



AGENDA

Blackduck City Council Meeting

6:00 PM - Monday, September 9, 2024
City Hall, 8 Summit Drive, Blackduck MN

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1. CALL TO ORDER	
a. Roll Call	
b. Pledge of Allegiance	
2. APPROVAL OF AGENDA	
3. CONSENT AGENDA	
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b. August 14, 2024 Blackduck Finance Committee Meeting Minutes 08142024	12
c. August 19, 2024 Blackduck City Council Work Session Minutes Council - Work Session - Aug 19 2024 - Minutes - Pdf	13 - 16
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w.	Final Approval - 2025 Health Insurance Renewal Contract - MN Healthcare Consortium 2025 Medica Renewal statement	47 - 48
x.	Final Approval Needed - 2025 City of Blackduck Wage Scale 2025 Wage Scale	49
y.	Final Approval - City of Blackduck Website Analytics Report - www.blackduckmn.com City of Blackduck GA4 Report	50 - 51
z.	Final Approval - Early Termination Agreement between CATERPILLAR Financial Services Corporation and the City of Blackduck relating to the lease of Caterpillar 420FST Backhoe Loader, SN SKR04559 Early Termination Agreement - CITY OF BLACKDUCK - 001-70002041 - signed	52 - 54

4. BLACKDUCK FORUM

Visitors may share their concerns with Council on any issue, which is not already on the agenda. Each person will have 3 minutes to speak. The Mayor reserves the right to limit an individual's presentation if it becomes redundant. The Mayor may also limit the number of individual presentations on any issue to accommodate the scheduled agenda items. All comments will be taken under advisement by the Council. No action will be taken at the time.

5. REPORTS OF COMMITTEES AND CITY STAFF

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

a.	Council Information - MnDOT SP 0410-53 TH 71- Summit Ave. Lighting timeline update	55 - 56
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[RE_MNDOT SP 0410-53 TH 71-Summit Ave. Lighting-2](#)

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

6. ADMINISTRATOR'S REPORT

- a. Council Approval Needed - Resolution 2024-04 - A Resolution authorizing the conveyance of State Rail Bank Property to Blackduck Cooperative AG Services Company in the City Limits of the City of Blackduck Minnesota
[2024-04 - Resolution authorizing the conveyance of public property](#) 57 - 60
- b. Council Approval Needed = Purchase Agreement between the City of Blackduck Minnesota and Blackduck Coop AG Services, Inc
[PA for conveyance to Coop](#) 61 - 67
- c. Council Approval Needed - Resolution 2024-12 - A Resolution approving an assessment for past due utility charges
[2024-12 Resolution approving an assessment for past due utility charges](#) 68
- d. Council Consideration - City of Blackduck Adult-Use Cannabis Zoning Ordinance - sample provided from OCM
[Minnesota OCM LG Guide tcm1202-627967](#)
[2024-02 Adult Use Cannabis](#)
[500' Buffer all restricted areas full file](#) 69 - 132
- e. Council Consideration - Historic Duck and Lion's Duck Statue Restoration Assessments - KCI Conservators
[OldDuck Blackduck Condition-Assess-Treat-Prop 2024-lked2](#)
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- f. Council Consideration - 2025 City of Blackduck Preliminary Budget and 2025 Preliminary Levy
[General Fund budget highlights 09052024 2025 proposal to council](#) 153 - 164
- g. September 11, 2024 @ 2pm - 2025 Financial Budget Meeting - Finance Committee
- h. September 18, 2024 @ 2pm - Blackduck Planning Commission Meeting
- i. September 20, 2024 - November 4, 2024 - Minnesota and Municipal General Election Early Voting
- j. September 23, 2024 @ 6:15pm - Blackduck City Council Work Session
- k. September 23, 2024 @ 6pm - Special Council Meeting - Certify the 2025 Preliminary City of Blackduck Levy
[09232024](#) 165
- l. October 7, 2024 @ 6pm - Blackduck City Council Regular Meeting
- m. November 5, 2024 - Minnesota and Municipal General Election

7. MAYOR AND/OR COUNCIL MEMBER REPORTS

8. COMMUNITY EVENTS/GOOD THINGS HAPPENING

- a. October 22, 2024 @ 9am - Beltrami Soil and Water Conservation District Public Hearing for the Upper/Lower Red Lake Comprehensive Watershed Plan
[20240905 - Press Release - Public Hearing One Watershed-2](#) 166

9. ADJOURNMENT



MINUTES

Council Meeting

6:00 PM - Monday, August 5, 2024

City Hall, 8 Summit Drive, Blackduck MN

The Council of the City of Blackduck was called to order on Monday, August 5, 2024, at 6:00 PM, in the City Hall, 8 Summit Drive, Blackduck MN, with the following members present:

- COUNCILORS PRESENT:** Mayor Maxwell Gullette, Councilor Nicholas Seitz, Councilor Donald Johnson, and Council member Ronald Fredrickson
- COUNCILORS EXCUSED:** Councilor Laurie Hamilton
- STAFF PRESENT:** City Administrator Christina Regas, Assistant Liquor Store Manager Melissa Gullette, Director of Liquor Operations Shawnda Lahr, and Fire Chief Brian Larson
- OTHERS PRESENT:** Festus Rockensock and Terry Frenzel, Blackduck Fire Department

1. CALL TO ORDER

- a. Roll Call
Administrator Regas took roll call of those present to the meeting.
- b. Pledge of Allegiance
Mayor Gullette led the meeting in the pledge of allegiance.

2. APPROVAL OF AGENDA

- a.

Ronald Fredrickson moved to approve the agenda as presented Donald Johnson seconded the motion.

Carried 4 to 0

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

3. ORDINANCE AMENDMENT - FINAL READING

- a. Second & Final Reading - Ordinance Amendment 2024-01, An Ordinance amending Chapter 11, Licensing, revising Section 1150 Rental Licensing
The final reading of Ordinance Amendment 2024-01 was read into the record. No questions from the public were asked.

4. CONSENT AGENDA

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

- a. July 8, 2024 Blackduck City Council Meeting Minutes
- b. July 18, 2024 Kitchigami Regional Library Board Meeting packet and Minutes from June 2024
- c. July 22, 2024 Blackduck City Council Public Hearing Minutes - Conditional Use Permit Application 2024-01
- d. July 22, 2024 Blackduck City Council Work Session
- e. July 24, 2024 Blackduck Planning Commission Meeting Minutes
- f. July 2024 Fund Balance Report & Budgeted Transfers for August 2024
- g. July 2024 Bill Report
- h. July 2024 Sewer Income Statement
- i. July 2024 Water Income Statement
- j. July 2024 Pine Tree Park Income Statement
- k. July 2024 Golf Course Income Statement
- l. July 2024 Liquor Store Income Statement
- m. July 2024 Blackduck DMV Office Income Statement
- n. ~~June 2024 LG216 Lawful Gambling Monthly Rent Report – Blackduck Fire Relief Association~~
- o. February 2023 - June 2024 LG216 Lawful Gambling Monthly Rent Report - **CORRECTED FOR E-TAB RENT**
- p. Final Approval - July 2024 Business Credit Card Payment
- q. Final Approval - Golf Course Cart Lease Payment June 2024
- r. Final Approval - 2024 First Half Local Government Aid & Small Cities Assistance
- s. Final Approval Needed - Ehlers Public Finance 2023 TIF Reports to OSA confirmation of upload
- t. Final Approval - Application for Public Fireworks Display - North Star Fireworks
- u. Final Approval - 2024A Series Equipment Bond Closing Documents & Ziegler CAT Invoice #IN001567761
- v. Final Approval - Blackduck Police Department - Police Pursuit Policy - POST updates 07/24/2024
- w. Final Approval - City of Blackduck Analytics Report July 2024 - blackduckmn.com

Nicholas Seitz moved to approve the consent agenda removing item 'n.' for further discussion Maxwell Gullette seconded the motion.

Carried 4 to 0

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

- x. Consent items removed for further discussion -

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

Council member Fredrickson requested clarification of the shortage on the June rent report. Lahr reported there was a known \$100 shortage from electronic bingo games that was an error from an employee. Nothing further.

Ronald Fredrickson moved to approve removed consent agenda item 'n' Nicholas Seitz seconded the motion.

Carried 4 to 0

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

y.

5. BLACKDUCK FORUM

Visitors may share their concerns with Council on any issue, which is not already on the agenda. Each person will have 3 minutes to speak. The Mayor reserves the right to limit an individual's presentation if it becomes redundant. The Mayor may also limit the number of individual presentations on any issue to accommodate the scheduled agenda items. All comments will be taken under advisement by the Council. No action will be taken at the time.

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

6. REPORTS OF COMMITTEES AND CITY STAFF

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

6.1.1. Council Approval Needed - Minnesota Pump Works Quote for Main Lift Station Repairs - Quote #6823

Nicholas Seitz moved to approve MN Pump Works Quote #6823 for repairs to the Main Lift Station Repairs from the Sewer Replacement Reserve Fund Donald Johnson seconded the motion.

Carried 4 to 0

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

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

6.2.1. Report -

Lahr states sales were better in July and the staff is gearing up for Backwoods Bash. Lahr states that with a new ice vendor there will be less available for all the non-profit groups that use ice for their booths and will change the beer tent offerings for beverages. Lahr states this ice vendor is more difficult to work with as they are not located in Bemidji. Lahr states the beer cooler door

is working well this summer and the solution appears to be working. Lahr additionally states THC beverages and edible sales are taking away from alcohol sales now that the items are available. Nothing further.

6.3. FIRE DEPARTMENT REPORT - BRIAN LARSON, FIRE CHIEF

6.3.1. Council Discussion - Fire Truck replacement

Chief Larson reports visiting with the dealer from MacQueen Safety who is the representative for Pierce. Larson and staff have been discussing replacing Engine #2 that is a 1996 model and entered into the Blackduck Fleet in 2011 and was fitted with a 2002 commercial chassis. Larson states a new engine from Pierce will look similar to Engine #3 if replaced. Larson states right now in 2024 to order a custom chassis the department is looking at a cost of \$1,000,000 to \$1,500,000. Larson states if the City were to sign a contract today the delivery date is three years out. Larson further states the benefits of moving quickly is that there will be quarterly increases of 1%. Larson states the Special Equipment Fund that is funded by donations from Blackduck Fire Relief could fund a large amount of the cost of the truck, but there would need to be additional funding to make up the difference. Larson is requesting approval for the City to locate funds to make up the gap in funding before locking in with Pierce. Rockensock (who works for Beltrami Electric) states the USDA funding the City has already researched for City Hall funding is interested in funding the gap for the new Engine. Larson states Engine #2 does not have enough space for the department equipment and staff and all equipment and tools from Engine #2 could be placed onto the new truck. Regas asks what the downside of agreeing to the purchase now if the City does not have the funding in three years is that the City is committed to that purchase regardless. Assistant Fire Chief Frenzel states the reason for requesting the authority to seek funding now is to be more confident to sign the purchase agreement. Frenzel states gambling funds will contribute more funding to the special equipment fund but there is no guarantee to that total. Rockensock highly recommends seeking the gap funding in the coming months to have a solid answer by end of 2024. Board members agree the department needs good trucks to provide service to the fire protection area. Council member Johnson states he is in favor of seeking the additional funding. Fredrickson asked what could happen to the old engine #2 could it be traded in or sold privately. Larson states it will not gain much as of the age of the truck. Regas asked if the department would entertain purchasing another used truck. Asst. Chief Frenzel stated it isn't in the best interest of the department as the current #2 provided the department many issues when purchased. Regas will begin working with Beltrami Electric and request assistance for funding resources from Widseth.

7. ADMINISTRATOR'S REPORT

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

Nicholas Seitz moved to approve Ordinance Amendment 2024-01, Ordinance amending Chapter 11, Licensing, revising Section 1150 Rental Licensing Donald Johnson seconded the motion.

Carried 4 to 0

Maxwell Gullette	For
Nicholas Seitz	For
Donald Johnson	For

Ronald Fredrickson

For

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

Maxwell Gullette moved to approve Conditional Use Permit 2024-02 - Taler Tarigny - 217 Main Street South Nicholas Seitz seconded the motion.

Carried 3 to 0

Maxwell Gullette

For

Nicholas Seitz

For

Donald Johnson

Abstained

Ronald Fredrickson

For

- c. Council Consideration - Widseth Feasibility Study for City Hall

Regas requested additional discussion and action on the feasibility study for City Hall of the board. Regas requests the council decide if the City will keep City Hall in the existing building or not; and if so will the City will authorize funding to repair the building.

Council member Seitz does not see it feasible to build new facility. Council member Fredrickson states if the current building is abandoned then what is to be the result of the current one. Fredrickson states the feasibility study is a laundry list of items that should be done to the current facility and much of it is optional or scalable such as the lower level of the building. Fredrickson sees no reason to update the lighting of downstairs or the flooring but to stop the water intrusion.

Regas states having a discussion with Tim Ramerth on a cost per square foot to rebuild and an estimate at that time was over \$300/sq. ft. Regas states she is in favor of making the very needed improvements now and then levy for other improvements annually as time progresses.

Mayor Gullette asks if the water/sewer lines and water intrusion are included in the study. Regas states the water intrusion is in the study but without cost estimates. Regas further states that when the roof is repaired the parapet must come down. Council member Johnson states the reason the parapet was constructed was to keep water from going between the buildings. Johnson states it was built to keep the basements from flooding. Johnson states when the parapet is removed the building will need flashing or water direction.

Mayor Gullette states he is in favor of keeping City Hall in the existing facility. Fredrickson states City hall has been in several buildings and has been able to adjust in other areas but the existing facility works. Mayor Gullette disagrees that the building is not worth savings. Councilor Seitz states that the public has heard the City is considering building new and many are not in favor of that.

Regas requests the City Council formally agree on the record for the path it wants to take for City hall.

Nicholas Seitz moved to keep City Hall at its current location and repair the worst parts of the facility and seek funding Ronald Fredrickson seconded the motion.

Fredrickson states the neglect for the old city hall made the city take that building down and he is in favor of making the repairs to the current facility. Johnson agrees to move forward with saving the building. Regas states the worst areas of the building - the roof, the water intrusion, the parapet, the exterior masonry should be funded.

Carried 4 to 0

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

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

Regas provided the Blackduck Boys and Girls Club Branch Open House and solicitation documents for discussion. Board members discussed potentially funding / donating to the organization. Board members agreed hold off on donations until a later date. Nothing further.

e. Council Information - Historic Duck Restoration - Project Status

Regas reports KCI Restoration provided a site visit on Thursday, July 25, but had not provided the report to the City. Regas states the report would be ready for the August 19th work session. Regas states the feedback from KCI after the visit was that the report provided from Jensen Conservation was not comprehensive enough. KCI states the Historic Duck has a crack in the fiberglass is so large that the cement inside the statue has crumbled deeply. Regas states KCI will provide options for the City to decide on including potentially replication of the existing duck statue. Regas continued reporting on the Lion's Duck stating the foundation of the statue is disintegrate and is rotting as there are large gaps allowing moisture to get in. Regas further states KCI can provide restoration in 2025 for the statues. Nothing further.

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

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

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

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

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

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

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

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

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

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

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

8. MAYOR AND/OR COUNCIL MEMBER REPORTS

a. Councilor Fredrickson states Woodcarvers and the Variety Show at the school were well attended.

9. COMMUNITY EVENTS/GOOD THINGS HAPPENING

10. ADJOURNMENT

a.

Donald Johnson moved to adjourn the meeting at 7:29pm Nicholas Seitz seconded the motion.

Carried 4 to 0

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

City Administrator, Christina Regas

Maxwell Gullette, Mayor



BLACKDUCK FINANCE COMMITTEE MEETING

WEDNESDAY, AUGUST 14TH, 2024 @ 2PM

BLACKDUCK CITY HALL 8 SUMMIT AVE. E.

CALL TO ORDER: The Finance Committee for the City of Blackduck met in a scheduled work session in council chambers at City Hall at 2:00PM on August 14, 2024.

Roll Call

Councilors present: Councilor Seitz, Mayor Gullette

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

Topics covered in the work session were as follows:

1. The LMC 2025 Budget Highlights report was discussed and applicable topics were provided to committee members.
2. 2025 Homestead Exclusion changes were provided to the committee. Regas reports beginning in 2025 EMV ranges change to \$95,000 - \$517,000 with a maximum credit of \$38,000 and the potential effect to the tax payers.
3. The 2025 City of Blackduck Bond/Debt Schedule was provided and discussed. Regas reviewed new and sunset debt on the schedule.
4. The 2025 LGA commitment from the State of MN was provided: \$323,855 (*increase of \$410*)
5. Revenue budget increases for License Center revenue.
6. Revenue budget increases with the addition of Small Cities Assistance State Aid of \$21,871 which will be added to the streets budget.
7. Proposed Payroll and Benefit changes were provided. Regas notes Union negotiations are scheduled for August 29th and the Personnel Committee must meet to finalize 2025 wage scales. Regas reports proposed budgets on wages have not been reviewed by the committee but have been discussed with each department head.
8. Operating Budgets for each department were provided for review.
 - a. Administration preliminary budget increase = +4.46%
 - b. Police preliminary budget increase = +7.9%
 - c. Fire preliminary budget increase = +6.76% - *Annual Budget meeting – August 22, 2024*
 - d. Streets preliminary budget increase = +10.32%
 - e. Parks preliminary budget increase = +50% (*includes request for funding for Historic Duck Restoration of +\$10,000*)
 - f. City Council, Buildings & Planning, and Street Lighting preliminary budgets are flat
 - g. Library preliminary budget increase = +\$28.99% (*includes increase to KRLS levy request*)
 - h. License Center preliminary budget increase +14.33%
 - i. Other – LMCIT insurance recommended increases are as follows: Liability +9%; Property +6%; Auto +10%; and Workers Compensation +5%
9. Committee will meet every two weeks through August 28, 2024 @ 2pm.

ADJOURN – Finance Committee adjourned their work session at 3:00pm.



MINUTES

Council - Work Session Meeting

6:00 PM - Monday, August 19, 2024

City Hall, 8 Summit Drive, Blackduck MN

The Council - Work Session of the City of Blackduck was called to order on Monday, August 19, 2024, at 6:00 PM, in the City Hall, 8 Summit Drive, Blackduck MN, with the following members present:

COUNCILORS PRESENT: Mayor Maxwell Gullette, Councilor Nicholas Seitz, Councilor Donald Johnson, 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: Mary Salmonson, Library Board, Scott Peterson, BDC, and Tim Ramerth and Caleb Strandlie, Widseth

1 CALL TO ORDER

- a) Roll Call
Roll call was taken of those present to the meeting.
- b) Pledge of Allegiance
Mayor Gullette dispensed with the pledge of allegiance.

2 APPROVAL OF AGENDA

- a)

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

Carried 5 to 0

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

3 OLD BUSINESS

- a) PER / ER Report Updates - Widseth
Ramerth reports the report is 85% complete; additional work for adding the treatment plant, irrigators, and water plant are being added. Ramerth will provide more information in September.
- b) Kitchigami Regional Library Capital Appropriation Project & Feasibility Study -

Regas summarized the request from city council to have a group discussion on the study and invited comment from the library board members. Salmonson reports expecting Hanks to the meeting for comment but had not received the report to provide comment. Regas announced Hanks would not be in attendance and read from an email comments regarding the study stating an addition wasn't likely but a remodel may be. Mayor Gullette states the city believes although the KRLS funds are great it isn't enough to provide for an addition but potentially some parts of a remodel and believes that is a good start. Salmonson states a remodel could be a phase one and move into an addition at a later date. Regas asked how the process would work to start with a remodel and phase into an addition. Regas states the study provided for either or but not a start and then an addition. Salmonson states where an addition could be added is limited. Regas asked if the two boards are moving forward with a unified decision. Salmonson states the library board needs to be realistic. Councilor Seitz states Option B provided in the study could be a potential to begin with before an addition. Ramerth states the study did not account for a phased in approach and would need to consider that new request. Councilor Fredrickson states the location of the library now is ideal and should not relocate. Councilor Johnson states he really likes the option for the addition provided in the study. Mayor Gullette requested another meeting of the two boards at the next City works session on September 23, 2024 and encouraged the library board meet before.

c) Blackduck Co-op Railbank Conveyance Property

Regas reports more information to come after this work week with a hopes to have a purchase agreement in front of the City Council on September 9, 2024.

d) Historic Black Duck and Lions Duck Restoration Project - KCI Site Visit

Regas provided the new assessments from KCI Conservation on the Duck statues and invited discussion on the reports. Regas highlighted the section for the historic statue to potentially de-commission the statue. Regas further summarized a band-aid option that is similar to Jensen Conservation assessment and it is recommended to house the statue to avoid further decay. Regas states the option to completely restore the statue has an unknown condition element and cost. Regas summarized the deficiencies and cost estimates to restore the Lion's Duck and encouraged board and public feedback. Regas reports a letter will be drafted and sent to those entities that have donated funding to the project with a status report. Mayor Gullette suggested removing the old duck from its platform and house it inside. Seitz suggests erecting a steel structure to house it. Gullette states it would be nice to have it inside where others can still view it. Fredrickson states if the statue moves inside it will never come back outside. Fredrickson is interested to know what is inside the Old duck. Fredrickson believes if the City reproduces the statue only original materials not fiberglass should be used.

