blackduck, County of Beltrami, State of Minnesota
for the period commencing January 1st, 2024 and terminating December 31st, 2024
at midnight.

WITNESS THE GOVERNING BODY of the CITY OF BLACKDUCK and the seal thereof this 11h day of December 2023
The Council of the City of Blackduck

Attest:
Administrator

by Mayor

No. 2024-01

Fee \$ 150.00



City Blackduck

County Beltrami

WINE LICENSE – “ON-SALE”

THIS CERTIFIES THAT:

LICENSEE Patrick R. Tjepkes

TRADE NAME Blackduck Lanes

STREET ADDRESS OR LOT AND BLOCK NO 233 Summit Ave West Blackduck, MN 56630

Is authorized for the Period beginning 01/01/2024 to 12/31/2024 to sell

WINE NOT EXCEEDING 24% ALCOHOL BY VOLUME AT RETAIL ONLY FOR CONSUMPTION ON THE PREMISES SUBJECT TO THE LAWS AND REGULATIONS OF THE STATE OF MINNESOTA AND THE ORDINANCES OF THE MUNICIPALITY OR COUNTY

****STRONG BEER AUTHORIZATION**** YES ☒ NO ☐

CLERK/AUDITOR SIGNATURE

THIS LICENSE IS APPROVED

Mayor or President

Given under my hand and the Municipal Corporate Seal

City/County of Date

Alcohol & Gambling Enforcement Director Date

PS 9115-03(6/03)

CLERK or Recorder



Minnesota Department of Public Safety
Alcohol & Gambling Enforcement Division
445 Minnesota Street, 1600
St Paul, Minnesota 55101
651-201-7507

CITY OF BLACKDUCK

NOV 29 2023

RENEWAL OF LIQUOR, WINE, CLUB OR 3.2% LICENSES

No license will be approved or released until the \$20 Retailer ID Card fee is received by Alcohol and Gambling Enforcement

Licensee: Please verify your license information contained below. Make corrections if necessary and sign. City Clerk/County Auditor should submit this signed renewal with completed license and licensee liquor liability for the new license period. City Clerk/County Auditor are also required by M.S. 340A.404 S.3 to report any license cancellation.

License Code: MWNONSB License Period Ending: 12/31/2023 Iden: 74240
Issuing Authority: Blackduck
Licensee Name: Tjepkes, Patrick
Trade Name: Blackduck Lanes
Address: 233 Summit Ave W
Blackduck, MN 56630
Business Phone: 218-835-6620
License Fees: Off Sale: \$0.00 On Sale: \$150.00 Sunday: \$0.00

By signing this renewal application, applicant certifies that there has been no change in ownership on the above named licensee. For changes in ownership, the licensee named above, or for new licensees, full applications should be used. See back of this application for further information needed to complete this renewal.

Applicant's signature on this renewal confirms the following: Failure to report any of the following may result in civil penalties.

1. Licensee confirms it has no interest whatsoever, directly or indirectly in any other liquor establishments in Minnesota. If so, give details on back of this application.
2. Licensee confirms that it has never had a liquor license rejected by any city/township/county in the state of Minnesota. If ever rejected, please give details on the back of this renewal, then sign below.
3. Licensee confirms that for the past five years it has not had a liquor license revoked for any liquor law violation (state or local). If a revocation has occurred, please give details on the back of this renewal, then sign below.
4. Licensee confirms that during the past five years it or its employees have not been cited for any civil or criminal liquor law violations. If violations have occurred, please give details on back of this renewal, then sign below.
5. Licensee confirms that during the past license year, a summons has not been issued under the Liquor Liability Law (Dram Shop) MS 340A.802. If yes, attach a copy of the summons, then sign below.
6. Licensee confirms that Workers Compensation insurance will be kept in effect during the license period. Licensee has attached a liquor liability insurance certificate that corresponds with the license period in city/county where license is issued.

Licensee has attached a liquor liability insurance certificate that corresponds with the license period in city/county where license is issued. \$100,000 in cash or securities or \$310,000 surety bond may be submitted in lieu of liquor liability.(3.2 liquor licenses are exempt if sales are less than \$25,000 at on sale, or \$50,000 at off sale).

Licensee Signature (Signature certifies all above information to be correct and license has been approved by city/county.) 11/28/2023

City Clerk/Auditor Signature (Signature certifies that renewal of a liquor, wine or club license has been approved by the city/county as stated above.) 11-29-2023

County Attorney Signature Date
County Board issued licenses only(Signature certifies licensee is eligible for license).

Police/Sheriff Signature Date
Signature certifies licensee or associates have been checked for any state/local liquor law violations (criminal/civil) during the past five years.
Report violations on back, then sign here.

NOV 29 2023



Minnesota Department of Public Safety
Alcohol & Gambling Enforcement Division
445 Minnesota Street, 1600
St Paul, Minnesota 55101
651-201-7507

RENEWAL OF LIQUOR, WINE, CLUB OR 3.2% LICENSES

No license will be approved or released until the \$20 Retailer ID Card fee is received by Alcohol and Gambling Enforcement

Licensee: Please verify your license information contained below. Make corrections if necessary and sign. City Clerk/County Auditor should submit this signed renewal with completed license and licensee liquor liability for the new license period. City Clerk/County Auditor are also required by M.S. 340A.404 S.3 to report any license cancellation.

License Code: 3.2ONSS License Period Ending: 12/31/2023 Iden: 71510
Issuing Authority: Blackduck
Licensee Name: Tjepkes, Patrick
Trade Name: Blackduck Lanes
Address: 233 Summit Ave W
Blackduck, MN 56630
Business Phone: 218-835-6620
License Fees: Off Sale: \$0.00 On Sale: \$0.00 Sunday: \$0.00

By signing this renewal application, applicant certifies that there has been no change in ownership on the above named licensee. For changes in ownership, the licensee named above, or for new licensees, full applications should be used. See back of this application for further information needed to complete this renewal.

Applicant's signature on this renewal confirms the following: Failure to report any of the following may result in civil penalties.

1. Licensee confirms it has no interest whatsoever, directly or indirectly in any other liquor establishments in Minnesota. If so, give details on back of this application.
2. Licensee confirms that it has never had a liquor license rejected by any city/township/county in the state of Minnesota. If ever rejected, please give details on the back of this renewal, then sign below.
3. Licensee confirms that for the past five years it has not had a liquor license revoked for any liquor law violation (state or local). If a revocation has occurred, please give details on the back of this renewal, then sign below.
4. Licensee confirms that during the past five years it or its employees have not been cited for any civil or criminal liquor law violations. If violations have occurred, please give details on back of this renewal, then sign below.
5. Licensee confirms that during the past license year, a summons has not been issued under the Liquor Liability Law (Dram Shop) MS 340A.802. If yes, attach a copy of the summons, then sign below.
6. Licensee confirms that Workers Compensation insurance will be kept in effect during the license period. Licensee has attached a liquor liability insurance certificate that corresponds with the license period in city/county where license is issued.

Licensee has attached a liquor liability insurance certificate that corresponds with the license period in city/county where license is issued. \$100,000 in cash or securities or \$310,000 surety bond may be submitted in lieu of liquor liability. (3.2 liquor licenses are exempt if sales are less than \$25,000 at on sale, or \$50,000 at off sale).

DOB _____ SSN _____ Date 11/28/2023
Licensee Signature
(Signature certifies all above information to be correct and license has been approved by city/county.)

City Clerk/Auditor Signature
(Signature certifies that renewal of a liquor, wine or club license has been approved by the city/county as stated above.)
Date 11-29-2023

County Attorney Signature
County Board issued licenses only (Signature certifies licensee is eligible for license.)
Date

Police/Sheriff Signature
Signature certifies licensee or associates have been checked for any state/local liquor law violations (criminal/civil) during the past five years.
Report violations on back, then sign here.
Date

NOV 29 2023



CITY OF BLACKDUCK

On-Sale Intoxicating, 3.2 Beer, Club, Off-Sale 3.2 Malt Liquor, On-Sale Wine Liquor License Application

City Code Section 1120.25—1120.32

Date of Application: 11/28/2023 Licensing Period: 1/1/24 - 12/31/2024

Patrick R. Tjepkes
 LICENSEE NAME (Corp, Partnership, Individual)

11/28/2023
 DATE OF APPLICATION

233 Summit Ave W
 LICENSEE ADDRESS (Street, City, State, Zip)

LENGTH OF TIME AT THIS ADDRESS

PO Box 395
 BUSINESS ADDRESS

218-835-6620
 BUSINESS PHONE

218-760-5077
 HOME PHONE

Bowling Center / restaurant
 BUSINESS PROPERTY LEGAL DESCRIPTION

26-1803742
 FEDERAL ID#

9240716
 STATE ID #

Type of License Applying for: ☐ On Sale Intoxicating ☒ On Sale 3.2 Beer or Wine ☐ Off Sale 3.2 Beer
☐ On Sale Club ☐ Consumption & Display License ☐ Temporary On Sale

BUSINESS IS A: ☐ Hotel ☐ Restaurant ☒ Bowling Center ☐ Club/Veteran Organization

IF BUSINESS IS A RESTAURANT, state the restaurant seating capacity _____

IF BUSINESS IS A CLUB: state number of members _____

Years at business location _____

IF BUSINESS IS A HOTEL: state number of rooms _____

Restaurant seating capacity _____

IS THIS APPLICATION A: ☐ New ☒ Renewal ☐ Transfer

IF THE APPLICANT IS A PARTNERSHIP, LLP, CORPORATION, OR LLC, COMPLETE THE FOLLOWING FOR EACH PARTNER/OFFICER:

Full Name (First Middle Last)	Title	Social Security #	Date of Birth	Address—Street/City/State/Zip

Are the applicants citizens of the United States?

☒ Yes ☐ No

NOV 29 2023

Have any of the applicants ever been convicted of a felony, gross misdemeanor or misdemeanor, including violation of a municipal ordinance but excluding minor traffic violations? ☐ Yes ☒ No

If yes, the date and place of conviction and nature of the offense _____

During the past year has a summons been issued to the licensee under the Civil Liquor Liability Law? ☐ Yes ☒ NoHave any of the applicants in the prior 5 years been convicted of a willful violation of a federal or state law or local ordinance governing the manufacture, sale, distribution, or possession for sale or distribution of alcoholic beverages? ☐ Yes ☒ NoHave any of the applicants hold a license from the Commissioner of MN as a manufacturer, brewer, or wholesaler of alcoholic beverages? ☐ Yes ☒ NoAre the taxes, assessments, or other financial claims against the property where the business is to be located paid to date with no delinquent balances due? ☒ Yes ☐ NoThe applicants must provide proof of financial responsibility by providing a Certificate of Insurance in the amount specified by the City Ordinance. Has this been provided? ☒ Yes ☐ No

APPLICANT'S OCCUPATIONS FOR PRIOR 3 YEARS: (if applicable, please complete for each officer or partner also. Use the back of this form if additional space is needed).

Employer	Occupation	Address	Phone
Self employed	owner/operator	233 Summit Ave W	218 835 6 20

Employer	Occupation	Address	Phone

Employer	Occupation	Address	Phone

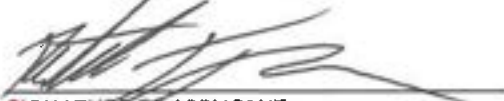
Applicants will present this request to the City Administrator's Office who will forward the application to a Committee for review. An investigation by the Blackduck Police Department will be conducted and the findings presented to the Committee. The Committee will present their recommendation to the City Council for action. The City will forward the required applications/paperwork to the Minnesota Department of Public Safety.

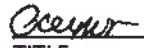
Cost of the license is currently: \$1700.00 for On Sale Intoxicating Liquor; \$150.00 for On Sale 3.2 Beer; \$150.00 for On Sale Wine annually. An investigation fee of \$50.00 will be charged when the application is submitted. If the City determines that further investigation is necessary the City may charge an additional investigation fee in an amount established by State Statute.

Applicants shall comply with all restrictions, limitations, and regulations for the sale of intoxicating liquor under the City Code and State Statutes.

☐ Please check this box if you are also applying for the Sunday Liquor License. An additional fee of \$200 for an annual Sunday Liquor License will be due.

I, hereby, under oath, state that the information contained in this application is true and correct to the best of my knowledge; that I have received a copy of the City of Blackduck City Code as it relates to intoxicating liquor; and that I will notify the City of Blackduck within 30 days should any of the information in this application change. I further acknowledge that the falsification of any information contained in this application or willful omission will be cause for denial of the license or for revocation of a license which has been issued.


SIGNATURE OF APPLICANT


TITLE

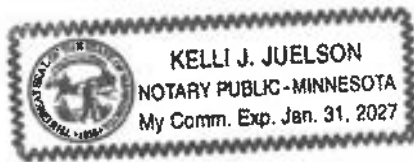
11-30-2023
DATE

STATE OF MINNESOTA)
) SS
COUNTY OF BELTRAMI)

CITY OF BLACKDUCK

NOV 30 2023

On this 29 day of November, 2023, before me, a Notary Public within aforesaid County, the applicant personally appeared before me and is known to be the person who completed this application and acknowledge that said application was signed of applicant's own free will and accord.




Notary Public

SIGNATURE OF APPLICANT

TITLE

DATE

STATE OF MINNESOTA)
) SS
COUNTY OF BELTRAMI)

On this _____ day of _____, _____, before me, a Notary Public within aforesaid County, the applicant personally appeared before me and is known to be the person who completed this application and acknowledge that said application was signed of applicant's own free will and accord.

Notary Public

CITY OF BLACKDUCK

CITY OF BLACKDUCK

CONSENT FOR THE RELEASE OF INFORMATION

NOV 29 2023

In Accordance with MSA 13.05, Subd. 4(d)

Patrick Tjepkes, authorize the Blackduck Police Department to release criminal history data, as defined by Minnesota Statute 13.87, Subd. 1 and driver's license and traffic record data to the City Administrator for the City of Blackduck and/or its agents and/or representatives. I understand that some of this data may be classified as private data under Minnesota Statutes and I hereby give my informed consent to release of that private data by the Blackduck Police Department to the City Administrator of the City of Blackduck and/or its agents and/or representatives.

This consent for the release of data is for the purpose of obtaining a license with the City of Blackduck. This information cannot be used for any other purposes.

This authorization may be revoked in writing by me at any time and in no event will it be valid for more than one year from the date below.


Signature of Individual Authorizing Release

11/28/2023
Date

Please complete the following:

Full Name: Patrick Raymond Tjepkes
FIRST FULL MIDDLE NAME LAST

Date of Birth: [REDACTED]

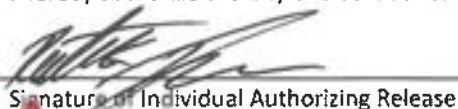
Driver's License Number and State: [REDACTED]

MN

Please list any other names you are or have been known by: _____

I certify that all statements by me on this form are true and complete. I understand that any false statements or omissions on this form shall be sufficient cause for rejection of my license application.

I hereby authorize the City of Blackduck to use this information to determine my suitability for obtaining a license.


Signature of Individual Authorizing Release

11/28/2023
Date



Minnesota Department of Public Safety
Alcohol and Gambling Enforcement Division (AGED)
445 Minnesota Street, Suite 1600, St. Paul, MN 55101-5133
Telephone 651-201-7525 Fax 651-297-5259 TTY 651-282-6555

Certification of an On Sale Liquor License, 3.2% Liquor license, or Sunday Liquor License

Cities and Counties: You are required by law to complete and sign this form to certify the issuance of the following liquor license types: 1) City issued on sale intoxicating and Sunday liquor licenses
2) City and County issued 3.2% on and off sale malt liquor licenses

Name of City or County Issuing Liquor License Blackduck License Period From: 01/01/2024 To: 12/31/2024

Circle One: New License License Transfer _____ Suspension Revocation Cancel _____
(former licensee name) (Give dates)

License type: (check all that apply) ☐ On Sale Intoxicating ☐ Sunday Liquor ☒ 3.2% On sale ☐ 3.2% Off Sale

Fee(s): On Sale License fee: \$ _____ Sunday License fee: \$ _____ 3.2% On Sale fee: \$ 150.00 3.2% Off Sale fee: \$ _____

Licensee Name: Patrick R. Tjepkes DOB [REDACTED] Social Security # [REDACTED]
(corporation, partnership, LLC, or Individual)

Zip Code 56630 County Beltrami Business Phone 218-835-6620 Home Phone _____

Business Trade Name Blackduck Lanes Business Address 233 Summit Ave W. City Blackduck

Licensee's Federal Tax ID # 26-1803742
(To apply call IRS 800-829-4933)

If above named licensee is a corporation, partnership, or LLC, complete the following for each partner/officer:

Home Address _____ City _____ Licensee's MN Tax ID # _____

Partner/Officer Name (First Middle Last)	DOB	Social Security #	Home Address
--	-----	-------------------	--------------

Partner/Officer Name (First Middle Last)	DOB	Social Security #	Home Address
--	-----	-------------------	--------------

Partner/Officer Name (First Middle Last)	DOB	Social Security #	Home Address
--	-----	-------------------	--------------

Intoxicating liquor licensees must attach a certificate of Liquor Liability Insurance to this form. The insurance certificate must contain all of the following:

- 1) Show the exact licensee name (corporation, partnership, LLC, etc) and business address as shown on the license.
- 2) Cover completely the license period set by the local city or county licensing authority as shown on the license.

☐ Yes ☒ No During the past year has a summons been issued to the licensee under the Civil Liquor Liability Law?

Workers Compensation Insurance is also required by all licensees: Please complete the following:

Workers Compensation Insurance Company Name: _____ Policy # _____

I Certify that this license(s) has been approved in an official meeting by the governing body of the city or county.

City Clerk or County Auditor Signature [Signature] Date 11-29-2023

ON SALE INTOXICATING LIQUOR LICENSEES ONLY, must also purchase a \$20 Retailer Buyers Card. To obtain the application for the Buyers Card, please call 651-201-7507, or visit our website at www.dps.mn.gov.



Minnesota Department of Public Safety
Alcohol and Gambling Enforcement Division
445 Minnesota Street, Suite 1600, St. Paul, MN 55101
651-201-7510 Fax 651-297-5259 TTY 651-282-6555
APPLICATION FOR COUNTY/CITY ON-SALE WINE LICENSE
(Not to exceed 24% of alcohol by volume)

CITY OF BLACKDUCK

NOV 29 2023

EVERY QUESTION MUST BE ANSWERED. If a corporation, an officer shall execute this application. If a partnership, LLC, a partner shall execute this application. To apply for MN sales Tax # call 651-296-6181

Workers compensation insurance company name _____ Policy Number _____
Licensee's MN sales and Use Tax ID # 9240716 Licensee's Federal Tax ID # 26-1803742

Applicants Name (Business, Partnerships, Corporation) Patrick R. Tjepkes		Trade Name or DBA Blackduck Lanes	
Business Address 233 Summit Avenue West		Business Phone 218-835-6620	Applicant's Home Phone
City Blackduck	County Beltrami	State MN	Zip Code 56630
Is this application ☒ New or a ☐ Transfer	If a transfer, give name of former owner		License Period From _____ To _____

If a corporation, give name, title, address and date of birth of each officer. If a partnership, LLC, give name, address and date of birth of each partner.			
Partner/Officer Name and title	Address	DOB	SSN
Partner/Officer Name and title	Address	DOB	SSN
Partner/Officer Name and title	Address	DOB	SSN
Partner/Officer Name and title	Address	DOB	SSN

CORPORATIONS			
Date of incorporation	State of incorporation	Certificate Number	Is corporation authorized to do business in Minnesota? ☐ Yes ☐ No
If a subsidiary of another corporation, give name and address of parent corporation			

BUILDING AND RESTAURANT			
Name of building owner <u>Patrick R. Tjepkes</u>		Owner's address <u>233 Summit Ave W Blackduck mn 56630</u>	
Are property taxes delinquent? ☐ Yes ☒ No	Has the building owner any connection, direct or indirect with the applicant? ☒ Yes ☐ No	Restaurant seating capacity <u>44</u>	Hours food will be available <u>4pm-9pm</u>
Number of restaurant employees <u>0</u>	Number of months per year restaurant is open <u>12</u>	Will food service be the principal business? ☒ Yes ☐ No	
Describe the premises to be licensed <u>bowling alley center, restaurant</u>			
If the restaurant is in conjunction with another business (resort etc.), describe business <u>bowling center</u>			

NO LICENSE WILL BE APPROVED OR RELEASED UNTIL THE \$20 RETAILER ID CARD FEE IS RECEIVED BY AGED

- ☒ Yes ☐ No Has the applicant or associates been granted an on-sale malt liquor (3.2) and/or a "set-up" license in conjunction with this wine license?
- ☐ Yes ☒ No Is the applicant or any of the associates in this application a member of the county board or the city council, which will issue this license? If yes, in what capacity? _____
(if the applicant is the spouse of a member of the governing body, or another family relationship exists, the member shall not vote on this application.)
- ☐ Yes ☒ No During the past license year, has a summons been issued under the liquor civil liability (Dram Shop)(M.S. 340A.802). If Yes, attach copy of the summons.
- ☐ Yes ☒ No Has applicant, partners, officers or employees ever had any liquor law violations in Minnesota or elsewhere. If so, give names, dates, violations and final outcome details.

☐ Yes ☒ No Does any person other than the applicants, have any right, title or interest in the furniture, fixtures or equipment in the licensed premises? If yes, give names and details.

☐ Yes ☒ No Have the applicants any interests, directly or indirectly, in any other liquor establishments in Minnesota? If yes, give name and address of establishment.

I CERTIFY THAT I HAVE READ THE ABOVE QUESTIONS AND THAT THE ANSWERS ARE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE.


Signature of Applicant

11/28/2023
Date

The licensee must have one of the following:

☒ Liquor liability insurance (Dram Shop) \$50,000 per person; \$100,000 more than one person; \$10,000 property destruction; \$50,000 and \$100,000 for loss of means of support. Attach "**CERTIFICATE OF INSURANCE**" to this form.

☐ A surety bond from a surety company with minimum coverage as specified above in.

☐ A certificate from the state treasurer that the licensee has deposited with the state, trust funds having a market value of \$100,000 or \$100,000 in cash or securities.

IF LICENSE IS ISSUED BY THE COUNTY BOARD, REPORT OF COUNTY ATTORNEY

☒ Yes ☐ No I certify that to the best of my knowledge the applicants named above are eligible to be licensed. If no, state reason.

Signature County Attorney

County

Date

REPORT BY POLICE OR SHERIFF'S DEPARTMENT

This is to certify that the applicant and the associates, named herein have not been convicted within the past five years for any violation of laws of the State of Minnesota, Municipal or County ordinances relating to intoxicating liquor, except as follows:

Signature

Department and Title

Date

IMPORTANT NOTICE

ALL RETAIL LIQUOR LICENSEES MUST REGISTER WITH THE ALCOHOL, TOBACCO TAX AND TRADE BUREAU.
FOR INFORMATION CALL 513-684-2979 OR 1-800-937-8864

A \$30.00 service charge will be added to all dishonored checks. You may also be subjected to a civil penalty of \$100.00 or 100 % of the value of the check, whichever is greater, plus interest and attorney fees.



CITY OF BLACKDUCK
NOV 29 2023

MINNESOTA DEPARTMENT OF PUBLIC SAFETY
DRIVER AND VEHICLE SERVICES

445 Minnesota Street, Suite 186
Saint Paul, MN 55101-5186
Phone: (651) 201-7800 Fax: (651) 297-1480
Web: dvs.dps.mn.gov Email: DVS.DealerQuestion@state.mn.us

OFFICE USE ONLY

DEALER NUMBER:

DATE RECEIVED: 11-29-2023

COUNTY: Beltrami

AREA: Blackduck

INITIALS: CR

Certification of Compliance with Minnesota Worker's Compensation Law

This certification must accompany an application for a Minnesota Motor Vehicle Dealer's License

Minnesota Statutes, section 176.182 requires every state and local licensing agency to withhold the issuance or renewal of a license or permit to operate a business or engage in an activity in Minnesota until the applicant certifies that they are in compliance with the workers' compensation coverage requirements outlined in section 176.

If the required information is not provided or is falsely stated it shall result in a \$2,000 penalty assessed against the applicant by the commissioner of the Department of Labor and Industry.

You are required to fill the below portion out.

A valid workers' compensation policy must be kept in effect at all times by employers as required by law.

License or Certificate Number (if Applicable)	Business Telephone Number	Alternate Telephone Number	
Dealership Name			
DBA ("doing business as" or "also known as" an assumed name,) if applicable:			
Business address (must be physical street address, no P.O. Boxes)	City	State	Zip code
County	Email Address		

Workers' Compensation Insurance Policy Information

Insurance Company Name (Not the insurance agent)	NAIC Number	
Policy Number	Effective Date	Expiration Date

Exemption

I am not required to have workers' compensation liability coverage because (please check one):

☒ I have no employees. (See [Minnesota Statute § 176.011, subd. 9](#) for the definition of an employee.)

☐ I am self-insured (attach permit to self insure).

☐ I have no employees who are covered by the workers' compensation law (spouse, parents, children)

I certify that the information provided above is accurate and complete. I understand that if I have employees (who are not a spouse, parent, or child), valid workers' compensation policy will be kept in effect at all times as required by law.

Print Name: Patrick R. Tiepkes		
Applicant Signature (Required): 	Title: owner / operator	Date: 11/28/2023

Note: You must notify the authority issuing your license if there is any change to your workers' compensation insurance information or an employee status change by resubmitting this form. This material can be made available in different forms, such as large print, Braille or audio.

State of Minnesota
County of Beltrami
City of Blackduck

NOV 30 2023

AFFIDAVIT OF PAST BEER SALES AMOUNTS

Patrick Tjepkes and Leah Luukkainen

Bring first duly sworn, depose and say that they are applicant for an 3.2 on sale beer license from the city of Blackduck and accountant for applicant respectively, that under Minnesota statutes section 340A .409, applicant is not required to carry Dram Shop Insurance or otherwise demonstrate proof of financial responsibility, because sales of beer at the licensed premises in the two immediately preceding license years have amounted to \$ 7491.50 during the license year ending December 31, 2022 and \$ 3518.27 during the months of the most recent license year beginning January 1, 2023 and ending December 31, 2023.

Accountant represents that the business practices and account records of the applicant are adequate to demonstrate accurately the total amount of the applicant's beer sales during each license year. Applicant and accountant agree to certify to the city, at no cost to the city, at the end of the license year, the actual amount of the applicant's beer sales

Subscribed and sworn to me this

29th day of November, 2023

Patrick Tjepkes
Applicant

Leah Luukkainen
Accountant for Applicant

Note:

Subd. 4. **Insurance not required.** Subdivision 1 does not apply to licensees who by affidavit establish that:

- (1) they are on-sale 3.2 percent malt liquor licensees with sales of less than \$25,000 of 3.2 percent malt liquor for the preceding year;
- (2) they are off-sale 3.2 percent malt liquor licensees with sales of less than \$50,000 of 3.2 percent malt liquor for the preceding year;
- (3) they are holders of on-sale wine licenses with sales of less than \$25,000 for wine for the preceding year; or
- (4) they are holders of temporary wine licenses issued under law.

Retail "On Sale"

CITY OF BLACKDUCK

NOV 29 2023

State of Minnesota
County of Beltrami
City of Blackduck

To the Council of the City of Blackduck, State of Minnesota:

Blackduck Bowling Lanes hereby applied for a license for a term of one year from the 1st day of January, 2024, to sell

At Retail Only 3.2 Malt Liquor

As the same are defined by law, for consumption "ON" these certain premises in the City of Blackduck described as follows, to wit:

Blackduck Bowling Lanes located at 233 Summit Avenue West .

at which place said applicant operates the business of recreational bowling and selling of beverages at retail and to that end represent and State as follows:

That said applicant(s) are citizen(s) of the United States; of good moral character and repute; and have attained the age of 21 years of age; that they are the proprietor(s) of the establishment for which the license will be issued if this application is granted.

That said applicant(s) make this application pursuant and subject to all laws of the State of Minnesota and the ordinances and regulations of said city applicable thereto, which are hereby made a part hereof, and hereby agree to observe the same.

Each applicant further states that they are not now the holder of, nor have they made the application for, nor do they intend to make application for a Federal Retail Dealer's Special tax stamp for the sale of intoxicating liquor.

11/28/2023

Date


Signature of Applicant(s)

**A Fee of \$150.00 must
accompany this application**

233 Summit Ave W Blackduck mn 56630
Address



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

2/15/2023

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 LARSON INSURANCE OF ALEXANDRIA 415 BROADWAY ALEXANDRIA MN 56308	CONTACT NAME: Cami R Schwantz PHONE: (320) 763-6916 FAX: (320) 763-7675 E-MAIL: cami@larsoninsurance.com ADDRESS: INSURER(S) AFFORDING COVERAGE INSURER A: Auto-Owners Insurance Co. NAIC # 18988 INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:
---	---

COVERAGES

CERTIFICATE NUMBER: CL2321506451

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 SUBR	POLICY NUMBER	POLICY EFF	POLICY EXP	LIMITS
A	☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: ☒ POLICY ☐ PROJECT ☐ LOC OTHER: AUTOMOBILE LIABILITY ☐ ANY AUTO ☐ ALL OWNED AUTOS ☐ HIRED AUTOS ☐ SCHEDULED AUTOS ☐ NON-OWNED AUTOS UMBRELLA LIAB ☐ OCCUR EXCESS LIAB ☐ CLAIMS-MADE DED ☐ RETENTION \$ WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below Y/N ☐ N/A		08339849	3/12/2023	3/12/2024	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 1,000,000 PRODUCTS - COMPI/OP AGG \$ 1,000,000 Hired & Non-owned auto \$ 1,000,000 COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$ EACH OCCURRENCE \$ AGGREGATE \$ \$ PER T A L T OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
A	liquor Liability		08339849	3/12/2023	3/12/2024	limit 1,000,000

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

*** LIQUOR IS CONTINUOUS UNTIL CANCELED

location: 233 Summit Ave SW, Blackduck, MN 56630

CERTIFICATE HOLDER

christinaregas@blackduckmn.cc

City of Blackduck
PO Box 380
8 Summit Ave NE
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

Cami R Schwantz/CRS

© 1988-2014 ACORD CORPORATION. All rights reserved.