Mary Salmonson suggests asking the public for feedback asking what the community would want to put funding into the duck or a replica. Salmonson states maybe a great photo display could be created and only restore the Lion's duck. Scott Peterson states feedback from business owners on Main Street states how the statue drives people downtown. Gullette asked if the city should just fiberglass it again and patch the bad areas. Schwanke states he believes erecting a structure isn't difficult, but replacing the original duck isn't really doing that since it is already a reproduction and the city should decommission the statue and put up pictures of it somewhere or make a new one. Schwanke asks does the city want to build a new duck or not. Regas states the Lion's duck still needs work. Regas suggests asking for feedback from Chamber members and the public and discuss further on September 9th. Regas asked for feedback on the Lion's Duck of which is more attainable than the Old Duck.

Board members requested to post information to the public online regarding ways to get feedback from the community.

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

Study Repair Cost total

Regas provided the results of costs for the specific amounts to correct the deficiencies to City Hall to continue the funding requests with Beltrami Electric partners. Regas reports the required items Widseth added including the sanitary line and window replacement and relocating the electrical. Regas states she needs agreement from the board on the amount to move forward. Board members understood the amounts giving Regas the go ahead with funding.

f) Combined Maintenance & Police Facility Warranty Punchlist - updates

Ramerth reports meeting with the contractor and at this time there is not an agreement on how to fix the FRP Board.

g) Main Liftstation Repairs - Updates

Schwanke reports he is still awaiting a plan from MN Pumpworks and has no updates to provide.

h) Pafko / Moon Stage Project - Woodcarver's Committee Request for Reimbursement of Donation

Regas reports the Woodcarvers Committee has requested their donation for the Pafko / Moon Stage project and will be providing that after the September 9th regular council meeting.

i) Local Option Sales Tax 2024 General Election Ballot Question(s) - updated per recommendation of Bond Counsel

Regas provided a closer look at how the ballot questions will look like as the Beltrami County Auditor requested the final options August 15th and Pinnacle has a beginning of a draft of the mailer to the voters. Regas will provide the mailer for council to view at a later date.

4 NEW BUSINESS

a) Blackduck Development Corporation - Economic Community Coordinator, Scott Peterson -

Scott Peterson, newly appointed Economic Community Coordinator for the Blackduck Development Corp introduced himself to the board and public and summarized his first two weeks of service to the BDC and the Blackduck Community. Peterson reports providing a survey to those he has met.

b) Blackduck Fire Protection Area - Annual Budget Meeting Thursday, August 22, 2024 @ 6pm

Regas states the annual fire protection meeting is scheduled for August 22, 2024 and provided the packet for preview.

c) MN Board of Peace Officer Standards & Training - Compliance Review

Regas reports annual compliance review from POST of the Police Department HR files and training records met expectations and were recognized by the state.

d) KRLS Board Representative -

Regas reports KRLS requests appointment of the representative for Blackduck. Laurie Hamilton will continue for another term and Regas will notify KRLS.

e) Request for Proposals - Audit Services

Regas announced the city auditor, Miller McDonald, since 1984 has severed services with the City of Blackduck. Regas reports a draft of an RFP Audit Services will be made public this week and will work to find a new Auditing company before year end. Regas states this is an opportunity for a fresh start and hopes for the process to go well. Regas is using sample RFP's from partners in Lake Park, Park Rapids, and Baudette.

f) Backwoods Bash Recap -

Mayor Gullette thanked all the staff that helped with activities for the Backwoods bash noting Mike Schwanke, Paige Moore, Melissa Gullette, and Shawnda Lahr

Council - Work Session

August 19, 2024

worked very hard. Board members stated the fireworks were great and the event was done very well.

5 ADJOURNMENT

a)

Laurie Hamilton moved to adjourn the meeting at 7:32pm 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 PLANNING MEETING

Regular Planning Meeting

Blackduck City Hall

August 21, 2024 @ 2pm

ROLL CALL:

Commissioners present: Ernie Tindell, John Winnett, Ron Rockis, and Curt Cease

Commissioners Absent: Christina Christian

Staff Present: Christina Regas

Meeting was called to order at 2:05pm

Approval of Minutes – *Moved by Winnett and seconded Tindell by to approve the minutes of the July 24, 2024 meeting. Motion carried.*

Old Business –

1. Permits issued since last meeting –
 - a. Permit 2024-09 – Ronald Rockis – 57 Carlson Ave NW – Construction of an access ramp to a residential home. *Board members discussed issued permit and had no questions.*
 - b. Permit 2024-10 – Kristine Gustafson – 172 Liberty Drive NE – demolition of and construction of a deck on a residential home, adhering to setbacks. *Board members discussed issued permit and had no questions.*
 - c. Permit 2024-11 – Andy Kotula – 33 Carlson Ave. NW – construction of a residential garage 28' x 28' adhering to setbacks. *Board members discussed issued permit – Commissioner Rockis stated the garage will be a nice addition to the home.*
 - d. Conditional Use Permit 2024-02 – Taler Tourigny – 217 Main St. S. – living quarters inside a commercial building. *Board members discussed issued permit – Regas stated City Council approved the permit on August 5th.*

New Business –

1. Next Planning Meeting: September 18, 2024
2. Cannabis Zoning – Regas provided guidance from the Office of Cannabis Management for drafting a local ordinance and requested feedback on the zoning section from board members. Commissioner Winnett states he would like to see a GIS map with the number of feet to the designated areas of the city that need buffers like schools, daycares, and playgrounds before recommending requirements. Winnett further states he is in favor of Sample Ordinance Section 6 providing the allowance of municipalities to have cannabis sales in liquor stores. Board members discussed allowing for variances in some zones if a grower wished to purchase the old Wells Fargo Building or Moon Drug. Regas states the local governments can dictate which zones allow for cannabis sales in the ordinance. Regas reports



BLACKDUCK PLANNING MEETING

Regular Planning Meeting

Blackduck City Hall

August 21, 2024 @ 2pm

discussing licensing delegation to Beltrami County and still needing to meet with the City Council for feedback on ordinance language. Regas states the Ordinance must be adopted before year end.

3. Other – Grennel Residential Property Carlson Ave. Cease reports Scott Grennel is interested to see if the City would vacate the platted alley near a parcel of land so that it could be developed with a residential home. Board members discussed the request would be a positive and Cease agreed to provide feedback to Grennel. Regas states when Grennel is prepared to go through the vacation process to visit her office. Nothing further.

Adjourn –

*Moved by Commission Winnett and seconded by Commission Tindell to adjourn the planning meeting at 2:38pm.
Motion carried.*

TOWNSHIP BUDGET MEETING BLACKDUCK CITY HALL THURSDAY, AUG. 22, 2024 6:00PM

MEETING MINUTES

The Blackduck Fire Department Chief Brian Larson held the Budget Meeting of Parties in City Hall on August 22, 2024.

The Annual Meeting was called to order at 6:03pm.

Roll Call was taken by City Administrator Christina Regas those present included: City of Blackduck Administrator Christina Regas; Bill Rabe of Hines Township; Scott Burns of Birch Township; Sue Stroeing of Taylor Township; Jerome Geerdes of Birch Township; Maxwell Gullette of Blackduck, Daryl Lundberg of Summit Township, and Fire Chief Brian Larson a quorum was established of 60%.

City/Townships Absent: Hornet, O'Brien, Tenstrike, Funkley, Hagali, Taylor, Langor, and Moose Park Township

1. OLD BUSINESS –

a. REVIEW 2024 ACTUAL EXPENDITURES –

- i. Heating Fuel & Electricity - Summit Township asked if the fire hall is using less electricity and more propane. Regas stated the heating fuel budget balance reflects using all the 23-24 pre-buy plus and additional fill in the spring. Regas states the pre-buy for the 24-25 season was ordered this month; gallons ordered were similar to the last season just completed of which put the budget line for heating fuel overspent. Regas states after the 22-23 season the department had a surplus. Regas further reported the fire hall had a mini-split installed in 2024 (*purchased and installed and rebate received*) with the expectation to lower the electricity usage.
- ii. 2024 YTD Balance – Birch Township asked where the ytd balance goes after the year is completed. Regas stated the City is on a calendar year budget and the current balance will still be used for August – December 2024. Regas stated any excess after 2024 will be reported in the February fire meeting for recommendations to move into the Special Equipment Fund.

b. 2025 BUDGET – Regas and Larson took questions regarding increases to the 2025 proposed budget.

- i. Payroll – Larson reports wages are increasing due to increase in incidents. (increase of \$1,500)
- ii. Medical fees – Regas reports fees are increasing due to ECG testing due in 2025 (increase of \$2,000)
- iii. Workers Compensation – Regas reports the expected increase is much lower than the last 3-5 years of only a 5% increase. Birch Township asked if the City has a history of work comp claims. Regas reported the fire department has not but other departments in the city have. Larson states the safety is his department's number one priority.
- iv. Auto Insurance – Regas reports the expected increase is higher than previous years and most everyone is feeling that increase. Larson stated the charge for auto insurance is good for the fleet.
- v. Capital Outlay – Armer Radios – Summit asked if 2025 will be the last year for the depreciation for Armer radios. Regas reports 2025 is the last agreed upon year and the funds are depreciated into the special equipment fund. Larson reports the department is still running with refurbished radios in the trucks and the outlay will assist with the cost of replacements but with firmware

TOWNSHIP BUDGET MEETING BLACKDUCK CITY HALL THURSDAY, AUG. 22, 2024 6:00PM

upgrades and technology upgrades the department is at the mercy of what Motorola offers to run
MEETING MINUTES

on the same system. Larson states the equipment is still working but he believes additional upgrades will need to continue. Larson states a new radio runs around \$5,000 each on government pricing. Larson would like to get more portables to replace the used ones. Regas states the department may ask for the capital outlay to continue after 2025. Blackduck asked what the life expectancy of a radio is. Larson states it is all based on upgrades allowed which could provide 5-10 years of use, but the Armer system is much different than VHF.

- i. Insurance Budgets for Liability, Property, and Auto – Birch Township asked how the budget for insurance was determined noting the YTD expense does not provide for a correct percentage increase on the budget sheet provided. Regas reports the ytd expense for those individual lines does not reflect the full year premium paid. Regas reports the City pays for half of the liability, property, and auto premiums in June and the remainder in October of each year. Regas further reports the amounts budgeted for the next year are the projected increases on the full premium amount due in the current year. Regas pulled the LMCIT premium invoices for the 2023-2024 coverage year and reported those full premium costs for the towns for clear reporting. Birch requested in future meetings to provide details of how the increase is calculated based on ytd expenditures.
- ii. Workers Compensation Insurance – Summit Township asked if the budget for workers compensation for insurance was reflecting the potential audit rebate. Regas states much like other insurance premiums estimating increases is difficult not knowing if the city receives any rebates. Regas further reports the City must pay the full amount of the work comp premium in June (*not like other insurance*). So estimates provided for the next year's budget are off of the same procedures.

Moved by Blackduck and seconded by Hines to approve the proposed 2025 Blackduck Fire Department budget. Motion carried.

- c. **2025 Payment & Estimated Market Value by Town** – Regas provided the payment and EMV by town to review providing a 2024 report for comparison. There were no questions on the payment or EMV.
- d. **YTD 2024 FIRE DEPT. INCIDENT REPORT** – Larson reports there have been 32 calls year to date and the department is on track to have a high volume call year. There were no questions on the incident report.

2. NEW BUSINESS – There was no new business discussed.

Motion by City of Blackduck and seconded by Taylor Township to adjourn the meeting at 6:53pm. Motion passed.

Meeting minutes submitted by Christina Regas City of Blackduck Administrator.



BLACKDUCK FINANCE COMMITTEE MEETING

WEDNESDAY, AUGUST 28th, 2024 @ 3:30PM

BLACKDUCK CITY HALL 8 SUMMIT AVE. E.

CALL TO ORDER: The Finance Committee for the City of Blackduck met in a scheduled work session in council chambers at City Hall at 3:30PM on August 28, 2024.

Roll Call

Councilors present: Councilor Seitz, Mayor Gullette

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

Topics covered in the work session were as follows:

1. An updated 2025 City of Blackduck Bond/Debt Schedule was provided and discussed.
2. Updated 2025 Property Tax Proposal includes the levy at \$417,678.29 - *an increase of \$11,974.55 over 2024*
3. Proposed Payroll and Benefit changes were provided. Regas notes Union negotiations are scheduled for August 29th and the Personnel Committee meets September 3rd. Regas reports any finances that affect the general fund budgets will be presented to council on September 9th.
4. Healthcare Premiums for 2025 have slight increase to \$712.80 per employee and department budgets have been updated for those costs.
5. Operating Budgets for each department were provided for review.
 - a. Administration preliminary budget increase = +4.58%
 - b. Police preliminary budget increase = +8.39% - includes increase to tire budget
 - c. Fire preliminary budget increase = +6.76% - *approved at Fire Protection Budget meeting*
 - d. Streets preliminary budget increase = +10.49%- *reflects Small Cities Funding in street materials fund line*
 - e. Parks preliminary budget increase = +16.23% *Duck Restoration funding not statute supported. Reduces budget)*
 - f. City Council, Buildings & Planning, and Street Lighting preliminary budgets are flat
 - g. Library preliminary budget increase = +\$28.99%
 - h. License Center preliminary budget increase +14.63%
 - i. Other – LMCIT insurance recommended increases are as follows: Liability +9%; Property +6%; Auto +10%; and Workers Compensation +5%
6. Regas will present preliminary levy to City Council for discussion on September 9, 2024
7. Committee will meet next on September 11, 2024 @ 2pm.

ADJOURN – Finance Committee adjourned their work session at 4:30pm.



BLACKDUCK PERSONNEL COMMITTEE

TUESDAY, SEPTEMBER 3, 2024 @ 2PM

MEETING MINUTES

Roll Call

Committee Members present 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. Proposed 2025 City of Blackduck Wage Scale Changes – Committee members met to discuss updates to the 2025 City of Blackduck Wage Scale. The following items were discussed and agreed to:
 - a. Minnesota Department of Labor minimum wage increase for 2025 = \$.28 – committee members agreed to add to all city positions the DOL minimum wage increase.
 - b. Step 1 hiring wage for City Administrator position and Director of Liquor Operations – committee members agreed to increase step 1 of the City Administrator position to \$24.55 and Director of Liquor Operations position to \$22.41 respectively.
 - c. Increases to position specific steps – committee members discussed and agreed to increase steps 1-top of range on the wage scale for specific positions. Committee members considered department head/supervisor level of position; department (Police); full-time and part-time ranges. Committee members agreed the changes were necessary to support pay equity and recent wage studies provided to the City.
 - d. Points Value to Water & Wastewater & Maintenance Worker position and Deputy Clerk/Admin. Asst. /Deputy Registrar position – committee members agreed to revise the point value to the position of Water/Wastewater/Maintenance Worker position from 252 to 305 to reflect accurate job description expectations. Committee members agreed to revise the point value to the position of Deputy Clerk/Admin Asst. /Deputy Registrar from 208 to 256 to reflect accurate job description expectations. *(Minnesota Job Match Job Evaluation System was utilized for these updates).*
 - e. Step 1 hiring wage for Deputy Clerk/Admin Asst. /Deputy Registrar increase – committee members agreed to increase step 1 of the Deputy Clerk/Admin Asst. Deputy Registrar from \$16.74 to \$19.00 to reflect accurate job description expectations.
 - f. Step 1 hiring wage for Water/Wastewater/Maintenance Worker increase – committee members agreed to increase step 1 of the Water/Wastewater/Maintenance Worker from \$21.31 to \$22.25 to reflect accurate job description expectations.



BLACKDUCK PERSONNEL COMMITTEE

TUESDAY, SEPTEMBER 3, 2024 @ 2PM

MEETING MINUTES

NEW BUSINESS:

1. 2025 Union Proposal – Committee members discussed recent 2025 Union Contract Negotiation Proposal items. Committee members agreed to the following items proposed by Members of the Local 49ers:
 - a. Hours of Work - Weekend Compensation will be as follows:
 - Saturday, six (6) hours stand by pay at the straight time hourly rate of pay.
 - Holiday's Compensation are as follows:
 - Normal rounds checking lift stations/water plant [two (2) hours at a rate of Double Time (2 times) their regular hourly rate.
 - All call backs shall be paid a minimum of two (2) hours at a rate of Double Time (2 times) their regular hourly rate.
 - b. Overtime/Comp-time –
 - i. The maximum compensatory time accumulation for any employee is 80 hours. Once an employee has earned 80 hours of compensatory time, not further compensatory time may accrue until the balance falls below the 80-hour maximum. All further overtime will be paid. Employees may request and use compensatory time off in the same manner as other leave requests.
 - a. Holidays –
 - i. Premium pay of double times (2 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.
 - b. Vacation Leave
 - ii. All employees covered by this agreement will replace vacation leave with PTO per Policy.
 - c. Sick Leave
 - iii. All employees covered by this agreement will replace sick leave with PTO per policy.
 - d. Insurance
 - iv. Employees shall receive a \$20,000 Life Insurance Policy.
 - e. Central Pension Fund
 - v. All employees covered by this agreement will receive from employer \$1.00/hour to Central Pension fund



BLACKDUCK PERSONNEL COMMITTEE

TUESDAY, SEPTEMBER 3, 2024 @ 2PM

MEETING MINUTES

Committee members disagreed and did not approve proposed Article 17 Wages and proposed Article 20 Duration. Committee members requested additional negotiations with union steward and members. Union leaders will discuss negotiations and meet with personnel committee members on Thursday, September 5th, 2024 @ 9am.

ADJOURN – Committee members adjourned the personnel meeting at 4:48pm.

Christina Regas, City Administrator

Maxwell Gullette, Mayor



BLACKDUCK PERSONNEL COMMITTEE

THURSDAY, SEPTEMBER 5, 2024 @ 9AM

MEETING MINUTES

Roll Call

Committee Members present 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. Proposed 2025 City of Blackduck Wage Scale Changes – Committee members reviewed the amended scale. Nothing further.
2. 2025 Union Counter Proposal – Committee members discussed the counter proposal items that were further negotiated and agreed to the following:

1. **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 the yearly deductible amount of \$3,200.00/year or less.

Commented [CR1]: Personnel Committee approves this language.

- 13.3 Employees shall receive a \$20,000 Life Insurance Policy.

Commented [CR2]: Personnel Committee approves this added language

2. **ARTICLE 17. Wages**

All employees covered by this Agreement will receive on January 1, 2025, a 12.00% COLA.

All employees covered by this Agreement will receive on January 1, 2026, a 4.00% COLA.

All employees covered by this Agreement will receive on January 1, 2027, a 4.00% COLA.

3. **ARTICLE 20. Duration**

January 1, 2025 to December 31, 2027 (Three (3) year Agreement)

Personnel committee members agreed to the Counter proposal with Lahr, Johnson, and Regas voting yes and Schwanke abstaining from the vote.



BLACKDUCK PERSONNEL COMMITTEE

THURSDAY, SEPTEMBER 5, 2024 @ 9AM

MEETING MINUTES

NEW BUSINESS:

Next Personnel Committee Meeting – committee members agreed to meet October 24, 2024 @ 9am to further discuss the following items:

1. 2026 Wage Scale
2. Wage Scale(s) for Liquor Department including job descriptions – Lahr will reach out to Nisswa and Lake City for sample scales and position descriptions for guidance.
3. City of Blackduck Paid Family & Medical Leave Policy – to be adopted prior to 2025.

ADJOURN – Committee members adjourned the personnel meeting at 9:25am.