ACORD 25 (2014/01)

INS025 (201401)

The ACORD name and logo are registered marks of ACORD

City of Blackduck Analytics Report

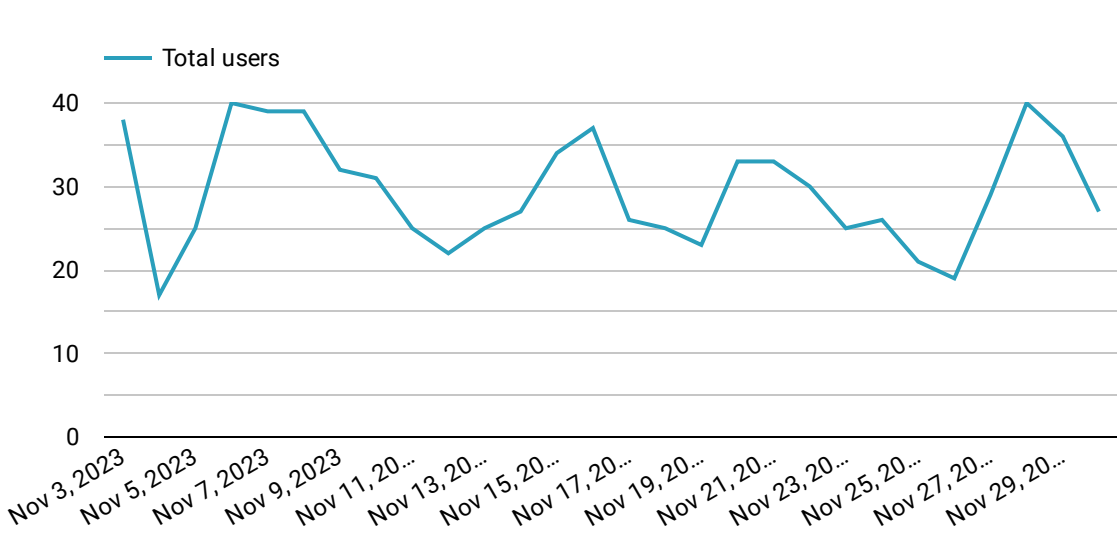
Country ▾

Region ▾

Device category ▾

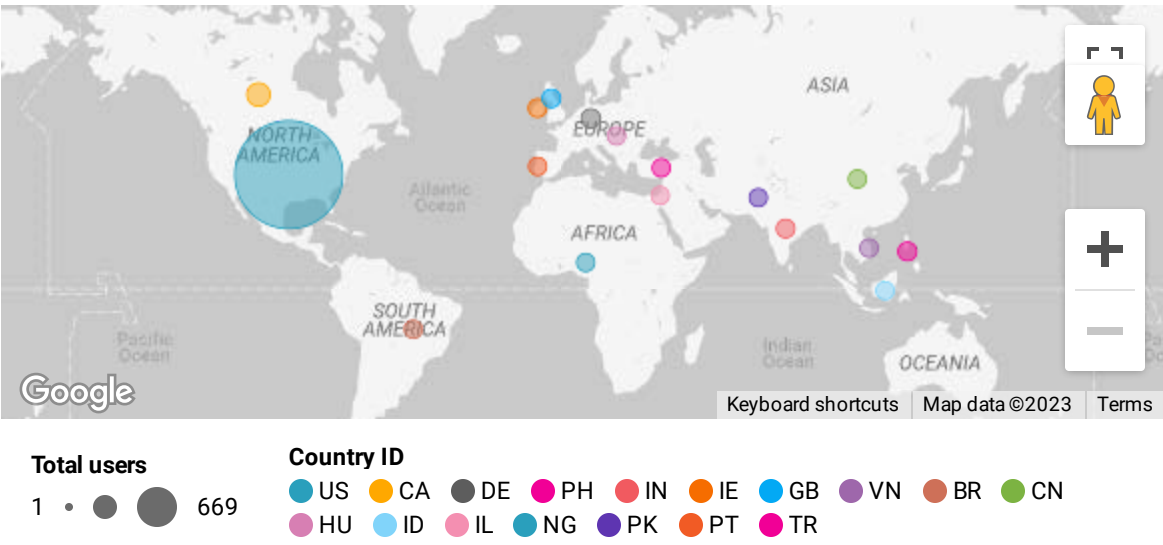
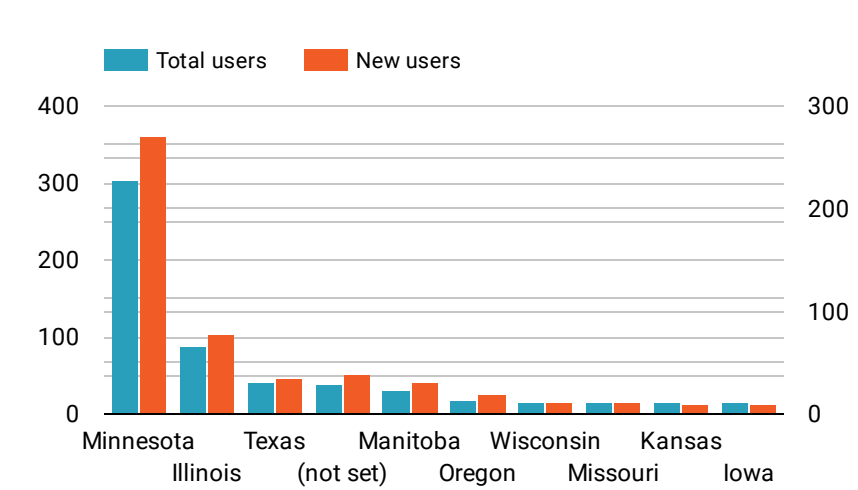
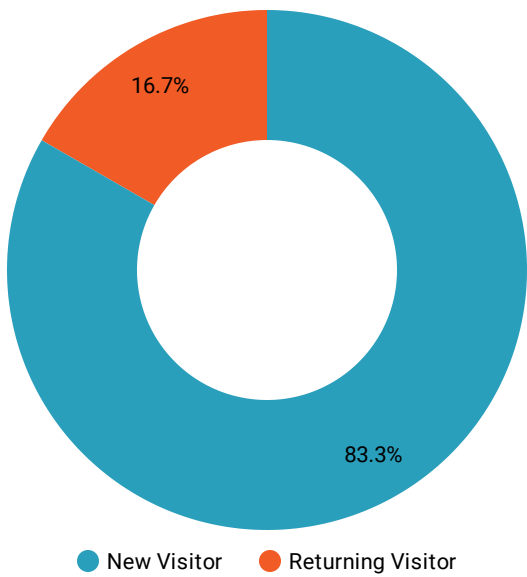
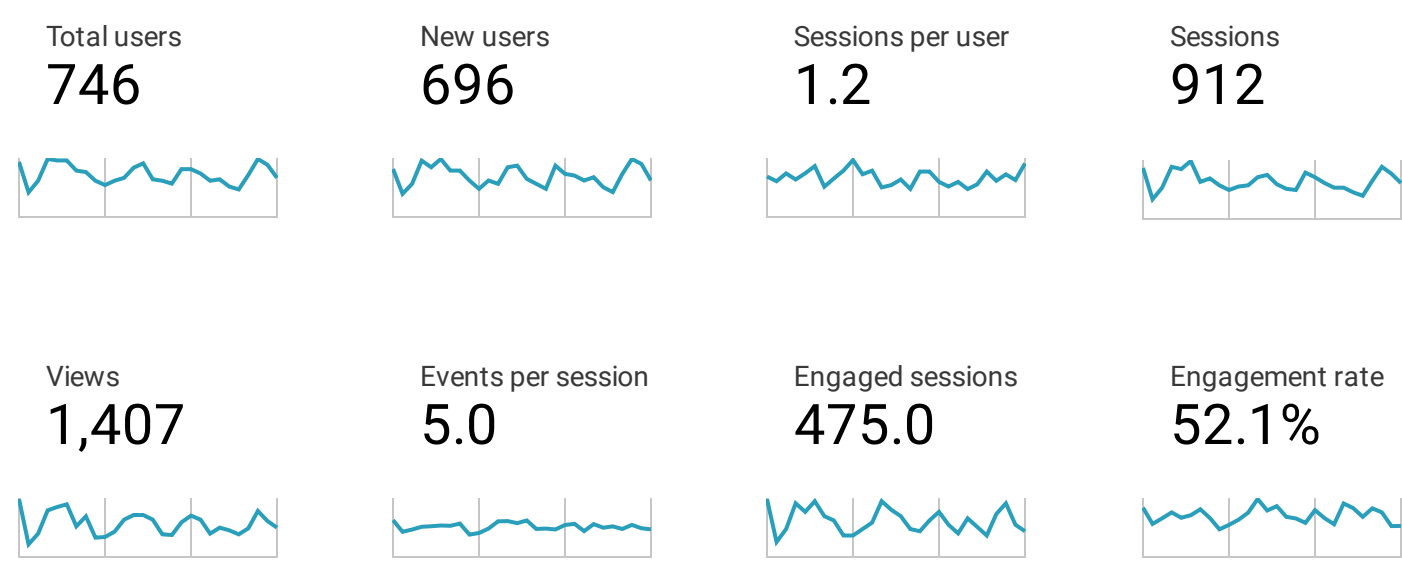
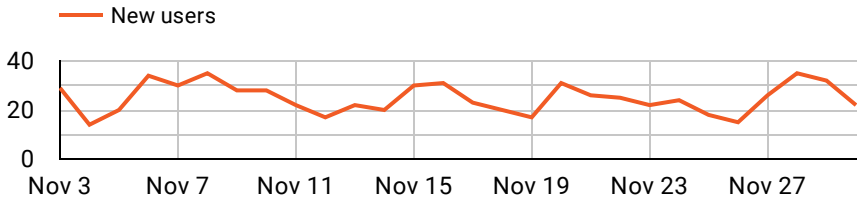
Session campaign ▾

Nov 1, 2023 - Nov 30, 2023 ▾



	First user source	Total users ▾	New users
1.	google	437	406
2.	(direct)	212	199
3.	bing	40	37
4.	youtube.com	21	21

1 - 21 / 21

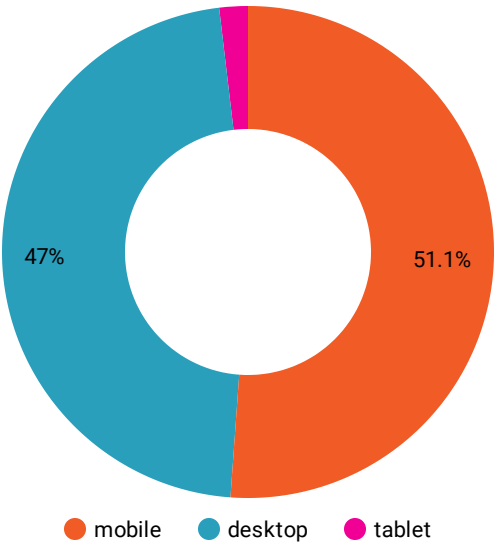


	Region	Total users ▾	New use...
1.	Minnesota	305	271
2.	Illinois	89	78
3.	Texas	41	35
4.	(not set)	38	38
5.	Manitoba	31	31
6.	Oregon	19	19
7.	Wisconsin	16	12
8.	Missouri	16	11

1 - 68 / 68

	Country	Total users ▾	New users
1.	United States	669	620
2.	Canada	40	40
3.	Germany	9	9
4.	Philippines	5	5
5.	Ireland	4	4

1 - 17 / 17



Device category		Total users ▾
1.	mobile	382
2.	desktop	351
3.	tablet	14

Page path		Views ▾	Average Engagment Time
1.	/	548	00:00:12
2.	/city-hall/	117	00:00:21
3.	/contact-us/	85	00:00:17
4.	/employment/	68	00:00:23
5.	/public-officials/	58	00:00:22
6.	/meeting-minutes-agenda/	55	00:00:18
7.	/city-ordinances/	51	00:00:06

1 - 40 / 40<>

Beltrami County, MN
No Delinquent Taxes and Transfer Entered: 12/05/2023
Certificate of Real Estate Value () Filed (X) Not Required
Certificate of Real Estate Value Number: N/A
Certificate of Real Estate Value Date: N/A
JoDee Trout by EF
County Auditor/Treasurer Deputy
Parcel: 68.70000.02

OFFICE OF COUNTY RECORDER
COUNTY OF BELTRAMI, MINNESOTA
THIS IS TO CERTIFY
THAT THIS INSTRUMENT
WAS FILED IN THIS
OFFICE ON 12/05/2023 AT
09:24 AM BY DOCUMENT NUMBER
A000619386
By: ER
CHARLENE D. STURK
COUNTY RECORDER
WELL CERT RECEIVED: Y
WELL CERT NOT REQUIRED: N
PAGES: 5
Electronically Recorded Document

CORRECTIVE QUITCLAIM DEED

Well Certificate No. 1077419

STATE DEED TAX DUE HEREON: \$ 0.00

C.S. 0410 (71=4) 901

Parcel 200

County of Beltrami

License No. 2022-0002

This Deed is given to add Restrictive Language and
well certificate in that certain deed dated October 3, 2023
and recorded October 4, 2023, as Document Number A000618233

The State of Minnesota having heretofore acquired in fee the real estate
hereinafter described for trunk highway purposes, and the Commissioner of Transportation of
said State having determined that the same is no longer needed;

Now, therefore, upon said determination and pursuant to Minnesota Statutes
Section 222.63, the State of Minnesota, by Nancy Daubenberger, its Commissioner of
Transportation, Grantor, for and in consideration of the sum of nineteen thousand five
hundred and no/100 Dollars (\$19,500.00) paid to the State for deposit in the trunk highway
fund, does hereby release, quitclaim and convey to City of Blackduck, a municipal
corporation under the laws of the state of Minnesota, Grantee, for public purposes, all its
interest in and to the real estate in Beltrami County, Minnesota, described as follows:

That part of Tract A described below:

Tract A. That part of Burlington Northern Railroad Company's 400.0 foot wide Station
Ground Property at Black Duck, Minnesota, being 150 feet wide on the
northwesterly side and 250.0 feet wide on the southeasterly of said Railroad
Company's Main Track centerline upon, over and across the Southeast Quarter
of the Northeast Quarter and the Southeast Quarter of the Northeast Quarter of
the Northeast Quarter of Section 13, Township 149 North Range 31 West,
bounded between two lines drawn at right angles to said Main Track centerline
distant respectively 3,241.0 feet and 1,241.0 feet Southwesterly of the North line
of Section 18, Township 149 North, Range 30 West as measured along said
Main Track centerline;

which lies between two lines that run parallel with and distant 15 feet and 150 feet
northwesterly of the following described line; Beginning at the point of termination of Line 1
described below; thence northeasterly for 590 feet along said Line 1 and there terminating;

together with that part of Tract A hereinbefore described, which lies between two lines that
run parallel with and distant 85 feet and 250 feet southeasterly of the following described line;
Beginning at the point of termination of Line 1 described below; thence northeasterly along
said Line 1 for 650 feet and there terminating;

Line 1. Beginning at the intersection of the North line of said Section 18 and the
centerline of the said Main Track; thence southwesterly along said Main Track
for 3,091 feet and there terminating;

containing 4.47 acres, more or less.

THE ABOVE DESCRIBED REAL PROPERTY IS SUBJECT TO THE RIGHTS OF EXISTING UTILITIES, IF ANY, AS PROVIDED IN MINNESOTA STATUTES §161.45 SUBDIVISION 3.

The Grantee for itself, its successors in interest, and assigns, as a part of the consideration hereof, does hereby covenant and agree as a covenant running with the land that:

In the event facilities are constructed, maintained, or otherwise operated on the property described in this deed for a purpose for which a Grantor activity, facility, or program is extended or for another purpose involving the provision of similar services or benefits, the Grantee will maintain and operate such facilities and services in compliance with all requirements imposed by the Acts and Regulations relative to nondiscrimination in federally-assisted programs of the United States Department of Transportation, Federal Highway Administration, (as may be amended) such that no person on the grounds of race, color, national origin, sex, age, disability, income-level, or limited English proficiency will be excluded from participation in, denied the benefits of, or be otherwise subjected to discrimination in the use of said facilities.

This conveyance is subject to the following restrictions and conditions:

a. The following environmental covenant:

"As used in the paragraphs below,

"Claims" means any and all liabilities, suits, claims, cross claims, counterclaims, causes of action, demands, penalties, debts, obligations, promises, acts, fines, judgments, damages, consequential damages, losses, costs, and expenses of every kind (including without limitation any attorney's fees, consultant's fees, costs, remedial action costs, cleanup costs and expenses which may be related to any claims;

"Environmental Law" means all federal, state and local laws, statutes, ordinances, regulations, standards, rules, policies, common law rule and other binding and non-binding governmental requirements in effect on the date of this deed or adopted or modified after the date of this deed, and any judicial or administrative interpretation thereof having the force and effect of law, including, without limitation, any applicable judicial or administrative order, consent decree, judgment, order or requirement conferring rights or imposing duties at common law (including without limitation the common law respecting nuisance and tortious liability) relating in any way to the environment, natural resources, plants and animals, and human health and safety, including without limitation, the Comprehensive Environmental Response Compensation and Liability Act, 42 U.S.C. § 9601, et seq.; the Resource Conservation and Recovery Act, 42 U.S.C. § 6901, et seq.; Minn. Stat. § 115B.01, et seq.; The Clean Water Act, 33 U.S.C. § 1251, et seq.; the Clean Air Act, 42 U.S.C. § 7401, et seq.; the Toxic Substances Control Act, 15 U.S.C. § 2601, et seq.; the Federal Insecticide, Fungicide, and Rodenticide Act, 7 U.S.C. § 136, et. seq.; the Atomic Energy Act, 42 U.S.C. § 2011, et seq.; the Hazardous Materials Transportation Act, 49 U.S.C. § 5101, et seq.; the Endangered Species Act, 16 U.S.C. § 1531 et seq.; and any similar or comparable state or local law; and

"Hazardous substance" means any pollutant, contaminant, hazardous substance or waste, solid waste, petroleum product, distillate, or fraction, radioactive material, chemical known to cause cancer or reproductive toxicity, polychlorinated biphenyl or any other chemical, element, compound, chemical mixture, substance or material listed or identified in or regulated by any Environmental Law.

Grantee, for itself and its successors and assigns, agrees that by accepting this deed Grantee has had the opportunity to inspect the property and is not relying on any representations or warranties, express or implied, of any kind whatsoever from the Grantor as to any matters concerning the property, including, but not limited to, the physical condition of the property and any defects thereof, zoning status, tax consequences of this transaction, utilities, operating history or projections, valuation, governmental approvals, the presence of any Hazardous Substances in, on, under, or in proximity to the property; the condition or existence of any above ground or underground structures or improvements, including tanks, transformers, and asbestos or lead containing structures or materials in, on or under the property, the condition of title to the property and the leases, easements, permits, orders, licenses, or other agreements, affecting the property. Grantee acknowledges that Hazardous Substances may be on, at, under, or emanating from and in proximity to the property, which may or may not be in violation of Environmental Laws, and that Grantee's investigation may not have discovered or disclosed all such Hazardous Substances or violations or the extent thereof. AS SUCH, GRANTEE ACCEPTS AND IS AWARE THAT GRANTEE IS ACQUIRING THE PROPERTY ON AN "AS-IS WITH ALL FAULTS" BASIS WITH ANY AND ALL PATENT AND LATENT DEFECTS, INCLUDING THOSE RELATING TO, ASSOCIATED WITH, OR ARISING FROM THE ENVIRONMENTAL CONDITION OF THE PROPERTY, AND THAT GRANTEE IS NOT RELYING ON ANY REPRESENTATIONS OR WARRANTIES, EXPRESS OR IMPLIED, OF ANY KIND WHATSOEVER FROM THE GRANTOR AS TO ANY MATTERS CONCERNING THE PROPERTY.

Grantee, in full acknowledgement and awareness of such risks shall defend (with counsel acceptable to the Grantor, consistent with Minn. Stat. § 8.06), indemnify, hold harmless and hereby waives, releases and discharges forever the Grantor (and its officers, directors, employees, agents and contractors, successors and assigns) from any and all present, past, or future Claims, and any and all damages, losses, injury, liability or costs, including fines, penalties and judgments, and attorneys' fees and court costs (collectively, "Damages") whether known or unknown, arising from or in any way related to the condition of the property, any patent or latent defects or alleged or actual presence, use, storage, generation, manufacture, transport, release, leak, spill, disposal or other handling of any Hazardous Substances in, on or under the property. Grantee's release and indemnity to the Grantor includes any and all such Claims and Damages whether based in contract, tort, strict liability or Grantor's past, present, sole, concurrent, or contributory negligence as operator, owner, lessor, or landlord. Losses shall include without limitation (a) the cost of any investigation, removal, remedial or other response that is required by any

Environmental Law, that is required by judicial order or by order of or agreement with any governmental authority, or that is necessary or otherwise is reasonable under the circumstances, (b) losses for injury or death of any person, (c) losses arising under any Environmental Law enacted in the future, and (d) and losses for property damage including diminution in value thereof. This indemnity specifically includes the obligation of Grantee to remove, close, remediate, reimburse or take other actions requested or required by any governmental agency concerning any Hazardous Substances on the property.

Grantee agrees not to sue or to assert any Claim against the Grantor arising out of the release of a Hazardous Substance or a pollutant or contaminant occurring on or in the property pursuant to any right of contribution or indemnification provided by any state or federal statutory or common law including, but not limited to Environmental Laws and any other federal, state, local governmental statute, regulation or ordinance, the subject of which is the protection of human health, safety, natural resources, or the environment now in existence or hereafter enacted.

If Grantee causes or allows the property to become contaminated in any manner by a Hazardous Substance or a pollutant or contaminant, Grantee will defend (with counsel acceptable to the Grantor, consistent with Minn. Stat. § 8.06), indemnify and hold harmless the Grantor. If Grantee causes or permits the release or threatened release of any Hazardous Substance or pollutant or contaminant on or in the property, Grantee shall promptly, at no expense to the Grantor, take any and all actions necessary to return the property to a condition that is in accordance with all applicable federal, state, and local laws and regulations.

The Grantee, by acceptance of this quitclaim deed, hereby covenants and agrees that these covenants shall run with the land and be binding upon the Grantee, its successors and assigns."

The Property and all improvements, if any, are being conveyed as-is and where-is.

Dated this 21 day of November, 2023.

STATE OF MINNESOTA

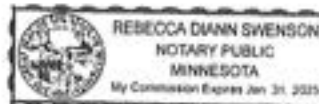
By


(Commissioner of Transportation of Transportation)
(Director of the Office of Land Management)
(Assistant Director of the Office of
Land Management)
Seal of the Commissioner of Transportation

STATE OF MINNESOTA)
) ss.
COUNTY OF RAMSEY)

On this 21 day of November, 2023, before me, a Notary Public within and for said County, personally appeared Joseph D. Pignato, to me personally known to be the person who executed the foregoing instrument and who did say that they are the (Commissioner of Transportation) (Director of the Office of Land Management and duly authorized agent of the Commissioner of Transportation) (Assistant Director of the Office of Land Management and duly authorized agent of the Commissioner of Transportation) of the State of Minnesota and acknowledged that they executed the foregoing instrument and caused the seal of the Commissioner of Transportation to be affixed thereto, by authority of Minnesota Statutes, Section 222.63, and as the free act and deed of said State.





My Commission expires: Jan. 31, 2025

This instrument was drafted by the
State of Minnesota, Department of
Transportation, Legal and Property
Management Unit,
St. Paul, MN 55155-1800

Send Tax Statement to:
City of Blackduck
8 Summit Ave E
PO Box 380
Blackduck, MN 56630

Beltrami County, MN

Deed Tax Exempt

JoDee Treat

County Auditor/Treasurer

18.70000.02

by EF

Deputy



Truth in Taxation Public Hearing Blackduck City Hall December 11th, 2023 @ 6:15 P.M.

Respectfully Submitted by: Christina Regas City of Blackduck Administrator

The purpose of Truth and Taxation is to discuss the proposed property tax levy for the tax payable year 2024 and the proposed budget for the year 2024. This public hearing is held to discuss and seek public comment on the city's 2023 general fund budget and 2024 property tax levy. The City of Blackduck must certify its final payable 2024 property tax levy to the county auditor no later than December 28th, 2023 (*MN Statute §275.065*).

The following documentation outlines the following:

1. City of Blackduck 2024 Levy
2. LGA payment from the State of Minnesota
3. Tax Base for the City
4. 2024 General Fund expenditures and revenue sources.

The 2024 general fund budget does not balance and it will need an increase in the property tax levy. Therefore, the tax levy will remain as suggested in September in the amount of \$407,705.00.

PROPERTY TAXES

2023 Property Taxes
\$373,941.00
Proposed 2024 Property Taxes
\$407,705.00
(15% = Debt Service & 85% to General Fund)
Change from 2023-2024
9.0%

This does **NOT** translate to a 9.0% increase for all tax payers.

Average home valued at \$100,000 (*with full homestead exclusion*)

pays \$644/year in City taxes (*decrease of \$15*)

Why is Blackduck high?

A large percentage of property is classified as nontaxable:

Blackduck School; Government buildings; & Non-profits (Churches)

LOCAL GOVERNMENT AID

Local Government Aid (LGA) is a state aid to local governments. For aids payable in 2024, the calculation of formula aid (aid increase) was the unmet need in the current year less the certified aid in the previous year multiplied by the aid gap percentage. For aids payable in 2024 and thereafter, the total aid for a city must not be less than the amount it was certified to receive in the previous year minus the lesser of \$10 multiplied by its population, or 5% of its net levy in the year prior to the aid distribution. The following is an explanation of the variables used to calculate the city’s 2024 LG certified amount certified on July 31, 2023.

1. Transformed Population: Transformed population is equal to the logarithm to the base 10 of the population. It is used in the need factor formula for small cities. *(City of Blackduck transformed population = 2.92)*
2. Pre-1940 housing units: this is the total number of housing units in Blackduck that were constructed before 1940 according to the 2021 Federal Census. It is used in the need factor formulas for medium and large cities. *(City of Blackduck Pre-1940 Housing units = 99)*
3. Peak Population decline: this is the decline (if any) of the City of Blackduck population from its highest population in a decennial census from 1970 or later. *(City of Blackduck peak population decline = .59%)*
4. Commercial Industrial Utility (CUI) percentage: the commercial industrial utility percentage is the share of the City of Blackduck’s tax base classified as class 3 property and is used as a need factor in the formula for medium and large cities. *(City of Blackduck CUI = 24.119310%)*
5. Population age 65 and over (City Age Index): the City age index is the share of the City of Blackduck’s population aged 65 and older. It is used in the need factor population for large cities. *(City of Blackduck Age Index = 20.14)*
6. Tax Effort Rate: This is the net levy for all cities divided by the sum of the city net tax capacity for all cities. The tax effort rate is the same for all city calculations. *(City of Blackduck Tax Effort Rate = .420136)*
7. City Revenue Need: City revenue need is defined in three separate calculations based on population. *(City of Blackduck population estimate is 845 for April 1, 2022)*
 - a. Small Cities: The formula for cities with a population less than 2,500 is:
 - i. $196.487 + (220.877 \times 2.92)$ *(City of Blackduck revenue need is \$842.39)*
8. Unmet Need: is the difference between (1) its city revenue need multiplied by its population, and (2) its city net tax capacity multiplied by the tax effort rate. *(City of Blackduck unmet need is \$556,101)*
9. Formula Aid: (aid increase) for a city is equal to the difference between its current unmet need and its certified aid in the previous year multiplied by the aid gap percentage.

The following chart includes the history of LGA received by the City of Blackduck. Blackduck receives LGA in two equal payments on July 20 and December 26. The City of Blackduck is anticipating receiving \$323,445.00 for the budget year 2024. This equates to an increase of \$33,053.

2019	2020	2021	2022	2023	2024	Over 2023
\$254,282.00	\$268,858.00	\$278,534.00	\$283,737.00	\$290,392.00	\$323,445.00	10.2%

TAX BASE INFORMATION – what affects my taxes?

Estimated Market Value -

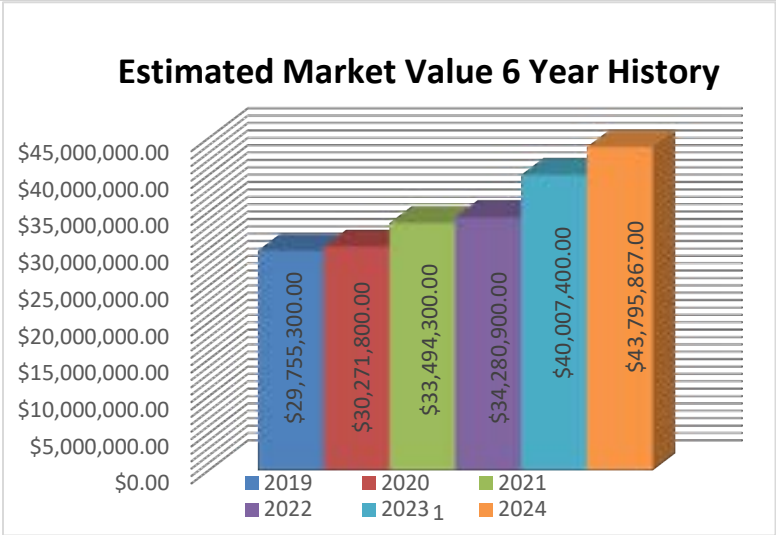
The property tax system is a continuous cycle, but it effectively begins with the estimation of property *market values* by local assessors. Assessors attempt to determine the approximate selling price of each parcel of property based on the current market conditions. Along with the market value determination, a *property class* is ascribed to each parcel of property based on the use of the property. The property classification system defines the *tax capacity* of each parcel as a percentage of each parcel’s market value.