Christina Regas, City Administrator

Maxwell Gullette, Mayor

September 9, 2024

FUND	Deerwood Checking BEGINNING BALANCE	Bill Report through 09/09/2024	Deerwood Checking ENDING BALANCE	Deerwood First Preferred Savings BEGINNING BALANCE	Deerwood First Preferred Savings Bill Report through 09/09/2024	Deerwood First Preferred Savings ENDING BALANCE	Total Balance of all Accounts
GENERAL (101)	\$323,814.38	\$12,207.37	\$311,607.01	\$131,087.41	\$0.00	\$131,087.41	
POLICE RESTRICTED CASH	\$13,308.21	\$0.00	\$13,308.21	\$0.00	\$0.00	\$0.00	
CEMETERY (201)	(\$5,284.21)	\$920.27	(\$6,204.48)	\$6,083.51	\$0.00	\$6,083.51	
PERPETUAL CARE (202)	\$12,212.65	\$0.00	\$12,212.65	\$53,418.01	\$0.00	\$53,418.01	
SEWER MAINTENANCE (204)	\$0.00	\$0.00	\$0.00	\$63,955.08	\$0.00	\$63,955.08	
SEWER REPLACE. (205)	\$0.00	\$0.00	\$0.00	\$139,134.69	\$0.00	\$139,134.69	
SCDP REVOLVING LOAN FUND (207)	\$0.00	\$0.00	\$0.00	\$25,636.67	\$0.00	\$25,636.67	
FIRE DEPT RESERVE (TruckFund) (208)	\$0.00	\$0.00	\$0.00	\$30,017.07	\$0.00	\$30,017.07	
PINE TREE PARK (209)	\$25,893.91	\$1,462.57	\$24,431.34	\$4,713.04	\$0.00	\$4,713.04	
WATER SINKING FUND (212)	\$0.00	\$0.00	\$0.00	\$198,678.27	\$0.00	\$198,678.27	
PUBLIC WORKS RESERVE FUND (215)	\$0.00	\$0.00	\$0.00	\$3,437.16	\$0.00	\$3,437.16	
Fire Dept Special Equip Fund (216)	\$580,192.73	\$0.00	\$580,192.73	\$8,438.50	\$0.00	\$8,438.50	
2018 Revolving Loan Fund (250)	\$0.00	\$0.00	\$0.00	\$318,612.27	\$0.00	\$318,612.27	
1989 Go Bond (301)	\$195.23	\$0.00	\$195.23	\$0.00	\$0.00	\$0.00	
2006 GO BOND (307)	\$245.48	\$0.00	\$245.48	\$0.00	\$0.00	\$0.00	
2009A Refunding Bond (309)	\$51,494.40	\$0.00	\$51,494.40	\$13,942.37	\$0.00	\$13,942.37	
2011 Industrial Lane IntraLoan (311)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
2014A Disposal System Loan (314)	\$24,442.53	\$0.00	\$24,442.53	\$0.00	\$0.00	\$0.00	
2017A Disposal System Project/Sum/Main (316)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
2017A Disposal Sys Loan (317)	\$17,792.89	\$0.00	\$17,792.89	\$0.00	\$0.00	\$0.00	
2017 PFA Debt Sys Bond Debt Service (320)	\$73,179.93	\$0.00	\$73,179.93	\$0.00	\$0.00	\$0.00	
2018 Frontage/Pine Ave Internal Loan (325)	\$12,986.84	\$0.00	\$12,986.84	\$0.00	\$0.00	\$0.00	
2024A Gen. Obligation Equipment Project fund (330)	\$1,300.00	\$1,168.50	\$131.50	\$0.00	\$0.00	\$0.00	
2024A Gen. Obligation Equipment Debt Fund (331)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
TAX INCREMENT FINANCING (376)	\$20,949.05	\$0.00	\$20,949.05	\$133,267.20	\$0.00	\$133,267.20	
Blackduck HRA Fund (210)	\$22,844.78	\$0.00	\$22,844.78	\$0.00	\$0.00	\$0.00	
2022 CIP Project Fund (380) <i>PW/PS Facility</i>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
2023A Go Bond (381)	(\$8,962.46)	\$0.00	(\$8,962.46)	\$0.00	\$0.00	\$0.00	
2023B Go Bond (382)	(\$1,527.26)	\$0.00	(\$1,527.26)	\$0.00	\$0.00	\$0.00	
Capital Project Fund (401) <i>for city projects</i>	\$51,316.46	\$1,000.00	\$50,316.46	(\$18,201.84)	\$0.00	(\$18,201.84)	
WATER FUND (601)	\$39,585.63	\$2,745.43	\$36,840.20	\$0.00	\$0.00	\$0.00	
SEWER FUND (602)	\$102,290.99	\$4,483.70	\$97,807.29	\$0.00	\$0.00	\$0.00	
LIQUOR FUND (609)	\$153,031.57	\$120,598.86	\$32,432.71	\$0.00	\$0.00	\$0.00	
LIQUOR RENT FUND	\$22,872.64	\$0.00	\$22,872.64	\$0.00	\$0.00	\$0.00	
GOLF COURSE (613)	(\$166,953.00)	\$15,073.75	(\$182,026.75)	\$0.00	\$0.00	\$0.00	
Total:	\$1,367,223.37	\$159,660.45	\$1,207,562.92	\$1,112,219.41	\$0.00	\$1,112,219.41	\$2,319,782.33

Transfers:

Fund Transfer from:	Fund transfer to:	Reason:	Amount of Transfer:
DW Checking Pine Tree Park Fund (209)	DW Savings Pine Tree Park Fund (209)	Budgeted Transfer	\$5,000.00
DW Checking Liquor Fund (609)	DW Checking General Fund (101)	Budgeted Transfer	\$10,000.00

2024 Bond Payments:	Principal:	Interest:	Fees:	Total:
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CITY OF BLACKDUCK

09/09/24 4:18 PM

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Monthly Bills

August 2024

Check Name	Amount		
101 GENERAL FUND		BELTRAMI COUNTY-AUDITOR/TREAS.	\$210.00
Marco Technologies LLC	\$633.68	BELTRAMI ELECTRIC COOP	\$715.50
BELTRAMI COUNTY RECORDER	\$46.00	Gopher State One Call	\$28.35
BELTRAMI COUNTY-AUDITOR/TREAS.	\$210.00	Hawkins, Inc	\$774.25
BELTRAMI ELECTRIC COOP	\$2,299.22	MN DEPT OF HEALTH	\$687.00
BLACKDUCK AUTO PARTS	\$51.85	NORTHWOODS LUMBER CO	\$9.95
BLACKDUCK CO-OP	\$562.33	PAUL BUNYAN COMMUNICATIONS	\$77.34
BOGARTS REPAIR AND RECOVERY	\$161.22	VERIZON WIRELESS	\$80.02
CHRISTINA REGAS	\$134.00	601 WATER FUND	\$2,745.43
COLUMN SOFTWARE PBC	\$275.69	602 SEWER FUND	
EHLERS AND ASSOCIATES	\$2,281.25	Marco Technologies LLC	\$163.01
FRONTIER REPAIR	\$48.68	BELTRAMI COUNTY-AUDITOR/TREAS.	\$210.00
JONS REFUSE SOLUTIONS INC	\$85.47	BELTRAMI ELECTRIC COOP	\$3,018.84
JUELSON PLUMBING & HEATING	\$1,381.21	BLACKDUCK CO-OP	\$613.56
NORTHWOODS LUMBER CO	\$153.65	HIGH TIDE TECHNOLOGIES	\$280.00
PAUL BUNYAN COMMUNICATIONS	\$614.30	RMB ENVIRONMENTAL LABORATORIES	\$190.19
QUILL CORPERATION	\$874.97	TIMBERLINE SPORTS, INC	\$8.10
ROGER'S TWO WAY RADIO	\$111.00	602 SEWER FUND	\$4,483.70
TAFT STETTINIUS & HOLLISTER LL	\$1,000.00	609 MUNICIPAL LIQUOR FUND	
TIMBERLINE SPORTS, INC	\$571.16	Marco Technologies LLC	\$114.37
VERIZON WIRELESS	\$541.25	ABSOLUTE ICE	\$1,221.20
VESTIS	\$170.44	BELLBOY CORPPORATION	\$696.00
101 GENERAL FUND	\$12,207.37	BELTRAMI COUNTY SOLID WASTE	\$832.61
201 CEMETERY FUND		BELTRAMI COUNTY-AUDITOR/TREAS.	\$210.00
BLACKDUCK AUTO PARTS	\$734.27	BELTRAMI ELECTRIC COOP	\$1,840.25
Blackduck Collision	\$186.00	BEMIDJI COCA-COLA	\$943.00
201 CEMETERY FUND	\$920.27	BEMIDJI PAPER	\$325.49
209 PINE TREE PARK FUND		BERNATELLOS	\$546.00
BELTRAMI COUNTY SOLID WASTE	\$166.53	Bernick Companies	\$17,608.20
BELTRAMI ELECTRIC COOP	\$443.76	BLACKDUCK LEEVERS FOODS	\$4,280.65
BLACKDUCK AUTO PARTS	\$552.96	Breakthru Beverage	\$2,858.74
CHRIS DODDS	\$60.00	CHARLIE WARD	\$120.00
JONS REFUSE SOLUTIONS INC	\$239.32	CROIX VALLEY FOODS	\$104.40
209 PINE TREE PARK FUND	\$1,462.57	D-S BEVERAGES, INC.	\$21,064.21
330 2024A GENERAL OBLIG EQUIP PROJ		GUARDIAN PEST CONTROL	\$89.77
Ziegler Inc	\$1,168.50	HEGGIES PIZZA LLC	\$329.75
330 2024A GENERAL OBLIG EQUIP	\$1,168.50	JIM DANDY SNACK FOOD CO.	\$90.00
401 GENERAL CAPITAL PROJECTS		JOHNSON BROTHERS LIQUOR CO.	\$5,062.75
BLACKDUCK WOODCARVERS FESTIVAL	\$1,000.00	JONS REFUSE SOLUTIONS INC	\$447.56
401 GENERAL CAPITAL PROJECTS	\$1,000.00	MELISSAS CLEANING	\$1,330.00
601 WATER FUND		MIKINNON CO., INC	\$21,034.95
Marco Technologies LLC	\$163.02	NEI BOTTLING INC	\$1,926.14
		OLD DUTCH	\$457.02

Check Name	Amount
PAUL BUNYAN COMMUNICATIONS	\$257.95
PERFORMANCE FOOD SERVICE	\$11,579.81
Phillips Wine and Spirits	\$9,862.03
PINNACLE MARKETING GROUP	\$79.00
RIDGE RUNNERS	\$150.00
Southern Glazer's of MN	\$5,815.79
TOTAL TAP SERVICES	\$160.00
US FOODs	\$7,305.19
VESTIS	\$463.76
VINOCOPIA INC	\$660.75
YOUR HOMETOWN HEMP CO.	\$731.52
609 MUNICIPAL LIQUOR FUND	\$120,598.86
613 GOLF COURSE	
ABSOLUTE ICE	\$156.00
BELTRAMI COUNTY SOLID WASTE	\$104.07
BELTRAMI COUNTY-AUDITOR/TREAS.	\$210.00
BELTRAMI ELECTRIC COOP	\$500.10
BEMIDJI COCA-COLA	\$347.40
Bernick Companies	\$1,361.55
BLACKDUCK AUTO PARTS	\$142.59
BLACKDUCK CO-OP	\$5,683.76
BURLINGTON GOLF	\$200.00
D-S BEVERAGES, INC.	\$1,416.90
FRONTIER REPAIR	\$50.92
GIOVANNIS FROZEN PIZZA	\$625.30
HORNUNGS	\$308.95
JIM DANDY SNACK FOOD CO.	\$222.00
JOHNSON BROTHERS LIQUOR CO.	\$592.00
JONS REFUSE SOLUTIONS INC	\$72.65
MIKINNON CO., INC	\$327.80
MISTY FRENZEL	\$140.14
MTI Distributing	\$217.47
NEI BOTTLING INC	\$135.75
NORTHWOODS LUMBER CO	\$320.72
PAUL BUNYAN COMMUNICATIONS	\$109.78
PERFORMANCE FOOD SERVICE	\$413.20
PINNACLE MARKETING GROUP	\$79.00
THREAD CREATIONS	\$64.00
TRUE NORTH EQUIPMENT	\$704.98
VERSATILE VEHICLES, INC	\$271.51
VESTIS	\$295.21
613 GOLF COURSE	\$15,073.75
	\$159,660.45

Sewer Fund
Year to Date Income Statement thru 8/31/2024

Sewer Operating Revenue:		Budget
Reimbursements	\$28.47	\$0.00
Interest Earnings	\$1,831.72	\$750.00
Sewer Sales	\$146,514.67	\$221,000.00
Farm Lease Agreement Revenue	\$6,098.00	\$6,098.00
Swr Penalty	\$869.62	\$1,500.00
Transfer from Money Market - ARPA Funds	\$13,104.58	\$1,500.00
Sewer Connet/Reconnect	\$32.50	\$0.00
Charges for Service	\$9,550.00	\$2,500.00
Total Sewer Revenues	\$178,029.56	\$233,348.00

Sewer Operating Expenditures:		Budget	Remaining
Full-Time Employees Regular	\$69,018.10	\$83,048.32	\$14,030.22
Part-Time Employees	\$3,080.34	\$1,464.34	(\$1,616.00)
PERA	\$5,222.55	\$6,098.75	\$876.20
FICA	\$5,472.49	\$6,220.73	\$748.24
Employer Paid Health	\$9,923.68	\$13,788.31	\$3,864.63
Office Supplies (GENERAL)	\$233.69	\$400.00	\$166.31
Heating Fuel	\$112.40	\$1,000.00	\$887.60
Electricity	\$16,184.07	\$20,500.00	\$4,315.93
Training and Instruction	\$0.00	\$1,000.00	\$1,000.00
Operating Supplies (GENERAL)	\$741.77	\$1,000.00	\$258.23
Motor Fuels	\$334.89	\$2,000.00	\$1,665.11
Lubricants and Additives	\$101.99	\$500.00	\$398.01
Repairs/Maint Supply	\$132.45	\$1,500.00	\$1,367.55
Equipment Parts	\$0.00	\$0.00	\$0.00
Computer Supplies	\$0.00	\$850.00	\$850.00
Merchandise Resale	\$0.00	\$0.00	\$0.00
Building Repair Supply	\$39.97	\$0.00	(\$39.97)
Tires	\$0.00	\$1,500.00	\$1,500.00
Small Tools	\$0.00	\$600.00	\$600.00
Auditing and Acc't	\$0.00	\$3,500.00	\$3,500.00
Architect Fees	\$0.00	\$0.00	\$0.00
Legal Fees - for project	\$0.00	\$100.00	\$100.00
Testing/ Analysis	\$1,033.24	\$1,700.00	\$666.76
Other Professional Services	\$1,542.20	\$4,000.00	\$2,457.80
Telephone	\$0.00	\$0.00	\$0.00
Postage	\$0.00	\$700.00	\$700.00
Travel Expense	\$63.45	\$1,000.00	\$936.55
Other Printing/Binding	\$0.00	\$0.00	\$0.00
Freight and Express	\$0.00	\$0.00	\$0.00
Legal Notices/Publications	\$0.00	\$0.00	\$0.00
General Liability Insurance	\$1,320.02	\$2,732.72	\$1,412.70
Property Insurance	\$2,802.40	\$6,522.18	\$3,719.78
Other Insurance	\$0.00	\$0.00	\$0.00
Automotive Insurance	\$0.00	\$0.00	\$0.00
Workers Compensation	\$3,688.21	\$4,614.02	\$925.81
Unemployment Paid	\$0.00	\$0.00	\$0.00
State Connection Fee	\$0.00	\$0.00	\$0.00
Repairs/Maint Building	\$0.00	\$0.00	\$0.00
Repairs/Maintenance Structure	\$1,473.74	\$10,000.00	\$8,526.26
Repairs/Main Machinery/Equip	\$0.00	\$4,500.00	\$4,500.00
Dues and Subscriptions	\$4,752.40	\$4,500.00	(\$252.40)
Buildings & Structures - <i>ARPA Funds Liftstations</i>	\$13,104.58	\$0.00	(\$13,104.58)
Improvements other	\$0.00	\$0.00	\$0.00
Refuse/Garbage Dispal -	\$0.00	\$1,000.00	\$1,000.00
Medical Fees	\$0.00	\$0.00	\$0.00
Miscellaneous -	\$0.00	\$0.00	\$0.00
Other Equipment <i>marco printer</i>	\$911.17	\$933.72	\$22.55
Total Sewer Expenditures	\$141,289.80	\$187,273.09	\$45,983.29

		Budget	Remaining
2019 Micro Loan Principal	\$0.00	\$0.00	\$0.00
2019 Micro Loan Interest	\$0.00	\$0.00	\$0.00
Debt Srv Principal 2014 Go Bond	\$3,000.00	\$3,000.00	\$0.00
2023A Go Bond Principal	\$12,286.43	\$12,286.43	\$0.00
2023A Go Bond Interest	\$8,342.67	\$8,342.67	\$0.00
2023B Go Bond Principal	\$2,436.40	\$2,436.40	\$0.00
2023B Go Bond Interest	\$1,475.07	\$1,475.07	\$0.00
Depreciation/Capital Outlay	\$0.00	\$20,000.00	\$20,000.00
Total	\$27,540.57	\$47,540.57	\$20,000.00

Net Total \$9,199.19 \$234,813.66 \$65,983.29

Water Fund

Year to Date Income Statement thru 8/31/2024

Water Operating Revenue:		Budget:
Water Meter Sales	\$317.72	\$0.00
Health Dept Charges	\$21.76	\$2,994.00
Penalties and Interest	\$0.00	\$0.00
Water Sales	\$149,091.82	\$251,000.00
Water Connect/Reconnect Fee	\$182.50	\$1,500.00
Water Penalty	\$931.97	\$1,750.00
Interest Earnings	\$808.60	\$890.00
Reimbursements	\$40.70	\$0.00
Total Water Revenues	\$151,395.07	\$258,134.00

Water Operating Expenditures:	Year to Date	Budget	Remaining
Full-Time Employees Regular	\$62,053.27	\$77,305.05	\$15,251.78
Full-Time Employees OT	\$3,499.77	\$2,000.00	(\$1,499.77)
Part-Time Employees	\$1,824.35	\$2,936.68	\$1,112.33
PERA	\$4,960.97	\$6,018.13	\$1,057.16
FICA	\$5,111.66	\$6,138.49	\$1,026.83
Employer Paid Health	\$9,501.72	\$13,413.66	\$3,911.94
Office Supplies (GENERAL)	\$489.47	\$400.00	(\$89.47)
Printed Forms	\$0.00	\$0.00	\$0.00
Heating	\$112.40	\$1,000.00	\$887.60
Electricity	\$6,265.04	\$12,000.00	\$5,734.96
Computer Supplies	\$0.00	\$850.00	\$850.00
Training and Instruction	\$0.00	\$1,000.00	\$1,000.00
Operating Supplies (GENERAL)	\$1,021.80	\$2,600.00	\$1,578.20
Cleaning Supplies	\$0.00	\$0.00	\$0.00
Motor Fuels	\$0.00	\$1,500.00	\$1,500.00
Lubricants and Additives	\$0.00	\$0.00	\$0.00
Chemicals	\$0.00	\$0.00	\$0.00
Chlorine	\$6,289.77	\$7,000.00	\$710.23
Fluoride	\$0.00	\$1,300.00	\$1,300.00
Repairs/Maint Supply	\$596.53	\$1,100.00	\$503.47
Equipment Parts	\$0.00	\$0.00	\$0.00
Building Repair Supply	\$0.00	\$0.00	\$0.00
Utility Maint Supply	\$0.00	\$0.00	\$0.00
Small Tools	\$0.00	\$500.00	\$500.00
Merchandise for Resale	\$328.08	\$750.00	\$421.92
Auditing and Acc't	\$0.00	\$3,500.00	\$3,500.00
Legal fees -	\$0.00	\$200.00	\$200.00
Testing/Analysis	\$0.00	\$0.00	\$0.00
Professional Services	\$0.00	\$0.00	\$0.00
Other Professional Services	\$2,637.72	\$1,000.00	(\$1,637.72)
Telephone	\$356.27	\$911.40	\$555.13
Radio/communications Expense	\$366.49	\$480.12	\$113.63
Internet	\$336.00	\$504.00	\$168.00
Postage	\$18.35	\$1,100.00	\$1,081.65
Travel Expense	\$85.26	\$1,000.00	\$914.74
Other Equipment Rentals	\$0.00	\$0.00	\$0.00
Legal Notices/Publications	\$0.00	\$0.00	\$0.00
General Liability Insurance	\$339.76	\$645.32	\$305.56
Property Insurance	\$3,150.90	\$6,095.88	\$2,944.98
Workers Compensation	\$2,990.41	\$3,728.95	\$738.54
Unemployment Paid	\$0.00	\$0.00	\$0.00
Refuse/Garbage Disposal	\$344.92	\$350.00	\$5.08
State Connection Fee	\$2,061.00	\$2,994.00	\$933.00
Repairs/Maint Building -	\$0.00	\$0.00	\$0.00
Repairs/Maintenance Structure	\$3,670.03	\$12,000.00	\$8,329.97
Repairs/Maintenance Machinery	\$59.99	\$2,500.00	\$2,440.01
Dues and Subscriptions	\$3,826.67	\$4,000.00	\$173.33
Uncollectable Checks/Bad Debt	\$122.13	\$100.00	(\$22.13)
Medical Fees	\$0.00	\$0.00	\$0.00
Office Equipment and furniture	\$0.00	\$0.00	\$0.00
Other Equipment Marco Printer	\$911.19	\$933.72	\$22.53
Miscellaneous -	\$0.00	\$0.00	\$0.00
Bank Service Charges	\$0.00	\$150.00	\$150.00
Total Water Expenditures	\$123,331.92	\$180,005.40	\$56,673.48

Other Water Expenditures:	Budget	Remaining
Transfer Fr Other Fund	\$0.00	\$0.00
2023A Go bond principal	\$12,286.43	\$0.00
2023A Go Bond Interest	\$8,342.67	\$0.00
2023B Go Bond Principal	\$2,436.40	\$0.00
2023B Go Bond Interest	\$1,475.07	\$0.00
Debt Service Bond Principal	\$45,000.00	\$0.00
Debt Service Bond Interest	\$14,610.00	\$0.00
Depreciation/Capital Outlay	\$0.00	\$13,000.00
Total	\$84,150.57	\$97,150.57

Net Total **(\$56,087.42)** **\$277,155.97** **\$69,673.48**

Pine Tree Park
Year to Date Income Statement thru 8/31/2024

PTP Revenues -	2024	2023	2024 Budget
Reservation Fees	\$561.00	\$495.00	\$750.00
Grants	\$11,000.00	\$11,000.00	\$11,000.00
Camping Fees	\$17,445.00	\$19,597.00	\$25,000.00
Other Revenue	\$1,029.72	\$0.00	\$0.00
Transfer from Golf Course - mower	\$10,500.00	\$5,000.00	\$0.00
Interest Earnings	\$631.79	\$59.93	\$150.00
Total PTP Revenues	\$41,167.51	\$36,151.93	\$36,900.00