The Estimated Market Value is Beltrami County Assessor’s estimate of what property would be worth on the open market if sold. The most common factor that results in an increase in an individual parcel’s tax is the change in the parcel’s estimated market value. The market value is set on Jan. 2 of the year before taxes are payable. Below is a five-year history of the City of Blackduck EMV (*Estimated Market Value*) & TMV (*Taxable Market Value*). As you can see below “Pay 2024” the City of Blackduck EMV has increased marking a steady tread of increased value.

Estimated Market Value History

Pay 2019	Percent +/-	Pay 2020	Percent +/-	
EMV 2018	Over 2017	EMV 2019	Over 2018	
\$29,755,300.00	-1.41%	\$30,271,800.00	1.71%	
Pay 2021	Percent +/-	Pay 2022	Percent +/-	
EMV 2020	Over 2019	EMV 2021	Over 2020	
\$33,494,300.00	9.62%	\$34,280,900.00	2.29%	
Pay 2023	Percent +/-	Pay 2024	Percent +/-	
EMV 2022	Over 2021	EMV 2023	Over 2022	
\$40,007,400.00	14.31%	\$43,795,867.00	8.65%	

Estimated Market Value 6 Year History



Net Tax Capacity -

The next step in calculating the tax burden for a parcel involves the determination of each local unit of government's *property tax levy*. The *total tax capacity* is computed by first aggregating the tax capacities of all parcels within the city, then the taxable tax capacity is used to determine the *local tax rates*. The city tax rate is computed by dividing the city levy (*minus the fiscal disparities distribution levy, if applicable*) by the taxable tax capacity. The sum of the tax rates for all taxing authorities that levy against a single property produces the total local tax rate. This total local tax rate is then used to determine the overall tax burden for each parcel of property by multiplying the parcel's tax capacity by the total local tax rate. Below is a review of how the net tax capacity of the city may affect an individual's tax burden:

2024 Property Tax and 5-year Comparison						
	2019	2020	2021	2022	2023	2024 - Proposed
Net Tax Capacity	\$300,416.00	\$301,958.00	\$336,639.00	\$344,156.00	\$407,306.00	\$452,212.00
Levy Amount	\$179,372.00	\$224,964.00	\$230,148.00	\$256,009.00	\$318,564.00	\$345,187.00
Total Debt Amount	\$72,594.00	\$78,444.00	\$75,718.00	\$85,150.00	\$55,377.00	\$60,517.00
Mill Rate	84.00%	100.00%	91.00%	99.00%	92.00%	90.00%
Sample Tax	\$602.00	\$721.00	\$652.00	\$711.00	\$659.00	\$644.00

Taxable Market Value -

The Taxable Market Value is the Estimated Market Value less any credits (*Veterans Credit, Market Value Exclusion Credit, Ag Credit, etc.*). When taxable market value decreases the tax burden to property owners will increase. Whenever we increase our market value (*build a new home and/or a new business*) the tax burden to property owners decreases. As you can see below "Pay 2024" the City of Blackduck TMV has increased over 2023. A continued strong market value increase may affect the tax burden to property owners.

Taxable Market Value History

Pay	% +/-	Pay	% +/-	
2019	Over 2018	2020	Over 2019	
\$25,498,500.00	0.7%	\$25,204,000.00	-1.2%	
Pay	% +/-	Pay	% +/-	
2021	Over 2020	2022	Over 2021	
\$28,233,800.00	10.7%	\$29,743,300.00	5.08%	
Pay	% +/-	Pay	% +/-	
2023	Over 2022	2024	Over 2023	
\$35,340,589.00	15.84%	\$39,933,131.00	11.50%	

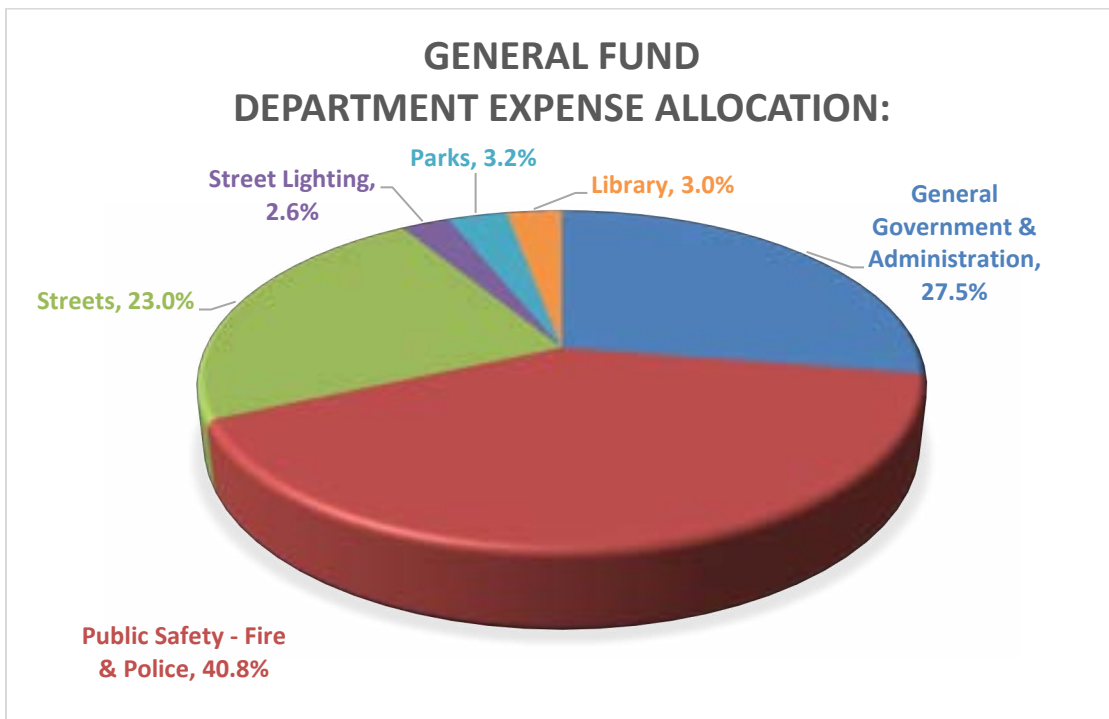
Why do Property taxes vary from year to year? Explaining individual property tax changes from year to year involves a multi-step process and beyond the scope of the City Administrator. Please contact the Beltrami County Assessor for individual evaluations (*Open House held annually in April*).

In general, the following items have the most impact:

1. Property Value drives mathematical calculations
2. Special assessments added to tax bill
3. Tax Levy for City, County or School District changes
4. Constant Changes to the City of Blackduck Net Tax Capacity

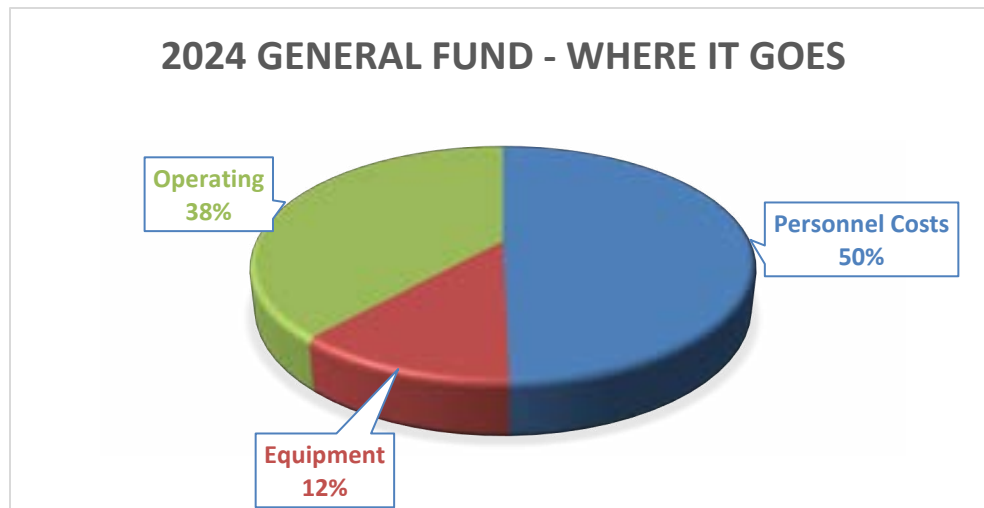
2024 General Fund Expenditures:

Department:	Amount:		
Public Safety - Fire & Police	\$376,936.00		
General Government & Administration	\$253,437.00		
Streets	\$212,064.00		
Parks	\$29,365.00		
Library	\$27,230.00		
Street Lighting	\$24,000.00		
Total:	\$923,032.00		



Where does our 2024 Funding go?

	2024
Personnel Costs	\$458,240.00
Operating	\$353,174.00
Equipment	\$111,617.00
	\$923,031.00



2024 General Fund Budget Expenses - \$95,311 increase:

- ❖ Overall Personnel costs – increase of 8.34% or \$38,205
- ❖ Overall Operating costs – increase of 14.73% or \$52,005
 - Fire Uniforms – increased to equip all new volunteers to new turn-out gear and faze out old
 - Street Lighting – increased commitment to repairing lighting on Frontage Road
 - Planning & Zoning – increase over 2023 to cover rental inspections for 2024
 - License Center Budget – department budget increased operating for traffic flow.
 - Fuel / Heating / Electricity / Insurance Costs – to allow for new facility costs
- ❖ Overall Equipment costs – increase of 4.57% or \$5,101

What did we accomplish in 2023?

- ❖ Project Completion – 2023 was the year to complete projects started in 2022 a few to note are:
 - ✓ Public Works / Public Safety Facility – the City took ownership of the new facility in spring 2023 and transitioned out of their existing facilities. Public works and the Police department vacated their locations that had been home for decades; cleaned house; and began operation on 197 Industrial Lane.
 - ✓ FEMA Disaster DR-4659 – Gravel Roads – the gravel roads identified from the disaster had much needed gravel returned and graded and thanks to FEMA the City received \$19,752.93 to cover the costs.
 - ✓ Blackduck Fire Department Equipment – late summer the volunteers on the Blackduck Fire Department took ownership of a new Pierce Freightliner Tanker/Pumper and completed a chassis swap on their existing Pumper thus adding a second pumper to their fleet. The partnership with the towns and cities within the fire protection area funded the equipment.
 - ✓ Blackduck Library Facility – although the city was unable to locate a suitable facility to relocate the library, the levied monies in 2023 still went to well needed exterior renovations to the existing structure. The City will continue these efforts in the future.
 - ✓ Limited DMV Office – the services to renew tabs; complete title transfers to motor vehicles and renew registration on boats, ATV's, and snowmobiles was officially provided to the community in February. The traffic inside City Hall has more than doubled and the administration staff sees visitors that haven't stepped foot in the building since it was Blackduck State Bank.
 - ✓ Sale of City Owned Property – after the transition to the new public works / public safety facility the city returned city owned property to the tax roll. Those properties brought new business to the community.
 - ✓ Orderly Annexation – in January the City officially annexed all city owned property from Hines Township to the municipal boundary.
 - ✓ Public Works Equipment – CAT Grader – the City received a grant from USDA to purchase a retired 2001 CAT Grader from Beltrami County Highway Department.
 - ✓ Cannabis Legalization – the recent legalization of cannabis in Minnesota put several new considerations on the City. Action taken included approving a City ordinance prohibiting the use of cannabis in all public areas. Currently, the City set a moratorium on the sale of cannabis to properly update its Code to address where cannabis may be sold and used.
 - ✓ Special & Enterprise Departments – the Pond Liquor Store & Bar; Blackduck Golf Course; and Pine Tree Park and Blackduck Beach continue to gain new and returning visitors to the City. The department staff continue their dedication to monitoring operating budgets while providing great destinations for visitors to enjoy.

What to look for in 2024....

- ❖ Local Option Sales Tax – the voters in November 2024 will have the option to approve a 0.5% city sales tax that will go toward improving on regional significant projects in Blackduck. If approved, funding may go toward improving the irrigation system at the golf course; adding services to the campground sites; improve the bike trail; continue improvements to the library; and/or improving the amenities at the Wayside Rest Park.
- ❖ Blackduck Police Department will replace the existing officer squad with existing funds and funds awarded to cities in 2023 to improve in emergency management. A much needed ease on the taxpayers.
- ❖ Lakeview Cemetery may see improvements to the grave record system thus providing electronic records to the public.

City of Blackduck – General Fund Expenditures – 2022-2024

General Government	Expense Description	2022 Budget	2023 Budget	2024 Budget
E 101-41000-721	Transfer to Cemetery Fund	\$2,000.00	\$2,000.00	\$2,000.00
		\$2,000.00	\$2,000.00	\$2,000.00

City Council	Expense Description	2022 Budget	2023 Budget	2024 Budget
E 101-41110-101	Full-Time Employees Regular	\$10,900.00	\$10,900.00	\$11,000.00
E 101-41110-122	FICA	\$834.00	\$834.00	\$850.00
E 101-41110-207	Computer Supplies	\$500.00	\$500.00	\$500.00
E 101-41110-208	Training and Instruction	\$2,000.00	\$2,000.00	\$2,000.00
E 101-41110-331	Travel Expenses	\$700.00	\$1,000.00	\$1,500.00
E 101-41110-433	Dues and Subscriptions	\$150.00	\$150.00	\$600.00
		\$15,084.00	\$15,384.00	\$16,450.00

City Administration	Expense Description	2022 Budget	2023 Budget	2024 Budget
E 101-41400-101	Full-Time Employees Regular	\$86,123.10	\$86,866.96	\$93,246.56
E 101-41400-102	Full-Time Employees	\$0.00	\$0.00	\$502.00
E 101-41400-121	PERA	\$6,459.23	\$6,515.02	\$6,993.61
E 101-41400-122	FICA	\$6,588.42	\$6,645.32	\$7,133.36
E 101-41400-131	Employer Paid Health	\$6,691.27	\$6,422.50	\$6,837.89
E 101-41400-200	Office Supplies (GENERAL)	\$1,500.00	\$1,500.00	\$2,000.00
E 101-41400-207	Computer Supplies	\$1,000.00	\$1,000.00	\$1,000.00
E 101-41400-208	Training and Instruction	\$1,000.00	\$1,000.00	\$1,500.00
E 101-41400-210	Operating Supplies	\$600.00	\$1,200.00	\$490.00
E 101-41400-301	Auditing and Acct g Services	\$6,000.00	\$6,500.00	\$6,500.00
E 101-41400-304	Legal Fees	\$3,500.00	\$3,500.00	\$6,000.00
E 101-41400-310	Other Professional Services	\$5,070.00	\$7,700.00	\$7,700.00
E 101-41400-311	Website Development &	\$0.00	\$948.00	\$948.00
E 101-41400-321	Telephone	\$2,250.00	\$4,450.00	\$4,422.84
E 101-41400-322	Postage	\$500.00	\$750.00	\$1,000.00
E 101-41400-327	Internet Access	\$1,000.00	\$1,140.00	\$1,140.00
E 101-41400-331	Travel Expenses	\$2,000.00	\$2,000.00	\$1,500.00
E 101-41400-351	Legal Notices Publishing	\$300.00	\$300.00	\$400.00
E 101-41400-352	General Notices and Pub Info	\$350.00	\$350.00	\$350.00
E 101-41400-353	Ordinance Publication	\$150.00	\$150.00	\$150.00
E 101-41400-355	Election Expense	\$2,000.00	\$1,500.00	\$2,500.00
E 101-41400-366	Workers Compensation	\$500.00	\$595.00	\$863.00
E 101-41400-384	Refuse/Garbage Disposal	\$0.00	\$155.00	\$200.00
E 101-41400-433	Dues and Subscriptions	\$4,640.00	\$6,344.00	\$7,095.00
E 101-41400-438	Bank Service Charges	\$500.00	\$500.00	\$750.00
E 101-41400-570	Office Equip and Furnishings	\$500.00	\$500.00	\$0.00
E 101-41400-603	Short-Term Debt Principal	\$2,000.00	\$2,088.00	\$988.80
E 101-41400-786	State Fire Aid	\$19,500.00	\$19,500.00	\$19,500.00
		\$160,722.02	\$170,119.80	\$181,711.06

City of Blackduck – General Fund Expenditures – 2022-2024

Police Department	Expense Description	2022 Budget	2023 Budget	2024 Budget
E 101-42110-101	Full-Time Employees Regular	\$121,917.25	\$118,945.00	\$114,552.70
E 101-42110-102	Full-Time Employees	\$1,200.00	\$1,350.00	\$1,500.00
E 101-42110-103	Part-Time Employees	\$5,000.00	\$5,483.00	\$21,151.00
E 101-42110-121	PERA	\$24,579.37	\$22,153.00	\$24,273.94
E 101-42110-122	FICA	\$2,013.56	\$1,824.00	\$1,988.54
E 101-42110-131	Employer Paid Health	\$23,225.64	\$31,802.28	\$33,812.92
E 101-42110-205	Heating Fuel	\$1,200.00	\$2,000.00	\$2,000.00
E 101-42110-206	Electricity	\$2,500.00	\$2,500.00	\$2,500.00
E 101-42110-208	Training and Instruction	\$2,000.00	\$2,000.00	\$2,000.00
E 101-42110-209	Other Office Supplies	\$500.00	\$500.00	\$500.00
E 101-42110-210	Operating Supplies	\$1,000.00	\$1,000.00	\$1,000.00
E 101-42110-212	Motor Fuels	\$6,000.00	\$6,000.00	\$6,000.00
E 101-42110-222	Tires	\$1,000.00	\$1,000.00	\$1,000.00
E 101-42110-230	Equipment	\$2,200.00	\$2,200.00	\$2,200.00
E 101-42110-233	Uniforms	\$1,500.00	\$1,500.00	\$1,500.00
E 101-42110-305	Medical Fees	\$0.00	\$1,100.00	\$750.00
E 101-42110-310	Other Professional Services	\$1,100.00	\$0.00	\$0.00
E 101-42110-321	Telephone	\$996.00	\$2,179.44	\$2,295.36
E 101-42110-322	Postage	\$50.00	\$50.00	\$150.00
E 101-42110-327	Internet Access	\$0.00	\$0.00	\$168.00
E 101-42110-331	Travel Expenses	\$500.00	\$500.00	\$500.00
E 101-42110-361	General Liability Ins	\$6,924.00	\$5,025.00	\$3,024.79
E 101-42110-362	Property Ins	\$1,408.00	\$2,400.00	\$5,974.71
E 101-42110-363	Automotive Ins	\$2,225.00	\$2,745.00	\$2,876.50
E 101-42110-366	Workers Compensation	\$6,500.00	\$11,175.00	\$14,339.48
E 101-42110-384	Refuse/Garbage Disposal	\$155.00	\$1,000.00	\$200.00
E 101-42110-401	Repairs/Maint Buildings	\$1,100.00	\$1,100.00	\$1,100.00
E 101-42110-404	Repairs/Maint	\$2,500.00	\$2,500.00	\$2,500.00
E 101-42110-420	Tower Lease	\$500.00	\$500.00	\$500.00
E 101-42110-425	Depreciation	\$10,000.00	\$0.00	\$10,000.00
E 101-42110-433	Dues and Subscriptions	\$800.00	\$800.00	\$800.00
E 101-42110-436	Towing Charges	\$500.00	\$500.00	\$500.00
E 101-42110-580	Other Equipment	\$0.00	\$0.00	\$1,777.80
		\$231,093.82	\$231,831.72	\$263,435.74

City of Blackduck – General Fund Expenditures – 2022-2024

Fire Department	Expense Description	2022 Budget	2023 Budget	2024 Budget
E 101-42200-103	Part-Time Employees	\$16,000.00	\$16,000.00	\$16,000.00
E 101-42200-122	FICA	\$1,750.00	\$1,225.00	\$1,225.00
E 101-42200-205	Heating Fuel	\$2,500.00	\$3,000.00	\$3,000.00
E 101-42200-206	Electricity	\$4,000.00	\$4,200.00	\$4,200.00
E 101-42200-208	Training and Instruction	\$2,000.00	\$2,000.00	\$2,000.00
E 101-42200-210	Operating Supplies	\$1,000.00	\$1,000.00	\$1,000.00
E 101-42200-212	Motor Fuels	\$2,000.00	\$2,200.00	\$2,200.00
E 101-42200-233	Uniforms	\$5,000.00	\$5,000.00	\$10,000.00
E 101-42200-240	Small Tools and Minor Equip	\$2,000.00	\$2,000.00	\$2,000.00
E 101-42200-305	Medical Fees	\$500.00	\$500.00	\$500.00
E 101-42200-321	Telephone	\$800.00	\$800.00	\$800.00
E 101-42200-322	Postage	\$100.00	\$100.00	\$210.00
E 101-42200-323	Radio/Communications	\$4,500.00	\$4,500.00	\$5,000.00
E 101-42200-327	Internet Access	\$0.00	\$0.00	\$600.00
E 101-42200-331	Travel Expenses	\$250.00	\$250.00	\$250.00
E 101-42200-361	General Liability Ins	\$250.00	\$375.00	\$484.00
E 101-42200-362	Property Ins	\$1,000.00	\$2,475.00	\$2,655.00
E 101-42200-363	Automotive Ins	\$1,400.00	\$1,525.00	\$1,607.00
E 101-42200-366	Workers Compensation	\$6,200.00	\$6,405.00	\$9,575.00
E 101-42200-384	Refuse/Garbage Disposal	\$300.00	\$300.00	\$344.00
E 101-42200-401	Repairs/Maint Buildings	\$3,750.00	\$3,750.00	\$3,750.00
E 101-42200-404	Repairs/Maint	\$9,400.00	\$9,400.00	\$9,400.00
E 101-42200-420	Tower Lease	\$500.00	\$500.00	\$500.00
E 101-42200-433	Dues and Subscriptions	\$200.00	\$200.00	\$200.00
E 101-42200-500	Capital Outlay (GENERAL)	\$5,000.00	\$5,000.00	\$5,000.00
E 101-42200-580	Other Equipment	\$1,000.00	\$1,000.00	\$1,000.00
E 101-42200-708	Transfer to Fire Dept. Reserve	\$30,000.00	\$30,000.00	\$30,000.00
		\$101,400.00	\$103,705.00	\$113,500.00

City of Blackduck – General Fund Expenditures – 2022-2024

Streets Department	Expense Description	2022 Budget	2023 Budget	2024 Budget
E 101-43100-101	Full-Time Employees Regular	\$54,133.04	\$59,274.67	\$63,313.61
E 101-43100-102	Full-Time Employees	\$1,000.00	\$4,500.00	\$4,500.00
E 101-43100-103	Part-Time Employees	\$1,814.40	\$1,906.42	\$2,202.51
E 101-43100-121	PERA	\$4,191.74	\$4,588.58	\$4,913.71
E 101-43100-122	FICA	\$4,279.98	\$4,680.35	\$5,011.98
E 101-43100-131	Employer Paid Health	\$9,670.29	\$10,000.66	\$10,283.18
E 101-43100-200	Office Supplies (GENERAL)	\$400.00	\$500.00	\$500.00
E 101-43100-205	Heating Fuel	\$2,000.00	\$2,100.00	\$2,100.00
E 101-43100-206	Electricity	\$4,300.00	\$4,500.00	\$4,500.00
E 101-43100-210	Operating Supplies	\$1,600.00	\$2,000.00	\$2,100.00
E 101-43100-212	Motor Fuels	\$8,750.00	\$10,000.00	\$15,000.00
E 101-43100-213	Lubricants and Additives	\$1,500.00	\$1,600.00	\$1,700.00
E 101-43100-220	Repair/Maint Supply	\$2,100.00	\$2,200.00	\$2,500.00
E 101-43100-221	Equipment Parts	\$1,000.00	\$1,100.00	\$1,300.00
E 101-43100-222	Tires	\$2,600.00	\$3,500.00	\$4,000.00
E 101-43100-224	Street Maint Materials	\$20,000.00	\$31,000.00	\$25,000.00
E 101-43100-233	Uniforms	\$1,200.00	\$1,300.00	\$1,500.00
E 101-43100-235	Personal Protective	\$1,600.00	\$1,700.00	\$1,800.00
E 101-43100-240	Small Tools and Minor Equip	\$1,050.00	\$1,150.00	\$1,500.00
E 101-43100-310	Other Professional Services	\$2,000.00	\$2,100.00	\$2,300.00
E 101-43100-321	Telephone	\$600.00	\$2,950.00	\$1,743.00
E 101-43100-327	Internet Access	\$0.00	\$0.00	\$336.00
E 101-43100-361	General Liability Ins	\$292.00	\$370.85	\$757.00
E 101-43100-362	Property Ins	\$1,850.00	\$1,273.32	\$5,490.00
E 101-43100-363	Automotive Ins	\$2,225.00	\$2,068.50	\$1,648.00
E 101-43100-366	Workers Compensation	\$4,051.00	\$4,601.45	\$7,256.00
E 101-43100-384	Refuse/Garbage Disposal	\$388.00	\$1,000.00	\$342.76
E 101-43100-401	Repairs/Maint Buildings	\$1,000.00	\$1,100.00	\$2,000.00
E 101-43100-404	Repairs/Maint	\$5,700.00	\$6,000.00	\$8,000.00
E 101-43100-550	Motor Vehicles	\$14,237.58	\$14,237.58	\$14,237.58
E 101-43100-580	Other Equipment	\$14,228.58	\$14,228.58	\$14,228.58
		\$169,761.61	\$197,530.96	\$212,063.91

City of Blackduck – General Fund Expenditures – 2022-2024

License Center	Expense Description	2022 Budget	2023 Budget	2024 Budget
E 101-44444-101	Full-Time Employees Regular	\$0.00	\$7,033.30	\$12,623.52
E 101-44444-102	Full-Time Employees	\$0.00	\$0.00	\$150.00
E 101-44444-121	PERA	\$0.00	\$527.50	\$946.76
E 101-44444-122	FICA	\$0.00	\$538.05	\$965.70
E 101-44444-131	Employer Paid Health	\$0.00	\$761.87	\$1,895.80
E 101-44444-200	Office Supplies (GENERAL)	\$0.00	\$450.00	\$1,500.00
E 101-44444-210	Operating Supplies	\$0.00	\$450.00	\$1,000.00
E 101-44444-322	Postage	\$0.00	\$240.00	\$1,000.00
E 101-44444-603	Short-Term Debt Principal	\$0.00	\$0.00	\$1,484.06
		\$0.00	\$10,000.72	\$21,565.84

Wayside Rest Park	Expense Description	2022 Budget	2023 Budget	2024 Budget
E 101-45200-101	Full-Time Employees Regular	\$3,643.24	\$3,934.00	\$4,205.27
E 101-45200-102	Full-Time Employees	\$350.00	\$350.00	\$350.00
E 101-45200-103	Part-Time Employees	\$2,928.00	\$3,177.36	\$3,670.85
E 101-45200-121	PERA	\$492.84	\$533.37	\$590.71
E 101-45200-122	FICA	\$502.70	\$544.04	\$602.52
E 101-45200-131	Employer Paid Health	\$694.96	\$718.85	\$738.84
E 101-45200-206	Electricity	\$2,000.00	\$2,100.00	\$2,100.00
E 101-45200-210	Operating Supplies	\$900.00	\$1,000.00	\$1,500.00
E 101-45200-211	Cleaning Supplies	\$0.00	\$400.00	\$600.00
E 101-45200-212	Motor Fuels	\$1,550.00	\$1,650.00	\$2,000.00
E 101-45200-225	Landscaping Materials	\$2,000.00	\$2,100.00	\$3,000.00
E 101-45200-361	General Liability Ins	\$972.00	\$1,236.17	\$1,614.00
E 101-45200-362	Property Ins	\$3,014.00	\$1,273.32	\$1,371.00
E 101-45200-366	Workers Compensation	\$1,352.00	\$981.88	\$1,525.00
E 101-45200-384	Refuse/Garbage Disposal	\$0.00	\$1,100.00	\$1,100.00
E 101-45200-401	Repairs/Maint Buildings	\$4,000.00	\$4,000.00	\$2,000.00
E 101-45200-430	Miscellaneous (GENERAL)	\$300.00	\$300.00	\$500.00
E 101-45200-501	Assessment	\$2,360.00	\$2,360.00	\$1,897.26
		\$27,109.74	\$27,758.99	\$29,365.45

City of Blackduck – General Fund Expenditures – 2022-2024

Blackduck Library	Expense Description	2022 Budget	2023 Budget	2024 Budget
E 101-45500-206	Electricity	\$3,500.00	\$3,500.00	\$3,500.00
E 101-45500-210	Operating Supplies	\$400.00	\$400.00	\$400.00
E 101-45500-300	Professional Srvs (GENERAL)	\$0.00	\$10,000.00	\$0.00
E 101-45500-331	Travel Expenses	\$210.00	\$210.00	\$210.00
E 101-45500-361	General Liability Ins	\$85.00	\$123.62	\$161.00
E 101-45500-362	Property Ins	\$800.00	\$1,310.04	\$1,412.00
E 101-45500-380	Utility Services (GENERAL)	\$750.00	\$750.00	\$750.00
E 101-45500-401	Repairs/Maint Buildings	\$4,000.00	\$4,000.00	\$1,000.00
E 101-45500-426	Automation Repair & Replace.	\$350.00	\$350.00	\$350.00
E 101-45500-433	Dues and Subscriptions	\$16,000.00	\$16,480.00	\$19,446.00
		\$26,095.00	\$37,123.66	\$27,229.00