PTP Expenditures	2024 YTD	2023 YTD	2024 Budget	Remaining
Full-Time Employees Regular	\$5,001.53	\$3,150.02	\$6,224.46	\$1,222.93
Part-Time Employees Regular	\$3,230.62	\$2,872.99	\$3,177.36	(\$53.26)
PERA	\$386.63	\$236.31	\$580.47	\$193.84
FICA	\$629.31	\$460.76	\$592.08	(\$37.23)
Employer Paid Health	\$616.31	\$478.09	\$838.33	\$222.02
Office Supplies	\$0.00	\$52.99	\$0.00	\$0.00
Electricity	\$1,983.37	\$1,797.93	\$3,500.00	\$1,516.63
Operating Supplies (GENERAL)	\$289.49	\$483.55	\$500.00	\$210.51
Cleaning Supplies	\$11.97	\$0.00	\$0.00	(\$11.97)
Motor Fuels	\$1,181.59	\$298.22	\$1,400.00	\$218.41
Repairs/Maint Supply	\$75.51	\$276.11	\$750.00	\$674.49
Equipment Parts	\$302.01	\$733.17	\$200.00	(\$102.01)
Other Professional Services	\$700.00	\$450.00	\$1,750.00	\$1,050.00
Postage	\$0.00	\$0.00	\$0.00	\$0.00
Advertising	\$0.00	\$0.00	\$1,000.00	\$1,000.00
Other Printing/Binding	\$0.00	\$0.00	\$250.00	\$250.00
General Liability Insurance	\$679.52	\$1,184.08	\$988.93	\$309.41
Property Insurance	\$1,166.50	\$2,225.00	\$1,876.35	\$709.85
Workers Compensation Insurance	\$0.00	\$0.00	\$0.00	\$0.00
Garbage	\$1,806.14	\$1,686.22	\$2,100.00	\$293.86
Repairs/Maint Building	\$0.00	\$886.53	\$4,000.00	\$4,000.00
Repairs/Maintenance Structure	\$0.00	\$0.00	\$0.00	\$0.00
Improvements Other	\$970.00	\$0.00	\$5,000.00	\$4,030.00
Repairs/Maintenance Machinery	\$285.17	\$727.49	\$1,500.00	\$1,214.83
Other Equipment - <i>new mower</i>	\$17,559.44	\$14,500.00	\$0.00	(\$17,559.44)
Depreciation	\$0.00	\$5,000.00	\$5,000.00	\$5,000.00
Miscellaneous -	\$0.00	\$0.00	\$0.00	\$0.00
Portable Restrooms	\$0.00	\$0.00	\$0.00	\$0.00
Dues and Subscriptions - includes refunds	\$250.00	\$618.00	\$375.00	\$125.00
Total PTP Expenditures	\$37,125.11	\$38,117.46	\$41,602.98	\$4,477.87
Net Profit	\$4,042.40	(\$1,965.53)		

Blackduck Municipal Golf Course
Year-To-Date Income Statement 08/31/2024

	Actual 2024 Sales	2024 Revenue Budget	2024 Cost of Goods	2024 Gross Profit	2024 Gross Margin	2024 Expense Budget	Remaining Expense Budget
Beer	\$15,690.20	\$20,000.00	\$11,499.57	\$4,190.63	26.71%	\$10,000.00	(\$1,499.57)
Liquor	\$7,706.18	\$4,000.00	\$1,070.30	\$6,635.88	86.11%	\$1,000.00	(\$70.30)
Soft Drinks	\$7,249.26	\$10,000.00	\$6,863.90	\$385.36	5.32%	\$6,000.00	(\$863.90)
Food	\$8,653.82	\$10,000.00	\$7,652.91	\$1,000.91	11.57%	\$9,000.00	\$1,347.09
Golf Merchandise & Clubs for Sale	\$3,345.39	\$4,000.00	\$2,914.92	\$430.47	12.87%	\$2,000.00	(\$914.92)
Clothing	\$3,810.39	\$4,000.00	\$3,243.85	\$566.54	14.87%	\$3,500.00	\$256.15
Total	\$46,455.24	\$52,000.00	\$33,245.45	\$13,209.79	28.44%	\$31,500.00	(\$1,745.45)

Charges for Services	Actual 2024 Revenue	Revenue Budget
Green Fees	\$78,608.69	\$90,000.00
Membership Fees	\$39,465.11	\$38,000.00
Trail Fees	\$1,200.00	\$1,000.00
Cart Storage	\$1,584.00	\$2,000.00
Rentals (Clubs, Carts)	\$1,111.37	\$1,850.00
Power Carts	\$50,173.16	\$50,000.00
Clubhouse Rental	\$900.00	\$1,000.00
Kayak Rental	\$175.00	\$500.00
Golf Tournament Revenue	\$3,462.72	\$8,000.00
Total Charges for Services	\$176,680.05	\$192,350.00

Total Income \$223,135.29

Less Operating Expense		Budget	Remaining
FT Wages	\$19,798.65	\$28,700.79	\$8,902.14
PT Wages	\$52,605.81	\$57,760.06	\$5,154.25
PERA	\$2,964.61	\$6,599.18	\$3,634.57
FICA	\$5,551.74	\$8,809.89	\$3,258.15
Employer Paid Health	\$8,040.72	\$12,061.08	\$4,020.36
Office Supplies	\$181.36	\$400.00	\$218.64
Heating Fuel	\$0.00	\$0.00	\$0.00
Electricity	\$3,589.15	\$6,000.00	\$2,410.85
Computer Supplies	\$0.00	\$350.00	\$350.00
Training & Instructions	\$0.00	\$0.00	\$0.00
Operating Supplies	\$3,674.52	\$3,500.00	(\$174.52)
Cleaning Supplies	\$0.00	\$0.00	\$0.00
Motor Fuels	\$3,884.11	\$4,000.00	\$115.89
Lubricants/ Additives	\$0.00	\$0.00	\$0.00
Chemicals	\$9,044.89	\$6,000.00	(\$3,044.89)
Repair/Maint/Supplies	\$174.84	\$0.00	(\$174.84)
Equipment parts	\$0.00	\$0.00	\$0.00
Building Repair supply	\$0.00	\$0.00	\$0.00
Small Tools/Equipment	\$88.85	\$1,000.00	\$911.15
Tires	\$0.00	\$0.00	\$0.00
Auditing/Accounting	\$0.00	\$0.00	\$0.00
Mix Expense	\$116.75	\$0.00	(\$116.75)
Other for Resale - ice	\$0.00	\$0.00	\$0.00
Medical Fees	\$0.00	\$0.00	\$0.00
Legal Fees	\$0.00	\$0.00	\$0.00
Telephone	\$716.23	\$1,200.00	\$483.77
Internet	\$399.60	\$600.00	\$200.40
Travel Expense	\$0.00	\$0.00	\$0.00
Other Equipment	\$0.00	\$0.00	\$0.00
Other Professional services	\$0.00	\$0.00	\$0.00
Website Development & Maintenance	\$474.00	\$950.00	\$476.00
Sponsorship Expense	\$0.00	\$1,000.00	\$1,000.00
Postage	\$0.00	\$100.00	\$100.00
Advertising	\$1,805.36	\$1,000.00	(\$805.36)
Promotional Expenses	\$368.19	\$2,000.00	\$1,631.81
Liability Insurance	\$2,463.26	\$4,678.61	\$2,215.35
Property Insurance	\$1,198.50	\$2,391.90	\$1,193.40
Work Comp	\$1,385.05	\$1,507.13	\$122.08
Unemployment	\$2,532.91	\$4,250.00	\$1,717.09
Dram Insurance	\$0.00	\$750.00	\$750.00
Garbage Disposal	\$881.93	\$1,300.00	\$418.07
Repair/Maint Building	\$1,386.34	\$4,000.00	\$2,613.66
Improvements other than Bldgs -	\$11,470.00	\$8,000.00	(\$3,470.00)
Repairs/Maint Machinery	\$12,621.49	\$9,000.00	(\$3,621.49)
Maintenance Course	\$8,043.99	\$5,000.00	(\$3,043.99)
Golf Cart Maintenance - ONLY	\$1,585.87	\$2,500.00	\$914.13
Furniture & Fixtures	\$0.00	\$0.00	\$0.00
Motor Vehicles - <i>golf cart purchase</i>	\$15,426.99	\$15,300.00	(\$126.99)
Club House renovations	\$0.00	\$0.00	\$0.00
Other Equipment <i>new rental clubs</i>	\$2,000.76	\$0.00	(\$2,000.76)
Uncollectable Checks	\$0.00	\$0.00	\$0.00
Dues and Subscriptions	\$1,869.30	\$2,500.00	\$630.70
Bank Service Charges	\$4,930.90	\$4,000.00	(\$930.90)
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	\$9,780.00	\$14,670.00	\$4,890.00
Club House Debt Principal 2012	\$10,000.00	\$10,000.00	\$0.00
Club House Debt Interest 2012	\$105.00	\$105.00	\$0.00
Equipment Bond Interest 2016	\$525.00	\$525.00	\$0.00
Equipment Bond Principal 2016	\$14,000.00	\$14,000.00	\$0.00
Total Expense	\$225,455.41	\$256,277.38	\$30,821.97

OPERATING INCOME OR LOSS (\$35,565.57)

Other Expenses	
Misc. Expenses	\$0.00
Equipment - Gator	\$0.00
Gift Certificates / Discounts <i>discounts for punch cards & savings cards</i>	\$9,460.17
Cash Short -	\$245.66
Total Other Expenses	\$9,705.83

Other Income	
General Property taxes	\$708.46
Transfer Fr Liq Str	\$10,000.00
Reimbursements	\$2,143.56
Donations and Contributions	\$570.00
Promotional Event Revenue	\$100.00
Cash Over	\$2,896.61
Sponsorship Revenue <i>(cart / tee boxes)</i>	\$7,500.00
Total Other Income	\$23,918.63

NET INCOME OR LOSS YEAR TO DATE (\$21,352.77)

Inventory On-Hand at 1/1/2024 after inventory total	\$3,363.99
Inventory On-Hand at 8/31/2024	\$2,896.54
Difference	(\$467.45)

Sales Comparison YTD	2021 thru August	2022 thru August	2023 thru August	2024	+/- over prior year
Green Fees	\$48,549.40	\$50,136.36	\$79,035.38	\$78,608.69	-0.54%
Cart Rental	\$34,421.33	\$28,818.51	\$37,093.58	\$50,173.16	26.07%

YTD Comparisons:	2021 thru August	2022 thru August	2023 thru August	2024	+/- over prior year
Operating Revenue	\$164,886.65	\$174,667.30	\$234,789.40	\$247,053.92	4.96%
Operating Expense	\$147,399.80	\$213,669.78	\$216,143.28	\$268,406.69	19.47%
	\$17,486.85	(\$39,002.48)	\$18,646.12	(\$21,352.77)	

Blackduck Municipal Liquor Store Income Statement
Year to Date Ending 8/31/2024

\$676,740.30 *How much we paid for our inventory (expenses)*

	YTD Sales	Cost of Goods	Gross Profit	Gross Profit Margin	2024 Liquor Expense Budget	2024 Liquor Revenue Budget	Percent of sales +/- to budget
THC Edibles - Off-Sale	\$6,425.50	\$3,806.97	\$2,618.53	40.75%	\$0.00	\$0.00	100.00%
THC Beverages - Off-Sale	\$12,479.84	\$8,083.36	\$4,396.48	35.23%	\$5,000.00	\$9,000.00	27.88%
Liquor Sales Off-Sale	\$213,096.51	\$156,616.85	\$56,479.66	26.50%	\$292,260.00	\$350,000.00	-64.24%
Beer Sales Off-Sale	\$351,225.18	\$276,556.16	\$74,669.02	21.26%	\$483,540.00	\$625,000.00	-77.95%
Wine Sales Off-Sale	\$33,253.43	\$20,781.51	\$12,471.92	37.51%	\$24,876.00	\$50,000.00	-50.36%
Other Sales On/Off-Sale	\$19,758.73	\$10,963.62	\$8,795.11	44.51%	\$6,000.00	\$25,596.00	-29.54%
Liquor Sales On-Sale	\$90,331.99	\$17,981.72	\$72,350.27	80.09%	\$0.00	\$135,000.00	-49.45%
Beer Sales On-Sale	\$116,175.93	\$22,824.68	\$93,351.25	80.35%	\$0.00	\$170,000.00	-46.33%
Wine Sales On-Sale	\$1,403.40	\$0.00	\$1,403.40	100.00%	\$0.00	\$2,161.00	-53.98%
Clothing	\$3,088.99	\$642.45	\$2,446.54	79.20%	\$7,000.00	\$8,000.00	-158.98%
Soft Drinks On Sale	\$21,708.24	\$9,452.30	\$12,255.94	56.46%	\$10,548.00	\$26,503.00	-22.09%
Food Sales	\$274,192.60	\$150,272.63	\$123,919.97	45.19%	\$224,000.00	\$382,950.00	-39.66%
Total	\$1,143,140.34	\$677,982.25	\$465,158.09	40.69%	\$1,053,224.00	\$1,784,210.00	-35.93%

cost of our inventory

Less Operating Expense	2024 YTD	Budget	Remaining
Wages FT	\$163,485.24	\$228,128.00	\$64,642.76
Wages PT	\$75,572.41	\$106,837.00	\$31,264.59
PERA	\$20,268.00	\$23,954.00	\$3,686.00
FICA	\$21,659.66	\$25,510.00	\$3,850.34
Health Insurance	\$42,292.38	\$62,201.00	\$19,908.62
Office Supplies	\$554.02	\$1,200.00	\$645.98
Electricity	\$11,092.32	\$20,000.00	\$8,907.68
Heating Fuel	\$8,410.52	\$10,000.00	\$1,589.48
Computer Supplies	\$3,670.52	\$3,500.00	(\$170.52)
Training and Instruction	\$105.00	\$500.00	\$395.00
Operating & Bar Supplies	\$5,786.91	\$15,000.00	\$9,213.09
Cleaning Supplies	\$0.00	\$0.00	\$0.00
Bar Supply	\$0.00	\$0.00	\$0.00
Building Repair Supplies	\$0.00	\$0.00	\$0.00
Mix Expense	\$10,444.82	\$12,000.00	\$1,555.18
Auditing / Acct'g Services	\$3,500.00	\$6,500.00	\$3,000.00
Other Professional Services- <i>Cleaning & Aramark Services</i>	\$19,474.79	\$20,000.00	\$525.21
Website Development	\$711.00	\$1,000.00	\$289.00
Telephone	\$1,361.07	\$2,000.00	\$638.93
Postage	\$0.00	\$850.00	\$850.00
Cable Television	\$1,325.64	\$1,600.00	\$274.36
Internet Access	\$639.60	\$1,200.00	\$560.40
Advertising	\$250.00	\$300.00	\$50.00
Travel Expense	\$0.00	\$300.00	\$300.00
Freight	\$4,937.45	\$6,000.00	\$1,062.55
Legal Fees	\$0.00	\$0.00	\$0.00
Promotions/Entertainment	\$5,806.72	\$6,000.00	\$193.28
Legal Notices	\$0.00	\$0.00	\$0.00
Liability Insurance	\$2,463.26	\$4,678.61	\$2,215.35
Property Insurance	\$3,853.50	\$7,676.55	\$3,823.05
Dram Shop/Liquor Liability	\$3,388.00	\$3,589.00	\$201.00
Other Insurance	\$0.00	\$0.00	\$0.00
Work Comp	\$13,240.23	\$16,416.08	\$3,175.85
Unemployment	\$0.00	\$500.00	\$500.00
Water Utility	\$2,238.51	\$3,100.00	\$861.49
Garbage Disposal	\$5,631.79	\$7,000.00	\$1,368.21
Catering Expense	\$0.00	\$500.00	\$500.00
Repairs & Maintenance	\$0.00	\$0.00	\$0.00
Repairs/Maintenance Building	\$9,893.17	\$10,000.00	\$106.83
Uncollectable Checks	\$590.14	\$200.00	(\$390.14)
Dues and Subscriptions	\$3,973.61	\$4,500.00	\$526.39
Bank Service Charges	\$26,185.81	\$20,000.00	(\$6,185.81)
Furniture & Fixtures	\$2,444.48	\$2,000.00	(\$444.48)
Office Equip & Furnishings -	\$0.00	\$0.00	\$0.00
Improvements Other than Buildings - remodel	\$0.00	\$0.00	\$0.00
Building & Structures	\$0.00	\$0.00	\$0.00
Medical Fees	\$0.00	\$150.00	\$150.00
Assessment	\$1,028.42	\$1,065.00	\$36.58
Obligation Debt - Remodel/Addition - Principal	\$30,000.00	\$30,000.00	\$0.00
Obligation Debt - Remodel/Addition - Interest	\$10,345.00	\$10,345.00	\$0.00
Other Equipment - Message board debt & copier lease	\$9,346.94	\$14,307.50	\$4,960.56
Total Operating Expense	\$525,970.93	\$690,607.74	\$164,636.81

Inventory Expense (\$1,241.95)

NET INCOME OR LOSS (\$59,570.89) *(gross profit - expenses)*

Other Expenses	
<i>Donations</i>	\$5,477.98 <i>2024 Budget - \$6,000.00</i>
Capital Outlay	\$0.00
Unemployment Paid	\$0.00
Cash Short	(\$115.42)
Misc. Expense	\$0.00
Total Other Expenses	\$5,362.56

Other Income	
Reimbursements (NSF)	\$2,540.10
<i>Rent Income</i>	\$24,288.89
Vending Income	\$2,913.70
Interest	\$2,347.33
Catering Revenue	\$489.40
Bank Service Fees Charged to customers	\$13,903.00
<i>Transfer from Liquor Rent Fund</i>	\$12,000.00
Cash Over	\$3.73
Total Other Income	\$58,486.15

Gross Profit Before Transfers (\$6,447.30)

Transfer to General Fund & Other Funds \$33,500.00

Net Profit After Inventory Exp & Transfers (\$39,947.30)

Inventory On-Hand at 1/1/2024 after inventory total	\$88,758.76
Inventory On-Hand at 8/31/2024	\$120,400.83
Difference	\$31,642.07

YTD 4-year Sales Comparison Ending 8/31/2024

	2021	2022	2023	2024	% of Increase from 2023-2024
Off-Sale THC Edibles	\$0.00	\$0.00	\$0.00	\$6,425.50	#DIV/0!
Off-Sale THC Beverages	\$0.00	\$0.00	\$0.00	\$12,479.84	#DIV/0!
Off -Sale Liquor	\$187,180.22	\$200,006.78	\$220,090.80	\$213,096.51	-3.18%
Off-Sale Beer	\$366,083.74	\$353,553.91	\$371,644.09	\$351,225.18	-5.49%
Off -Sale Wine	\$28,521.85	\$33,362.00	\$30,660.93	\$33,253.43	8.46%
Total Off-Sale	\$581,785.81	\$586,922.69	\$622,395.82	\$616,480.46	-0.95%
On-Sale Liquor	\$69,734.20	\$94,534.06	\$97,820.74	\$90,331.99	-7.66%
On-Sale Beer	\$93,106.55	\$116,872.62	\$111,912.93	\$116,175.93	3.81%
On-Sale Wine	\$1,082.04	\$1,857.68	\$1,251.37	\$1,403.40	12.15%
Total On-Sale	\$163,922.79	\$213,264.36	\$210,985.04	\$207,911.32	-1.46%
Total On and Off Sale	\$745,708.60	\$800,187.05	\$833,380.86	\$824,391.78	-1.08%
Total Food Sales	\$132,860.35	\$199,836.81	\$223,200.75	\$274,192.60	22.85%
Gross Liquor Store Sales Comparison	\$922,116.19	\$1,075,664.43	\$1,128,268.27	\$1,201,626.49	6.50%

Blackduck DMV Office Income Statement

Year to date Revenue thru 08/31/2024

	DMV Sales	DNR Sales	Total Office Sales	DMV Office Retain	DNR Office Retain	Remit to DMV - State	Remit to DNR State	Net Office Revenue	YTD DMV Expenses	YTD Net Profit
January	\$55,575.77	\$5,864.70	\$61,440.47	\$2,872.01	\$552.00	\$52,703.76	\$5,312.70	\$3,424.01	\$740.19	\$2,683.82
February	\$83,140.88	\$3,108.20	\$86,249.08	\$4,840.14	\$271.00	\$78,300.74	\$2,837.20	\$5,111.14	\$1,622.48	\$3,488.66
March	\$50,054.59	\$2,855.08	\$52,909.67	\$4,177.86	\$253.50	\$45,876.73	\$2,601.58	\$4,431.36	\$1,250.84	\$3,180.52
April	\$57,501.69	\$5,057.20	\$62,558.89	\$3,565.00	\$382.00	\$53,936.69	\$4,675.20	\$3,947.00	\$1,172.31	\$2,774.69
May	\$57,300.38	\$10,045.80	\$67,346.18	\$4,294.00	\$678.00	\$53,006.38	\$9,367.80	\$4,972.00	\$851.30	\$4,120.70
June	\$53,676.27	\$3,547.60	\$57,223.87	\$3,618.11	\$309.50	\$50,058.16	\$3,238.10	\$3,927.61	\$1,156.44	\$2,771.17
July	\$37,207.13	\$1,531.80	\$38,738.93	\$2,948.21	\$190.50	\$34,258.92	\$1,341.30	\$3,138.71	\$747.16	\$2,391.55
August	\$49,671.21	\$1,691.40	\$51,362.61	\$3,903.28	\$202.50	\$45,767.93	\$1,488.90	\$4,105.78	\$1,885.26	\$2,220.52
September	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00
October	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00
November	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00
December	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00
	\$444,127.92	\$33,701.78	\$477,829.70	\$30,218.61	\$2,839.00	\$413,909.31	\$30,862.78	\$33,057.61	\$9,425.98	\$23,631.63