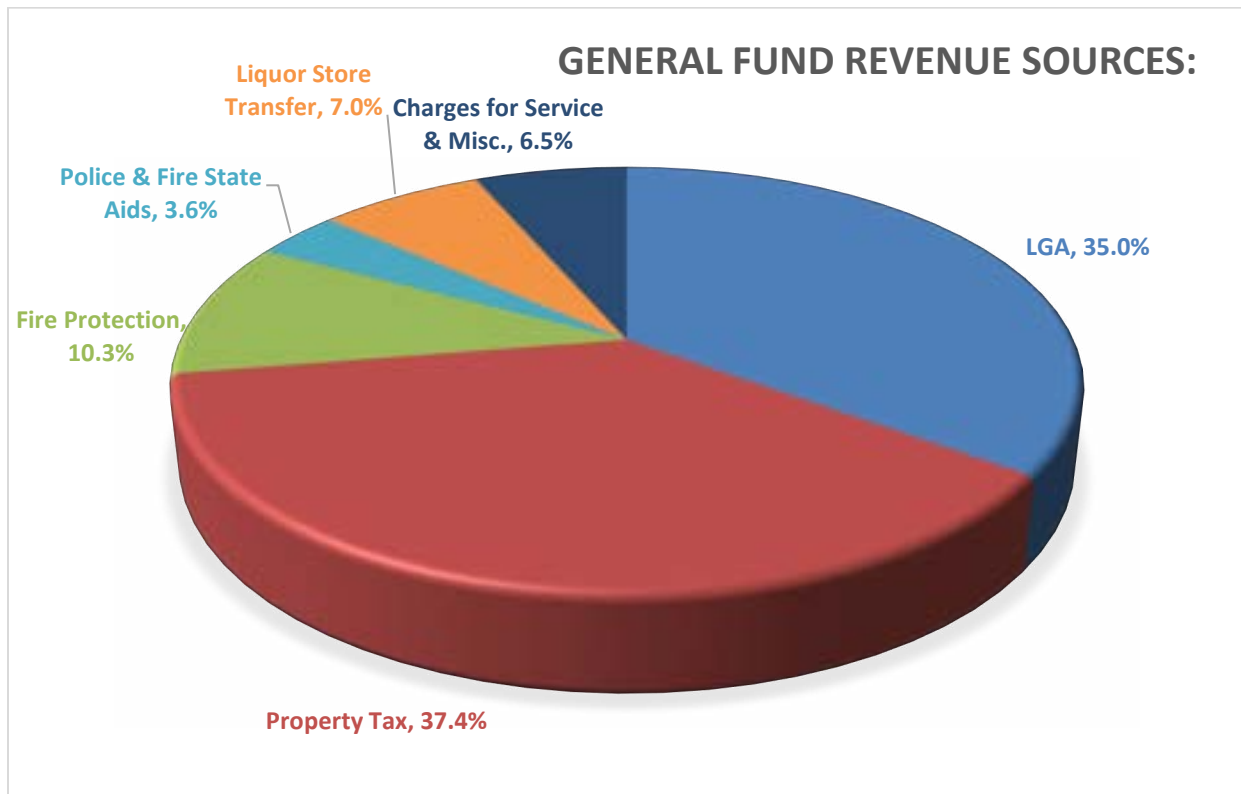
Street Lighting	Expense Description	2022 Budget	2023 Budget	2024 Budget
E 101-43160-206	Electricity	\$9,500.00	\$10,500.00	\$10,500.00
E 101-43160-210	Operating Supplies	\$3,500.00	\$3,500.00	\$3,500.00
E 101-43160-220	Repair/Maint Supply	\$1,000.00	\$1,100.00	\$10,000.00
		\$14,000.00	\$15,100.00	\$24,000.00

Rental Inspection Services Budget	2022 Budget	2023 Budget	2024 Budget
E 101-41910-300 Professional Srvs	\$11,000.00	\$1,000.00	\$15,000.00
	\$11,000.00	\$1,000.00	\$15,000.00

Government Buildings Budget	2022 Budget	2023 Budget	2024 Budget
E 101-41940-206 Electricity	\$8,000.00	\$8,500.00	\$8,500.00
E 101-41940-210 Operating Supplies	\$500.00	\$500.00	\$825.00
E 101-41940-223 Building Repair Supplies	\$400.00	\$400.00	\$400.00
E 101-41940-361 General Liability Ins	\$85.00	\$125.00	\$161.00
E 101-41940-362 Property Ins	\$600.00	\$1,140.00	\$1,225.00
E 101-41940-380 Utility Services (GENERAL)	\$450.00	\$500.00	\$600.00
E 101-41940-401 Repairs/Maint Buildings	\$5,000.00	\$5,000.00	\$5,000.00
	\$15,035.00	\$16,165.00	\$16,711.00

2024 General Fund Revenue Sources:

Fund:	Amount:		
LGA	\$323,445.00		
Property Tax	\$345,187.00		
Fire Protection Contribution	\$95,515.00		
Liquor Store Transfer	\$65,000.00		
Police & Fire State Aids	\$33,500.00		
Charges for Service & Misc.	\$60,385.00		
Total:	\$923,032.00		





City of Blackduck – General Fund Revenues – Review 2022 – 2024

Revenue Source Description	2022 Budget	2023 Budget	2024 Budget
R 101-31000 General Property Taxes	\$256,009.00	\$318,564.00	\$345,187.00
R 101-31030 Mobile Home Tax	\$800.00	\$800.00	\$800.00
R 101-31900 Penalties and Interest DelTax	\$1,500.00	\$1,500.00	\$1,000.00
R 101-32000 Licenses and Permits	\$14,500.00	\$3,500.00	\$14,500.00
R 101-32240 Animal Licenses	\$250.00	\$250.00	\$125.00
R 101-33100 Federal Grants and Aids	\$19,000.00	\$15,000.00	\$0.00
R 101-33401 Local Government Aid	\$283,737.00	\$290,392.00	\$323,445.00
R 101-33416 Police Training Reimbursement	\$1,500.00	\$1,500.00	\$1,500.00
R 101-33423 State Police Aid	\$15,000.00	\$13,000.00	\$13,000.00
R 101-33424 State Fire Aid	\$19,000.00	\$19,000.00	\$19,000.00
R 101-34000 Charges for Services	\$8,000.00	\$18,000.00	\$33,500.00
R 101-34202 Fire Protection Svcs	\$83,655.00	\$86,354.24	\$95,515.00
R 101-35000 Fines and Forfeits	\$1,000.00	\$100.00	\$200.00
R 101-35102 Parking Fines	\$100.00	\$100.00	\$100.00
R 101-36200 Miscellaneous Revenues	\$2,000.00	\$1,000.00	\$1,000.00
R 101-36210 Interest Earnings	\$2,000.00	\$1,000.00	\$1,500.00
R 101-36240 Reimbursements	\$250.00	\$7,660.00	\$7,660.00
R 101-39269 Transfer from Liquor Fund	\$65,000.00	\$50,000.00	\$65,000.00
	\$773,301.00	\$827,720.24	\$923,032.00

2024 GO BONDS - <i>Updated 11/20/2023</i>									
Budgeting 2024 P/I Payments									
Utilizing 2023 Special Assessments									
	Principle Payments	Interest	Specials		Property Tax		Revenue		P & I
Refunding (309)	\$15,000.00	\$318.75	\$0.00		\$16,084.69		\$0.00		\$16,084.69
Rural Water (314)	\$11,000.00	\$525.00	\$823.28		\$8,393.22		\$3,000.00	Fund (602)	\$12,216.50
Intra Loan (325)	\$5,463.69	\$924.35	\$6,289.28		\$0.00		\$0.00		\$6,579.68
Revenue GO (601)	\$45,000.00	\$14,610.00	\$0.00		\$0.00		\$59,610.00	Fund (601)	\$62,590.50
Revenue Go (320)	\$4,000.00	\$1,500.00	\$13,508.75		\$0.00		\$0.00		\$5,665.00
Rural Water (317 & 602)	\$5,644.03	\$83.25	\$7,778.28		\$0.00		\$0.00	Fund (602)	\$5,899.10
Go Bond 2023A USDA (381)	\$25,946.06	\$37,237.51	\$0.00		\$23,829.90		\$41,249.18	Fund (601 & 602)	\$65,079.08
Go Bond 2023B USDA (382)	\$4,994.67	\$6,587.50	\$0.00		\$4,106.70		\$7,822.94	Fund (601 & 602)	\$11,929.64
TCF National Bank Lease (609)	\$13,535.85	\$771.65	\$0.00		\$0.00		\$15,022.88		\$15,022.88
Revenue 2021A Go Bond (609)	\$30,000.00	\$10,345.00	\$0.00		\$0.00		\$42,362.25		\$42,362.25
USDA Loan#09 Skid Steer (352)	\$3,406.00	\$0.00	\$0.00		\$0.00		\$0.00	Levy	\$3,406.00
CAT Financial Tractor Lease (101)	\$10,822.58	\$0.00	\$0.00		\$0.00		\$0.00	Levy	\$10,822.58
GM Financial Lease (101)	\$13,048.61	\$1,188.97	\$0.00		\$0.00		\$0.00	Levy	\$14,237.58
TCF Bank Lease (613)	\$14,670.00	\$0.00	\$0.00		\$0.00		\$14,670.00		\$14,670.00
Intra Loan Shed (613)	\$5,000.00	\$0.00	\$0.00		\$0.00		\$5,000.00		\$5,000.00
Intra Loan Shed (613)	\$839.51	\$278.49	\$0.00		\$0.00		\$1,118.00		\$1,118.00
Internal Loan Rough Mower (613)	\$3,178.55	\$472.19	\$0.00		\$0.00		\$3,650.74		\$3,650.74
Revenue GO Equip (613)	\$3,000.00	\$31.50	\$0.00		\$0.00		\$3,183.08	uses 609 & 613	\$3,183.08
Revenue GO Club House(613)	\$7,000.00	\$73.50	\$0.00		\$0.00		\$7,427.18	uses 609 & 613	\$7,427.18
Revenue Go Equipment (613)	\$14,000.00	\$525.00	\$0.00		\$0.00		\$15,251.25	uses 609 & 613	\$15,251.25
Blackduck HRA Levy					\$8,102				
Demolition Revolving Loan Debt	\$5,930.74	\$1,287.26	\$0.00		\$0.00		\$7,578.90	uses 250 cash	\$7,578.90
Totals	\$241,480.29	\$76,759.92	\$28,399.59		\$60,516.74		\$226,946.39		\$329,774.60

			General Fund	\$345,187.00			
			Levy:	\$405,703.74			
Bond Maturity Dates:	Description:	Balance	After 2024 Payments:				
1/1/2024	2009A Go Bond (309)	\$0.00					
2/1/2035	Water Tower (601)	\$691,305.00		Total Golf Debt:			
8/10/2024	2012 Golf Equip & Club House (613)	\$0.00		\$88,306.64			
2/1/2025	4th Street Sewer (314)	\$13,339.00					
8/20/2046	Water (Main & Summit) (320)	\$164,220.00		Total Liquor Debt:			
2/1/2024	Sewer (Main & Summit) (602 & 317)	\$0.00		\$702,465.02			
2/1/2029	Frontage/Pine Ave (325)	\$25,779.33					
2/1/2025	2016 Golf Equipment (613)	\$14,525.00		Total Water Debt:			
3/1/2031	2020 Golf Cart Shed (613)	\$6,542.24		\$855,525.00			
3/1/2031	2020 Golf Cart Shed (613)	\$25,000.00					
2/1/2042	2021 Go Bond (609)	\$696,240.00		Total Sewer Debt:			
2/1/2031	USDA Loan #09 Skid Steer (318)	\$20,436.00		\$13,339.00			
1/1/2025	TCF Bank Lease (609)	\$6,225.02					
1/13/2025	GM Financial Lease (101-43100)	\$14,237.58		Total General Fund Debt:			
2/15/2025	CAT Financial Lease (101-43100)	\$10,822.58		\$71,275.49			
2/1/2028	2022 Golf Rough Mower (613)	\$12,899.40					
10/1/2026	TCF Bank Lease (613) carts	\$29,340.00		PW/PS Facility Debt:			
8/1/2063	Go Bond 2023A USDA (101, 601, 602)	\$2,464,158.86		\$2,915,863.80			
8/1/2063	Go Bond 2023B USDA (101, 601, 602)	\$451,704.94					
8/15/2036	Demolition Revolving Loan Fund	\$154,814.56					
		\$4,801,589.51					

Property Tax Levy History:		
2020	\$252,138.00	Certified
2021	\$303,411.00	Certified
2022	\$305,866.00	Certified
2023	\$373,941.00	Certified
2024	\$405,703.74	Proposed

8.5%

Property Tax Levy History:		
2020	\$252,138.00	Certified
2021	\$303,411.00	Certified
2022	\$305,866.00	Certified
2023	\$373,941.00	Certified
2024	\$405,703.74	Proposed

8.5%

2024 General Fund Revenues

updated 11/30/2023

General Fund Revenue	2022 Budget	2022 Amount	2023 Budget	2023 YTD Amount	2024 Budget	
R 101-31000 General Property Taxes	\$256,009.00	\$260,649.72	\$318,564.00	\$321,447.16		
R 101-31030 Mobile Home Tax	\$800.00	\$576.61	\$800.00	\$691.51	\$800.00	
R 101-31900 Penalties and Interest DelTax	\$1,500.00	\$785.77	\$1,500.00	\$490.91	\$1,000.00	
R 101-32000 Licenses and Permits	\$14,500.00	\$13,660.00	\$3,500.00	\$2,163.00	\$14,500.00	
R 101-32240 Animal Licenses	\$250.00	\$15.00	\$250.00	\$85.00	\$125.00	
R 101-33100 Federal Grants and Aids	\$19,000.00	\$62,731.06	\$15,000.00	\$48,000.00	\$0.00	
R 101-33130 CDBG	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
R 101-33400 State Grants and Aids	\$0.00	\$0.00	\$0.00	\$21,012.20	\$0.00	
R 101-33401 Local Government Aid	\$283,737.00	\$283,737.00	\$290,392.00	\$145,196.00	\$323,445.00	
R 101-33403 Market Value Credit-MH	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
R 101-33404 PERA AID	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
R 101-33405 Market Value Credit - Real	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
R 101-33406 Market Value Credit-TIF	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
R 101-33407 Market Value Credit-AG	\$0.00	\$57.34	\$0.00	\$34.04	\$0.00	
R 101-33416 Police Training Reimbursement	\$1,500.00	\$1,815.00	\$1,500.00	\$0.00	\$1,500.00	
R 101-33423 State Police Aid	\$15,000.00	\$14,189.95	\$13,000.00	\$6,383.88	\$13,000.00	
R 101-33424 State Fire Aid	\$19,000.00	\$23,686.78	\$19,000.00	\$51,381.90	\$19,000.00	
R 101-33620 Other County Grants/Aid	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
R 101-34000 Charges for Services	\$8,000.00	\$8,100.00	\$18,000.00	\$27,268.17	\$33,500.00	License Center & Snow Removal
R 101-34103 Zoning and Subdivision Fees	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
R 101-34108 Admin Charges to Other Funds	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
R 101-34110 Sale of Property	\$0.00	\$0.00	\$0.00	\$46,722.61	\$0.00	
R 101-34202 Fire Protection Srvs	\$83,655.00	\$83,655.51	\$86,354.24	\$86,354.25	\$95,515.06	
R 101-34781 Reservation Fees	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
R 101-35000 Fines and Forfeits	\$1,000.00	\$113.32	\$100.00	\$171.64	\$200.00	
R 101-35102 Parking Fines	\$100.00	\$0.00	\$100.00	\$0.00	\$100.00	
R 101-36100 Special Assessments	\$0.00	\$0.71	\$0.00	\$3.69	\$0.00	
R 101-36102 Penalties and Interest	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
R 101-36200 Miscellaneous Revenues	\$2,000.00	\$438.42	\$1,000.00	\$161.35	\$1,000.00	
R 101-36210 Interest Earnings	\$2,000.00	\$1,273.76	\$1,000.00	\$3,038.81	\$1,500.00	
R 101-36220 Other Rents and Royalties	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
R 101-36230 Contributions and Donations	\$0.00	\$2,700.00	\$0.00	\$0.00	\$0.00	
R 101-36231 Community Development Grants	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
R 101-36240 Reimbursements	\$250.00	\$9,328.06	\$7,660.00	\$9,877.38	\$7,660.00	Budget for JC Healthcare Reimbursed 299A
R 101-39101 Sales of General Fixed Assets	\$0.00	\$1,200.00	\$0.00	\$0.00	\$0.00	
R 101-39200 Interfund Transfer	\$0.00	\$15,000.00	\$0.00	\$59,602.60	\$0.00	
R 101-39203 Transfer from Other Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
R 101-39204 Intrafund Transfer	\$0.00	\$30,000.00	\$0.00	\$0.00	\$0.00	
R 101-39269 Transfer from Liquor Fund	\$65,000.00	\$20,000.00	\$50,000.00	\$40,000.00	\$65,000.00	
R 101-39282 Transfer fm Debt Service Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
R 101-39300 Proceeds-Gen Long-term Debt	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
R 101-39330 Inception-Capital Lease Agmt	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
R 101-39331 Insurance Proceeds	\$0.00	\$0.00	\$0.00	\$14,250.66	\$0.00	
	\$773,301.00	\$833,714.01	\$827,720.24	\$884,336.76	\$577,845.06	

General Fund Expenditure Total:	2024 Budget	% +/- 2023	2023 Actual	2023 Budget
Administration & Transfer for Cemetery	\$183,709.00	6.73%	\$197,033.40	\$172,120.00
License Center	\$21,566.00	115.66%	\$8,724.57	\$10,000.00
Police	\$263,436.00	13.63%	\$172,736.13	\$231,832.00
Fire	\$113,500.00	9.45%	\$200,539.71	\$103,705.00
Streets	\$212,064.00	7.36%	\$284,881.82	\$197,531.00
Wayside Rest Park	\$29,365.00	5.79%	\$23,159.75	\$27,759.00
Library	\$27,230.00	-26.65%	\$37,106.15	\$37,124.00
Buildings	\$16,712.00	3.38%	\$9,687.10	\$16,165.00
Street Lighting	\$24,000.00	58.94%	\$23,205.44	\$15,100.00
Planning & Zoning	\$15,000.00	1400.00%	\$1,938.31	\$1,000.00
City Council	\$16,450.00	6.93%	\$4,980.39	\$15,384.00
	\$923,032.00	11.52%	\$963,992.77	\$827,720.00
		\$95,312.00		
		\$345,187		

2023 Blackduck Administration Department Budget vs Actual

updated 11/30/23

	2023 Budget	2023 Actual Expenditures	2023 Balance	2024 Budget	
E 101-41400-101 Full-Time Employees Regular	\$86,866.96	\$80,489.82	\$6,377.14	\$93,246.56	
E 101-41400-102 Full-Time Employees Overtime	\$0.00	\$462.27	-\$462.27	\$500.00	
E 101-41400-121 PERA	\$6,515.02	\$6,130.86	\$384.16	\$6,993.49	
E 101-41400-122 FICA	\$6,645.32	\$6,195.45	\$449.87	\$7,133.36	
E 101-41400-131 Employer Paid Health	\$6,422.50	\$5,934.09	\$488.41	\$6,837.89	
E 101-41400-200 Office Supplies (GENERAL)	\$1,500.00	\$1,506.66	-\$6.66	\$2,000.00	
E 101-41400-207 Computer Supplies	\$1,000.00	\$326.70	\$673.30	\$1,000.00	
E 101-41400-208 Training and Instruction	\$1,000.00	\$1,570.39	-\$570.39	\$1,500.00	LMC & MCFOA
E 101-41400-210 Operating Supplies (GENERAL)	\$1,200.00	\$2,220.94	-\$1,020.94	\$490.00	Quill & Leevers
E 101-41400-300 Professional Srvs (GENERAL)	\$0.00	\$0.00	\$0.00	\$0.00	
E 101-41400-301 Auditing and Acct g Services	\$6,500.00	\$7,500.00	-\$1,000.00	\$6,500.00	
E 101-41400-303 Engineering Fees	\$0.00	\$0.00	\$0.00	\$0.00	
E 101-41400-304 Legal Fees	\$3,500.00	\$7,626.06	-\$4,126.06	\$6,000.00	
E 101-41400-305 Medical Fees	\$0.00	\$0.00	\$0.00	\$0.00	
E 101-41400-310 Other Professional Services	\$7,700.00	\$7,040.75	\$659.25	\$7,700.00	TIF & GASB annual reporting
E 101-41400-311 Website Development/maintenance	\$948.00	\$79.00	\$869.00	\$948.00	Pinnacle \$79/month
E 101-41400-321 Telephone	\$4,450.00	\$4,235.73	\$214.27	\$4,422.84	PB & Payroll
E 101-41400-322 Postage	\$750.00	\$750.00	\$0.00	\$1,000.00	
E 101-41400-327 Internet Access	\$1,140.00	\$855.00	\$285.00	\$1,140.00	PBTv
E 101-41400-331 Travel Expenses	\$2,000.00	\$1,533.09	\$466.91	\$1,500.00	LMC & MCFOA
E 101-41400-351 Legal Notices Publishing	\$300.00	\$575.12	-\$275.12	\$400.00	
E 101-41400-352 General Notices and Pub Info	\$350.00	\$136.80	\$213.20	\$350.00	
E 101-41400-353 Ordinance Publication	\$150.00	\$45.73	\$104.27	\$150.00	
E 101-41400-355 Election Expense	\$1,500.00	\$1,025.86	\$474.14	\$2,500.00	Presidential 2024 raise wages
E 101-41400-366 Workers Compensation Insurance	\$595.00	\$799.39	-\$204.39	\$863	increase 8%
E 101-41400-367 Unemployment Paid	\$0.00	\$0.00	\$0.00	\$0	
E 101-41400-384 Refuse/Garbage Disposal	\$155.00	\$193.91	-\$38.91	\$200.00	
E 101-41400-431 Cash Short	\$0.00	\$25.06	-\$25.06	\$0.00	
E 101-41400-433 Dues and Subscriptions	\$6,344.00	\$4,262.54	\$2,081.46	\$7,095.00	Icompass, LMC dues, MIS etc.
E 101-41400-437 Bad Debt Expense	\$0.00	\$87.12	-\$87.12	\$0.00	
E 101-41400-438 Bank Service Charges	\$500.00	\$763.34	-\$263.34	\$750.00	deposit slips & EOM fees
E 101-41400-490 Donations to Civic Org s	\$0.00	\$0.00	\$0.00	\$0.00	
E 101-41400-570 Office Equip and Furnishings	\$500.00	\$1,857.00	-\$1,357.00	\$0.00	
E 101-41400-603 Short-Term Debt Principal (Copier Lease)	\$2,088.00	\$3,022.82	-\$934.82	\$988.80	
E 101-41400-786 State Fire Aid (2 years paid 2023 & 2022)	\$19,500.00	\$47,781.90	-\$28,281.90	\$19,500.00	
	\$170,119.80	\$195,033.40	-\$24,913.60	\$181,709.28	

-603

Marco Tech - copier\$988.80

share with DMV 60/40

Police Department Budgeted Expenditures for 2023

updated 11/30/23

		2023 Budget	2023 Expenditures	2023 Balance	2024 Budget
E 101-42110-101	Full-Time Employees Regular	\$118,945.00	\$53,930.21	\$65,014.79	\$114,552.70
E 101-42110-102	Full-Time Employees Overtime	\$1,350.00	\$638.75	\$711.25	\$1,500.00
E 101-42110-103	Part-Time Employees	\$5,483.00	\$1,088.00	\$4,395.00	\$21,151.00
E 101-42110-121	PERA	\$22,153.00	\$9,851.25	\$12,301.75	\$24,273.94
E 101-42110-122	FICA	\$1,824.00	\$807.01	\$1,016.99	\$1,988.54
E 101-42110-131	Employer Paid Health	\$31,802.28	\$18,778.30	\$13,023.98	\$33,812.92
E 101-42110-205	Heating Fuel	\$2,000.00	\$1,832.12	\$167.88	\$2,000.00
E 101-42110-206	Electricity	\$2,500.00	\$3,585.25	-\$1,085.25	\$2,500.00
E 101-42110-208	Training and Instruction	\$2,000.00	\$180.00	\$1,820.00	\$2,000.00
E 101-42110-209	Other Office Supplies	\$500.00	\$15.82	\$484.18	\$500.00
E 101-42110-210	Operating Supplies (GENERAL)	\$1,000.00	\$368.66	\$631.34	\$1,000.00
E 101-42110-212	Motor Fuels	\$6,000.00	\$5,094.63	\$905.37	\$6,000.00
E 101-42110-213	Lubricants and Additives	\$0.00	\$0.00	\$0.00	\$0.00
E 101-42110-222	Tires	\$1,000.00	\$146.19	\$853.81	\$1,000.00
E 101-42110-223	Building Repair Supplies	\$0.00	\$0.00	\$0.00	\$0.00
E 101-42110-230	Equipment	\$2,200.00	\$3,280.00	-\$1,080.00	\$2,200.00
E 101-42110-233	Uniforms	\$1,500.00	\$1,228.93	\$271.07	\$1,500.00
E 101-42110-302	Architect Fees	\$0.00	\$0.00	\$0.00	\$0.00
E 101-42110-304	Legal Fees	\$0.00	\$5,537.50	-\$5,537.50	\$0.00
e 101-42110-309	Construction Services - PWPS Facility	\$0.00	\$14,280.64	-\$14,280.64	\$0.00
E 101-42110-310	Other Professional Service	\$0.00	\$0.00	\$0.00	\$0.00
E 101-42110-305	Medical Fees	\$1,100.00	\$0.00	\$1,100.00	\$750.00
E 101-42110-321	Telephone	\$2,179.44	\$1,846.03	\$333.41	\$2,295.36
E 101-42110-322	Postage	\$50.00	\$50.00	\$0.00	\$150.00
E 101-42110-327	Internet Access	\$0.00	\$112.00	-\$112.00	\$168.00
E 101-42110-331	Travel Expenses	\$500.00	\$0.00	\$500.00	\$500.00
E 101-42110-351	Legal Notices Publishing	\$0.00	\$0.00	\$0.00	\$0.00
E 101-42110-361	General Liability Ins	\$5,025.00	\$2,775.04	\$2,249.96	\$3,024.79
E 101-42110-362	Property Ins	\$2,400.00	\$5,690.20	-\$3,290.20	\$5,974.71
E 101-42110-363	Automotive Ins	\$2,745.00	\$2,615.00	\$130.00	\$2,876.50
E 101-42110-366	Workers Compensation Insurance	\$11,175.00	\$13,277.30	-\$2,102.30	\$14,339.48
E 101-42110-384	Refuse/Garbage Disposal	\$1,000.00	\$910.18	\$89.82	\$200.00
E 101-42110-401	Repairs/Maint Buildings	\$1,100.00	\$50.90	\$1,049.10	\$1,100.00
E 101-42110-404	Repairs/Maint Machinery/Equip	\$2,500.00	\$3,600.13	-\$1,100.13	\$2,500.00
E 101-42110-420	Tower Lease	\$500.00	\$0.00	\$500.00	\$500.00
E 101-42110-425	Depreciation	\$0.00	\$0.00	\$0.00	\$10,000.00
E 101-42110-433	Dues and Subscriptions	\$800.00	\$1,257.00	-\$457.00	\$800.00
E 101-42110-436	Towing Charges	\$500.00	\$0.00	\$500.00	\$500.00
E 101-42110-437	Bad Debt Expense	\$0.00	\$0.00	\$0.00	\$0.00
E 101-42110-550	Motor Vehicles	\$0.00	\$255.91	-\$255.91	\$0.00
E 101-42110-580	Other Equipment Copier Lease	\$0.00	\$1,087.62	-\$1,087.62	\$1,777.80
E 101-42110-611	Bond Interest - 2022 Temp bond	\$0.00	\$11,995.28	-\$11,995.28	\$0.00
E 101-42110-701	Transfer to General Fund	\$0.00	\$6,570.28	-\$6,570.28	\$0.00
		\$231,831.72	\$172,736.13	\$59,095.59	\$263,435.75

Budget for 2 FTE + Jace Grangruth + Arhart

Verizon + PBTv

Monthly		
Verizon	\$162.22 phones/pa	-321
PBTv	\$29.06 phone	-321
	\$14.00 internet	-327

increase	9%
increase	5%
increase	10%
increase	8%

est. costs of squads = \$47,000

2014 Squad replace in 2024
2019 Squad replace in 2025

2024 Blackduck Fire Department Budget vs. Actual

updated 11/30/2023

approved by townships 8/24/23

		2023 Budget	2023 YTD Expenditures	2023 Balance	2024 Budget		
E 101-42200-103	Part-Time Employees	\$16,000.00	\$14,115.00	\$1,885.00	\$16,000.00		
E 101-42200-122	FICA	\$1,225.00	\$1,076.79	\$148.21	\$1,225.00		
E 101-42200-124	Fire Pension Contributions	\$0.00	\$0.00	\$0.00	\$0.00		
E 101-42200-200	Office Supplies (GENERAL)	\$0.00	\$0.00	\$0.00	\$0.00		
E 101-42200-205	Heating Fuel -	\$3,000.00	\$3,944.38	-\$944.38	\$3,000.00		
E 101-42200-206	Electricity	\$4,200.00	\$2,892.39	\$1,307.61	\$4,200.00		
E 101-42200-207	Computer Supplies	\$0.00	\$0.00	\$0.00	\$0.00		
E 101-42200-208	Training and Instruction	\$2,000.00	\$872.50	\$1,127.50	\$2,000.00		
E 101-42200-210	Operating Supplies (GENERAL)	\$1,000.00	\$1,517.52	-\$517.52	\$1,000.00		
E 101-42200-211	Cleaning Supplies	\$0.00	\$0.00	\$0.00	\$0.00		
E 101-42200-212	Motor Fuels	\$2,200.00	\$1,864.06	\$335.94	\$2,200.00		
E 101-42200-221	Equipment Parts	\$0.00	\$300.64	-\$300.64	\$0.00		
E 101-42200-222	Tires	\$0.00	\$0.00	\$0.00	\$0.00		
E 101-42200-223	Building Repair Supplies	\$0.00	\$0.00	\$0.00	\$0.00		
E 101-42200-233	Uniforms - <i>turnout gear</i>	\$5,000.00	\$18,659.67	-\$13,659.67	\$10,000.00		
E 101-42200-240	Small Tools and Minor Equip	\$2,000.00	-\$0.25	\$2,000.25	\$2,000.00		
E 101-42200-304	Legal Fees	\$0.00	\$0.00	\$0.00	\$0.00		
E 101-42200-305	Medical Fees	\$500.00	\$2,218.15	-\$1,718.15	\$500.00		
E 101-42200-307	Management Fees	\$0.00	\$0.00	\$0.00	\$0.00		
E 101-42200-310	Other Professional Services	\$0.00	\$0.00	\$0.00	\$0.00		
E 101-42200-321	Telephone	\$800.00	\$532.85	\$267.15	\$800.00	PBTV	
E 101-42200-322	Postage	\$100.00	\$100.00	\$0.00	\$210.00		
E 101-42200-323	Radio/Communications Expenses	\$4,500.00	\$3,262.47	\$1,237.53	\$5,000.00	Verizon + Roger's Two Way	
E 101-42200-327	Internet Access	\$0.00	\$314.65	-\$314.65	\$600.00		
E 101-42200-331	Travel Expenses	\$250.00	\$0.00	\$250.00	\$250.00		
E 101-42200-351	Legal Notices Publishing	\$0.00	\$0.00	\$0.00	\$0.00		
E 101-42200-352	General Notices and Pub Info	\$0.00	\$0.00	\$0.00	\$0.00		
E 101-42200-361	General Liability Ins	\$375.00	\$444.04	-\$69.04	\$484	increase	9%
E 101-42200-362	Property Ins	\$2,475.00	\$2,529.00	-\$54.00	\$2,655	increase	5%
E 101-42200-363	Automotive Ins	\$1,525.00	\$1,461.00	\$64.00	\$1,607	increase	10%
E 101-42200-366	Workers Compensation Insurance	\$6,405.00	\$8,865.30	-\$2,460.30	\$9,575	increase	8%
E 101-42200-384	Refuse/Garbage Disosal	\$300.00	\$171.96	\$128.04	\$343.92		
E 101-42200-367	Unemployment Paid	\$0.00	\$0.00	\$0.00	\$0.00		
E 101-42200-401	Repairs/Maint Buildings	\$3,750.00	\$2,001.26	\$1,748.74	\$3,750.00		
E 101-42200-404	Repairs/Maint Machinery/Equip	\$9,400.00	\$11,242.24	-\$1,842.24	\$9,400.00		
E 101-42200-420	Tower Lease	\$500.00	\$0.00	\$500.00	\$500.00		
E 101-42200-425	Depreciation	\$0.00	\$0.00	\$0.00	\$0.00		
E 101-42200-433	Dues and Subscriptions	\$200.00	\$266.50	-\$66.50	\$200.00		
E 101-42200-436	Towing Charges	\$0.00	\$0.00	\$0.00	\$0.00		
E 101-42200-437	Bad Debt Expense	\$0.00	\$0.00	\$0.00	\$0.00		
E 101-42200-500	Capital Outlay (<i>Armer Radios year 4 - 2024</i>)	\$5,000.00	\$5,000.00	\$0.00	\$5,000.00		
E 101-42200-520	Buildings and Structures	\$0.00	\$0.00	\$0.00	\$0.00		
E 101-42200-550	Motor Vehicles	\$0.00	\$0.00	\$0.00	\$0.00		
E 101-42200-580	Other Equipment - <i>includes new Chassis for Tanker</i>	\$1,000.00	\$86,887.59	-\$85,887.59	\$1,000.00		
E 101-42200-701	Transfer to General Fund	\$0.00	\$0.00	\$0.00	\$0.00		
E 101-42200-708	Transfer to Fire Dept Reserve (<i>year 10 of contract - 2024</i>)	\$30,000.00	\$30,000.00	\$0.00	\$30,000.00		
E 101-42200-782	Intrafund Transfer	\$0.00	\$0.00	\$0.00	\$0.00		
		\$103,705.00	\$200,539.71	-\$96,834.71	\$113,500.00		

Monthly		
Verizon	\$175.05 tablets	-323
	\$41.12 phone	-321
PBTV	\$44.95	-327
	\$15.45	-321

2024 Blackduck Streets Department Budget vs. Actual

updated 11/30/2023

		2023 Budget	2023 Actual Expenditures	2023 Balance	2024 Budget
E 101-43100-101	Full-Time Employees Regular	\$59,274.67	\$54,520.90	\$4,753.77	\$63,313.61
E 101-43100-102	Full-Time Employees Overtime	\$4,500.00	\$4,960.87	-\$460.87	\$4,500.00
E 101-43100-103	Part-Time Employees	\$1,906.42	\$3,039.38	-\$1,132.96	\$2,202.51
E 101-43100-121	PERA	\$4,588.58	\$4,520.88	\$67.70	\$4,913.71
E 101-43100-122	FICA	\$4,680.35	\$4,782.89	-\$102.54	\$5,011.98
E 101-43100-131	Employer Paid Health	\$10,000.66	\$8,380.57	\$1,620.09	\$10,283.18
E 101-43100-142	Unemployment Benefit Payments	\$0.00	\$0.00	\$0.00	\$0.00
E 101-43100-200	Office Supplies (GENERAL)	\$500.00	\$107.05	\$392.95	\$500.00
E 101-43100-205	Heating Fuel	\$2,100.00	\$2,166.00	-\$66.00	\$2,100.00
E 101-43100-206	Electricity	\$4,500.00	\$6,373.26	-\$1,873.26	\$4,500.00
E 101-43100-208	Training and Instruction	\$0.00	\$0.00	\$0.00	\$0.00
E 101-43100-210	Operating Supplies (GENERAL)	\$2,000.00	\$1,527.80	\$472.20	\$2,100.00
E 101-43100-212	Motor Fuels	\$10,000.00	\$10,074.42	-\$74.42	\$15,000.00
E 101-43100-213	Lubricants and Additives	\$1,600.00	\$1,846.04	-\$246.04	\$1,700.00
E 101-43100-220	Repair/Maint Supply (GENERAL)	\$2,200.00	\$1,520.61	\$679.39	\$2,500.00
E 101-43100-221	Equipment Parts	\$1,100.00	\$147.30	\$952.70	\$1,300.00
E 101-43100-222	Tires	\$3,500.00	\$0.00	\$3,500.00	\$4,000.00
E 101-43100-223	Building Repair Supplies	\$0.00	\$0.00	\$0.00	\$0.00
E 101-43100-224	Street Maint Materials	\$31,000.00	\$21,250.39	\$9,749.61	\$25,000.00
E 101-43100-233	Uniforms	\$1,300.00	\$622.64	\$677.36	\$1,500.00
E 101-43100-235	Personal Protective Equipment	\$1,700.00	\$802.94	\$897.06	\$1,800.00
E 101-43100-240	Small Tools and Minor Equip	\$1,150.00	\$343.01	\$806.99	\$1,500.00
E 101-43100-302	Architect Fees	\$0.00	\$0.00	\$0.00	\$0.00
E 101-43100-303	Engineering Fees	\$0.00	\$0.00	\$0.00	\$0.00
E 101-43100-304	Legal Fees	\$0.00	\$5,553.00	-\$5,553.00	\$0.00
E 101-43100-309	Construction Services - PWPS Facility	\$0.00	\$21,597.17	-\$21,597.17	\$0.00
E 101-43100-310	Other Professional Services	\$2,100.00	\$400.07	\$1,699.93	\$2,300.00
E 101-43100-321	Telephone	\$2,950.00	\$1,549.55	\$1,400.45	\$1,743.00
E 101-43100-322	Postage	\$0.00	\$0.00	\$0.00	\$0.00
E 101-43100-327	Internet Access	\$0.00	\$112.00	-\$112.00	\$336.00
E 101-43100-331	Travel Expenses	\$0.00	\$0.00	\$0.00	\$0.00
E 101-43100-351	Legal Notices Publishing	\$0.00	\$0.00	\$0.00	\$0.00
E 101-43100-361	General Liability Ins	\$370.85	\$694.04	-\$323.19	\$757
E 101-43100-362	Property Ins	\$1,273.32	\$5,228.60	-\$3,955.28	\$5,490
E 101-43100-363	Automotive Ins	\$2,068.50	\$1,498.00	\$570.50	\$1,648
E 101-43100-366	Workers Compensation Insurance	\$4,601.45	\$6,718.06	-\$2,116.61	\$7,256
E 101-43100-384	Refuse/Garbage Disposal	\$1,000.00	\$858.15	\$141.85	\$343.92
E 101-43100-387	Snow Removal	\$0.00	\$0.00	\$0.00	\$0.00
E 101-43100-400	Repairs & Maint Cont (GENERAL)	\$0.00	\$0.00	\$0.00	\$0.00
E 101-43100-401	Repairs/Maint Buildings	\$1,100.00	\$18.00	\$1,082.00	\$2,000.00
E 101-43100-404	Repairs/Maint Machinery/Equip	\$6,000.00	\$12,180.14	-\$6,180.14	\$8,000.00
E 101-43100-433	Dues and Subscriptions	\$0.00	\$706.37	-\$706.37	\$0.00
E 101-43100-436	Towing Charges	\$0.00	\$0.00	\$0.00	\$0.00
E 101-43100-500	Capital Outlay	\$0.00	\$0.00	\$0.00	\$0.00
E 101-43100-530	Improvements Other Than Bldgs	\$0.00	\$0.00	\$0.00	\$0.00
E 101-43100-550	Motor Vehicles - GMC Lease Trucks	\$14,237.58	\$14,237.58	\$0.00	\$14,237.58
E 101-43100-580	Other Equipment - CAT Lease Tractor & Skid Steer & Grader P	\$14,228.58	\$67,978.58	-\$53,750.00	\$14,228.58
E 101-43100-601	Debt Srv Bond Principal	\$0.00	\$0.00	\$0.00	\$0.00
E 101-43100-610	PFA Debt Srv Interest	\$0.00	\$6,570.28	-\$6,570.28	\$0.00
E 101-43100-611	Bond Interest - 2022 Temp Bond Facility	\$0.00	\$11,995.28	-\$11,995.28	\$0.00
		\$197,530.96	\$284,881.82	-\$87,350.86	\$212,063.91

skid steer tracks

Monthly			
Verizon	\$41.12	phone	-321
PBTv	\$24.13	phone	-321
	\$28.00	internet	-327

Verizon plan + PBTv + PR

increase	9%
increase	5%
increase	10%
increase	8%

county levy only

2024 Blackduck Wayside Park Department Budget vs Actual

updated 11/30/2023

	2023 Budget	2023 YTD Amount	2023 Balance	2024 Budget	
E 101-45200-101 Full-Time Employees Regular	\$3,934.00	\$3,473.96	\$460.04	\$4,205.27	
E 101-45200-102 Full-Time Employees Overtime	\$350.00	\$343.16	\$6.84	\$350.00	
E 101-45200-103 Part-Time Employees	\$3,177.36	\$5,665.63	-\$2,488.27	\$3,670.85	
E 101-45200-121 PERA	\$533.37	\$385.88	\$147.49	\$590.71	
E 101-45200-122 FICA	\$544.04	\$725.50	-\$181.46	\$602.52	
E 101-45200-131 Employer Paid Health	\$718.85	\$551.16	\$167.69	\$738.84	
E 101-45200-206 Electricity	\$2,100.00	\$1,695.75	\$404.25	\$2,100.00	
E 101-45200-208 Training and Instruction	\$0.00	\$0.00	\$0.00	\$0.00	
E 101-45200-210 Operating Supplies (GENERAL)	\$1,000.00	\$1,048.38	-\$48.38	\$1,500.00	
E 101-45200-211 Cleaning Supplies	\$400.00	\$86.91	\$0.00	\$600.00	
E 101-45200-212 Motor Fuels	\$1,650.00	\$1,650.00	\$0.00	\$2,000.00	
E 101-45200-221 Equipment Parts	\$0.00	\$0.00	\$0.00	\$0.00	
E 101-45200-225 Landscaping Materials	\$2,100.00	\$172.73	\$1,927.27	\$3,000.00	
E 101-45200-240 Small Tools and Minor Equip	\$0.00	\$0.00	\$0.00	\$0.00	
E 101-45200-305 Medical Fees	\$0.00	\$0.00	\$0.00	\$0.00	
E 101-45200-361 General Liability Ins	\$1,236	\$1,480.02	-\$243.85	\$1,613	increase 9%
E 101-45200-362 Property Ins	\$1,273	\$1,306.00	-\$32.68	\$1,371	increase 5%
E 101-45200-366 Workers Compensation Insurance	\$982	\$1,412.43	-\$430.55	\$1,525	increase 8%
E 101-45200-384 Refuse/Garbage Disposal	\$1,100	\$617.12	\$482.88	\$1,100.00	Woodcarvers & Bash - cnty & WM
E 101-45200-401 Repairs/Maint Buildings	\$4,000.00	\$550.30	\$3,449.70	\$2,000.00	updates to one restroom (fixtures)
E 101-45200-430 Miscellaneous (GENERAL)	\$300.00	\$0.00	\$300.00	\$500.00	
E 101-45200-433 Dues and Subscriptions	\$0.00	\$0.00	\$0.00	\$0.00	
E 101-45200-501 Assessment	\$2,360.00	\$1,994.82	\$365.18	\$1,897.26	
E 101-45200-530 Improvements Other Than Bldgs	\$0.00	\$0.00	\$0.00	\$0.00	
	\$27,758.99	\$23,159.75	\$4,286.15	\$29,365.40	

2024 Blackduck Council Budget vs Actual Expenditures

updated 11/30/2023

	2023 Budget	2023 Actual Expenditures	2023 Balance	2024 Budget
E 101-41110-101 Full-Time Employees Regular	\$10,900.00	\$787.50	\$10,112.50	\$11,000.00
E 101-41110-121 PERA	\$0.00	\$0.00	\$0.00	\$0.00
E 101-41110-122 FICA	\$834.00	\$60.24	\$773.76	\$850.00
E 101-41110-207 Computer Supplies	\$500.00	\$567.99	-\$67.99	\$500.00
E 101-41110-208 Training and Instruction	\$2,000.00	\$680.00	\$1,320.00	\$2,000.00
E 101-41110-322 Postage	\$0.00	\$0.00	\$0.00	\$0.00
E 101-41110-331 Travel Expenses	\$1,000.00	\$1,596.92	-\$596.92	\$1,500.00
E 101-41110-361 General Liability Ins	\$0.00	\$0.00	\$0.00	\$0.00
E 101-41110-433 Dues and Subscriptions	\$150.00	\$1,287.74	-\$1,137.74	\$600.00
E 101-41110-437 Bad Debt Expense	\$0.00	\$0.00	\$0.00	\$0.00
	\$15,384.00	\$4,980.39	\$10,403.61	\$16,450.00

2024 Blackduck Street Lighting Budget vs. Actual

	2023 Budget	2023 Actual Expenditures	2023 Balance	2024 Budget
E 101-43160-206 Electricity	\$10,500.00	\$8,954.56	\$1,545.44	\$10,500.00
E 101-43160-210 Operating Supplies (GENERAL)	\$3,500.00	-\$0.03	\$3,500.03	\$3,500.00
E 101-43160-220 Repair/Maint Supply (GENERAL)	\$1,100.00	\$14,250.91	-\$13,150.91	\$10,000.00
	\$15,100.00	\$23,205.44	-\$8,105.44	\$24,000.00

Frontage Lights rewired

2024 Blackduck Government Bldgs. Budget vs. Actual

	2023 Budget	2023 Actual Expenditures	2023 Balance	2024 Budget
E 101-41940-206 Electricity	\$8,500.00	\$4,444.30	\$4,055.70	\$8,500.00
E 101-41940-210 Operating Supplies (GENERAL)	\$500.00	\$677.60	-\$177.60	\$825.00
E 101-41940-211 Cleaning Supplies	\$0.00	\$59.19	-\$59.19	\$0.00
E 101-41940-223 Building Repair Supplies	\$400.00	\$0.00	\$400.00	\$400.00
E 101-41940-361 General Liability Ins	\$125.00	\$148.02	-\$23.02	\$161
E 101-41940-362 Property Ins	\$1,140.00	\$1,167.00	-\$27.00	\$1,225
E 101-41940-380 Utility Services (GENERAL)	\$500.00	\$437.50	\$62.50	\$600.00
E 101-41940-401 Repairs/Maint Buildings	\$5,000.00	\$2,753.49	\$2,246.51	\$5,000.00
E 101-41940-520 Buildings and Structures	\$0.00	\$0.00	\$0.00	\$0.00
	\$16,165.00	\$9,687.10	\$6,477.90	\$16,711.69

Aramark\$8,888.60

increase 9%

increase 5%

\$750.00

2024 Blackduck Planning & Zoning Budget vs. Actual

	2023 Budget	2023 Actual Expenditures	2023 Balance	2024 Budget
E 101-41910-300 Professional Srvs (GENERAL)	\$1,000.00	\$1,938.31	-\$938.31	\$15,000.00
	\$1,000.00	\$1,938.31	-\$938.31	\$15,000.00

Rental Inspection year

2024 Blackduck Library Department Budget vs. Actual

	2023 Budget	2023 YTD Expenditures	2023 Balance	2024 Budget
E 101-45500-122 FICA	\$0.00	\$0.00	\$0.00	\$0.00
E 101-45500-200 Office Supplies (GENERAL)	\$0.00	\$24.12	-\$24.12	\$0.00
E 101-45500-206 Electricity	\$3,500.00	\$2,564.44	\$935.56	\$3,500.00
E 101-45500-210 Operating Supplies (GENERAL)	\$400.00	\$938.15	-\$538.15	\$400.00
E 101-45500-211 Cleaning Supplies	\$0.00	\$0.00	\$0.00	\$0.00
E 101-45500-223 Building Repair Supplies	\$0.00	\$0.00	\$0.00	\$0.00
E 101-45500-301 Professional Services	\$10,000.00	\$10,000.00	\$0.00	\$0.00
E 101-45500-304 Legal Fees	\$0.00	\$0.00	\$0.00	\$0.00
E 101-45500-330 Transportation (GENERAL)	\$0.00	\$0.00	\$0.00	\$0.00
E 101-45500-331 Travel Expenses	\$210.00	\$0.00	\$210.00	\$210.00
E 101-45500-361 General Liability Ins	\$123.62	\$148.02	-\$24.40	\$161
E 101-45500-362 Property Ins	\$1,310.04	\$1,345.00	-\$34.96	\$1,412
E 101-45500-367 Unemployment Paid	\$0.00	\$0.00	\$0.00	\$0.00
E 101-45500-380 Utility Services (GENERAL)	\$750.00	\$646.26	\$103.74	\$750.00
E 101-45500-401 Repairs/Maint Buildings	\$4,000.00	\$4,610.16	-\$610.16	\$1,000.00
E 101-45500-404 Repairs/Maint Machinery/Equip	\$0.00	\$0.00	\$0.00	\$0.00
E 101-45500-426 Automation Repair & Replace.	\$350.00	\$350.00	\$0.00	\$350.00
E 101-45500-433 Dues and Subscriptions	\$16,480.00	\$16,480.00	\$0.00	\$19,446.00
E 101-45500-580 Other Equipment	\$0.00	\$0.00	\$0.00	\$0.00
	\$37,123.66	\$37,106.15	\$17.51	\$27,229.59

increase 9%

increase 5%

work on back deck/side door

2024 Blackduck License Center Budget

	2023 Budget	2023 Actual Expenditures	2023 Balance	2024 Budget
E 101-44444-101 Full-Time Employees Regular	\$7,033.30	\$5,675.30	\$1,358.00	\$12,623.52
E 101-44444-102 Full-time Employees Overtime	\$0.00	\$57.80	-\$57.80	\$150.00
E 101-44444-103 Part-Time Employees	\$0.00	\$0.00	\$0.00	\$0.00
E 101-44444-121 PERA	\$527.50	\$429.95	\$97.55	\$946.76
E 101-44444-122 FICA	\$538.05	\$431.82	\$106.23	\$965.70
E 101-44444-131 Employer Paid Health	\$761.87	\$571.43	\$190.44	\$1,895.80
E 101-44444-200 Office Supplies	\$450.00	\$323.09	\$126.91	\$1,500.00
E 101-44444-203 Printed Forms	\$0.00	\$0.00	\$0.00	\$0.00
E 101-44444-210 Operating Supplies	\$450.00	\$875.81	-\$425.81	\$1,000.00
E 101-44444-301 Auditing & Accounting	\$0.00	\$0.00	\$0.00	\$0.00
E 101-44444-332 Postage	\$240.00	\$359.37	-\$119.37	\$1,000.00
E 101-44444-570 Office Equipment	\$0.00	\$0.00	\$0.00	\$0.00
E 101-44444-603 Short-Term Debt Principal (Copier Lease)	\$0.00	\$0.00	\$0.00	\$1,484.06
	\$10,000.72	\$8,724.57	\$1,276.15	\$21,565.84

deposit slips & supplies

split with Admin 60/40

Date

Purchaser

Dodge of Burnsville

12101 Hwy 35W South

Todd Prissel

tprissel@dodgeofburnsville.com

952-767-2702

State Contract # 184131 Release # A-174(5)

Allow TBD weeks for delivery from order date

Order Cutoff TBD

2024 Durango Pursuit AWD

Note: Please select options

Options**V8 WDEE75 22Z Package**

Base Vehicle Contract Price

\$ 41,289.00

Extra OEM Key From Dealer

EDK

\$240

\$ 480.00

Functional Packages:**Copy and Paste Price to add options**

Technology Group	ADG	\$ 2,511.00	
Skid Plate Group	ADL	\$ 316.00	\$ 316.00
18X8.0 Painted Aluminum Wheels	WP1	\$ 369.00	

Additional Features

Floor Carpet	CKD	\$ 136.00	
Full Length Floor Console	CUF	\$ 316.00	
Police Floor Console	CUG	\$ 891.00	
Deactivate Rear Doors/Windows	CW6	\$ 81.00	
Entire Fleet Alike Key (FREQ 2)	GXA	\$ 316.00	
Entire Fleet Alike Key (FREQ 3)	GXE	\$ 316.00	
Entire Fleet Alike Key (FREQ 1)	GXF	\$ 316.00	
Entire Fleet Alike Key (FREQ 4)	GXG	\$ 316.00	
Power Liftgate	JRC	\$ 415.00	
Black Right LED Spot Lamp	LNA	\$ 549.00	
Black Left LED Spot Lamp	LNF	\$ 575.00	\$ 575.00
Security Alarm	LSA	\$ 162.00	
Delete Liftgate Badge	MT8	\$ -	
Uconnect 5 Nav w 10.1" Display (USA)	UBN	\$ 986.00	
Passenger Side Ballistic Door Panel	XDG	\$ 1,439.00	
Driver Side Ballistic Door Panel	XDV	\$ 2,547.00	

Seat Options

Cloth Bucket Seats W/Rear Vinyl/Black	A7X9	\$ 136.00	\$ 136.00
Cloth Bucket Seats w/ Shift Insert/Black	C5X9	\$ -	

Color Options

Baltic Grey Metallic Clear Coat	PAS	\$ 356.00	
Blu By You Clear Coat	PBU	\$ 540.00	
DB Black Clear Coat	PXJ	\$ -	\$ -
Destroyer Grey Clear Coat	PDN	\$ 356.00	
Ember Pearl Coat	PHC	\$ 356.00	
Frostbite Pear Coat	PCA	\$ 356.00	
Michigan State Police Blue	P79	\$ 540.00	
Midnight Sky	PCQ	\$ 356.00	

Date

Purchaser

Dodge of Burnsville
12101 Hwy 35W South
Todd Prissel
dodgeofburnsveille.com
952-767-2702

Octane Red Pearl Coat	PRV	\$ 356.00	
Silver Metallic Clear Coat	PSE	\$ 356.00	
White Knuckle Clear Coat	PW7	\$ -	
Dealer Installed Options			
Engine Block Heater	DBH	\$ 325.00	\$ 325.00
3 Lock Remote Start	DRS	\$ 660.00	
Total Delivered Price with options Per Contract			\$ 43,121.00

Dodge Of Burnsville
12101 Hwy 35W South
Burnsville MN 55337
Todd Prissel
tprissel2dodgeofburnsville.co
952-767-2702



Quote

2755 Geneva Avenue North
Oakdale, MN 55128
651-765-2657

Date	Quote #
12/7/2023	BA120723-12

Name / Address
CC CUSTOMER OAKDALE BLACKDUCK POLICE DEPARTMENT 180 1ST ST. SE BLACKDUCK, MN 56630

Ship To
BLACKDUCK POLICE DEPARTMENT ATTN: JOSH ARHART 180 1ST ST. SE BLACKDUCK, MN 56630

P.O. No.	Terms	Quote Valid Until	Account #	Rep	FOB
PATROL DURANGO	PREPAID	12/14/2023		BMA	ORIGIN

Qty	Item	Description	Price	U/M	Total
1	CONTACT	JOSH ARHART 218-760-2363 JOSH.ARHART@CO.BELTRAMI.MN.US	0.00		0.00T
1	VEHICLE	2024 DODGE DURANGO	0.00		0.00T
1	36-4075	WESTIN PUBLIC SAFETY PUSH BUMPER ELITE - FOR 2022+ DODGE DURANGO PURSUIT - SPECIFY SOLID, 2 , 3, OR 4 LIGHT CHANNEL SEPERATELY - LIGHTS NOT INCLUDED	489.393		489.39T
1	36-6015W2	WESTIN ELITE PUSHBUMPER 33.1" 2 LIGHT TOP CHANNEL - FOR 2 WHELEN IONS (SOLD SEPERATELY)	45.504	ea	45.50T
1	36-4075W	WESTIN WING WRAP ELITES - FOR 2022+ DODGE DURANGO PURSUIT - PUSH BUMPER SOLD SEPERATELY	360.00		360.00T
1	36-4075PB	WESTIN PIT BAR ELITES - FOR 2022+ DODGE DURANGO PURSUIT - PUSH BUMPER SOLD SEPERATELY	427.50		427.50T
1	36-4075WC	WESTIN ELITE PUSHBUMPER UPRIGHT WIRE COVER FOR USE WITH 2021-2022 DODGE DURANGO PUSHBUMPER (36-4075)	45.504		45.50T
1	C-VS-2300-DUR	HAVIS VEHICLE SPECIFIC 23" CONSOLE FOR 2021+ DODGE DURANGO POLICE PACKAGE - ACCEPTS OEM AUX PORTS AND INCLUDES TWO 12V PLUGS - SPECIFY EQUIPMENT BRACKETS SEPERATELY	403.179	ea	403.18T
1	C-EB25-XTL-1P	HAVIS CONSOLE BRACKET FOR MOTOROLA XTL-1500, 2500, 5000 05 REMOTE HEAD RADIO	0.00	ea	0.00T
1	C-EB40-CCS-1P	HAVIS C-EB40-CCS-1P 4" (1 PC) EQUIP. MTG. BRACKET FOR WHELEN CEN-COM/CANTROL CONTROL HEADS	0.00	ea	0.00T



Quote

2755 Geneva Avenue North
Oakdale, MN 55128
651-765-2657

Date	Quote #
12/7/2023	BA120723-12

Name / Address
CC CUSTOMER OAKDALE BLACKDUCK POLICE DEPARTMENT 180 1ST ST. SE BLACKDUCK, MN 56630

Ship To
BLACKDUCK POLICE DEPARTMENT ATTN: JOSH ARHART 180 1ST ST. SE BLACKDUCK, MN 56630

P.O. No.	Terms	Quote Valid Until	Account #	Rep	FOB
PATROL DURANGO	PREPAID	12/14/2023		BMA	ORIGIN

Qty	Item	Description	Price	U/M	Total
1	CUP2-1001	HAVIS INTERNAL CONSOLE MOUNT DUAL CUP HOLDER - SELF ADJUSTS TO FIT CUPS UP TO 3.5" IN DIAMETER	46.90	ea	46.90T
1	C-AP-0325	C-AP ACCESSORY POCKET 3" WIDE 2.5" DEEP INTERNAL MOUNT F/ HAVIS SHIELDS CONSOLE	48.30	ea	48.30T
1	C-ARM-108	HAVIS SIDE MOUNTED FLIP-UP ARMREST	174.30	ea	174.30T
1	C-HK-181	HAVIS REPLACEMENT AUXILIARY OUTLET KIT C-HK-181	13.30	ea	13.30T
1	C-MC	HAVIS MIC CLIP	11.20	ea	11.20T
1	C-MCB	HAVIS C-MCB CONSOLE MIC CLIP BRACKET	13.30	ea	13.30T
1	C-USB-2	HAVIS DUAL USB CHARGER - FITS CARLING ROCKER SWITCH CUTOUT - TWO 2.1A PORTS	55.377	ea	55.38T
1	MAGNETIC MIC CLIP	MAGNETIC MIC CLIP	39.95		39.95T
1	7170-0841-02	GAMBER JOHNSON PEDESTAL KIT FOR 2011+ DODGE DURANGO - INCLUDES MONGOOSE 9" LOCKING SLIDE ARM WITH SHORT CLEVIS - NO SUBSTITUTIONS	933.00	ea	933.00T
1	PK1126DUR11	SETINA #10XL C HORIZONTAL SLIDING WINDOW PARTITION - COATED POLYCARBONATE WINDOW WITH CHICAGO BARRIER - XL PANEL PARTITION	816.75	ea	816.75T
1	WK0514DUR11	SETINA STEEL VERTICAL WINDOW BARS FOR 2011+ DODGE DURANGO (FOR USE W/ STOCK OR SETINA TPO DOOR PANELS)	246.75	ea	246.75T
1	PK0316DUR112ND	SETINA #12VS COATED SCRATCH RESISTANT POLYCARBONATE REAR PARTITION FOR 2011+ DODGE DURANGO	471.75	ea	471.75T
1	GK10301S1UHK	SETINA DUAL T-RAIL WEAPON MOUNT SYSTEM WITH ONE SMALL LOCKHEAD AND ONE UNIVERSAL XL LOCKHEAD, HANDCUFF KEY OVERRIDE	381.75	ea	381.75T