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 1				
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 2 20.00% 3 List the % to be paid for electronic pull-tabs and electronic linked bingo conducted the lessor or lessor's employees 3 15.00%				
(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 linked bingo, tipboards, and paddletickets by the amount in Box 1.		Multiply the total of this month's net receipts from paper pull-tabs, tipboards, and paddletickets by the amount in Box 2.		If an amount was entered, in Col B, enter the sum of Cols B and C up to a max of \$1750. If Col B is blank, enter Col C.	Multiply the total of this month's net receipts from, electronic pull-tabs and electronic linked bingo by the amount in Box 3.		Add Columns D and E Report amount on Schedule A, line 22h	Enter cash short for games sold from bar-op. Report amount on Sched A, line 22m. In month the Col H is paid.	Subtract Col G from Col F. This is the amount of rent to be paid. The amount is not reported on Sched A.				
7/2024			6902.00	1380.40	1380.40	9944.15	1491.62	2872.02	(98.25)	2773.77				

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

08/29/24 3:29 PM
Page 1

Current Period: August 2024

Payment Batch CCPMT082824

\$1,699.89

Refer	95141	CARDMEMBER SERVICE -DEERW	Ck# 013739	8/28/2024		
Cash Payment	E 101-41400-433	Dues and Subscriptions	Business Card Holder - Christina Regas			\$8.91
Invoice						
Transaction Date	8/28/2024	DW Checking	10100	Total		\$8.91
Refer	95142	CARDMEMBER SERVICE -DEERW	Ck# 013739	8/28/2024		
Cash Payment	E 101-43100-240	Small Tools and Minor E	Business Credit Card Holder - Mike Schwanke			\$35.57
Invoice						
Cash Payment	E 101-43100-235	Personal Protective Equi	Business Credit Card Holder - Mike Schwanke			\$34.24
Invoice						
Cash Payment	E 101-43100-221	Equipment Parts	Business Credit Card Holder - Mike Schwanke			\$18.80
Invoice						
Cash Payment	E 101-43100-221	Equipment Parts	Business Credit Card Holder - Mike Schwanke			\$39.94
Invoice						
Cash Payment	E 101-43100-221	Equipment Parts	Business Credit Card Holder - Mike Schwanke			\$12.95
Invoice						
Cash Payment	E 101-43100-321	Telephone	Business Credit Card Holder - Mike Schwanke			\$10.68
Invoice						
Cash Payment	E 101-43100-321	Telephone	Business Credit Card Holder - Mike Schwanke			\$1.99
Invoice						
Transaction Date	8/28/2024	DW Checking	10100	Total		\$154.17
Refer	95146	CARDMEMBER SERVICE -DEERW	Ck# 013739	8/28/2024		
Cash Payment	E 613-49830-343	Promotions/Entertainme	Business Credit Card Holder - Misty Frenzel			\$1,028.74
Invoice						
Cash Payment	E 613-49830-210	Operating Supplies (GEN	Business Credit Card Holder - Misty Frenzel			\$188.28
Invoice						
Cash Payment	E 613-49830-271	Golf Accessories for Res	Business Credit Card Holder - Misty Frenzel			\$175.42
Invoice						
Cash Payment	E 613-49830-210	Operating Supplies (GEN	Business Credit Card Holder - Misty Frenzel			\$144.37
Invoice						
Transaction Date	8/28/2024	DW Checking	10100	Total		\$1,536.81

Fund Summary

	10100 DW Checking	
101 GENERAL FUND		\$163.08
613 GOLF COURSE		\$1,536.81
		\$1,699.89

Pre-Written Checks	\$1,699.89
Checks to be Generated by the Computer	\$0.00
Total	\$1,699.89

Final Council Approval for the Following

New Employees:

Name:	Position:	Date of Hire:	Wage:
Alexis Yerbich	Bartender/Cook	08/13/2024	\$12.00

PLEASE NOTE:

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



11100 Wayzata Blvd - Suite 700
Minnetonka, MN 55305

Invoice Number: 8985195
Customer Number: 777379
Invoice Date: 08/03/24
Invoice Due Date: 08/25/24
Past Due Amount: \$0.00
Total Amount Due: \$2,445.00

For Customer Service, Call 800-643-4354

Invoice Details

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

CITY OF BLACKDUCK

AUG 12 2024

Billor Code: 0801
Token: 7BY6JNQF

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

Page 1 of 2



CITY OF BLACKDUCK
Payments

08/12/24 9:20 AM
Page 1

Current Period: August 2024

Payment Batch Golfcartlease0824

\$2,445.00

Refer 95003 HUNTINGTON

Ck# 013699 8/12/2024

Cash Payment E 613-49830-605 2021 Golf Cart Lease

Golf Cart Lease payment 08/2024

\$2,445.00

Invoice

Transaction Date 8/12/2024

DW Checking

10100

Total

\$2,445.00

Fund Summary

613 GOLF COURSE

10100 DW Checking

\$2,445.00

\$2,445.00

Pre-Written Checks

\$2,445.00

Checks to be Generated by the Computer

\$0.00

Total

\$2,445.00

The Blackduck Woodcarvers Committee is, at this time, closing their account at Deerwood Bank. The Woodcar. Committee is requesting reimbursement of the \$1,000.00 that was a donation made to the music stage project at the Blackduck Wayside Rest by the committee.

Thank you for your consideration and action in this matter

The Blackduck Woodcarver's Committee
 Darlene Mathews
 Linda Olson
 Rob ~~Stewart~~
 Anne McLean

PO Box 155
 Blackduck, MN 56630



8 Summit Ave. NE, PO Box 380, Blackduck, MN 56630-0380

August 9, 2024

Blackduck Co-op

2024-2025 Pre-Buy Propane contract for Heating Season

Please place the following amounts of propane to the requested departments for this year's pre-buy:

<u>Tank Address / Department</u>	<u>Number of Gallons</u>	<u>Total Amount due</u>
197 Industrial Lane	2,000	\$3,300.00
33 Margaret & 80 Main St./ Fire Dept.	2,100	\$3,465.00
224 Frontage Rd / Liquor Store	5000	\$8,250 ~~(\$1,881.30 carry over from 23-24)~~
Total:	9,100	\$15,015 check total \$13,133.70

If you have any questions regarding the above requests please contact Christina at Blackduck City Hall 218-835-4803.

The City of Blackduck appreciates your assistance and service.

Sincerely,
Christina Regas
City Administrator

2024-25 Commercial Pre-buy Contract

This contract must be returned with payment no later than **August 28, 2024.**

Contract is valid from October 1, 2024 through March 31, 2025

Print Name: City of Blackduck Phone 218-835-4803

I wish to purchase 9,100 gallons @ \$1.65 per gallon = \$ \$15,015. -

Please apply the following tanks to my contract: All ☐ Or list tanks below:

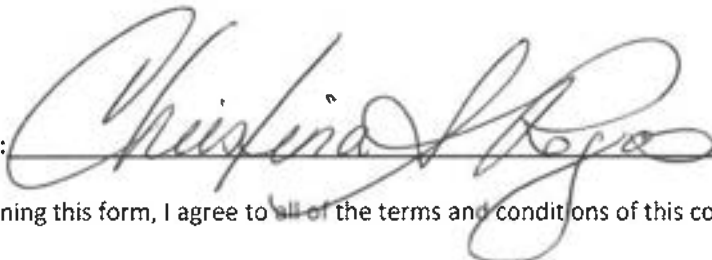
197 Industrial / 33 Magaree / 80 Main St N.
2000 / 1500 / 600

224 Frontage - 8250

- Minimum pre-buy quantity of 300 gallons. This offer is non-transferable.

- All deliveries on or after October 1, 2024 must be applied to this contract. The last date pre-buy may be used is March 31, 2025. Any unused pre-buy money will be applied to your open account after March 31, 2025.
- Tank must be filled at the time of delivery.
- Gallons purchased in excess of pre-buy gallons will be billed at the open market price.
- Signed contract and payment must be in our office no later than August 28, 2024.
- All outstanding balances on accounts must be paid in full to take advantage of this offer.
- Your pre-buy price is fixed whether market conditions go up or down.
- The Co-op will make every effort to fill all tanks with remaining pre-buy gallons left on contracts prior to the expiration date.
- After hours calls will be charged \$250.00 in addition to the gas delivery and service fees.
- Your Delivery status will remain the same as previous year

Signed:



Date:

8-8-24

By signing this form, I agree to all of the terms and conditions of this contract



Blackduck Co-op Ag. Services, Inc.

P.O. Box 159

Blackduck, MN 56630

218-835-4905

bdcoop@paulbunyan.net

Pre-Buy Commercial Propane contract for 2024-25

Contract price: **\$1.65** per gallon Cash only.

Pre-buy contracts are now available for the 2024-25 heating season. You are **NOT OBLIGATED** to purchase a pre-buy contract, but it is available to you if you so choose.

Please review the following:

- It is required that the customer be home when a pressure check is necessary.
- If you shut off your tank -- it is still an interruption of service and a pressure check is still required.
- If you require a pressure check, there will be an additional \$45.00 charge.
- If you require a same day delivery (ordered prior to 1 pm) there will be an additional \$175.00 charge. This charge includes a pressure check.
- If you require a same day delivery (ordered after 1 pm) or service work after business hours, there will be an additional \$250.00 charge.
- If you require a next day delivery, there will be an additional \$75.00 charge. This charge includes a pressure check.
- If you require a delivery or service work on a holiday, there will be an additional \$300.00 charge.
- After hours service and holiday service work will be billed at the rate of \$250.00 per hour.
- If you allow your tank to run empty 3 times in one season, we will have the option of removing your tank.

197 Industrial Lane - 1363 gal

\$2371.62

Date	Invoice	Gal	Amount
12-1	41839	576.7	1003.46
1-18	89360	740.1	1287.77
2-29-24	42338	46.2	80.39

0

33 Margaret - 1000 gal

\$1740.00

Date	Invoice	Gal	Amount
11-27	92834	360.3	\$626.92
12-28	41964	232.2	404.03
1-31-24	42174	335.6	583.94
3-18-24	94290	71.9	125.11

0

244 Frontage Rd - 5000 gal

\$8700.00

Date	Invoice	Gal	Amount
10-24	92463	635.3	1105.42
11-22	92801	600.1	1044.17
12-20-23	41909	575.2	1001.89
-18	89387	858.6	1493.96
-19	42284	673.9	1172.59
-21	94390	575.1	1060.67

\$1881.30 left

You have a credit remaining
in the prebuy acct of \$1881.30.
This is from the Pond.

80 Main Street - 500 gal

\$870.00

Date	Invoice	Gal	Amount
12-26-24	41940	277.9	483.55
1-31-24	42175	163	283.62
3-18-24	94289	59.1	102.83

0

April 5, 2024

Blackduck Coop Ag Service
265 Cedar Ave. SE
P.O. Box 159
Blackduck, MN 56630

Dear Patron,

This letter is to inform you of the remaining propane prebuy credit balance after the contract season ended March 31, 2024. Your credit of \$ 1881.30 dollars has been left in your Prebuy account. You may request this money back or leave it in the account for next years purchase.

If you have any questions regarding this letter, please feel free to contact our office.

Sincerely,

Blackduck Coop Ag Service
218-835-4905

Christina - In balancing the City's acct, I had to make changes to the last deliveries at 197 Industrial, 33 Margaret, and 80 Main. Tickets 42338, 94290, 94289. I have enclosed copies of all tickets that were delivered to each location for you to review.



MHC Statewide Pool Renewal for:
CITY OF BLACKDUCK

1/1/25

Plan	Description	Coverage	Contracts*	Current rates	RATES EFFECTIVE 1/1/25	Plan adj. %	Elect this plan? Yes/No
1	MSI PP MN 3200-0% HSA	Single	12	\$677.56	\$712.80	5.20%	
		Family	0	\$1,697.44	\$1,785.70	5.20%	
				Projected Monthly Premium *	\$8,130.72	\$8,553.60	
				Projected Annual Premium *	\$97,568.64	\$102,643.20	
				Projected Renewal % Change *		5.20%	

*Based on the group's most recent enrollment data. Rates are guaranteed for one year from 1/1/2025 through 12/31/2025.

IMPORTANT RENEWAL CONFIRMATION INSTRUCTIONS

Your current plans are subject to auto-renewal 60-days prior to the effective date if the signed confirmation is not received or if you haven't communicated a different intent.

Please verify broker fees, commissions and information listed below that apply to your policy.

Alternative Plans (if applicable)

Attach plan summaries and rates for alternative plans. Check "no" above for any current plan or plans that are being replaced or discontinued.

Broker commissions included? \$21.00 per contract/mo 0.0% of total plan premium

Broker Name: Derek Pickett Broker Agency: Broker tel:

Broker Email: Broker MN Life and Health License #

Rate confirmation approved by:

Print name: for: CITY OF BLACKDUCK

Signature: Date:

Health Plan Descriptions	CITY OF BLACKDUCK	Effective: 1/1/25
Plan 1: MSI PP MN 3200-0% HSA	\$3200/6400 Ded, 100/0% Coins, \$3200/6400 OOP, Ded/Coins with Prev Rx, (OON: \$6400/12800, 50%, \$12800/Unlimited) 4Q Carryover Non-embedded	

FOR MHC INTERNAL USE ONLY

Underwriting approval: Date:

Financial approval: Date:

Notes:



MHC and Medica Additional Programs

The supplemental programs listed below are available at an additional fee for member groups in our health insurance pool. The premium provided on the renewal confirmation page does not include the fees for the programs below. If selected, the per subscriber per month (PSPM) fee will be added to your premium invoice and billed monthly.

My Health Rewards - Invest

Check to Select

☐

The **Invest** program is a supplement to the standard My Health Rewards program offered by Medica and MHC. Additional monthly wellness challenge goals for sleep, activity, and nutrition are incorporated. The program offers rewards of up to \$75 per month totaling a potential of \$900 per year per participant. This health and wellness program is for employees enrolled in an HSA plan.

Additional Cost

Implementation Fee: None

\$4.00 PSPM

Lead Time for program start: 6 months

My Health Rewards - Results

Check to Select

☐

The **Results** program is a supplement to the standard My Health Rewards program offered by Medica and MHC. This program focuses on healthy biometric screenings and offers additional points in the My Health Rewards program for employees when their health numbers fall within recommended ranges. Biometric screenings may be available at clinic's or doctor's office when you bring the health screening form, or they can be completed through many national networks.

Additional Cost

Implementation Fee \$1500.00

\$1.50 PSPM + \$55/screening

Lead Time for program start: 4 months

Optum - Employee Assistant Program (EAP)

Check to Select

☐

The Medica® Optum® Employee Assistance Program (EAP) assists with challenges affecting your employees or workplace. Master's-level specialists are available 24/7 to assist your employees and their families with a variety of personal concerns. Management consultants can help you handle workplace challenges — from job performance to regulatory compliance. You also have access to 150 on-site hours for training workshops and crisis response if you need it.

Additional Cost

Implementation Fee: None

\$1.80 PSPM

Lead Time for program start: None

Authorized Signature:

Group Name:

Date:

We are not electing any additional programs for this renewal cycle:

☐

Aproved 2025 wage scales - *DOL increase = .28 (confirmed)*

Points	Department	Position	FT/PT/Seasonal Benefited	FLSA Status				Steps 4-TOR (Dept Head & PD = 6% increases over previous) (FT = 4%) (PT = 3%)							
					Hiring Range Step 1	Hiring Range Step 2 (6% over 1)	Hiring Range Step 3 (FT = 6% over 2) (PT = 3% over 2)	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Top of Range
483	Administration	City Administrator / Deputy Registrar	FT / Benefited	Exempt	\$24.55	\$26.02	\$27.58	\$29.24	\$30.99	\$32.85	\$34.82	\$36.91	\$39.13	\$41.48	\$43.97
353	Public Works	Public Works Director -	FT / Benefited / Union	Non-Exempt	\$24.57	\$26.04	\$27.61	\$29.26	\$31.02	\$32.88	\$34.85	\$36.94	\$39.16	\$41.51	\$44.00
353	Police	Chief of Police	FT / Benefited	Non-Exempt	\$25.80	\$27.35	\$28.99	\$30.73	\$32.57	\$34.53	\$36.60	\$38.79	\$41.12	\$43.59	\$46.20
342	Liquor	Director of Liquor Operations	FT / Benefited	Non-Exempt	\$22.41	\$23.75	\$25.18	\$26.69	\$28.29	\$29.99	\$31.79	\$33.70	\$35.72	\$37.86	\$40.13
305	Public Works	Water & Wastewater & Maintenance Worker -	FT / Benefited / Union	Non-Exempt	\$22.25	\$23.59	\$25.00	\$26.00	\$27.04	\$28.12	\$29.25	\$30.42	\$31.63	\$32.90	\$34.21
244	Police	Patrol Officer	FT / Benefited	Non-Exempt	\$21.62	\$22.92	\$24.29	\$25.75	\$27.29	\$28.93	\$30.67	\$32.51	\$34.46	\$36.53	\$38.72
244	Police	Patrol Officer - <i>Experience level</i>	PT	Non-Exempt	\$21.62	\$22.92	\$24.29	\$25.75	\$27.29	\$28.93	\$30.67	\$32.51	\$34.46	\$36.53	\$38.72
291	Liquor	Assistant Liquor Store Manager	FT / Benefited	Non-Exempt	\$17.72	\$18.78	\$19.91	\$20.71	\$21.53	\$22.40	\$23.29	\$24.22	\$25.19	\$26.20	\$27.25
218	Liquor	Lead Bartender	FT / Benefited	Non-Exempt	\$13.53	\$14.34	\$15.20	\$15.81	\$16.44	\$17.10	\$17.78	\$18.50	\$19.24	\$20.01	\$20.81
256	Administration	Deputy Clerk / Admin Asst. / Deputy Registrar	FT / Benefited / Union	Non-Exempt	\$19.00	\$20.14	\$21.35	\$22.20	\$23.09	\$24.01	\$24.97	\$25.97	\$27.01	\$28.09	\$29.22
291	Golf	Golf Course Director	FT / Benefited	Non-Exempt	\$17.72	\$18.78	\$19.91	\$21.10	\$22.37	\$23.71	\$25.14	\$26.64	\$28.24	\$29.94	\$31.73
173	Liquor	Bartender	PT	Non-Exempt	\$11.13	\$11.80	\$12.15	\$12.76	\$13.14	\$13.54	\$13.94	\$14.36	\$14.79	\$15.24	\$15.69
153	Liquor	Liquor Store Clerk	FT / Benefited	Non-Exempt	\$13.53	\$14.34	\$15.20	\$15.81	\$16.44	\$17.10	\$17.78	\$18.50	\$19.24	\$20.01	\$20.81
153	Liquor	Liquor Store Clerk	PT	Non-Exempt	\$11.13	\$11.80	\$12.15	\$12.52	\$12.89	\$13.28	\$13.68	\$14.09	\$14.51	\$14.95	\$15.39
134	Liquor	Cook	FT / Benefited	Non-Exempt	\$13.53	\$14.34	\$15.20	\$15.81	\$16.44	\$17.10	\$17.78	\$18.50	\$19.24	\$20.01	\$20.81
134	Liquor	Cook	PT	Non-Exempt	\$12.80	\$13.57	\$13.98	\$14.39	\$14.83	\$15.27	\$15.73	\$16.20	\$16.69	\$17.19	\$17.70
210	Golf	Golf Course Head Grounds Keeper	FT / Seasonal	Non-Exempt	\$12.80	\$13.57	\$14.38	\$14.96	\$15.56	\$16.18	\$16.82	\$17.50	\$18.20	\$18.93	\$19.68
210	Public Works	Public Works Summer Maintenance	PT / Seasonal	Non-Exempt	\$11.13	\$11.80	\$12.51	\$12.88	\$13.27	\$13.67	\$14.08	\$14.50	\$14.93	\$15.38	\$15.84
173	Golf	Golf Course Club House Clerk	PT / Seasonal	Non-Exempt	\$11.13	\$11.80	\$12.15	\$12.52	\$12.89	\$13.28	\$13.68	\$14.09	\$14.51	\$14.95	\$15.39
173	Golf	Golf Course Grounds Maintenance	PT / Seasonal	Non-Exempt	\$11.13	\$11.80	\$12.15	\$12.52	\$12.89	\$13.28	\$13.68	\$14.09	\$14.51	\$14.95	\$15.39

updated 8/30/24

2025 Department of Labor Increase	0.28
-----------------------------------	------

Wage Scales Step 1 begin with 2024 Step 1 + DOL increase

*Police Chief states new propsed payroll budget for 2025 will work for Blackduck Police Budget
Police Chief states new proposed scales are competitive with Sheriff - keep full-time Police officers above SO Jail scale
SO scales for 2025 could be +10-12% for 2025*