Quote

2755 Geneva Avenue North
Oakdale, MN 55128
651-765-2657

Date	Quote #
12/7/2023	BA120723-12

Name / Address
CC CUSTOMER OAKDALE BLACKDUCK POLICE DEPARTMENT 180 1ST ST. SE BLACKDUCK, MN 56630

Ship To
BLACKDUCK POLICE DEPARTMENT ATTN: JOSH ARHART 180 1ST ST. SE BLACKDUCK, MN 56630

P.O. No.	Terms	Quote Valid Until	Account #	Rep	FOB
PATROL DURANGO	PREPAID	12/14/2023		BMA	ORIGIN

Qty	Item	Description	Price	U/M	Total
1	SA315P	WHELEN 100 WATT COMPOSITE HOUSING SIREN SPEAKER - BRACKETS SOLD SEPARATELY	226.78	ea	226.78T
2	SAK54	WHELEN SAK54 - SA315 MOUNTING BRACKET FOR 2013+ DODGE DURANGO	28.42	ea	56.84T
1	STPKT85	WHELEN LIGHTBAR STRAP KIT FOR 2011+ DODGE DURANGO	66.70	ea	66.70T
3	TLIB	WHELEN ION T SERIES LINEAR LIGHTHEAD - BLUE	94.54	ea	283.62T
3	TLIR	WHELEN ION T SERIES LINEAR LIGHTHEAD - RED	94.54		283.62T
2	IONR	WHELEN ION 6 SUPER LED LIGHTHEAD WITH BRACKET - RED **PUSHBUMPER** **REAR WINDOW**	97.44	ea	194.88T
2	IONB	WHELEN ION 6 SUPER LED LIGHTHEAD WITH BRACKET - BLUE **PUSHBUMPER** **REAR WINDOW**	97.44	ea	194.88T
1	LINSV2R	WHELEN LINZ V SERIES SURFACE MOUNT LIGHTHEAD - CLEAR LENS - RED LED	169.94	ea	169.94T
1	LINSV2B	WHELEN LINZ V SERIES SURFACE MOUNT LIGHTHEAD - CLEAR LENS - BLUE LED	169.94	ea	169.94T
1	LSVBKT44	WHELEN LINSV MIRROR MOUNT KIT FOR 2013+ DODGE DURANGO	19.14	ea	19.14T
1	LEGACY DUO WCX 48...	WHELEN 48" LEGACY WECAN-X LIGHTBAR W/SCENE AND SMOKED LENSES - R/W - B/W FRONT AND CORNERS, R/A - B/A REAR INBOARDS - DELWCCP - WITH ADJUSTABLE FEET - SPECIFY STRAP KIT SEPARATELY	2,195.00		2,195.00T



Quote

2755 Geneva Avenue North
Oakdale, MN 55128
651-765-2657

Date	Quote #
12/7/2023	BA120723-12

Name / Address
CC CUSTOMER OAKDALE BLACKDUCK POLICE DEPARTMENT 180 1ST ST. SE BLACKDUCK, MN 56630

Ship To
BLACKDUCK POLICE DEPARTMENT ATTN: JOSH ARHART 180 1ST ST. SE BLACKDUCK, MN 56630

P.O. No.	Terms	Quote Valid Until	Account #	Rep	FOB
PATROL DURANGO	PREPAID	12/14/2023		BMA	ORIGIN

Qty	Item	Description	Price	U/M	Total
1	STPKT85	WHELEN LIGHTBAR STRAP KIT FOR 2011+ DODGE DURANGO ***NO CHARGE WHEN ORDERED WITH LIGHT BAR***	0.00	ea	0.00T
1	3003.6177	MARINCO GUEST 5 AMP 1 BANK 12V ONBOARD BATTERY CHARGER - REPLACES 3004.9098	119.02	ea	119.02T
1	SHIPPING AND HAND...	SHIPPING AND HANDLING CHARGES FOR ABOVE TO BE ADDED AT TIME OF SHIPPING, FOB ORIGIN	0.00		0.00T
		Sales Tax	754.09		754.09

All EATI production sales orders will have parts and labor invoiced separately.
You will receive an invoice for your parts once they are received and ready for the build.
If you would like to turn this quote into an order, please notify your sales rep ASAP

Total	\$9,758.15
--------------	------------

Blackduck Police Department 2023 Summary of Service Calls

<u>Service Call Type</u>	<u>Quantity</u>
Animal	5
Alarm	5
Accident – Vehicle no injury	2
Agency Assist	54
Assault	4
Public Assist	6
Dead Body	1
Disorderly Conduct	11
Civil	7
Family Matter – non-criminal	3
Fire	1
Fraud	1
Drugs	1
DWI	1
Funeral Escort	1
Juvenile/status crimes – runaway	2
Harassment	7
Lost Property	4
Property Damage	4
Parking	2
Medical	24
Missing Person	1
Other	1
911/Misdial/hang-up	20
Public Relations	1
Security check	3
Sex Crimes	1
Suspicious	6
Theft	5
Vehicle calls	7
Violations – court order	2
Welfare check	9
<u>Total Blackduck Service Calls</u>	<u>587</u>
Blackduck Police Response to calls	205
Beltrami Sheriff Response to calls	382



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

1. ARTICLE 11. Sick Leave

Members of the Local 49ers are requesting consideration and discussing for the following:

- 11.4 – Severance:**
- 10 year (completion of 10 years of service) – 35% unused sick leave**
 - 15 year (completion of 15 years of service) – 50% unused sick leave**
 - 20 year (completion of 20 years of service) – 75% unused sick leave**

***MN – Earned Sick and Safe Time (MN Statutes 2022, section 181.032) the contract language will comply with the MN Statues.**

2. ARTICLE 17. Wages.

Members of the Local 49ers are requesting consideration for the following:

- a. All employees covered by this Agreement will receive on January 1, 2024 a 6.00% COLA.**
- b. Commercial Driver's License (CDL): The City will pay for the cost of obtaining a CDL Class A License for Employees. Once the CDL Class A License (Copy) is in possession at the city, the employee will receive a wage increase of \$0.50/hour on the next pay period. *In addition, the employee will receive a \$0.50/hour wage increase for performing the job duties with the license on the next pay period as well.***

3. ARTICLE 20. Duration.

Members of the Local 49ers are requesting consideration for the following:

January 1, 2024 to December 31, 2024

Labor Agreement

Between

City of Blackduck



And



International Union of Operating Engineers, Local 49

January 1, 2024 through December 31, 2024

Table of Contents

Article		Page
1.	Purpose of the Agreement	3
2.	Recognition	3
3.	Definitions	3
4.	Union Security	4
5.	Employer Rights	4
6.	Employee Rights (Grievance Procedure)	5
7.	Hours of Work	7
8.	Overtime / Comp-time	8
9.	Holidays	9
10.	Vacation Leave	10
11.	Sick Leave	10
12.	Parenting Leave	15
13.	Insurance	15
14.	Probationary Periods	16
15.	Seniority	16
16.	Discipline	16
17.	Wages	18
18.	Drug & Alcohol Testing Policy	19
19.	Savings Clause	19
20.	Duration	19
	Attached: Labor Agreement Pay Schedule	20

Article 1. Purpose of Agreement

This Agreement is entered into between the **City of Blackduck**, hereinafter called the Employer, and the **International Union of Operating Engineers, Local 49**, hereinafter called the Union. The intent and purpose of the Agreement is to:

- 1.1 (a.) Establish procedures for the resolution of disputes concerning the Agreement's interpretation and/or application;
- (b.) Specify the full and complete understanding of the parties; and
- (c.) Place in written form the parties' Agreement upon terms and conditions of employment for the duration of the Agreement.

Article 2. Recognition

The Employer recognizes the Union as the sole and exclusive bargaining agent. All employees of the City of Blackduck, Minnesota, who are public employees within the meaning of Minn. Stat. 179A.03. subd. 14, excluding clerical, essential, confidential, and supervisory employees.

Article 3. Definitions

- 3.1 Union: The International Union of Operating Engineers, Local 49.
- 3.2 Employer: City of Blackduck or its representative.
- 3.3 Union Member: A member of the IUOE Local 49.
- 3.4 Employee: A member of the bargaining unit covered by this Agreement.
- 3.5 Regular Employees: Employee who has completed a six (6) month probationary period.
- 3.6 Full-time Employee Employees who are required to work forty (40) or more hours per week year-round in an ongoing position and are considered benefit eligible.
- 3.7 Part-time Employee Employees who are required to work less than forty (40) hours per week year-round in an ongoing position and are not benefit eligible.
- 3.8 Seniority: Length of continuous service with the Employer.
- 3.9 Union Officer: Duly appointed or elected officer of I.U.O.E. Local 49

Article 4. Union Security

- 4.1 The Employer shall deduct from the wages of employees who authorize such a deduction in writing an amount necessary to cover monthly Union dues. Such moneys shall be remitted as directed by the Union.
- 4.2 The Union may designate employees from the bargaining unit to act as steward and an alternate and shall inform the Employer in writing of such choice and changes in the position of steward and/or alternate.
- 4.3 The Employer shall make space available on the employee bulletin board for posting Union notice (s) and announcements (s).
- 4.4 The Union agrees to indemnify and hold the Employer harmless against any and all claims, suits, orders, or judgments brought or issued against the Employer as a result of any action taken or not taken by the Employer under the provisions of this Article.
- 4.5 The Employer shall provide all safety items necessary to comply with federal and state statutes and regulations.

Article 5. Employer Rights

- 5.1 Inherent Managerial Rights: The Union recognizes that the Employer is not required to meet and negotiate on matters of inherent managerial policy, which include, but are not limited to, such areas of discretion or policy as the functions and programs of the Employer, its overall budget, utilization of technology, the organizational structure and selection and direction and number of personnel.
- 5.2 Management Responsibilities: The Union recognizes the right and obligation of the Employer to efficiently manage and conduct the operation of the City within its legal limitations.
- 5.3 Effect of Laws, Rules and Regulations: The Union and the Employer recognize the right, obligation and duty of the Employer and its duly designated officials to promulgate rules, regulations, directives and orders from time to time as deemed necessary by the Employer insofar as such rules, regulations, directives and orders are not inconsistent with the terms of this Agreement, and all provisions of this Agreement are subject to the laws of the State of Minnesota, federal laws, and valid rules, regulations and orders of State and Federal governmental agencies. Any provisions of this Agreement found to be in violation of any such laws, rules, regulations, directives or orders shall be null and void and without force and effect.
- 5.4 Reservation of Managerial Rights: The foregoing enumeration of Employer rights and duties shall not be deemed to exclude other inherent management rights and management functions not expressly delegated in the Agreement and not in violation of the laws of the State of Minnesota are reserved to the Employer.

Article 6. Employee Rights – Grievance Procedure

- 6.1 **Definitions of a Grievance:** A grievance is defined as a dispute or disagreement as to the interpretation or application of the specific terms and conditions of this Agreement.
- 6.2 **Union Representatives:** The Employer will recognize representatives designated by the Union as the grievance representatives of the bargaining unit having the duties and responsibilities established by this Article. The Union shall notify the Employer in writing of the names of such Union Representatives and of their successors when so designated as provided by 4.2 of this Agreement.
- 6.3 **Processing of Grievance:** It is recognized and accepted by the Union and the Employer that the processing of grievances as hereinafter provided is limited by the job duties and responsibilities of the employees and shall therefore be accomplished during normal working hours only when consistent with such employee duties and responsibilities. The aggrieved employee and Union Representative shall be allowed a reasonable amount of time without loss in pay when a grievance is investigated and presented to the Employer during normal working hours, provided that the Employer and the Union Representatives have notified and received the approval of the designated supervisor who has determined that such absence is reasonable and would not be detrimental to work programs of the Employer.
- 6.4 **Procedure:** Grievances, as defined by Section 6.1 shall be resolved in conformance with the following procedure:

Step 1. An employee claiming a violation concerning the interpretation or application of this Agreement, shall within fourteen (14) calendar days after such alleged violation has occurred, present such grievance to the employee's supervisor as designated by the Employer. The Employer-designated representative will discuss and give an answer to such Step 1 grievance within ten (10) calendar days of receipt. A grievance not resolved in Step 1 and appealed to Step 2 shall be placed in writing setting forth the nature of the grievance, the facts on which it is based, the provision or provisions of the Agreement allegedly violated, the remedy requested, and shall be appealed to Step 2 within ten (10) calendar days after the Employer-designated representative's final answer in Step 1. Any grievance not appealed in writing to Step 2 by the Union within ten (10) calendar days shall be considered waived.

Step 2. If appealed, the written grievance shall be presented by the Union and discussed with the Employer-designated Step 2 representative. The Employer-designated representative shall give the Union the Employer's Step 2 answer in writing within ten (10) calendar days after receipt of such Step 2 grievance. A grievance not resolved in Step 2 may be appealed to Step 3 within ten (10) calendar days following the Employer-designated representative's final Step 2 answer. Any grievance not appealed in writing to Step 3 by the Union within ten (10) calendar days shall be considered waived.

Step 3. If appealed, the written grievance shall be presented by the Union and discussed with the Employer-designated Step 3 representative. The Employer-designated representative shall give the Union the Employer's answer in writing ten (10) calendar days after receipt of such Step 3 grievance. A grievance not resolved in Step 3 may be appealed to Step 4 within ten (10) calendar days following the Employer-designated representative's final answer in Step 3. Any grievance not appealed in writing to Step 4 by the Union within ten (10) calendar days shall be considered waived.

Step 4. A grievance unresolved in Step 3 and appealed to Step 4 shall be submitted to arbitration.

Subd. 1. Request: A request to submit a grievance to arbitration must be in writing signed by the aggrieved party, and such request must be filed with the City Manager within ten (10) days following the decision in Step 3 of the grievance procedure.

Subd. 2. Selection of Arbitrator: Upon the proper submission of a grievance under the terms of this procedure, the parties shall, within ten (10) days after the request to arbitrate, attempt to agree upon the selection of an arbitrator. If no agreement on an arbitrator is reached, either party may request the Bureau of Mediation Services to appoint an arbitrator pursuant to PELRA, providing such request is made within twenty (20) days after request for arbitration. Failure to agree upon an arbitrator or the failure to request an arbitrator from the Bureau of Mediation Services within the time periods provided herein shall constitute a waiver of the grievance.

6.5 Arbitrator's Authority:

- (a) The arbitrator shall have no right to amend, modify, nullify, ignore, add to, or subtract from the terms and conditions of this Agreement. The arbitrator shall consider and decide only the specific issue(s) submitted in writing by the Employer and the Union, and shall have no authority to make a decision on any other issue not so submitted.
- (b) The arbitrator shall be without power to make decisions contrary to, or inconsistent with, or modifying or varying in any way the application of laws, rules, or regulations having the force and effect of law. The arbitrator shall not have the power to add to, to subtract from, or to modify in any way the terms of this Agreement. The arbitrator's decision shall be submitted in writing within thirty (30) days following close of the hearing or the submission of briefs by the parties, whichever be later, unless the parties agree to an extension. The decision shall be binding on both the arbitrator's interpretation of application of the express terms of this Agreement and to the facts of the grievance presented.

6.6 Waiver:

If a grievance is not presented within the time limits set forth above, it shall be considered "waived." If a grievance is not appealed to the next step within the specified time limit or any agreed extension thereof, it shall be considered settled on the basis of the Employer's

last answer. If the Employer does not answer a grievance or an appeal thereof within the specified time limits, the grievance shall be deemed to be denied at that step and the Union may elect to immediately appeal the grievance to the next step. The time limit in each step may be extended by mutual written agreement of the Employer and the Union.

6.7 Choice of Remedy:

If, as a result of the written Employer response in Step 3, the grievance remains unresolved, and if the grievance involved the suspension, demotion, or discharge of an employee who has completed the required probationary period, the grievance may be appealed to either Step 4 of Article 6 or a procedure such as: Veteran's Preference. If appealed to any procedure other than Step 4 of Article 6, the grievance is not subject to arbitration procedure as provided in Step 4 of Article 6. The aggrieved employee shall indicate in writing which procedure is to be utilized - Step 4 of Article 6 or another appeal procedure - and shall sign a statement to the effect that the choice of any other hearing precludes the aggrieved Employee from making an appeal through Step 4 of Article 6.

6.8 Mediation:

Prior to the scheduling of the arbitration hearing, either party may petition the Bureau of Mediation Services to mediate the dispute according to the procedures established by the Bureau of Mediation Services.

Article 7. Hours of Work

- 7.1 A workweek is seven consecutive 24-hour periods. For most employees the workweek will run from Monday through the following Sunday. With the approval of the City Administrator, departments may establish a different workweek based on coverage and service delivery needs (e.g. police department and public works department).
- 7.2 Normal daily work week hours are 7am to 4pm, with a one (1) hour lunch break. A fifteen (15) minute morning break and afternoon. If the Employee works a minimum of 4 hours/shift.
- 7.3 Weekend Shifts (Saturday and Sunday); Employees who work the weekend for water plant and lift station duties will be compensated 2 hours per each day. When Employees work on a Holiday, they will receive 2 hours compensation at one and one half time.

The weekend employee will work the following schedule:

- Monday – Thursday (8 hours) 7am to 4pm
- Friday (4 hours) 7am to 11am
- Saturday and Sunday, 8:30am to 10:30am [two (2) hours on both days].

Weekend Compensation will be as follows:

- Saturday, four (4) hours stand by pay at the straight time hourly rate of pay.
- Sunday, six (6) hours stand by pay at the straight time hourly rate of pay.
- All call backs shall be paid a minimum of two (2) hours at a rate of one and one-half (1.5) their regular hourly rate.
- Employee's working the (on-call) weekend shift will be available from the end of the business day on Friday to the beginning of the business day on Monday. Employee's shall be fit for work and able to respond within no more than one (1) hour from the time they have been notified of an issue.

*Employee's not on-call will not be required to come in for any reason unless they so choose.

Holiday's Compensation are as follows:

- Standard (8hr) holiday pay
- Holiday, six (6) hours stand by pay at the straight time hourly rate of pay.
- Normal rounds checking lift stations/water plant [two (2) hours at a rate of one and one-half (1.5) their regular hourly rate.
- All call backs shall be paid a minimum of two (2) hours at a rate of one and one-half (1.5) their regular hourly rate.

Article 8. Overtime / Comp-time

- 8.1 All hours worked by an Employee in excess of eight (8) hours per day or forty (40) hours per week shall be paid for at one and one-half (1½) times the Employee's regular straight time rate of pay. Vacation and sick leave will count towards "hours worked". Compensation will take the form of either time and one-half pay or compensatory time. Compensatory time is paid time off at the rate of one and one-half hours off for each hour of overtime worked.
- 8.2 For most employees the workweek begins at midnight on Monday and runs until the following Sunday night at 11:59 p.m. Department heads may establish a different workweek based on the needs of the department, subject to the approval of the City Administrator.
- 8.3 The employee's department head must approve overtime hours in advance when applicable. Overtime earned will be paid at the rate of time and one-half on the next regularly scheduled payroll date, unless the employee indicates on his/her timesheet that the overtime earned is to be recorded as compensatory time in lieu of payment.
- 8.4 Call back Employees called in outside their regular working hours shall be paid a minimum of two (2) hours at a rate of one and one-half (1.5) their regular hourly rate. Extensions of shift or early call-in of a normal shift will not be considered call backs.

- 8.5 The maximum compensatory time accumulation for any employee is **60 hours**. Once an employee has earned **60 hours** of compensatory time, no further compensatory time may accrue until the balance falls below the **60-hour maximum**. All further overtime will be paid. Employees may request and use compensatory time off in the same manner as other leave requests.
- 8.6 All compensatory time will be marked as such on official timesheets, both when it is earned and when it is used. The Administration Department will maintain compensatory time records. All compensatory time accrued will be paid when the employee leaves city employment at the hourly pay rate the employee is earning at that time.

Article 9. Holidays

- 9.1 The City observes the following official holidays for all regular full-time and part-time employees:

New Year's Day	Labor Day
Martin Luther King Jr. Day	Veterans' Day
Presidents' Day	Thanksgiving Day
Memorial Day	Friday after Thanksgiving
Juneteenth	Christmas Day
Independence Day	

- 9.2 Official holidays commence at the beginning of the first shift of the day on which the holiday is observed and continue for twenty-four (24) hours thereafter.
- 9.3 When a holiday falls on a Sunday, the following Monday will be the "observed" holiday and when a holiday falls on a Saturday, the preceding Friday will be the "observed" holiday for City operations/facilities that are closed on holidays.
- 9.4 During years in which Christmas Eve falls on a weekday a ½ day will be observed as a holiday. If Christmas Eve falls on a weekend no holiday will be "observed".
- 9.5 Full-time employees will receive pay for official holidays at their normal straight time rates, provided they are on paid status on the last scheduled day prior to the holiday and first scheduled day immediately after the holiday. Part-time employees will not receive holiday pay. Any employee on leave of absence without pay from the City is not eligible for holiday pay. Holidays will count towards hours worked.
- 9.6 Premium pay of 1.5 times the regular hourly wage for non-exempt employees required to work on a holiday will be for hours worked on the "actual" holiday as opposed to the "observed" holiday. Exempt employees required to work on a holiday may be entitled to an alternate day off with approval of the City Administrator.
- 9.7 Employees wanting to observe holidays other than those officially observed by the City may request either vacation leave or unpaid leave for such time off.

Article 10. Vacation Leave

10.1 Vacation Leave Schedule

Years of Service	Annual Accrual
6 Months	16 hours
1 Year	40 hours
2 -4 Years	80 hours
5-9 Years	120 hours
10 -14 Years	160 hours
15 Years and over	200 hours

- 10.2 Eligibility: Full-time employees will earn vacation leave in accordance with the above schedule. Part-time, temporary, and seasonal employees are not eligible to earn vacation leave. Vacation Leave will count towards hours worked.
- 10.3 Accrual Rate: For the purpose of determining an employee's vacation accrual rate, years of service will include all continuous time that the employee has worked at the City (including authorized unpaid leave). Employees who are rehired after terminating City employment will not receive credit for their prior service unless specifically negotiated at the time of hire.
- 10.4 Earnings and Use: After six months of service, vacation leave may be used, subject to approval by the employee's department head. Exceptions may be granted if agreed upon at time of hire or by the City Administrator.
- 10.5 Requests for vacation must be received at least forty-eight (48) hours in advance of the requested time off. This notice may be waived at the discretion of the department head and/or City Administrator. Vacation can be requested in increments as small as one hour up to the total amount of the accrued leave balance. Vacation leave is to be used only by the employee who accumulated it. It cannot be transferred to another employee.
- 10.6 Employees may accrue vacation leave up to a maximum of two (2) times the employee's annual accrual rate. No vacation will be allowed to accrue in excess of this amount without the approval of the City Council. Any overage must be approved by the City Council to carry over, or be paid out at the end of the year. Exceptions will be approved on a case-by-case basis.
- 10.7 Employees leaving City employment will be compensated at their current regular rate of pay for all hours of vacation accrued and unused as of the date of separation on a prorated basis.

Article 11. Sick Leave

- 11.1.1 Sick leave shall be permitted for the following; "An employee may use sick leave benefits provided by the City of Blackduck in accordance with Minnesota Statutes 181.9445 and 181.9447."

11.2 Sick leave is authorized absence from work with pay, granted to qualified full-time employees. Employees are to use this paid leave only when they are unable to work for medical reasons and under the conditions explained below. Sick leave does not accrue during an unpaid leave of absence.

- Full-time eligible employees will accumulate sick leave at a rate of one (1) day per month.
- Sick leave may be used only for days when the employee would otherwise have been at work. It cannot be used for scheduled days off.
- Sick Leave will count towards hours worked.

11.3 Sick leave may be used as follows:

The leave may be used as it is accrued in the smallest increment of time tracked by the city's payroll system (quarter hour increments) for the following circumstances:

- An employee's own:
 - Mental or physical illness, injury or other health condition
 - Need for medical diagnosis, care or treatment, of a mental or physical illness
 - injury or health condition
 - Need for preventative medical or health care
 - Closure of the employee's place of business due to weather or other public emergency
 - The employee's inability to work or telework because the employee is prohibited from working by the city due to health concerns related to the potential transmission of a communicable illness related to a public emergency, or seeking or awaiting the results of a diagnostic test for, or a medical diagnosis of, a communicable disease related to a public emergency and the employee has been exposed to a communicable disease or the city has requested a test or diagnosis.
 - When it has been determined by the health authorities having jurisdiction or by a health care professional that the presence of the employee or family member of the employee in the community would jeopardize the health of others because of the exposure of the employee or family member of the employee to a communicable disease, whether or not the employee or family member has actually contracted the communicable disease
 - Absence due to domestic abuse, sexual assault, or stalking of the employee provided the absence is to:
 - Seek medical attention related to physical or psychological injury or disability caused by domestic abuse, sexual assault, or stalking
 - Obtain services from a victim services organization
 - Obtain psychological or other counseling
 - Seek relocation or take steps to secure an existing home due to domestic abuse, sexual assault or stalking
 - Seek legal advice or take legal action, including preparing for or participating in any civil or criminal legal proceeding related to or resulting from domestic abuse, sexual assault, or stalking
 - Care of a family member:

- With mental or physical illness, injury or other health condition; Who needs medical diagnosis, care or treatment of a mental or physical illness, injury or other health condition; Who needs preventative medical or health care; Whose school or place of care has been closed due to weather or other public emergency; When it has been determined by health authority or a health care professional that the presence of the family member of the employee in the community would jeopardize the health of others because of the exposure of the family member of the employee to a communicable disease, whether or not the family member has actually contracted the communicable disease
- Absence due to domestic abuse, sexual assault or stalking of the employee's family member provided the absence is to:
 - Seek medical attention related to physical or psychological injury or disability caused by domestic abuse, sexual assault, or stalking
 - Obtain services from a victim services organization
 - Obtain psychological or other counseling
 - Seek relocation or take steps to secure an existing home due to domestic abuse, sexual assault or stalking
 - Seek legal advice or take legal action, including preparing for or participating in any civil or criminal legal proceeding related to or resulting from domestic abuse, sexual assault, or stalking

11.4 Family member includes an employee's:

- Spouse or registered domestic partner
- Child, foster child, adult child, legal ward, child for whom the employee is legal guardian, or child to whom the employee stands or stood in loco parentis
- Sibling, step sibling or foster sibling
- Biological, adoptive or foster parent, stepparent or a person who stood in loco parentis when the employee was a minor child
- Grandchild, foster grandchild or step grandchild
- Grandparent or step grandparent
- A child of a sibling of the employee
- A sibling of the parent of the employee or
- A child-in-law or sibling-in-law
- Any of the above family members of a spouse or registered domestic partner
- Any other individual related by blood or whose close association with the employee is the equivalent of a family relationship
- Up to one individual annually designated by the employee
 - When an employee is unable to perform work duties due to illness or disability (including pregnancy).
 - For medical, dental, or other care provider appointments.
 - When an employee has been exposed to a contagious disease of such a nature that his/her presence at the workplace could endanger the health of others.

- To care for the employee's injured or ill children, including stepchildren or foster children, for such reasonable periods as the employee's attendance with the child may be necessary.
- To take children, or other immediate family members to a medical, dental, or other care provider appointment.
- To care for an ill spouse, father, mother, sister or brother.
- Upon the death of an immediate family member, employees will be permitted to use up to three (3) consecutive sick days. The actual amount of approved time off will be determined by the department head or City Administrator, depending on individual circumstances (such as the closeness of the relative, arrangements to be made, distance to the funeral, etc.).

After accrued sick leave has been exhausted, vacation leave may be used upon approval of the City Administrator, to the extent the employee is entitled to such leave.

11.5 To be eligible for sick leave pay, the employee will:

- Communicate with his/her immediate supervisor, as soon as possible after the scheduled start of the workday, for each and every day absent;
- Submit reasonable documentation upon request.

After an absence, reasonable documentation may be required on the employee's first day back to work, indicating that the use of sick leave was for a qualifying purpose.

Any work restrictions must be stated clearly on the return-to-work form.

The City has the right to obtain a second medical opinion to determine the validity of an employee's worker's compensation or to obtain information related to restrictions or an employee's ability to work. The City will arrange and pay for an appropriate medical evaluation when it is required by the City.

Any employee who makes a false claim for sick leave will be subject to discipline up to and including termination.

Employees must normally use sick leave prior to using paid vacation, or compensatory time and prior to an unpaid leave of absence during a medical leave, except where Parenting Leave under Minnesota law and the medical leave overlap.

Sick leave can be transferred from one employee to another with approval from the City Administrator in accordance with the Sick Leave Donation Program. The maximum accrual for sick leave is 960 hours (120 days).

Any employee leaving the municipal service in good standing after giving proper notice of such termination of employment shall be compensated at their current regular rate of pay for of sick leave accrued and unused in accordance with the following schedule as of the date of separation on a prorated basis.

(Severance)	
10 year (completion of 10 years of service)	35% of unused sick leave
15 year (completion of 15 years of service)	50% of unused sick leave
20 year (completion of 20 years of service)	75% of unused sick leave

SICK LEAVE DONATION PROGRAM

Purpose: To establish a procedure through which eligible employees may voluntarily donate a portion of their accrued sick or vacation hour balance, to be used on an hour-for-hour basis to financially assist any other employee who has exhausted sick leave, vacation and holiday hours due to his/her extended illness or disability or that of a member of his/her immediate family.

Donation of leave will be subject to the following terms and conditions:

1. An employee will be eligible to receive donated leave only after the employee's own accrued sick, vacation, and compensatory time have been exhausted.
2. No employee will be allowed to receive more than a total of 960 hours of donated leave for any single life threatening disease or injury. Donated leave must be used by the employee within one year of the time that it is donated or it will be forfeited, unless approval to continue to carry the leave is granted by the City Administrator.
3. If the condition of the employee receiving donated leave improves so that they are able to return to their usual, pre-condition work schedule, any donated leave time remaining will be forfeited, unless approval to continue to carry the leave is granted by the City Administrator.
4. An employee may donate no more than 40 hours of leave per calendar year to a single fellow employee. (An employee may, however, donate 40 hours of leave to more than one fellow employee in a calendar year.) An employee who is donating leave time must maintain a balance of at least 80 hours of sick leave time. Donated leave time may not be "re-donated" to another employee.
5. An employee donating paid leave must do so from the employee's own accrued vacation, sick or compensatory time balances. Any sick leave time donated must be from the employee's regular sick leave account. It cannot come from the reserve sick leave account.
6. A written request to donate leave must be made to the City Administrator on forms designated for that purpose. The City Administrator will submit all requests to the City Council with a recommendation to approve or deny the request. The names of donors will be kept private, i.e., the donors will remain anonymous. An employee who wishes to receive donated leave time must also submit a written request to do so to the City Administrator on a form designated for that purpose.

7. The City Administrator shall have the right to deny use of donated leave or limit its use if it is determined to be in the best interest of the City to do so.
8. Donated leave time will be subtracted from the donor's regular accumulated leave time in a lump sum and credited to a special donated leave account for the employee receiving the donation. The payroll department will keep track of this leave and credit it to the employee's account as it is needed.
9. Donated leave time will be credited to an employee at that employee's rate of pay, not at the donor's rate.
10. Donated leave time cannot be used for any severance pay or paid out in the form of cash. Any donated time remaining in an employee's account when that employee ceases to be employed by the City will revert back to the City.
11. When employees donate leave time they forfeit all rights to that time. Donated time will not be refunded to donors under any circumstances.
12. Employees receiving donated leave time as part of their pay check will continue to have their regular payroll deductions taken out of each check, just as if they were using their own sick leave time.
13. Employees receiving worker's compensation benefits are not eligible to receive donated leave.

Article 12. Parenting Leave (Minnesota State Statute 181.941)

The Employer will provide eighty (80) hours of Parenting Leave after the Employee has completed two (2) years of employment with the City of Blackduck. The Employee will use the eighty (80) hours of Parenting Leave consecutively for a birth or adoption of a child (Per Event) while employed.

Employees who work twenty (20) hours or more per week and have been employed more than one year are entitled to take an unpaid leave of absence in connection with the birth or adoption of a child. The leave may not exceed six weeks, and must begin within six (6) weeks after the birth or adoption of the child.

Employees are not required to use sick leave during Parenting Leave but may use sick leave at their option for any period of this leave for which they are unable to work due to medical reasons.

The employee is entitled to return to work in the same position and at the same rate of pay the employee was receiving prior to commencement of the leave. Group insurance coverage will remain in effect during the six (6) week Parenting Leave.

If the employee has any FMLA eligibility remaining at the time this leave commences, this leave will also count as FMLA leave. The two leaves will run concurrently until eligibility for either leave expires.

Article 13. Insurance

13.1 The City will contribute 100% of the monthly premium amount towards a single group

health plan for each eligible employee including a Healthcare Spending Account matching deductible of \$3,200.00/year or less.

- 13.2 For information about coverage and eligibility requirements, employees should refer to the summary plan description or contact the City Administrator.
- 13.3 Employees shall receive a \$10,000 Life Insurance Policy.

Article 14. Probationary Periods

- 14.1 All newly hired or rehired employees shall serve a six (6) months probationary period, during which time they may be terminated or transferred at the sole discretion of the Employer. This probationary period may be extended for an additional six (6) months, at the sole discretion of the Employer, to determine the suitability of the employee for employment by the Employer.
- 14.2 Upon satisfactory completion of the probationary period or extension thereof, employees shall become regular employees within the meaning of the Agreement and shall be credited with seniority dating from the first day of continuous employment with the Employer.

Article 15. Seniority

- 15.1 The principles of seniority shall apply in layoffs, recalls, and transfers, provided however no regular employee shall be laid off while probationary employees are working and provided further the senior employee is qualified to perform the work available.

Article 16. Discipline

- 16.1 General Policy: Department heads are responsible for maintaining compliance with City standards of employee conduct. The objective of this policy is to establish a standard disciplinary process for employees of the City of Blackduck. City employees will be subject to disciplinary action only where just cause exists, such as for failure to fulfill their duties and responsibilities at the level required, including observance of work rules and standards of conduct and applicable city policies.

Discipline will be administered in a non-discriminatory manner. An employee who believes that discipline applied was either unjust or disproportionate to the offenses committed may pursue a remedy through the grievance procedures established in the City's personnel policies. The department head and/or the City Administrator will investigate any allegation on which disciplinary action might be based before any disciplinary action is taken.

- 16.2 No Contract Language Established: This policy is not to be construed as contractual terms and is intended to serve only as a guide for employment discipline.
- 16.3 Process: The City may elect to use progressive discipline with any employee. There

may be circumstances that warrant deviation from the suggested order or where progressive discipline is not appropriate. Nothing in these personnel policies implies that any City employee has a property right to the job he/she performs.

Documentation of disciplinary action taken will be placed in the employee's personnel file with a copy provided to the employee.

The following are descriptions of the types of disciplinary actions:

Oral Reprimand: This measure will be used where informal discussions with the employee's department head have not resolved the matter. All department heads have the ability to issue oral reprimands without prior approval.

Oral reprimands are normally given for first infractions on minor offenses to clarify expectations and put the employee on notice that the performance or behavior needs to change, and what the change must be. The department head will document the oral reprimand including date(s) and a summary of discussion and corrective action needed.

Written Reprimand: A written reprimand is more serious and may follow an oral reprimand when the problem is not corrected or the behavior has not consistently improved in a reasonable period of time. Serious infractions may require skipping either the oral or written reprimand, or both. Written reprimands are issued by the department head with prior approval from the City Administrator.

A written reprimand will: (1) state what did happen; (2) state what should have happened; (3) identify the policy, directive or performance expectation that was not followed; (4) provide history, if any, on the issue; (5) state goals, including timetables, and expectations for the future; and (6) indicate consequences of recurrence.

Employees will be given a copy of the reprimand to sign acknowledging its receipt. Employees' signatures do not mean that they agree with the reprimand. Written reprimands will be placed in the employee's personnel file. In the event the employee refuses to sign that they are acknowledging receipt of the reprimand, a statement will be attached stating that the employee refused to sign the written reprimand. In the event the employee refuses to sign that they are acknowledging receipt of the reprimand, a statement to that effect will be attached.

Suspension With or Without Pay: The City Administrator may suspend an employee without pay for disciplinary reasons. Suspension without pay may be followed with immediate dismissal as deemed appropriate by the City Council, except in the case of veterans. Qualified veterans will not be suspended without pay in conjunction with termination.

The employee will be notified in writing of the reason for the suspension either prior to the suspension or shortly thereafter. A copy of the letter of suspension will be placed in the employee's personnel file.

An employee may be suspended or placed on involuntary leave of absence pending an investigation of an allegation involving that employee. The leave may be with or without pay depending on a number of factors including the nature of the allegations. If the allegation is proven false after the investigation, the relevant written documents will be removed from the employee's

personnel file and the employee will receive any compensation and benefits due had the suspension not taken place.

Demotion and/or Transfer: An employee may be demoted or transferred if an attempt at resolving an issue have failed and the City Administrator determines a demotion or transfer to be the best solution to the problem. The employee must be qualified for the position to which they are being demoted or transferred. The City Council must approve this action.

Salary: An employee's salary increase may be withheld, or the salary may be decreased due to the performance deficiencies.

Dismissal: The City Administrator, with the approval of the City Council, may dismiss an employee for substandard work performance, serious misconduct, or behavior not in keeping with City standards.

If the disciplinary action involves the removal of a qualified veteran, the appropriate hearing notice will be provided and all rights will be afforded the veteran in accordance with Minnesota law.

Article 17. Wages

17.1 All Employees covered by this Agreement will receive on January 1, 2024 a six percent (6.00%) COLA on the Labor Agreement Pay Schedule (page 19).

17.2 Safety Shoe Allowance – Employees will receive an annual allowance of \$250 for safety shoes reimbursed with a paid receipt.

The City of Blackduck will provide the following PPE; ansi vests, ansi insulated jackets, insulated bibs, hats, gloves, shirts (logo), jeans and other related items.

17.3 Commercial Driver's License (CDL): The City will pay for the cost of obtaining a CDL Class A License for Employees. Once the CDL Class A License (Copy) is in possession at the city, the employee will receive a wage increase of \$0.50/hour on the next pay period. In addition, the employee will receive a \$0.50/hour wage increase for performing the job duties with the license on the next pay period as well.

17.4 Longevity Pay.

Five (5) year Employee receives a maximum of 1% added to their hourly rate of pay.

Ten (10) year Employee receives a maximum of 2% added to their hourly rate of pay.

Fifteen (15) year Employee receives a maximum of 3% added to their hourly rate of pay.

Twenty (20) year Employee receives a maximum of 4% added to their hourly rate of pay.

*The City will pay the Longevity Pay for employees who qualify, in December of each year on the first pay roll check and it will be paid as a separate check. The Longevity Pay will be paid as it pertains to payroll taxes and PERA.

Article 18. Drug & Alcohol Testing Policy

Employees should reference language in the City of Blackduck Personnel Policy (pages 45-50).

Article 19. Savings Clause

This agreement is subject to the laws of the United States, the State of Minnesota and Beltrami County. In the event any provisions of this agreement shall be held to be contrary to the law by a court of competent jurisdiction from whose final decree or judgment no appeal has been taken within the time limit provided, such provisions shall be voided. All other provisions of this Agreement shall continue in full force and effect from year to year. The voided provision may be renegotiated at the written request of either party.

Article 20. Duration

This Agreement shall be effective as of January 1, 2024 and shall remain in effect through December 31, 2024. The Agreement shall continue in effect from year to year thereafter unless either party shall give written notice at least ninety (90) days prior to any anniversary date of its desire to amend or terminate the Agreement.

In Witness Whereof, the parties hereto have set their signatures on this _____ day of _____, 20____.

City of Blackduck

**International Union of Operating
Engineers, Local 49**

Mayor Maxwell Gullette

Jason A. George
Business Manager – Financial Secretary

City Administrator, Christina Regas

Todd E. Djonne
Business Representative



CITY OF BLACKDUCK

RESOLUTION NO: 2023-17

A RESOLUTION ADOPTING A SCHEDULE OF FEES AND CHARGES FOR VARIOUS SERVICES, LICENSES, & PERMITS FOR THE CITY OF BLACKDUCK, MINNESOTA FOR 2024

WHEREAS, the City Council of the City of Blackduck has amended and supplemented to be its City Code and that code permits the City to adopt by resolution a schedule of fees and charges for various services, licenses, and permits.

NOW THEREFORE, the City Council of the City of Blackduck, Minnesota ordains:

Section 1. All fees and charges in effect January 1, 2024 of the city code for the City shall remain in effect unless otherwise modified by the provisions of the ordinance. All citations below are to various sections of the city code unless otherwise indicated.

Section 2. The following are the fees and charges for the permits, licenses and services listed below which are referenced to the section of the city code which authorizes their establishment.

General

1. The fee for an open burning permit pursuant to §900.64 shall be \$10.00.
2. The fee for dog licenses pursuant to § 920.02 shall be \$5.00 for a spayed females or neutered male dog and \$10.00 for any non-spayed or neutered dog.
3. The fee for a theatre license pursuant to §1110.01 shall be \$15.00.
4. The fee for a billiards or pool license pursuant to §1110.01 shall be \$10.00.
5. The fee for Sexually Oriented Businesses License pursuant to §1160.06 shall be \$1000.00.
6. The fee for a Peddlers and/or Solicitors License pursuant to §1130.02 shall be \$100.00.

Land Use:

7. The fee for an excavation permit pursuant to §930.25 shall be \$100.00.
8. The fee for an obstruction permit pursuant to §930.25 shall be \$25.00.
9. The fee for a land use permit pursuant to § 1560.12 shall be \$50.00.
10. The fee for a conditional use permit pursuant to § 1560.12 shall be \$150.00.
11. The fee for a variance pursuant to § 1560.12 shall be \$125.00.
12. The fee for a zoning amendment pursuant to § 1560.12 shall be \$125.00.
13. The fee for a planned unit development or subdivision permit pursuant to § 1560.12 shall be \$200.00.
14. The fee for a land division request pursuant to §1560.12 shall be \$30.00.
15. The fee for code violation pursuant to § 1560.11 shall be \$50.00.
16. The fee for no land use permit pursuant to § 1561.02 shall be \$100.



CITY OF BLACKDUCK

RESOLUTION NO: 2023-17

Rental:

17. The fee for a rental housing license pursuant to § 1150.08 shall be \$30.00.
18. The fee for a single-family rental dwelling inspection pursuant to § 1150.08 shall be ~~\$75.00~~ **\$82.00** for the first inspection and ~~\$50.00~~ **\$60.00** for all follow-up inspections.
19. The fee for a multi-family dwelling inspection pursuant to § 1150.08 shall be ~~\$75.00~~ **\$82.00** per apartment or unit for the first inspection and ~~\$50~~ **\$60.00** for all follow-up inspections.

Liquor Licensing:

20. The fee for a Club License pursuant to §1560.12 shall be based on club membership as follows: Under 200 members - \$300.00; 201-500 members - \$500.00; 501-1,000 members - \$650.00; 1,000-2,000 members - \$800.00.
21. The fee for an On Sale Intoxicating Liquor License pursuant to §1120.23 shall be \$1700.00
22. The fee for an On Sale 3.2 Beer License pursuant to §1120.23 shall be \$150.00.
23. The fee for an Off-sale 3.2 Beer License pursuant to §1120.23 shall be \$50.00
24. The fee for a Wine Permit pursuant to §1120.23 shall be \$150.00.
25. The fee for a special event On-Sale Liquor shall be \$25.00.

Water/Sewer:

26. The monthly water base fee for a Residential/ Low Volume User (5/8"-3/4" Meter) shall be \$18.00 .
27. The monthly water base fee for a Multi-Family Dwelling Unit shall be \$18.00 per unit.
28. The monthly water base fee for a Large Volume User shall be \$28.00.
29. The monthly sewer base fee for a Residential/Low Volume User (5/8"-3/4" Meter) shall be \$18.00.
30. The monthly sewer base fee for a Multi-Family Dwelling Unit shall be \$18.00 per unit.
31. The monthly sewer base fee for a Large Volume User shall be \$28.00.
32. The fee for water shall be \$0.00685/per gallon.
33. The fee for sewer shall be \$0.00685/per gallon.
34. The fee for bulk water shall be \$9.90 per thousand gallons.
35. The fee for an account setup shall be \$25.00.
36. The fee for reading a meter shall be \$25.00.
37. All water meters shall be reimbursed at cost.
38. The fee for gaskets shall be reimbursed at cost.
39. The fee for labor to replace a water meter shall be \$25.00.
40. The fee for Disconnection shall be \$25.00.
41. The Tap fee for Water connection shall be \$250
42. The fee for Septic Load Discharge will be \$25 per load.
43. The fee for a Sanitary Sewer Discharge Permit shall be \$100.00.
44. Late fee/Penalty Charge shall be \$5.00.
45. Minnesota State Drinking Water Fee shall be \$9.72/annually.



CITY OF BLACKDUCK

RESOLUTION NO: 2023-17

Pine Tree Park Campground:

- 46. The fee for picnic shelter reservations shall be \$35.00.
- 47. The fee for RV campsites with electric and water shall be \$30.00 per night
- 48. The fee for primitive campsites with electric shall be \$28.00 per night
- 49. The fee for primitive campsites w/o electric and water shall be \$22.00 per night
- 50. The fee for RV sanitary dump shall be \$15.00.
- 51. The fee for violation of pine tree park regulations pursuant to §195 shall be \$50.00.

Cemetery:

- 52. The fee for a single grave space pursuant to § 600.03 shall be \$250.00 of which \$187.50 shall be allocated to the Cemetery Fund and \$62.50 shall be allocated to the Perpetual Care Fund.
- 53. The fee for vault rental pursuant to § 600.03 shall be \$100.00 if burial @ Lakeview Cemetery, or \$175 if not.
- 54. The fee for conduct violation pursuant to § 600.06 shall be \$25.00

Additional Ordinance's

- 55. The fee for Animals Running at Large pursuant to § 920.02 Subd. 1 shall be \$25.00 for the 1st offense; \$50 for a 2nd offense; & \$60 for a 3rd offense.
- 56. The fee for Dangerous Animals pursuant to §920.11 shall be \$60.
- 56. The fee for Habitual Barking Dog pursuant to § 920.07 Subd. 1 shall be \$25.00.
- 57. The fee for Failure to License Dogs pursuant to § 920.02 Subd. 2 shall be \$25.00.
- 58. The fee for Lurking or Loitering pursuant to § 209 shall be \$50.00.
- 59. The fee for Curfew Violation pursuant to § 27.00 shall be \$50.00.
- 60. The fee for Public Nuisance – pursuant to § 900.15 shall be \$50.00 for the 1st offense and \$100 for the 2nd offense.
- 61. The fee for Public Nuisances Affecting Peace & Safety pursuant to §900.18 V.(1) Noises prohibited shall be \$60
- 62. The fee for Parking Violations pursuant to §710.01 shall be \$25.00
- 63. The fee for Impeding Snow Removal pursuant to § 710.07 shall be \$25.00
- 64. The fee for Time Limitations on Parking Restriction pursuant to § 710.05 shall be \$20.00.
- 65. The fee for Snow Removal Parking Restriction pursuant to §710.06 shall be \$20.00.
- 66. The fee for Snow Emergency pursuant to § 710.08 shall be \$25.00.
- 67. The fee for Material on the Sidewalk pursuant to § 930.03 shall be \$25.00.
- 68. The fee for Obstruction of Streets pursuant to § 930.02 shall be \$50.00.
- 69. The fee for Failure to Obtain Permit to Excavate in Street, Etc. pursuant to § 930.22 Subd. 1 shall be \$75.00
- 70. The fee for Failure to Stop at Intersections pursuant to §700.03 shall be \$75.00.
- 71. The fee for Excessive Noise pursuant to § 700.07 Subd 1&2 shall be \$50.00.
- 72. The fee for U-Turns pursuant to § 700.06 shall be \$60.00
- 73. The fee for Exhibition Driving pursuant to §700.08 shall be \$60.00
- 74. The fee for Cruising pursuant to § 700.09 shall be \$60.00.
- 75. The fee for Motor Vehicle Noise pursuant to §700.10 shall be \$60.00/



CITY OF BLACKDUCK

RESOLUTION NO: 2023-17

76. The fee for Snow Mobile and ATV Restriction pursuant to § 720.05 shall be \$60.00.
77. The fee for Persons under 18 – Snowmobile pursuant to § 720.06 shall be \$60.00.
78. The fee for failing to Stop or Yield pursuant to §720.07 shall be \$60.00.
79. The fee for Unauthorized Use of Motor Vehicle on Trail pursuant to §740.03 Subd 1 shall be \$60.00.
80. The fee for Unauthorized Use of Snowmobile on Trail pursuant to § 740.03 Subd 2 shall be \$60.00.
81. The fee for Disobeying Stop Sign pursuant to § 740.03 subd 3A shall be \$60.00.
82. The fee for Failing to Yield Right-of-Way pursuant to §740.03 Subd 3D shall be \$60.00.
83. The fee for Littering pursuant to § 740.06 Subd. 3 shall be \$25.00.
84. The fee for Consumption in Public Places pursuant to §1120.05 shall be \$60.00.
85. The fee for Intoxicating Liquor Sale to Minors pursuant to §1120.06 shall be \$60.
86. The fee for Discharge of Gun/Firework in the City Limits of Blackduck pursuant to §1300.02 shall be \$60.
87. The fee for Curfew Violation pursuant to §1300.03 shall be \$25 for a 1st offense; \$50 for a 2nd offense; & \$60 for a 3rd offense.
88. The fee for Disorderly Conduct pursuant to §1300.07 shall be \$60.

Other Miscellaneous Fees:

89. The fee for Concession for profit vendors at the Wayside Rest shall be \$10.00 with electric.
90. The fee for copies shall be \$0.15 for black and white and \$0.99 for color.
91. The fee for faxes shall be \$1.00 for the first page and \$.15 for each additional page.
92. The fee for impounded automobiles shall be \$45.00 per day
93. The fee for Club House rental is ~~\$100.00~~ \$250.00 for 6 hours.
94. The fee for a Notary shall be \$2.00.

Revised & Adopted by the City Council of the City of Blackduck on the 11th of December, 2023.

Approved:

Maxwell Gullette, Mayor

Christina Regas – City Administrator



CITY OF BLACKDUCK RESOLUTION NO: 2023-18

RESOLUTION APPROVING FINAL 2023 TAX LEVY, COLLECTABLE IN 2024

BE IT RESOLVED, by the City Council of the City of Blackduck, County of Beltrami, Minnesota, that the following sums of money be levied for the current year, collectible in 2024, upon the taxable property in the City of Blackduck;

Total levy	\$407,705.00
-------------------	---------------------

BE IT ALSO RESOLVED, by the City Council of the City of Blackduck, that the Truth N Taxation Hearing was held on December 11th at 6:15 p.m. in the Council Chamber at Blackduck City Hall and where comment was requested.

BE IT FURTHER RESOLVED, The City Administrator is hereby instructed to transmit a certified copy of this resolution to the county auditor of Beltrami County, Minnesota.

Adopted by the City Council on December 11th, 2023

Maxwell Gullette, Mayor

Christina Regas – City Administrator

STATE OF MINNESOTA)
(SS
COUNTY OF BELTRAMI)

City of Blackduck

TO THE COUNTY AUDITOR OF BELTRAMI COUNTY:

I, the undersigned clerk of the City above named and custodian of its records, do hereby certify that I have compared the following copy of resolution of the City council of said City with the original thereof which is on file in my office and that the same is a true and correct copy of said original and of the whole thereof, to-wit:

"RESOLVED that the following sums be, and hereby are, levied upon the taxable property in the City of Blackduck, County of Beltrami, State of Minnesota, for the year 2024 for the following purposes, to-wit:

FINAL 2024 LEVY:

NOTE BELOW: General Obligation Debt is an EXCEPTION from the JOB ZONE EXEMPTION

			LEVY:				DEBT?			
			Yes		No		If debt, is it G.O. Debt?			
FUND	<u>2009 GO Refunding</u>	<u>\$16,085.00</u>	Yes	<u>X</u>	No		Yes	<u>X</u>	No	
FUND	<u>2014A Disp. Sys. Bond</u>	<u>\$8,394.00</u>	Yes	<u>X</u>	No		Yes	<u>X</u>	No	
FUND	<u>2023A Go Bond</u>	<u>\$23,830.00</u>	Yes	<u>X</u>	No		Yes	<u>X</u>	No	
FUND	<u>2023B Go Bond</u>	<u>\$4,107.00</u>	Yes	<u>X</u>	No		Yes	<u>X</u>	No	
FUND	<u>Blackduck HRA Levy</u>	<u>\$8,102.00</u>	Yes		No	<u>X</u>	Yes		No	<u>X</u>
FUND	<u>General Fund</u>	<u>\$345,187.00</u>	Yes		No	<u>X</u>	Yes		No	<u>X</u>
FUND			Yes		No		Yes		No	
FUND			Yes		No		Yes		No	
FUND			Yes		No		Yes		No	
TOTAL LEVY:		<u>\$405,705.00</u>								

Dated this 11th day of December, 2023

City Clerk

This form is due to the Auditor no later than December 30th.



CITY OF BLACKDUCK

RESOLUTION NO: 2023-19

RESOLUTION APPROVING AN EXCLUDED BINGO LICENSE FOR THE BLACKDUCK AREA CHAMBER OF COMMERCE

WHEREAS, the Blackduck Area Chamber of Commerce has made application with the Minnesota Gambling Control Board to conduct excluded bingo games to be held on February 18, March 17, and April 21, 2024 at the Blackduck Municipal Liquor Store - The Pond, and

WHEREAS, Blackduck Area Chamber of Commerce has submitted said application to the City Council of the City of Blackduck, and the application was reviewed by the City Council at a public meeting conducted December 11, 2023

NOW, THEREFORE, BE IT RESOLVED, the City Council of the City of Blackduck hereby approves the application for an Excluded Bingo License, for the Blackduck Area Chamber of Commerce, to be held on February 18, March 17, and April 21, 2024, at the Blackduck Municipal Liquor Store – The Pond 224 Frontage Road Blackduck, MN.

Adopted by the City Council on December 11, 2023

Maxwell Gullette, Mayor

Christina Regas – City Administrator

LG240B Application to Conduct Excluded Bingo**No Fee****ORGANIZATION INFORMATION**

Organization Name: Blackduck Area Chamber of Commerce Previous Gambling Permit Number: XB-92135-23-015

Minnesota Tax ID Number, if any: _____ Federal Employer ID Number (FEIN), if any: _____

Mailing Address: PO Box 373

City: Blackduck State: MN Zip: 56630 County: Beltrami

Name of Chief Executive Officer (CEO): Chris Vacek, Chamber President

CEO Daytime Phone: 218-835-4810 CEO Email: chrisV@securityinsuranceusa.com
(permit will be emailed to this email address unless otherwise indicated below)

Email permit to (if other than the CEO): christina.regas@blackduckmn.com

NONPROFIT STATUS

Type of Nonprofit Organization (check one):

☐ Fraternal ☐ Religious ☐ Veterans ☒ Other Nonprofit Organization

Attach a copy of at least one of the following showing proof of nonprofit status:

(DO NOT attach a sales tax exempt status or federal employer ID number, as they are not proof of nonprofit status.)

☐ **Current calendar year Certificate of Good Standing**

Don't have a copy? This certificate must be obtained each year from:

MN Secretary of State, Business Services Division
60 Empire Drive, Suite 100
St. Paul, MN 55103

Secretary of State website, phone numbers:

www.sos.state.mn.us

651-296-2803, or toll free 1-877-551-6767

☐ **Internal Revenue Service-IRS income tax exemption 501(c) letter in your organization's name**

Don't have a copy? Obtain a copy of your federal income tax exempt letter by having an organization officer contact the IRS at 877-829-5500.

☒ **Internal Revenue Service-Affiliate of national, statewide, or international parent nonprofit organization (charter)**If your organization falls under a parent organization, attach copies of both of the following:

1. IRS letter showing your parent organization is a nonprofit 501(c) organization with a group ruling; and
2. the charter or letter from your parent organization recognizing your organization as a subordinate.

EXCLUDED BINGO ACTIVITYHas your organization held a bingo event in the current calendar year? ☐ Yes ☒ No

If yes, list the dates when bingo was conducted: _____

The proposed bingo event will be:

☒ one of four or fewer bingo events held this year. Dates: February 18, March 17, and April 21, 2024**-OR-**☐ conducted on up to 12 consecutive days in connection with a:☐ county fair Dates: _____☐ civic celebration Dates: _____☐ Minnesota State Fair Dates: _____Person in charge of bingo event: Lori Lundberg Daytime Phone: 218-835-7745Name of premises where bingo will be conducted: Blackduck Municipal Liquor Store - The PondPremises street address: 224 Frontage RoadCity: Blackduck If township, township name: _____ County: Beltrami

LG240B Application to Conduct Excluded Bingo

11/17
Page 2 of 2

LOCAL UNIT OF GOVERNMENT ACKNOWLEDGMENT (required before submitting application to the Minnesota Gambling Control Board)

CITY APPROVAL for a gambling premises located within city limits

On behalf of the city, I approve this application for excluded bingo activity at the premises located within the city's jurisdiction.

Print City Name: City of Blackduck

Signature of City Personnel:

Title: _____ Date: _____

**The city or county must sign before
submitting application to the
Gambling Control Board.**

COUNTY APPROVAL for a gambling premises located in a township

On behalf of the county, I approve this application for excluded bingo activity at the premises located within the county's jurisdiction.

Print County Name: _____

Signature of County Personnel:

Title: _____ Date: _____

TOWNSHIP (if required by the county)

On behalf of the township, I acknowledge that the organization is applying for excluded bingo activity within the township limits. (A township has no statutory authority to approve or deny an application, per Minnesota Statutes, Section 349.213.)

Print Township Name: _____

Signature of Township Officer: _____

Title: _____ Date: _____

CHIEF EXECUTIVE OFFICER'S SIGNATURE (required)

The information provided in this application is complete and accurate to the best of my knowledge.

Chief Executive Officer's Signature:  Date: 11/02/2023

(Signature must be CEO's signature; designee may not sign)

Print Name: Chris Vacek

MAIL OR FAX APPLICATION & ATTACHMENTS

Mail or fax application and a copy of your proof of nonprofit status to:

Minnesota Gambling Control Board
1711 West County Road B, Suite 300 South
Roseville, MN 55113
Fax: 651-639-4032

An excluded bingo permit will be mailed to your organization. Your organization must keep its bingo records for 3-1/2 years.

Questions?

Call a Licensing Specialist at 651-539-1900.

Bingo hard cards and bingo number selection devices may be borrowed from another organization authorized to conduct bingo. Otherwise, bingo hard cards, bingo paper, and bingo number selection devices must be obtained from a distributor licensed by the Minnesota Gambling Control Board. To find a licensed distributor, go to www.mn.gov/gcb and click on **Distributors** under the **LIST OF LICENSEES** tab, or call 651-539-1900.

This form will be made available in alternative format (i.e. large print, braille) upon request.

Data privacy notice: The information requested on this form (and any attachments) will be used by the Gambling Control Board (Board) to determine your organization's qualifications to be involved in lawful gambling activities in Minnesota. Your organization has the right to refuse to supply the information; however, if your organization refuses to supply this information, the Board may not be able to determine your organization's qualifications and, as a consequence, may refuse to issue a permit. If your organization supplies the information requested, the Board

will be able to process the application. Your organization's name and address will be public information when received by the Board. All other information provided will be private data about your organization until the Board issues the permit. When the Board issues the permit, all information provided will become public. If the Board does not issue a permit, all information provided remains private, with the exception of your organization's name and address which will remain public. Private data about your organization are available to Board

members, Board staff whose work requires access to the information; Minnesota's Department of Public Safety; Attorney General; Commissioners of Administration, Minnesota Management & Budget, and Revenue; Legislative Auditor, national and international gambling regulatory agencies; anyone pursuant to court order; other individuals and agencies specifically authorized by state or federal law to have access to the information; individuals and agencies for which law or legal order authorizes a new use or sharing of information after this notice was given; and anyone with your written consent.