City of Blackduck Analytics Report

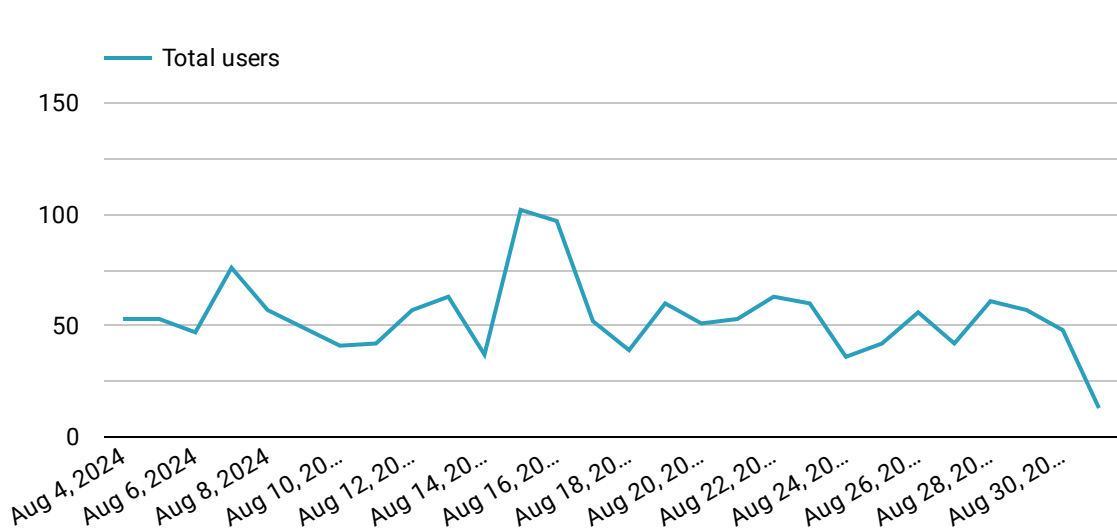
Country ▾

Region ▾

Device category ▾

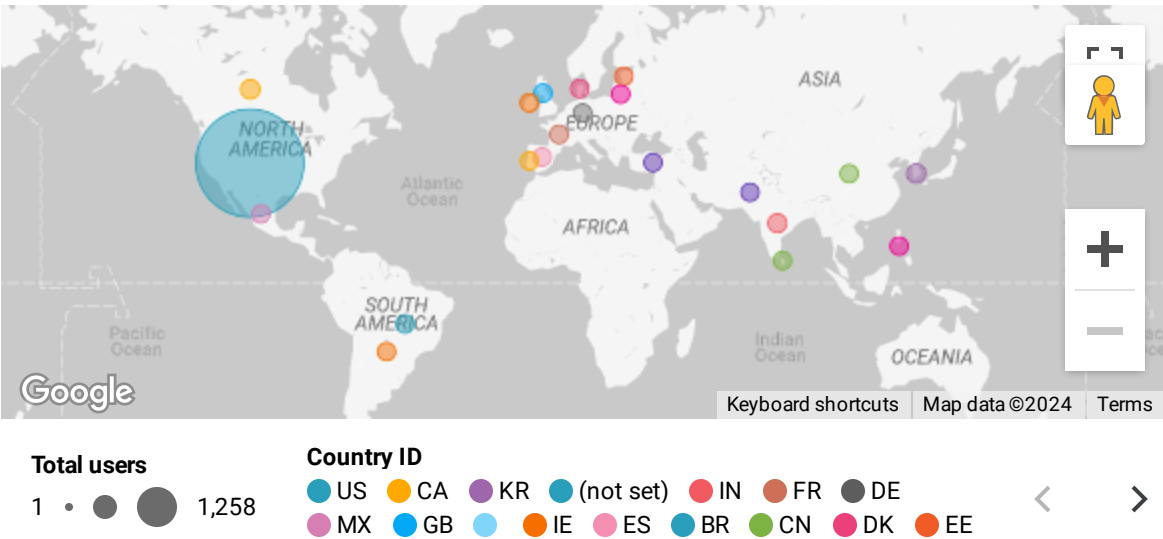
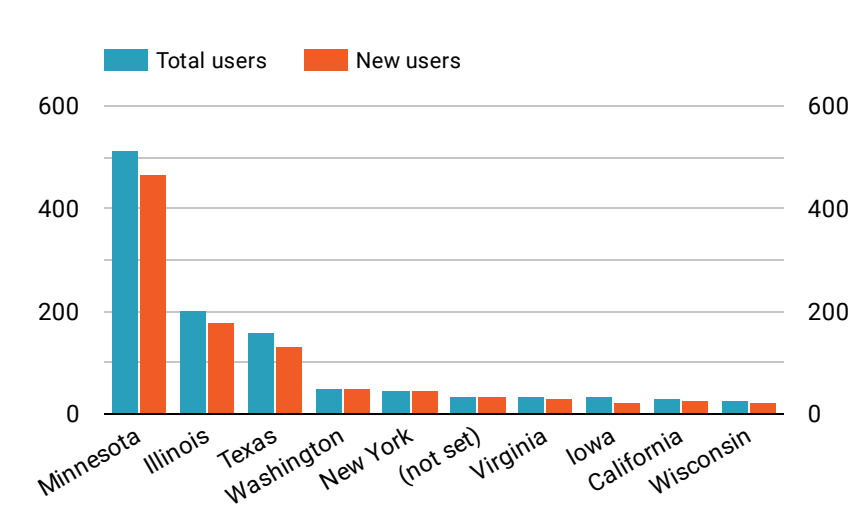
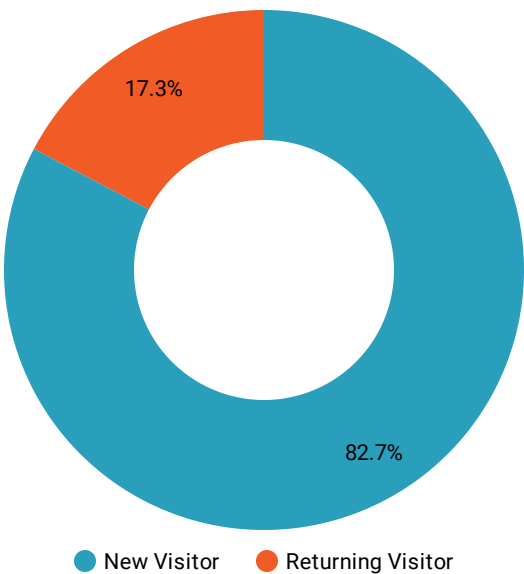
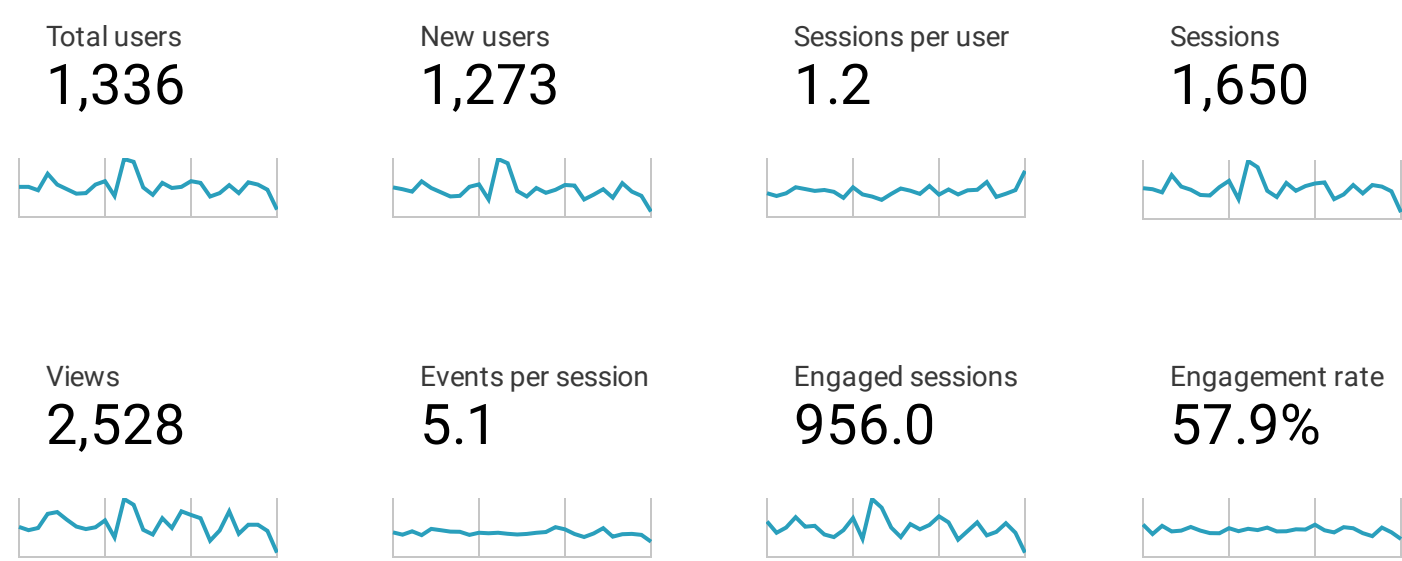
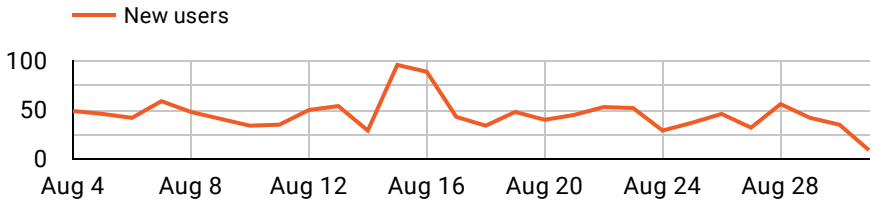
Session campaign ▾

Aug 2, 2024 - Aug 31, 2024 ▾



	First user source	Total users ▾	New users
1.	google	725	690
2.	(direct)	450	435
3.	bing	71	66
4.	yahoo	23	20

1 - 23 / 23

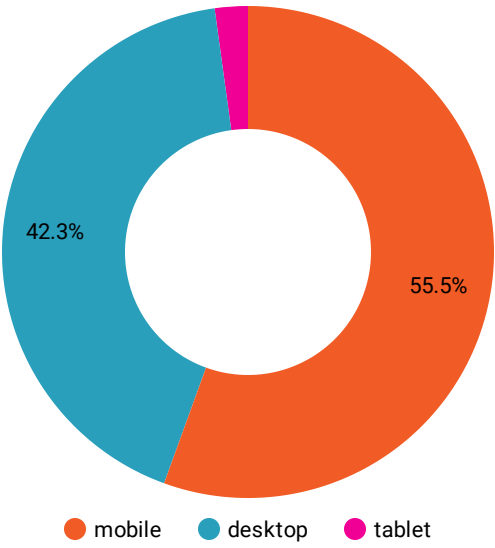


	Region	Total users ▾	New use...
1.	Minnesota	514	466
2.	Illinois	204	178
3.	Texas	159	131
4.	Washington	49	49
5.	New York	48	46
6.	(not set)	37	37
7.	Virginia	35	31
8.	Iowa	35	25

1 - 70 / 70

	Country	Total users ▾	New users
1.	United States	1,258	1,195
2.	Canada	17	17
3.	South Korea	13	13
4.	(not set)	10	10
5.	India	10	8

1 - 23 / 23



Device category		Total users ▾
1.	mobile	742
2.	desktop	565
3.	tablet	29

Page path		Views ▾	Average Engagment Time
1.	/	901	00:00:15
2.	/campground/	317	00:00:49
3.	/rentals/	159	00:00:27
4.	/dining/	118	00:00:41
5.	/visit/	113	00:00:25
6.	/city-hall/	103	00:00:35
7.	/employment/	93	00:00:19

1 - 33 / 33 < >

EARLY TERMINATION AGREEMENT

THIS EARLY TERMINATION AGREEMENT (this "Agreement") is entered into as of 5/14/2024 by and between CATERPILLAR FINANCIAL SERVICES CORPORATION ("Lessor") and CITY OF BLACKDUCK ("Lessee"). —

WHEREAS, Lessor and Lessee are parties to the certain (i) Tax Lease, dated September 10, 2020 (the September Lease"), relating to the lease of a Caterpillar 420FST BACKHOE LOADER, SN SKR04559 (the "Collateral")

WHEREAS, the September Lease expires according to its terms on March 14, 2025, but Lessee desires to terminate the Lease prior to its respective termination date.

NOW THEREFORE, in consideration of the mutual agreements herein contained and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties hereto, intending to be legally bound, agree as follows:

1. Capitalized terms used but not defined herein shall have the meanings ascribed to them in the Leases.
2. Notwithstanding anything to the contrary contained in the Leases, Lessor and Lessee agree that the Lease shall terminate on August 12, 2024 ("Termination Date"), provided that (a) no Event of Default has occurred under the Leases, (b) all Rent Payments due and owing under either of the Leases have been paid in full, (c) all taxes due or not yet assessed on the Equipment (including personal property taxes) and other costs and expenses have paid in full, and (c) subject to the provisions of this Agreement.
3. Lessee shall return the Equipment as provided in Section 15 of the Leases prior to or on the Termination Date, subject to the return conditions set forth on any Application Survey, including any charges set forth therein.
4. Lessee agrees to release, discharge and waive any claims against Lessor, its agents and assigns arising out of or in any way connected with the Leases and from Lessor's subsequent sale or other disposal of the Equipment.
5. This Agreement contains the complete understanding of Lessor and Lessee concerning the matters contained herein and may not be modified except pursuant to a written amendment executed by the authorized representative of Lessor and Lessee. This Agreement shall be governed, construed and enforced in accordance with the laws of the State of Tennessee.

[Remainder of page blank; signature page follows.]

IN WITNESS WHEREOF, the parties hereto have caused this Early Termination Agreement to be executed by their respective officers duly authorized thereto as of the date first above written.

**CATERPILLAR FINANCIAL
SERVICES CORPORATION**

By: Hunter Lyle

Name: Hunter Lyle

Title: Manager Lease Services Support

CITY OF BLACKDUCK

By: Christina A. Regas

Name: Christina A. Regas

Title: City Administrator



Invoice

Caterpillar Financial
Services Corporation
2120 West End Avenue
Nashville, TN 37203

Customer Information

CITY OF BLACKDUCK
PO BOX 380
BLACKDUCK, MN 56630

*Invoice to be paid
by Ziegler CAT*

Invoice Date: July 23, 2024

PO #:

MANUAL-Lease Svcs

	Description		Total
Contract # 001-70002041	420FST BACKHOE LOADER Caterpillar / SKR04559	Due Date 08/12/2024	
Asset # OKL5605686	Gross Sales Price		\$0.00
Termination Date 03/14/2025	Additional Extended Warranty		\$0.00
	Late Charges		\$0.00
	Sales Tax		\$0.00
	Personal Property Tax (PPT)		\$0.00
	Remaining Rent		\$10,822.58
	Other		\$0.00

CITY OF BLACKDUCK (Buyer) hereby agrees and acknowledges that he/she/it/they accepts the equipment on an 'AS IS, WHERE IS' basis and without any expressed or implied warranties and/or conditions of any nature whatsoever, statutory or otherwise, including but not limited to warranties of merchantability or fitness of the equipment for any particular purpose. Buyer hereby agrees and acknowledges that he/she/it/they has accepted the terms contained herein and specifically those contained in this warranty disclaimer and that the payment of this invoice is evidence of his/hers/its/their acceptance of the terms herein. Please note any payment by you under this invoice does not alter or modify in any way your obligations under the above-referenced Contract, which remains in full force and effect. You must satisfy all obligations under the above-referenced Contract in accordance with the terms and conditions therein.

TOTAL: \$10,822.58

MAKE A PAYMENT & MANAGE YOUR ACCOUNT



ONLINE
MyCatfinancial.com or
the MyCatFinancial app

- Make a payment
- View statements and pay history
- Obtain a buyout quote
- View amortization schedule
- View interest letters
- View e-signed documents
- View wire instructions



Check - First Class Mail
Caterpillar Financial Services
P.O. Box 100647
Pasadena, CA 91189-0647



Check - Overnight Mail
JP Morgan Chase
BOX 100647
2710 Media Center Drive, Suite #120
Los Angeles, CA 90065-1746
Attn: Caterpillar Financial Services
Corporation-Lease Service Dept
Reference: Contract Number

CONTACT US



CUSTOMER SERVICE
1-800-651-0567



Customer Service:
NABC.CustomerService@cat.com

Make a payment online at mycatfinancial.com



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*Terms and conditions apply.

Questions? Contact us at 1-877-373-9510 or CatCard.CustomerService@cat.com.



From: [Anstine, Ethan \(DOT\)](#)
To: [Christina Regas](#)
Subject: RE: MNDOT SP 0410-53 TH 71-Summit Ave. Lighting
Date: Thursday, September 5, 2024 1:23:07 PM
Attachments: [image002.png](#)
[0410-53_ProjLoc.pdf](#)

[EXTERNAL]

Hey Christina,

Just a quick update here. The district has decided to let the MNDOT TH 71 and TH 72 project slide back to 2028 construction season. Our current date for letting will now be 8/27/27. As a rule of thumb approximately 6-8 weeks after the letting date is the time when MNDOT would expect that the local government agency to provide payment for their upcoming work. So mid to late October of 2027 MNDOT would need the city to secure their portion of the funding. Construction would happen in 2028. The 30 Percent Plans with the updated schedule are now due March of 2026. I will continue to stay in touch. That is the most recent update I have for now. Let me know if you have any questions, thoughts, or concerns. Thank you.

-Ethan

From: Christina Regas <Christina.Regas@blackduckmn.com>
Sent: Tuesday, July 23, 2024 9:28 AM
To: Anstine, Ethan (DOT) <Ethan.Anstine@state.mn.us>
Cc: Michael Schwanke <Michael.Schwanke@blackduckmn.com>
Subject: RE: MNDOT SP 0410-53 TH 71-Summit Ave. Lighting

Ok yes thank you Ethan, if there are additional budgeted costs I will need to be aware of those.

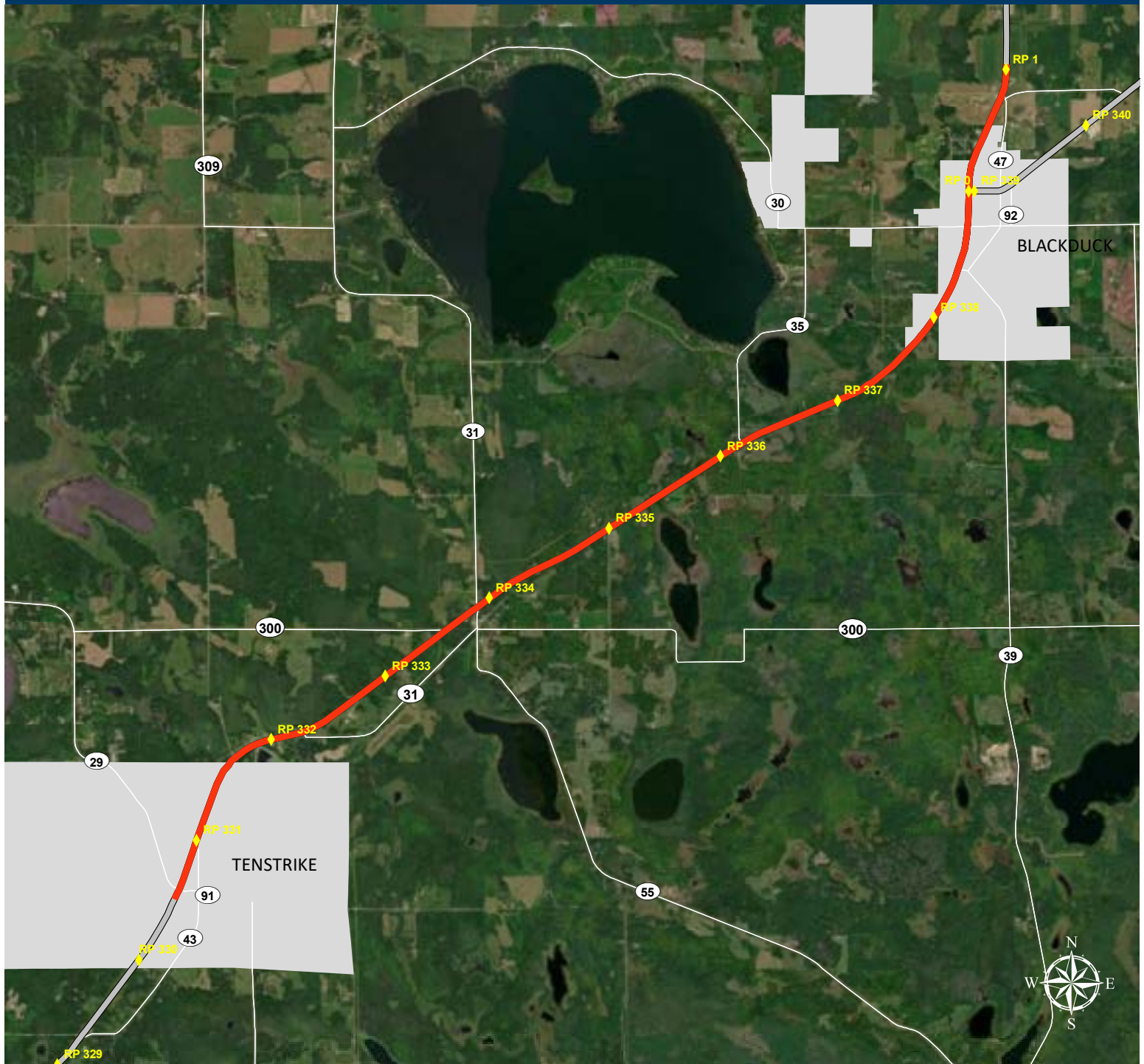
Christina Regas

City Administrator



City of Blackduck Minnesota
Christina.regas@blackduckmn.com
218-835-4803

From: Anstine, Ethan (DOT) <Ethan.Anstine@state.mn.us>
Sent: Tuesday, July 23, 2024 9:20 AM
To: Christina Regas <Christina.Regas@blackduckmn.com>
Cc: Michael Schwanke <Michael.Schwanke@blackduckmn.com>
Subject: RE: MNDOT SP 0410-53 TH 71-Summit Ave. Lighting



PROJECT LOCATION:

ROUTE: US71; MN72
SP# 0410-53

LENGTH: 8.42 MILES

BEG R.P.: 328+00.534

END R.P.: 337+00.001

BEG R.P.: 0+00.000

END R.P.: 1+00.053

PROJECT DESCRIPTION:

US 71, FROM BELTRAMI CSAH 29 IN TENSTRIKE TO
MN 72 IN BLACKDUCK & ON MN 72 FROM US 71 TO
ONE MILE NORTH IN BLACKDUCK (SEE SP 0412-28)

REFERENCE LEGEND

- ◆ Reference Post
- Trunk Highways
- County Highways
- Municipality
- County
- Project Location



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CITY OF BLACKDUCK

RESOLUTION NO: 2024-04

RESOLUTION AUTHORIZING THE CONVEYANCE OF STATE RAIL BANK PROPERTY TO BLACKDUCK COOPERATIVE AG SERVICES COMPANY IN THE CITY LIMITS OF THE CITY OF BLACKDUCK, MN

WHEREAS, the City of Blackduck recognizes the Blackduck Cooperative Ag Services Company as a committed business for the community,

AND WHEREAS, the City of Blackduck supports the economic interest of the Blackduck Cooperative Ag Services Company as a committed business for its customers,

AND WHEREAS, the City of Blackduck recognizes that the Blackduck Cooperative Ag Services Company requires capital improvements to sustain the future economic need of the business,

AND WHEREAS, the City of Blackduck acknowledges Blackduck Cooperative Ag Services building(s) are located on MnDot rail bank; are leasing said property from MnDot as allowable by MN State Statute §222.63, subd. 4; and are prohibited from constructing or erecting any permanent structure within the 100-foot rail bank corridor,

AND WHEREAS, the Commissioner of MnDot has by request of the City conveyed a portion of the rail bank land to the City of Blackduck as authorized by MN State Statute §222.63, subd.4(c), the legal description for which is attached hereto as Exhibit A (“the Property”),

AND WHEREAS, the City of Blackduck complied with all applicable laws, environmental requirements and regulations to convey the property to Blackduck Cooperative Ag Services Company,

AND WHEREAS, the City of Blackduck entered into a Purchase Agreement with the Blackduck Cooperative Ag Services Company for sale of the Property, and any administrative or legal fees,

AND WHEREAS, the Comprehensive Plan is unaffected by the sale of the Property so no initial review of the sale by the Planning Commission per Minnesota Statute §462.356, subd. 2 is required.