An equal opportunity employer



CITY OF BLACKDUCK CRITERIA FOR EVALUATING CONDITIONAL USE PERMIT REQUESTS APPLICATION #2023-01

Name of Applicant: Nick Prachar **Hearing Date:** Mailings completed 11/01/2023 – 11/20/2023.

Conditional Use Request:

Is the proposed use identified as a conditional use in this zoning district? Yes (X) 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 (X) No ()

Why or why not?

The nature of the land is commercial, therefore a residential rental is suitable for the structure and land.

2. Does the proposed use present any unique concerns regarding erosion, water pollution, sedimentation, or water run-off? Yes () No (X)

Why or why not?

There is no change to the proposed use – no concerns regarding erosion, water pollution, run-off, etc.

3. Could the proposed use cause any special problems with parking? Yes () No (X)

Why or why not?

There is suitable off street parking on the east of the structure of the land.

4. Would the proposed use cause any problems with access or traffic generation?
Yes () No (X)

Why or why not?

There are no concern regarding access to the land / structure.

5. Is the proposed use incompatible with other uses located in the zoning district?
Yes () No (X)

Why or why not?



CITY OF BLACKDUCK CRITERIA FOR EVALUATING CONDITIONAL USE PERMIT REQUESTS APPLICATION #2023-01

The proposed use is a commercial property being utilized as commercial at street-level and residential property above – still classified as commercial.

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 (X) 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

Conditions requested include:

1. The property to remain commercial use.
2. Permit will follow the land.

Based upon the findings, the Planning Commission (X) recommends () does not recommend the granting of a Conditional Use Permit with the conditions noted above.

Administrator, Blackduck Planning Commission

Date



CITY OF BLACKDUCK
CONDITIONAL USE PERMIT
APPLICATION #2023-01

CITY OF BLACKDUCK

OCT 17 2023

Permit Fee Paid: 10/17/23
ck 5025

Name of Owner Nicholas Prachar Date 10/17/2023

Address: 81 Summit Ave West

City, State, ZIP Blackduck, MN, 56630 Phone 218-390-3409

Legal Description of Property:

Lots Eleven(11) and Twelve(12), Block Seven(7), First Add. To Blackduck, according to the map or plat
thereof on file and of record in the office of the Beltrami County Recorder, Bemidji, Minnesota.

Existing Use/Zoning District: B-1

Description of Request:

To renovate the upstairs of the building into a living space for owner to live in. The building had previous
amenities for kitchen/bath/bedrooms, etc. I would like to resurrect the amenities and live here. The lower
level is currently a chiropractic office being used for business one day a week. I would like to continue to
maintain the lower level as commercial space to lease, while the upper level would be residential.

How will this request affect water run-off from the property?

No changes

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

10/17/2023

Date

November 1, 2023

Dear property owner,

On behalf of the Blackduck Planning Commission this letter is to provide notice that Nicholas Prachar, owner of PID#81.00269.00 80 Summit Ave. W. 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 November 20, 2023 @ 6pm at Blackduck City Hall to receive said feedback. The Blackduck City Council will consider final approval of the conditional use application on December 11, 2023.

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 November 16, 2023. Attendance to the Blackduck City Council meeting on November 20th, 2023 @ 6pm is also encouraged.

Best Regards, Christina Regas, City Administrator

NOTICE OF PUBLIC HEARING

The City of Blackduck City Council will hold a public hearing on November 20, 2023 @ 6:00pm at Blackduck City Hall 8 Summit Ave. E. Blackduck, MN 56630 to hear public comment on Conditional Use Permit Application 2023-01 for Parcel ID#81.00269.00 physical address of 80 Summit Ave. West Blackduck, MN.

The public may view the application at Blackduck City Hall prior to the public hearing.

Posted notice on November 4, 2023 Blackduck American.
Christina Regas, Planning Administrator

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**

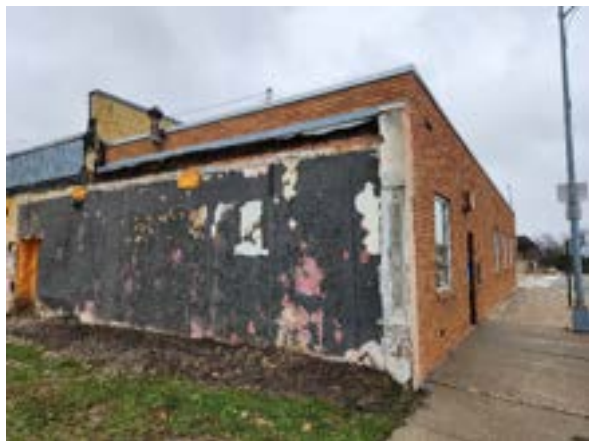
Dear Ms. Regas,

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



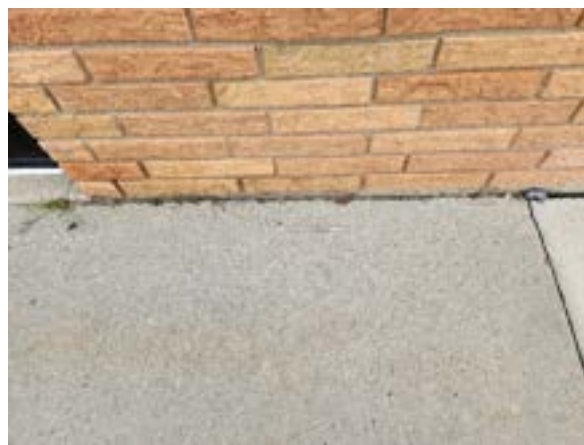
Top of wall conditions at demoed south wall and city hall north wall.



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.

Water Infiltration Memo

November 20, 2023

- 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.

Water Infiltration Memo

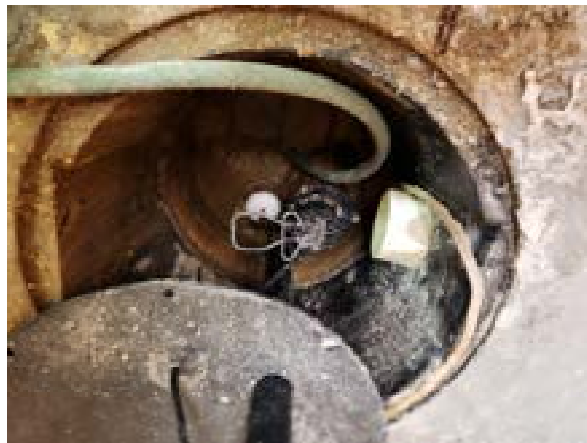
November 20, 2023



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.

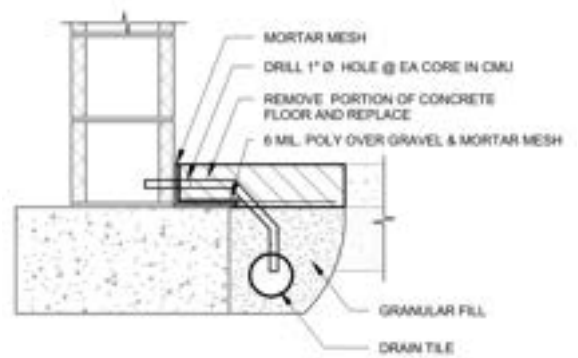


Indications of water infiltration in the bank vault on the main floor.

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.

November 20, 2023



Water Infiltration Memo

November 20, 2023

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	%	ACTUAL	%	
DIVISION 01	GENERAL REQUIREMENTS										
		T.B.D.	GENERAL REQUIREMENTS (TYPICALLY 11-13% OF CONSTRUCTION PROJECT COSTS)	1	LS	\$22,500	\$22,500	11%			
		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	18%		#DIV/0!	
DIVISION 02	SITE CONSTRUCTION										
						SUB-TOTAL	\$0.00	0%		#DIV/0!	
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	4%		#DIV/0!	
DIVISION 04	MASONRY										
		T.B.D.	EXTERIOR BRICK BREATHABLE SEALANT	1,200	SF	\$12.00	\$14,400.00				
							\$14,400.00	7%		#DIV/0!	
DIVISION 05	METALS										
						SUB-TOTAL	\$0.00	0%		#DIV/0!	
DIVISION 06	WOOD AND PLASTICS										
						SUB-TOTAL	\$0.00	0%		#DIV/0!	
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	39%		#DIV/0!	
DIVISION 08	DOORS AND WINDOWS										
						SUB-TOTAL	\$0.00	0%		#DIV/0!	
DIVISION 09	FINISHES										
						SUB-TOTAL	\$0.00	0%		#DIV/0!	
DIVISION 10	SPECIALTIES										
						SUB-TOTAL	\$0.00	0%		#DIV/0!	
DIVISION 11	EQUIPMENT										
						SUB-TOTAL	\$0.00	0%		#DIV/0!	
DIVISION 12	FURNISHINGS										
						SUB-TOTAL	\$0.00	0%		#DIV/0!	
DIVISION 13	SPECIAL CONSTRUCTION										
						SUB-TOTAL	\$0.00	0%		#DIV/0!	
DIVISION 14	CONVEYING SYSTEMS										
						SUB-TOTAL	\$0.00	0%		#DIV/0!	
DIVISION 21	FIRE SUPRESSION										
						SUB-TOTAL	\$0.00	0%		#DIV/0!	
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	8%		#DIV/0!	
DIVISION 26-28	ELECTRICAL										
		CRUNDEN ELECTRIC INC.	ELECTRICAL PANEL RELOCATION	1	LS	\$12,657.90	\$12,657.90				
						SUB-TOTAL	\$12,657.90	6%		#DIV/0!	
CONSTRUCTION PROJECT							\$181,023.90				
					CONTINGENCY %		10%				
					CONTINGENCY \$		\$18,102.39				
					TOTAL		\$199,126.29	100%	\$0.00	100%	
OWNER PROVIDED ITEMS											
	ITEM	VENDOR	DESCRIPTION	QTY	QTY	COST PER UNIT	TOTAL	TOTAL	ACTUAL	TOTAL	
TOTAL							\$0.00	100%	\$0.00		
TOTAL PROJECT COST							\$199,126.29		\$0.00		
OWNER FUNDING							\$0.00		\$0.00		
NET DIFFERENCE							(\$199,126.29)		\$0.00		



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

October 24, 2023

Dear Township/City Clerks and Board Members:

Your presence is requested to continue fire protection contract negotiations for the next 10-year contract. This additional meeting will be held on:

- Thursday, December 14, 2023 at Blackduck City Hall at 7:00pm

Please encourage all interested parties from your township or city to attend this meeting. If you have questions please contact me, my office phone number is 218-835-4810.

Enclosed is:

1. *Meeting minutes from October 19, 2023*
2. *Updated Draft of 2024 contract*
3. *Current 2024 charges to towns*
4. *2023 market value of structures*
5. *Sample costs to towns with exempt property values*

Please mark your calendars with the 2023 meeting date and please contact myself or Chief Larson with questions.

Sincerely,

Christina Regas
City Administrator, City of Blackduck

TOWNSHIP CONTRACT MEETING BLACKDUCK CITY HALL THURSDAY, OCTOBER 19, 2023 6:00PM

MEETING MINUTES

The Blackduck Fire Department Chief Brian Larson held the Contract Meeting of Parties in City Hall on October 19, 2023.

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

Roll Call was taken by City Administrator Christina Regas those present included: City of Blackduck Administrator Christina Regas; Jeff Wiebe of Hines Township; Terry Frenzel of Langor Township; Jerome Geerdes of Birch Township; Maxwell Gullette of Blackduck, Rob Ingersoll of Hagali Township, Scott Burns of Birch Township, and Fire Chief Brian Larson a quorum was established of 71%.

City/Townships Absent: Hornet, O'Brien, Tenstrike, Funkley, Summit, Taylor, and Moose Park Township

1. OLD BUSINESS –

- a. **2024-2034 Fire Contract Negotiation** – the parties discussed the provided draft of the new contract.

The following points were pointed out:

- i. **Section 2. Payment – Formula V = percent of your market value of structures protected** – parties discussed adding language stipulating the formula value V to specify to include adding value of exempt property as the formula does not include it in the current formula. Regas provided for review a sample of the cost per town would change if tax exempt property value is added. Town representative discussed in detail how the cost per town would place a large increase to the City of Blackduck with the large value of tax exempt property (school, churches, government-owned) inside the jurisdiction. The parties present discussed if the City of Blackduck can charge a fee to non-taxable property. Regas agreed to look into the option.

After much discussion the parties agreed to the following action items:

- 1. Regas will send out tonight's meeting minutes; the sample of new charges to towns; and amended contract language to all towns time to consider the changes.*
- 2. Regas will schedule and hold a follow-up meeting on December 14th (time to be determined at a later date) to final the contract before renewal.*

- ii. **Section 2. Payment – Annual Capital Replacement Fund amount** – parties discussed the amount of \$30,000 and questioned what the funding would be for and if the amount is enough. It was requested the Fire Chief have a plan identified in the section for the funding. Larson stated the next major equipment need would be to replace Engine #2.

- iii. **4. Term.** – the parties agreed a 10 year term was sufficient.

2. NEW BUSINESS –

- a. **New Equipment tour @ Fire Hall** – Larson invited parties present to the meeting to tour the fire hall to see the new equipment.

3. OTHER BUSINESS –

there was no new business discussed.

Motion by Blackduck and seconded by Hagali Township to adjourn the meeting at 7:05pm. Motion passed.

Meeting minutes submitted by Christina Regas City of Blackduck Administrator.



CITY OF BLACKDUCK FIRE DEPARTMENT
FIRE PROTECTION AREA AGREEMENT
ADOPTED: JANUARY 1, 2024

This contract is made and entered into this 1st day of April, 2024 between the City of Blackduck, Beltrami County, Minnesota, 8 Summit Ave NE, PO Box 380, Blackduck, MN 56630, a public corporation ("City"), and City of XXXXXXXX, Beltrami County, Minnesota, a public corporation ("Town").

In consideration of the mutual promises and agreements hereinafter set forth the parties do hereby agree as follows:

1. **Fire Service.** Town agrees to purchase from City, and City agrees to provide Town, the following fire-related services:

- ☐ Structural Firefighting
 - ☐ External Structural Firefighting
 - ☐ Interior Structural Firefighting
- ☐ General Firefighting
 - ☐ Vehicles & Equipment
 - ☐ Carbon Monoxide Calls
 - ☐ Other Non-Structural Firefighting
- ☐ Rescue
 - ☐ Vehicle & Equipment Extrication
 - ☐ General Search & Rescue
 - ☐ Water Rescue
 - ☐ Diving/Recovery
- ☐ Disaster Response

The services indicated above are further explained, or limited, as follows:

- a. **Allocation of Resources.** The parties understand the fire department officer in charge of the particular scene shall exercise judgment to determine, in consideration of all the established policies, guidelines, procedures, and practices, how best to allocate the available resources of the fire department under the circumstances of a given situation. Failure to provide fire services because of poor weather conditions or other conditions beyond the control of City shall not be deemed a breach of this contract.
- b. **No Guarantee.** The parties understand and agree City will endeavor to reasonably provide the services indicated above given the circumstances, but City makes no guarantees that the services it actually provides in a given situation will meet any particular criteria or standard. The City and its officers, employees and volunteer shall not be liable to the Town or any other person for failure to furnish assistance under this agreement or for recalling assistance.



CITY OF BLACKDUCK FIRE DEPARTMENT

FIRE PROTECTION AREA AGREEMENT

ADOPTED: JANUARY 1, 2024

2. **Payment.** Town agrees to pay City annually during the term of this contract the Payment Amount determined annually according to the following formula and payable within 60 days to the City of Blackduck on April first of each contract year. Payment amount will be based with the formula below (*Town market value only*):

$$\text{Formula- } C * V = S + / - B$$

Where:

C = Cost

S = Annual Charge

V = Percent of your market value of structures protected.

B = Credit or Debit from prior years proposed budget compared to the actual expense

Commented [CR1]: Add the following language:
'Including tax-exempt property'

City shall provide Town a written claim for the Payment Amount upon the commencement of the annual meeting of parties which will take place at least 30 days before its anniversary date.

- a. **Budget Meeting.** A meeting shall be held, separately from any regular Town or City meeting, and shall be attended by at least one appointed representative from each governing body. Those in attendance during this meeting will meet and further discuss a fire department budget and agree on the following year's fire department budget the detailed annual operational budget which will be recommended to the Blackduck City Council for approval as outlined in Section 7b herein. This meeting will take place on or before August 15th, every year, for the term of this contract.
- b. **Annual Capital Replacement Fund.** Annual capital replacement funds in the amount of \$30,000.00 shall be deposited by the City into the Fire Department Reserve Fund every year for the duration of this contract.
- c. **Annual Meeting of Parties.** Town and City shall hold an annual meeting during the term of this contract at least 30 days before its anniversary date, to calculate the Payment Amount for the upcoming year, discuss Town's satisfaction with the service provided during the year, and to discuss such other issues as either party deems relevant to this contract. The meeting shall be held separately from any regular Town or City meeting and shall be attended by at least one appointed representative from each governing body.
3. **Emergency Service Charge.** Town, in its sole discretion, may exercise its authority to impose and collect an emergency service charge on those receiving emergency services, including fire services, within Town. City shall have no right to, or interest in, any service fees collected by Town. If Town imposes an emergency service charge it shall provide City a list of the specific types of information it determines it needs collected in order to successfully impose and collect the charge. City shall make a good faith effort to collect the requested information for each service call to the Service Territory and promptly provide Town with the information it collected.



CITY OF BLACKDUCK FIRE DEPARTMENT

FIRE PROTECTION AREA AGREEMENT

ADOPTED: JANUARY 1, 2024

4. **Service Territory.** City shall provide fire services as indicated in this contract to the area in Town described below and/or as indicated on a map which is attached hereto and made part of this contract. The identified area shall constitute the Town's Service Territory for the purposes of this contract.
5. **Term.** This contract shall commence on the effective date indicated above and shall expire 10 years from that date unless terminated earlier as provided herein.
6. **Ownership.** City owns the buildings and equipment associated with the fire department and the amounts paid by Town do not give rise to any ownership interest in, or responsibility toward, those items.
7. **City's Responsibilities.** In addition to any other obligations described herein, City shall:
 - a. Authorize and direct the City fire department to provide the fire services described herein to Town's Service Territory;
 - b. Develop a detailed annual operational budget for the fire department for each year during the term of this contract by the Anniversary Date and present it to Town along with sufficient information to explain the items included in the budget figures. Upon Town's request, provide Town access to financial and cost data related to the fire department for two years prior to the current service year;
 - d. Disclose to Town any proposed action the City or the fire department intends to take that can reasonably be expected to effect the Insurance Services Office Fire Protection Grade in the Service Territory or City's ability to provide the fire services indicated above; and
 - e. Promptly disclose to Town any information City can reasonably anticipate will directly affect its ability to perform its obligations under this contract.
8. **Town's Responsibilities.** In addition to any other obligations described herein, Town shall:
 - a. Promptly pay City the Payment Amount as indicated above for the year of service, or a prorated share of the Payment Amount for the length of service actually provided if the contract is terminated early. The payment amount being the detailed annual operational budget per 7b. and 2a;
 - b. An executive board consisting of one elected member of the city, one member of the fire department and one elected member from the party of the second part (town) shall meet on or prior to August 15th at 6:30p.m. at Blackduck City Hall, for the purpose of approving by vote (simple majority of members present) shared cost, capital expenditure disbursements from the Fire Department Reserve Fund, audit, cost distribution, contract provisions concerning town or city, and proposed contract changes. The number of votes the city or town has will be based on the



CITY OF BLACKDUCK FIRE DEPARTMENT

FIRE PROTECTION AREA AGREEMENT

ADOPTED: JANUARY 1, 2024

assessed valuation (the number of votes will have to be reapportioned each year due to changes in valuation.) Notification of the executive board meeting shall be given to the parties of the second part by first class mail 3 weeks in advance of the meeting.

- c. Present a budget and levy proposal to the town electors at each annual town meeting during the term of this contract seeking authority to levy funds as needed to pay the "Payment Amount;" and
- d. Promptly disclose to City any information Town can reasonably anticipate will directly affect its ability to perform its obligations under this contract.

It is understood and agreed Town shall have no responsibility whatsoever toward the firefighters or other emergency personnel including any employment related issues such as training, supervision, performance reviews, discipline, compensation, benefits, insurance coverages, compliance with any employment related federal, state, and local laws and rules such as OSHA, ERISA, RLISA, FMLA, or any other employment related issues. It is further agreed Town has no responsibility, beyond paying the agreed upon Payment Amount, for acquiring, operating, maintaining, housing, or replacing equipment as needed to provide the fire services described herein.

- 9. **Insurance Requirements.** City shall maintain general liability insurance for its services and shall include Town as an additional insured for the term of this contract and any extensions thereof. The City shall maintain insurance equal to or greater than the maximum liability applicable to municipalities as set forth in Minnesota Statutes, Section 466.04, subd. 1, as amended. City shall also maintain inland marine, automobile, and property insurance coverages. City shall provide Town proof of such insurance coverages and the additional insured endorsement naming the Town annually by the anniversary date of this contract. City shall also maintain workers' compensation coverage as required by law.
- 10. **Indemnification.** City agrees to defend and indemnify Town against any claims brought or actions filed against Town or any officer, employee, or volunteer of Town for injury to, death of, or damage to the property of any third person or persons, arising from City's performance under this contract for services. Under no circumstances, however, shall City be required to pay on behalf of itself and Town, any amounts in excess of the limits on liability established in Minnesota Statutes, Chapter 466 applicable to any one party. The limits of liability for Town and City may not be added together to determine the maximum amount of liability for City. The intent of this subdivision is to impose on City a limited duty to defend and indemnify Town for claims arising out of the performance of this contract subject to the limits of liability under Minnesota Statutes, Chapter 466. The purpose of creating this duty to defend and indemnify is to simplify the defense of claims by eliminating conflicts between the parties and to permit liability claims against both parties from a single occurrence to be defended by a single attorney.
- 11. **No Waiver.** Nothing herein shall be construed to waive or limit any immunity from, or limitation on, liability available to either party, whether set forth in Minnesota Statutes, Chapter 466 or otherwise.



CITY OF BLACKDUCK FIRE DEPARTMENT

FIRE PROTECTION AREA AGREEMENT

ADOPTED: JANUARY 1, 2024

12. **Modification.** This writing contains the entire agreement between the parties and no alterations, variations, modifications, or waivers of the provisions of this agreement are valid unless reduced to writing, signed by both City and Town, and attached hereto.
13. **Subcontracting & Assignment.** City shall not subcontract or assign any portion of this contract to another without prior written permission from Town. Services provided to Town pursuant to a mutual aid agreement City has, or may enter into, with another entity does not constitute a subcontract or assignment requiring prior approval of Town so long as City remains primarily responsible for providing fire services to Town's Service Territory.
14. **Termination.** This contract may be terminated at anytime during its term by mutual agreement of the parties. Either party may terminate this agreement by personally serving a 120 day written notice of termination on the other party. This agreement shall terminate 120 days from the date of personal service of the written termination notice unless the party serving the notice withdraws the notice in writing before it is effective. If Town fails to pay for the service according to the schedule established herein, City may terminate this agreement 60 days from the date of personal service of written termination notice. Notice to City shall be served on the City administrator or City clerk if there is no City administrator, and notice to Town shall be served on the Town clerk.
15. **Service Contract.** This is a service contract. The parties do not intend to undertake or create, and nothing herein shall be construed as creating, a joint powers agreement, joint venture, or joint enterprise between the parties.
16. **Minnesota Law Governs.** This contract shall be governed by and construed in accordance with the internal laws of the State of Minnesota. All proceedings related to this contract shall be venued in the State of Minnesota.
17. **Severability.** The provisions of this contract shall be deemed severable. If any part of this contract is rendered void, invalid, or otherwise unenforceable, such rendering shall not affect the validity and enforceability of the remainder of this contract.



CITY OF BLACKDUCK FIRE DEPARTMENT
FIRE PROTECTION AREA AGREEMENT
ADOPTED: JANUARY 1, 2024

IN WITNESS WHEREOF, the parties have executed this contract effective on the date indicated above.

City of _____
By its Mayor:

_____ Township
By its Chairperson:

Signature

Signature

Print Name

Print Name

Date

Date

Clerk

Clerk

DRAFT

2024 Budget - *approved*

Government Unit	2024 Proposed Budget	2023 Market Value of Structures (<i>less exempt</i>)	Percentage of Total Evaluation	Annual Charge
Hines	\$113,500.00	\$56,638,600.00	25.58%	\$29,037.93
Hornet	\$113,500.00	\$12,370,500.00	5.59%	\$6,342.21
Birch	\$113,500.00	\$10,557,100.00	4.77%	\$5,412.50
Summit	\$113,500.00	\$17,881,900.00	8.08%	\$9,167.84
Taylor	\$113,500.00	\$12,448,100.00	5.62%	\$6,381.99
Hagali	\$113,500.00	\$41,349,300.00	18.68%	\$21,199.29
O'Brien	\$113,500.00	\$4,004,200.00	1.81%	\$2,052.91
Tenstrike	\$113,500.00	\$13,927,200.00	6.29%	\$7,140.31
Funkley	\$113,500.00	\$323,800.00	0.15%	\$166.01
Langor	\$113,500.00	\$12,790,600.00	5.78%	\$6,557.59
Moose Park	\$113,500.00	\$4,011,200.00	1.81%	\$2,056.49
Blackduck	\$113,500.00	\$35,079,700.00	15.85%	\$17,984.94
	\$113,500.00	\$221,382,200.00	100.00%	\$113,500.00

Payable 2023 Values

<u>City or Township</u>	<u>EMV Bldg R, P, M</u>	<u>EMV Bldg Exempt</u>	<u>EMV Bldg Total</u>
City of Blackduck	\$35,079,700.00	\$24,984,400.00	\$60,064,100.00
City of Funkley	\$323,800.00	\$0.00	\$323,800.00
City of Tenstrike	\$13,927,200.00	\$3,560,400.00	\$17,487,600.00
Birch	\$10,557,100.00	\$13,200.00	\$10,570,300.00
Hagali	\$41,349,300.00	\$910,900.00	\$42,260,200.00
Hines	\$56,638,600.00	\$1,668,500.00	\$58,307,100.00
Hornet	\$12,370,500.00	\$110,800.00	\$12,481,300.00
Langor	\$12,790,600.00	\$38,000.00	\$12,828,600.00
Moose Park	\$4,011,200.00	\$0.00	\$4,011,200.00
O'brien	\$4,004,200.00	\$0.00	\$4,004,200.00
Summit	\$17,881,900.00	\$62,900.00	\$17,944,800.00
Taylor	\$12,448,100.00	\$86,100.00	\$12,534,200.00
Total	\$221,382,200.00	\$31,435,200.00	

2024 Budget - *w/tax exempt*

Government Unit	2024 Proposed Budget	2023 Market Value of Structures	Percentage of Total Evaluation	Annual Charge
Hines	\$113,500.00	\$58,307,100.00	23.06%	\$26,176.74
Hornet	\$113,500.00	\$12,481,300.00	4.94%	\$5,603.43
Birch	\$113,500.00	\$10,570,300.00	4.18%	\$4,745.49
Summit	\$113,500.00	\$17,944,800.00	7.10%	\$8,056.25
Taylor	\$113,500.00	\$12,534,200.00	4.96%	\$5,627.18
Hagali	\$113,500.00	\$42,260,200.00	16.72%	\$18,972.55
O'Brien	\$113,500.00	\$4,004,200.00	1.58%	\$1,797.67
Tenstrike	\$113,500.00	\$17,487,600.00	6.92%	\$7,850.99
Funkley	\$113,500.00	\$323,800.00	0.13%	\$145.37
Langor	\$113,500.00	\$12,828,600.00	5.07%	\$5,759.35
Moose Park	\$113,500.00	\$4,011,200.00	1.59%	\$1,800.81
Blackduck	\$113,500.00	\$60,061,100.00	23.76%	\$26,964.19
	\$113,500.00	\$252,814,400.00	100.00%	\$113,500.00

2024 Budget - *w/tax exempt less ISD#32*

Government Unit	2024 Proposed Budget	2023 Market Value of Structures -less school \$13,762,400	Percentage of Total Evaluation	Annual Charge
Hines	\$113,500.00	\$58,307,100.00	24.39%	\$27,683.75
Hornet	\$113,500.00	\$12,481,300.00	5.22%	\$5,926.02
Birch	\$113,500.00	\$10,570,300.00	4.42%	\$5,018.69
Summit	\$113,500.00	\$17,944,800.00	7.51%	\$8,520.05
Taylor	\$113,500.00	\$12,534,200.00	5.24%	\$5,951.14
Hagali	\$113,500.00	\$42,260,200.00	17.68%	\$20,064.81
O'Brien	\$113,500.00	\$4,004,200.00	1.68%	\$1,901.16
Tenstrike	\$113,500.00	\$17,487,600.00	7.32%	\$8,302.97
Funkley	\$113,500.00	\$323,800.00	0.14%	\$153.74
Langor	\$113,500.00	\$12,828,600.00	5.37%	\$6,090.92
Moose Park	\$113,500.00	\$4,011,200.00	1.68%	\$1,904.49
Blackduck	\$113,500.00	\$46,298,700.00	19.37%	\$21,982.26
	\$113,500.00	\$239,052,000.00	100.00%	\$113,500.00



Save the Date

JOB AND CAREER FAIR

Explore future career paths, find a summer job, and fill out applications!

MARCH 06, 2024

2:00 PM - 4:00 PM

156 1st St. NE, Blackduck
**Contact us to set up a booth and
share about careers or job
opportunities!**

(218)835-5214

ttemplin@blackduck.k12.mn.us