THEREFORE, THE CITY COUNCIL OF THE CITY OF BLACKDUCK HEREBY RESOLVES AS FOLLOWS:

1. Sale of the Property to the Blackduck Ag Services Company is hereby approved.
2. The City Administrator is authorized to undertake the necessary steps to close the transaction in accordance with the terms of the Purchase Agreement.

Revised and Adopted by the City Council on September 9, 2024.

Maxwell Gullette, Mayor

Christina Regas – City Administrator



CITY OF BLACKDUCK RESOLUTION NO: 2024-04

EXHIBIT A





CITY OF BLACKDUCK RESOLUTION NO: 2024-04

Legal Description

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.



CITY OF BLACKDUCK

RESOLUTION NO: 2024-04

State of Minnesota

County of Beltrami

City of Blackduck

I do hereby certify that the foregoing Resolution is a true and correct copy of a resolution presented to and adopted by the Council of the City of Blackduck, Minnesota at a duly authorized meeting thereof held on the 9TH of September, 2024, as shown by the minutes of said meeting in my possession.

Christina Regas, City Administrator

PURCHASE AGREEMENT

This Agreement is entered into by and between the **City of Blackduck**, a Minnesota municipal corporation (“Seller”), and **Blackduck Coop AG Services, Inc.**, a Minnesota corporation (“Buyer”).

In consideration of the mutual covenants set forth below, and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, Seller and Buyer agree as follows:

1. **EFFECTIVE DATE.** The effective date of this Agreement is [REDACTED] (the “Effective Date”).
2. **SALE OF PROPERTY.** Seller agrees to sell to Buyer, and Buyer agrees to buy from Seller, the Property legally described as follows:

See attached Exhibit A.

[PID 187000002]
3. **PURCHASE PRICE.** The purchase price for the Property is \$19,500.00 (the “Purchase Price”).
4. **EARNEST MONEY.** [Not applicable.]
5. **SURVEY.** Buyer may, at Buyer’s expense, obtain a survey.
6. **TITLE COMMITMENT.** Seller makes no representations or warranties with respect to the status of title to the Property. Seller is a pass-through entity, conveying title as received from the State of Minnesota. No title commitment shall be provided by Seller. Buyer is solely responsible for evaluating title. **Title is subject to all restrictions and conditions of record, including those set forth in the Quitclaim Deed recorded as Document No. A000618233 and the Corrective Quitclaim Deed recorded as Document No. A000619386 in the office of the Beltrami County Recorder.**
7. **RIGHT OF ENTRY.** [Not applicable.]
8. **PROPERTY SOLD AS IS.** Subject to Buyer’s right to terminate this Agreement pursuant to Section 9, Buyer agrees to accept the Property in its current condition, including, without limitation, its current environmental and geological condition, and in an “AS-IS” and with “ALL FAULTS” condition. Buyer’s payment of the Purchase Price at Closing constitutes Buyer’s acknowledgment and agreement that:
 - a. Seller has not made any written or oral representations or warranties of any kind with respect to the Property (including without limitation express or implied warranties of title, merchantability, or fitness for a particular purpose);

- b. Buyer has not relied on any written or oral representation or warranty made by Seller, its agents or employees with respect to the condition or value of the Property;
- c. Buyer has had an adequate opportunity to inspect the condition of the Property, including without limitation any environmental testing, and to inspect documents applicable thereto, and Buyer is relying solely on such inspection and testing; and
- d. The condition of the Property is fit for Buyer's intended use.

9. INSPECTION PERIOD. [Not applicable.]

10. DEFINITIONS. As used in this Agreement:

"Claim" or **"Claims"** means any and all liabilities, suits, 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 the Comprehensive Environmental Response, Compensation and Liability Act ("CERCLA"), 42 U.S.C. § 9601 et seq., the Resource Conservation and Recovery Act, 42 U.S.C. § 6901 et seq., the Federal Water Pollution Control Act (the Clean Water Act), 33 U.S.C. § 1251 et seq. the Clean Air Act, 42 U.S.C. § 7401 et seq., and the Toxic Substances Control Act, 15 U.S.C. § 2601 et seq., all as amended from time to time, and any other federal, state, local or other governmental statute, regulation, rule, law or ordinance dealing with the protection of human health, safety, natural resources or the environment now existing or hereafter enacted.

"Hazardous Substance" or **"Hazardous Substances"** 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, substance or material listed or identified in or regulated by any Environmental Law.

11. NOTICES. Notices permitted or required by this Agreement must be in writing and shall be deemed given when delivered in legible form to the party to whom addressed. Notices may be sent by certified mail, fax or e-mail. Notices are effective two business days after they are mailed via certified mail, return receipt requested or, if delivered in any other manner, when the party to whom the notice is directed actually receives the notice. If delivered at the Closing, a notice shall be deemed given when hand-delivered to the party's representative at the Closing. The business addresses of the parties are as follows:

Seller: City Administrator
City of Blackduck
8 Summit Ave. N.E.
Blackduck, MN 56630

Buyer: Blackduck AG Services, Inc.
256 Cedar Ave. S.E.
Blackduck, MN 56630

Notices not given in the manner or within the time limits set forth in this Agreement are of no effect and may be disregarded by the party to whom they are directed.

12. CLOSING. This transaction shall close within 14 days after the Effective Date or on such earlier date as Seller and Buyer may establish by mutual, written agreement. The Closing shall take place at Seller's offices, or at some other place as the parties may mutually agree prior to such date.

a. **Seller's Obligations at Closing.** At Closing, Seller must deliver to Buyer:

- i. A quit claim deed, duly executed, conveying title to the Property, subject to (A) the lien of real estate taxes, if any, not yet due and payable and any installments of special assessments certified for payment therewith; (B) Building, Subdivision and Zoning Ordinances; (C) matters that would be disclosed by an accurate survey of the Property; and (D) restrictions and conditions of record;
- ii. Documentation from Seller sufficient to demonstrate Seller's decision to sell the Property and to authorize execution of the deed and all closing documents; and
- iii. Seller's well disclosure certificate (if required) and any other documents required to close the transaction.

b. **Buyer's Obligations at Closing.** At Closing, Buyer must:

- i. Wire Transfer (or deliver a certified check in) an amount equal to the amount of the Purchase Price to Seller pursuant to this Agreement plus payment of attorney's fees incurred by Seller to facilitate this transaction.
- ii. Documentation sufficient to demonstrate authority to purchase the Property, if necessary.
- iii. File an Electronic Certificate of Real Estate Value.

c. **Closing Costs.**

i. At Closing, the following Seller closing costs and expenses must be paid from the Purchaser Price or, if the Purchase Price is not sufficient, paid by Seller:

1. None.

ii. At Closing Buyer must pay the Purchase Price to Seller. In addition, Buyer is responsible for the following costs and expenses:

1. Buyer's own attorney's fees.
2. Seller's attorney's fees.
3. State deed tax.
4. Documentary and recording fees for the deed.
5. The cost of the owner's title insurance policy if Buyer elects to purchase an Owner's title insurance policy.
6. All closing costs if a title agent is used to close the transaction.

d. **Possession.** Seller must deliver possession of the Property to Buyer at Closing.

13. REAL ESTATE BROKERS. Seller and Buyer represent and warrant to each other that they have dealt with no brokers, real estate agents, finders or the like in connection with this transaction. Seller and Buyer agree to indemnify each other and to hold each other harmless against all claims, damages, costs or expenses of or for any broker's fees or commissions resulting from their actions or agreements regarding the execution or performance of this Agreement, other than the fees payable to Seller's Broker, and will pay all costs of defending any action or lawsuit brought to recover any such fees or commissions incurred by the other party, including reasonable attorney's fees.

14. ASSIGNMENT. This Agreement may not be assigned without the written consent of the non-assigning Party.

15. THIRD PARTY BENEFICIARY. There are no third-party beneficiaries of this Agreement, intended or otherwise.

16. JOINT VENTURE. Seller and Buyer, by entering into this Agreement and completing the transactions described herein, shall not be considered joint venturers or partners.

17. CAPTIONS. The paragraph headings or captions appearing in this Agreement are for convenience only, are not a part of this Agreement, and are not to be considered in interpreting this Agreement.

18. ENTIRE AGREEMENT / MODIFICATION. This written Agreement constitutes the complete agreement between the parties and supersedes any prior oral or written agreements between the parties regarding the Property. There are no verbal agreements

that change this Agreement and no waiver or modification of any of its terms will be effective unless in writing executed by the parties. In the event the terms of this Agreement conflict with the terms of the Development Agreement, the latter shall control.

19. BINDING EFFECT. This Agreement binds and benefits the Parties and their successors and assigns.

20. CONTROLLING LAW. This Agreement is made under the laws of the State of Minnesota and such laws will control its interpretation.

21. REMEDIES.

- a. If Buyer fails to perform any of the terms or conditions of this Agreement within the specified time limits, Seller may declare this Agreement terminated pursuant to Minnesota Statutes section 559.21, suspend the performance of its obligations under this Agreement and commence an action in Beltrami County District Court to recover its actual damages arising from the default.
- b. If Seller fails to perform any of the terms or conditions of this Agreement within the specified time limits, Buyer may, as its sole remedy, declare this Agreement terminated and have this Agreement specifically enforced. Buyer waives all claims for consequential damages against Seller based on Seller's breach or alleged default hereunder.

22. WAIVER. Failure of Seller or Buyer to insist upon the performance of any of the covenants, agreements and/or conditions of this Agreement or to exercise any right or privilege herein shall not be deemed a waiver of any such covenant, condition or right.

23. SURVIVAL OF TERMS AND CONDITIONS. The terms and conditions of this Agreement shall survive and be in full force and effect after the delivery of the deed and shall not be deemed to have merged therein.

24. SEVERABILITY. Each provision of this Agreement shall apply to the extent permitted by applicable law and is intended to be severable. If any provision is illegal or invalid for any reason whatsoever, such illegality or invalidity shall not affect the legality or validity of the remainder of the Agreement.

25. CONSTRUCTION. The Parties acknowledge that this Agreement was initially prepared by Seller solely as a convenience and that all Parties and their counsel hereto have read and full negotiated all the language used in this Agreement. The Parties acknowledge that because all Parties and their counsel participated in negotiating and drafting this Agreement, no rule of construction shall apply to this Agreement to construe ambiguous or unclear language in favor of or against any Party.

26. COUNTERPARTS; DIGITAL COPIES. This Agreement may be executed in any number of counterparts and the signature pages of the separate counterparts combined into a single copy of this Agreement which will then constitute a fully executed version of this Agreement. A facsimile, .pdf file or digital copy of a signed counterpart or of an assemblage of counterparts of this Agreement shall be deemed to be an original thereof.

SELLER: The City of Blackduck, Minnesota

By: _____
Maxwell Gullette, Mayor

Dated: _____, 2024

By: _____
Christina Regas, City Administrator

BUYER: Blackduck Coop AG Services, Inc.

By: _____

Dated: _____, 2024

Its: _____

Exhibit A – Legal Description

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.



CITY OF BLACKDUCK

RESOLUTION NO: 2024-12

A RESOLUTION APPROVING AN ASSESSMENT FOR PAST DUE UTILITY CHARGES

WHEREAS, the City Code of the City of Blackduck Ordinance 215 entitled “Utility Rates and Collection Procedures” Section 6: entitled “Collection with Real Estate Taxes” states “the City of Blackduck may prepare an assessment roll each year providing for assessment of the delinquent amounts against the respective properties served.”

AND WHEREAS, the City of Blackduck shall deliver the assessment roll to the City Council for adoption on or before October 15th of each year those delinquent amounts,

BE IT RESOLVED by the Council of the City of Blackduck, County of Beltrami, Minnesota, that an assessment for past due utility charges, specifically the municipal water and sewer charges, be placed on the property taxes of the following properties:

Darrin L. Adams DBA Restaurant 71 Amount of \$1,435.83
Past Due Utilities
240 Summit Avenue W.
Blackduck, MN 56630
Parcel #81.00503.00

Adopted by the City Council on September 9th, 2024

Maxwell Gullette, Mayor

Christina Regas – City Administrator



A Guide for Local Governments on Adult-Use Cannabis

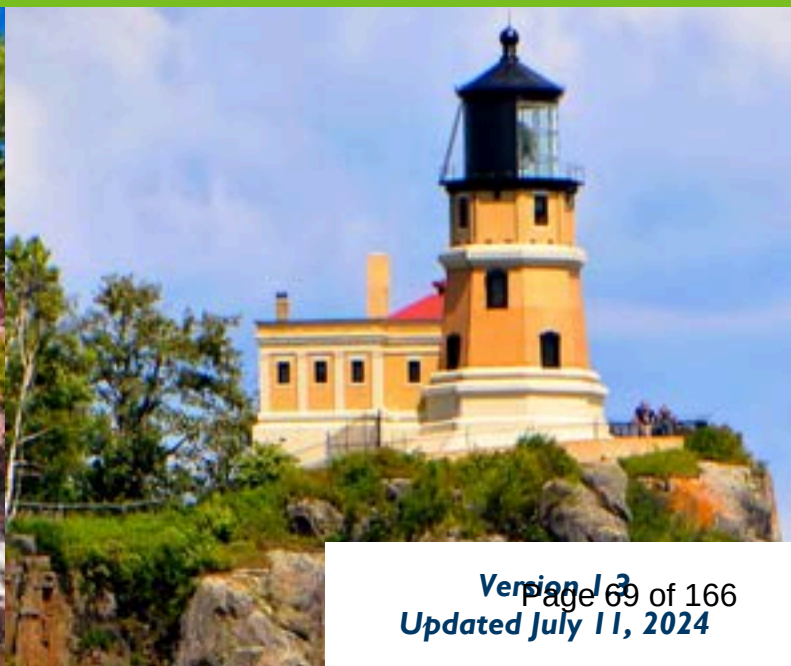


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Introduction

This guide serves as a general overview of **Minnesota’s new adult-use cannabis law**, and how **local governments** can expect to be involved. The guide also provides important information about Minnesota’s new Office of Cannabis Management (OCM), and the office’s structure, roles, and responsibilities. While medical cannabis continues to play an important role in the state’s cannabis environment, this guide is primarily focused on the adult-use cannabis law and marketplace.

The following pages outline the variety of cannabis business licenses that will be issued, provide a broad summary of important aspects of the adult-use cannabis law, and cover a wide range of expectations and authorities that relate to local governments. This guide also provides best practices and important requirements for developing a local cannabis ordinance.

Chapter 342 of Minnesota law was established by the State Legislature in 2023 and was updated in 2024. Mentions of “adult-use cannabis law” or “the law” throughout this guide refer to Chapter 342 and the changes made to it.

As of this guide’s date of publication, state regulations governing the adult-use cannabis market have not yet been published — **this document will be updated** when such regulations become effective.



This guide is not a substitute for legal advice, nor does it seek to provide legal advice. Local governments and municipal officials seeking legal advice should consult an attorney.

About OCM

Minnesota's **Office of Cannabis Management** is the state regulatory office created to oversee the implementation and regulation of the adult-use cannabis market, the medical cannabis market, and the consumer hemp industry. Housed within OCM are the **Division of Medical Cannabis** (effective July 1, 2024), which operates the medical cannabis program, and the **Division of Social Equity**, which promotes development, stability, and safety in communities that have experienced a disproportionate, negative impact from cannabis prohibition and usage.



OCM, through Chapter 342, is tasked with establishing rules and policy and exercising its regulatory authority over the Minnesota cannabis industry. In its duties, OCM is mandated to:

- Promote public health and welfare.
- Protect public safety.
- Eliminate the illicit market for cannabis flower and cannabis products.
- Meet the market demand for cannabis flower and cannabis products.
- Promote a craft industry for cannabis flower and cannabis products.
- Prioritize growth and recovery in communities that have experienced a disproportionate, negative impact from cannabis prohibition.

OCM governs the application and licensing process for cannabis and hemp businesses, specific requirements for each type of license and their respective business activities, and conducts enforcement and inspection activities across the Minnesota cannabis and hemp industries.

License Types

Minnesota law allows for **13** different types of business licenses, each fulfilling a unique role in the cannabis and hemp supply chain. In addition to license types below, OCM will also issue endorsements to license holders to engage in specific activities, including producing, manufacturing, and sale of medical cannabis for patients.

Microbusiness

Microbusinesses may cultivate cannabis and manufacture cannabis products and hemp products, and package such products for sale to customers or another licensed cannabis business. Microbusiness may also operate a single retail location.

Mezzobusiness

Mezzobusinesses may cultivate cannabis and manufacture cannabis products and hemp products, and package such products for sale to customers or another licensed cannabis business. Mezzobusiness may also operate up to three retail locations.

Cultivator

Cultivators may cultivate cannabis and package such cannabis for sale to another licensed cannabis business.

Manufacturer

Manufacturers may manufacture cannabis products and hemp products, and package such products for sale to a licensed cannabis retailer.

Retailer

Retailers may sell immature cannabis plants and seedlings, cannabis, cannabis products, hemp products, and other products authorized by law to customers and patients.

Wholesaler

Wholesalers may purchase and/or sell immature cannabis plants and seedlings, cannabis, cannabis products, and hemp products from another licensed cannabis business.

Wholesalers may also import hemp-derived consumer products and lower-potency hemp edibles.

License Types (continued)

Transporter

Transporters may transport immature cannabis plants and seedlings, cannabis, cannabis products, and hemp products to licensed cannabis businesses.

Testing Facility

Testing facilities may obtain and test immature cannabis plants and seedlings, cannabis, cannabis products, and hemp products from licensed cannabis businesses.

Event Organizer

Event organizers may organize a temporary cannabis event lasting no more than four days.

Delivery Service

Delivery services may purchase cannabis, cannabis products, and hemp products from retailers or cannabis business with retail endorsements for transport and delivery to customers.

Medical Cannabis Combination Business

Medical cannabis combination businesses may cultivate cannabis and manufacture cannabis and hemp products, and package such products for sale to customers, patients, or another licensed cannabis business. Medical cannabis combination businesses may operate up to one retail location in each congressional district.

Lower-Potency Hemp Edible Manufacturer

Lower-potency hemp edible manufacturers may manufacture and package lower-potency hemp edibles for consumer sale, and sell hemp concentrate and lower-potency hemp edibles to other cannabis and hemp businesses.

Lower-Potency Hemp Edible Retailer

Lower-potency hemp edible retailers may sell lower-potency hemp edibles to customers.

Each license is subject to further restrictions on allowable activities. Maximum cultivation area and manufacturing allowances vary by license type. Allowable product purchase, transfer, and sale between licensees are subject to restrictions in the law.

The Adult-Use Cannabis Law

Minnesota's new adult-use cannabis law permits the personal use, possession, and transportation of cannabis by those 21 years of age and older, and allows licensed businesses to conduct cultivation, manufacturing, transport, delivery, and sale of cannabis and cannabis products.

For Individuals

- **Possession limits:**
 - Flower – 2 oz. in public, 2 lbs. in private residence
 - Concentrate – 8 g
 - Edibles (including lower-potency hemp) – 800 mg THC
- **Consumption** only allowed on private property or at licensed businesses with on-site consumption endorsements. Consumption not allowed in public.
- **Gifting** cannabis to another individual over 21 years old is allowed, subject to possession limits.
- **Home cultivation** is limited to four mature and four immature plants (eight total) in a single residence. Plants must be in an enclosed and locked space.
- **Home extraction** using volatile substances (e.g., butane, ethanol) is not allowed.
- **Unlicensed sales** are not allowed.



For Businesses

- **Advertising:**
 - May not include or appeal to those under 21 years old.
 - Must include proper warning statements.
 - May not include misleading claims or false statements.
 - Billboards are not allowed.
- The flow of all products through the supply chain must be tracked by the state-authorized **tracking system**.
- All products sold to consumers and patients must be **tested for contaminants**.
- **Home delivery** is allowed by licensed businesses.



The Cannabis Licensing Process

An applicant will take the following steps to proceed from application to active licensure. As described, processes vary depending on social equity status and/or whether the type of license being sought is capped or uncapped in the general licensing process.

License Preapproval: Early Mover Process for Social Equity Applicants

The license preapproval process is a one-time application process available for verified social equity applicants. State law requires OCM to open the application window on July 24, 2024, and close the window on August 12, 2024. The preapproval process is available for the following license types, and all are capped in this process: microbusiness, mezzobusiness, cultivator, retailer, wholesaler, transporter, testing facility, and delivery service.

Preapproval steps:

1. Applicant's social equity applicant (SEA) status verified.
2. Complete application and submit application fees.
3. Application vetted for minimum requirements by OCM.
4. Application (if qualified) entered into lottery drawing.
5. If selected in lottery, OCM completes background check of selected applicant and issues license preapproval.
6. Applicant with license preapproval* submits business location and amends application accordingly.
7. OCM forwards completed application to local government.
8. Local government completes certification of zoning compliance.
9. OCM conducts site inspection.
10. When regulations are adopted, license becomes active, operations may commence.

*For social equity applicants with license preapproval for microbusiness, mezzobusiness, or a cultivator license, they may begin growing cannabis plants prior to the adoption of rules if OCM receives approval from local governments in a form and manner determined by the office. This is only applicable to cultivation and does not authorize retail sales or other endorsed activities of the licenses prior to the adoption of rules.

The Cannabis Licensing Process (cont.)

The general licensing process will align with the adoption of rules and OCM will share more information about the timing of general licensing process. The general licensing process includes social equity applicants and non-social equity applicants.

General Licensing: Cultivator, Manufacturer, Retailer, Mezzobusiness

1. Complete application and submit application fees.
2. Application vetted for minimum requirements by OCM.
3. Application (if qualified) entered into lottery drawing.
4. If selected in lottery, OCM completes background check of selected applicant and issues preliminary approval.
5. Applicant with preliminary approval submits business location and amends application accordingly.
6. OCM forwards completed application to local government.
7. Local government completes certification of zoning compliance.
8. OCM conducts site inspection.
9. License becomes active, operations may commence.*

General Licensing: Microbusiness, Wholesaler, Transporter, Testing Facility, Event Organizer

1. Complete application and submit application fees.
2. Application vetted for minimum requirements by OCM.
3. For qualified applicants, OCM completes background check of vetted applicant and issues preliminary approval.
4. Selected applicant submits business location and amends application accordingly.
5. OCM forwards completed application to local government.
6. Local government completes certification of zoning compliance.
7. OCM conducts site inspection.
8. License becomes active, operations may commence.*

*For businesses seeking a retail endorsement (microbusiness, mezzobusiness, and retailer), a valid local retail registration is required prior to the business commencing any retail sales. See Page 16 for information on the local retail registration process.

General Authorities

Local governments in Minnesota have various means of oversight over the cannabis market, as provided by the adult-use cannabis law. Local governments may not issue outright bans on cannabis business, or limit operations in a manner beyond what is provided by state law.

Cannabis Retail Restrictions (342.13)

Local governments may limit the number of retailers and microbusiness/mezzobusinesses with retail endorsements allowed within their locality, as long as there is **at least one retail location per 12,500 residents**. Local units of government are not obligated to seek out a business to register as cannabis business if they have not been approached by any potential applicants, but cannot prohibit the establishment of a business if this population requirement is not met. Local units of government may also issue more than the minimum number of registrations. Per statutory direction, a municipal cannabis store (Page 19) cannot be included in the minimum number of registrations required. For population counts, the state demographer estimates will likely be utilized.

Tribal Governments (342.13)

OCM is prohibited from and will not issue state licenses to businesses in Indian Country without consent from a tribal nation. Tribal nations hold the authority to license tribal cannabis businesses on tribal lands – this process is separate than OCM’s licensing process and authority. Subject to compacting, Tribal nations may operate cannabis businesses off tribal lands. There will be more information available once the compacting processes are complete.

Taxes (295.81; 295.82)

Retail sales of taxable cannabis products are subject to the state and local sales and use tax and a 10% gross receipts tax. Cannabis gross receipts tax proceeds are allocated as follows: 20% to the local government cannabis aid account and 80% to the state general fund. Local taxes imposed solely on sale of cannabis products are prohibited.

Cannabis retailers will be subject to the same real property tax classification as all other retail businesses. Real property used for raising, cultivating, processing, or storing cannabis plants, cannabis flower, or cannabis products for sale will be classified as commercial and industrial property.

General Authorities (cont.)

Retail Timing Restrictions (342.13)

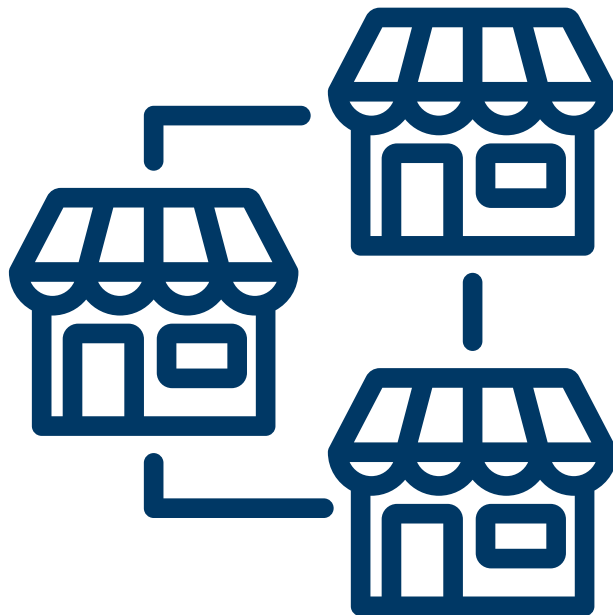
Local governments may prohibit retail sales of cannabis between the hours of 8 a.m. and 10 a.m. Monday-Saturday, and 9 p.m. and 2 a.m. the following day.

Operating Multiple Locations with One License

Certain cannabis licenses allow for multiple retail locations to be operated under a single license, with the following limitations:

- **Retailers:** up to five retail locations.
- **Mezzobusinesses:** up to three retail locations.
- **Microbusinesses:** up to one retail location.
- **Medical cannabis combination businesses:** one retail location per congressional district. Additionally, medical cannabis combination businesses may cultivate at more than one location within other limitations on cultivation.

For all other license types, one license permits the operation of one location. Each retail location requires local certification and/or registration.



Zoning and Land Use

Buffer Guidelines (342.13)

State law does not restrict how a local government conducts its zoning designations for cannabis businesses, except that they may prohibit the operation of a cannabis business within 1,000 feet of a school, or 500 feet of a day care, residential treatment facility, or an attraction within a public park that is regularly used by minors, including playgrounds and athletic fields.

Zoning Guidelines

While each locality conducts its zoning differently, a few themes have emerged across the country. For example, cannabis manufacturing facilities are often placed in industrial zones, while cannabis retailers are typically found in commercial/retail zones. Cannabis retail facilities align with general retail establishments and are prohibited from allowing consumption or use onsite, and are also required to have plans to prevent the visibility of cannabis and hemp-derived products to individuals outside the retail location. Industrial hemp is an agricultural product, and should be zoned as such.

Cannabis businesses should be zoned under existing zoning ordinances in accordance with the license type or endorsed activities held by the cannabis business. Note that certain types of licenses may be able to perform multiple activities which may have different zoning analogues. In the same way municipalities may zone a microbrewery that predominately sells directly to onsite consumers differently than a microbrewery that sells packaged beer to retailers and restaurants, so too might a municipality wish to zone two microbusinesses based on the actual activities that each business is undertaking. Table 1, included on Pages 13 and 14, explains the types of activities that cannabis businesses might undertake, as well as, some recommended existing zoning categories.

Zoning and Land Use (cont.)

Table 1: Cannabis and Hemp Business Activities

Endorsed Activity	License Type Eligible to Do Endorsed Activity	Description of Activity	Comparable Districts	Municipal Considerations
Cultivation	Cultivator Mezzobusiness Microbusiness Medical Cannabis Combination	"Cultivation" means any activity involving the planting, growing, harvesting, drying, curing, grading, or trimming of cannabis plants, cannabis flower, hemp plants, or hemp plant parts.	Indoor: Industrial, Commercial, Production Outdoor: Agricultural	Odor Potential need for transportation from facility Waste, water, and energy usage Security
Cannabis Manufacturing, Processing, Extraction	Manufacturer Mezzobusiness Microbusiness Medical Cannabis Combination	This group of endorsed activities turn raw, dried cannabis and cannabis parts into other types of cannabis products, e.g. edibles or topicals.	Industrial, Commercial, Production	Odor Potential need for transportation from facility Waste, water, and energy usage Security
Hemp Manufacturing	Lower-Potency Hemp Edible (LPHE) Manufacturing	These business convert hemp into LPHE edible products.	Industrial, Commercial, Production	Odor Waste, water, and energy
Wholesale	Wholesale Cultivator Manufacturer Mezzobusiness Microbusiness Medical Cannabis Combination	This activity and license type allows a business to purchase from a business growing or manufacturing cannabis or cannabis products and sell to a cannabis business engaged in retail.	Industrial, Commercial, Production	Need for transportation from facility Security

Zoning and Land Use (cont.)

Table 1: Cannabis and Hemp Business Activities (continued)

Endorsed Activity	License Type Eligible to Do Endorsed Activity	Description of Activity	Comparable Districts	Municipal Considerations
Cannabis Retail	Retail Mezzobusiness Microbusiness Medical Cannabis Combination	This endorsed activity and license types allow a business to sell cannabis and cannabis products directly to consumers.	Retail, Neighborhood Shopping Districts, Light Industrial, Existing districts where off-sale liquor or tobacco sales are allowed.	Micros may offer onsite consumption, similar to breweries. Micros and Mezzos may include multiple activities: cultivation, manufacture, and/or retail.
Transportation	Cannabis Transporter	This license type allows a company to transport products from one license type to another.		Fleet based business that will own multiple vehicles, but not necessarily hold a substantial amount of cannabis or cannabis products.
Delivery	Cannabis Delivery	This license type allows for transportation to the end consumer.		Fleet based business that will own multiple vehicles, but not necessarily hold a substantial amount of cannabis or cannabis products.
Events	Event Organizer	This license entitles license holder to organizer a temporary event lasting no more than four days.	Anywhere that the city permits events to occur, subject to other restrictions related to cannabis use.	On site consumption. Retail sales by a licensed or endorsed retail business possible.

Local Approval Process

Local governments play a critical role in the licensing process, serving as a near-final approval check on cannabis businesses nearing the awarding of a state license for operations. Once an applicant has been vetted by OCM and is selected for proceeding in the verification process, they are then required to receive the local government's certification of zoning compliance and/or local retail registration before operations may commence.



Local Certification of Zoning Compliance (342.13; 342.14)

Following OCM's vetting process, local governments must **certify** that the applicant with preliminary approval has achieved **compliance with local zoning ordinances** prior to the licensee receiving final approval from OCM to commence operations.

During the application and licensing process for cannabis businesses, OCM will notify a local government when an applicant intends to operate within their jurisdiction and request a certification as to whether a proposed cannabis business complies with local zoning ordinances, and if applicable, whether the proposed business complies with state fire code and building code.

According to Minnesota's cannabis law, a local unit of government has 30 days to respond to this request for certification of compliance. If a local government does not respond to OCM's request for certification of compliance within the 30 days, the cannabis law allows OCM to issue a license. OCM may not issue the final approval for a license if the local government has indicated they are not in compliance.

OCM will work with local governments to access the licensing software system to complete this zoning certification process.

Local Approval Process (cont.)

Local Retail Registration Process (342.22)

Once the licensing process begins, local government registration applies to cannabis retailers or other cannabis/hemp businesses seeking a retail endorsement. Local governments must issue a retail registration after verifying that:

- The business has a valid license or license preapproval issued by OCM.
- The business has paid a registration fee or renewal fee to the local government;
 - Initial registration fees collected by a local government may be \$500 or half the amount of the applicable initial license fee, whichever is less, and renewal registration fees may be \$1,000 or half the amount of the applicable renewal license fee, whichever is less.
- The business is found to be in compliance with Chapter 342 and local ordinances.
- If applicable, the business is current on all property taxes and assessments for the proposed retail location.

Local registrations may also be issued by counties if the respective local government transfers such authorities to the county.

Determining a Process for Limiting Retail Registrations

If a local government wishes to place a limitation on the number of retailers and microbusiness/mezzobusinesses with retail endorsements allowed within their locality (as long as there is at least one retail location per 12,500 residents, see Page 10), state law does not define the process for a local government's selection if there are more applicants than registrations available. A few options for this process include the use of a lottery, a first-come/first-serve model, a rolling basis, and others. Local governments should work with an attorney to determine their specific process for selection if they wish to limit the number of licensed cannabis retailers per 342.13. Local governments are not required to limit the number of licensed cannabis retailers.

Local Approval Process (cont.)

Local governments are permitted specific authorities for registration refusal and registration suspension, in addition to—and not in conflict with—OCM authorities.

Registration and Renewal Refusals

Local governments may refuse the registration and/or certification of a license renewal if the license is associated with an individual or business who no longer holds a valid license, has failed to pay the local registration or renewal fee, or has been found in noncompliance in connection with a preliminary or renewal compliance check.



Local Registration Suspension (342.22)

Local governments may suspend the local retail registration of a cannabis business or hemp business if the business is determined to not be operating in compliance with a local ordinance authorized by 342.13 or if the operation of the business poses an immediate threat to the health and safety of the public. The local government must immediately notify OCM of the suspension if it occurs. OCM will review the suspension and may reinstate the registration or take enforcement action.

Expedited Complaint Process (342.13)

Per state law, OCM will establish an expedited complaint process during the rulemaking process to receive, review, read, and respond to complaints made by a local unit of government about a cannabis business. Upon promulgation of rules, OCM will publish the complaint process.

At a minimum, the expedited complaint process shall require the office to provide an initial response to the complaint within seven days and perform any necessary inspections within 30 days. Within this process, if a local government notifies OCM that a cannabis business poses an immediate threat to the health or safety of the public, the office must respond within one business day.

Inspections & Compliance Checks

Local governments are permitted specific business inspection and compliance check authorities, in addition to—and not in conflict with—OCM authorities.

Inspections and Compliance Checks (342.22)

Local governments must conduct **compliance checks** for cannabis and hemp businesses holding retail registration **at least once per calendar year**. These compliance checks must verify compliance with age verification procedures and compliance with any applicable local ordinance established pursuant to 342.13. OCM maintains inspection authorities for all cannabis licenses to verify compliance with operation requirements, product limits, and other applicable requirements of Chapter 342.



Municipal Cannabis Stores

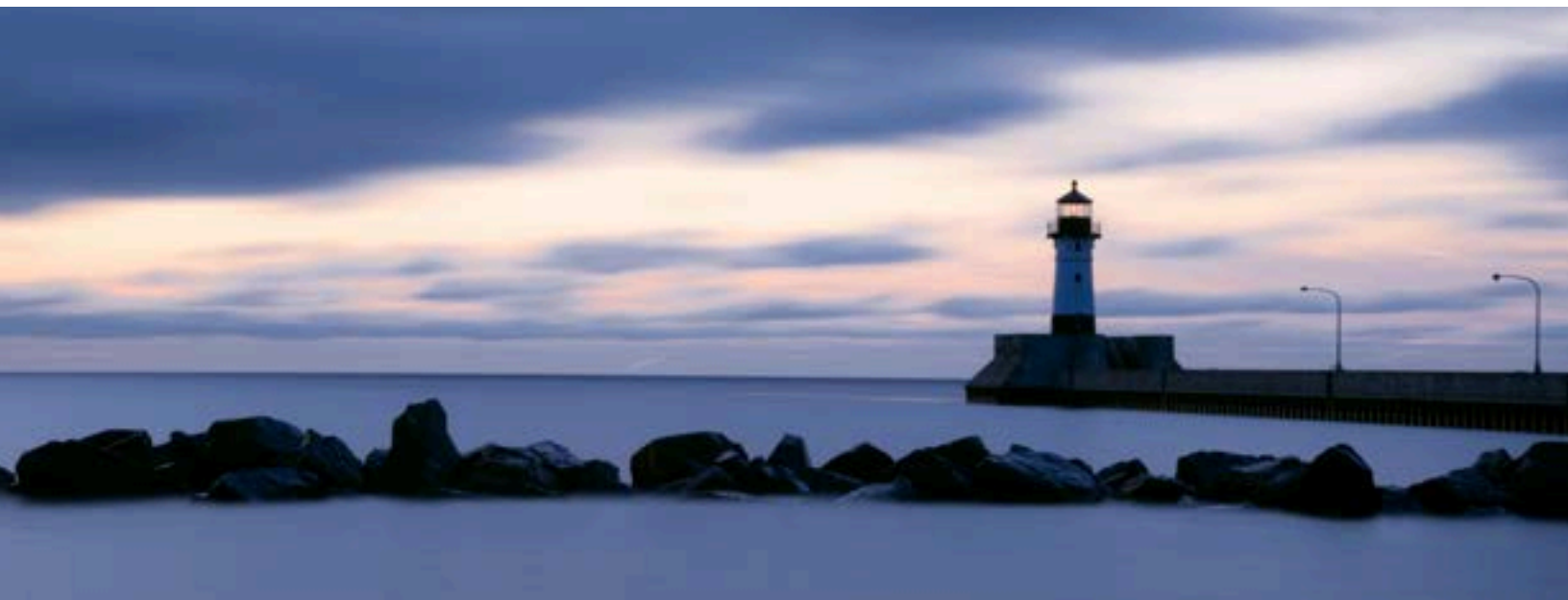
As authorized in Chapter 342.32, local governments are permitted to apply for a cannabis retail license to establish and operate a municipal cannabis store.

State law requires OCM issue a license to a city or county seeking to operate a single municipal cannabis store if the city or county:

- Submits required application information to OCM,
- Meets minimum requirements for licensure, and
- Pays applicable application and license fee.

A municipal cannabis store will not be included in the total count of retail licenses issued by the state under Chapter 342.

A municipal cannabis store cannot be counted as retail registration for purposes of determining whether a municipality's cap on retail registrations imposed by ordinance.



Creating Your Local Ordinance

As authorized in 342.13, a local government may adopt a local ordinance regarding cannabis businesses. Establishing local governments' ordinances on cannabis businesses in a timely manner is critical for the ability for local cities or towns to establish local control as described in the law, and is necessary for the success of the statewide industry and the ability of local governments to protect public health and safety. The cannabis market's potential to create jobs, generate revenue, and contribute to economic development at the local and state level is supported through local ordinance work. The issuance of local certifications and registrations to prospective cannabis businesses is also dependent on local ordinances.

- Local governments may not prohibit the possession, transportation, or use of cannabis, or the establishment or operation of a cannabis business licensed under state law.
- Local governments may adopt reasonable restrictions on the time, place, and manner of cannabis business operations (see Page 11).
- Local governments may adopt interim ordinances to protect public safety and welfare, as any studies and/or further considerations on local cannabis activities are being conducted, until January 1, 2025. A public hearing must be held prior to adoption of an interim ordinance.
- If your local government wishes to operate a municipal cannabis store, the establishment and operation of such a facility must be considered in a local ordinance.



Model Ordinance

For additional guidance regarding the creation of a cannabis related ordinance, please reference the addendum in this packet.

Additional Resources

OCM Toolkit for Local Partners

Please visit OCM webpage (mn.gov/ocm/local-governments/) for additional information, including a toolkit of resources developed specifically for local government partners. The webpage will be updated as additional information becomes available and as state regulations are adopted.

These resources are also included in the addendum of this packet.

Toolkit resources include:

- Appendix A: Model Ordinance
- Appendix B: Hemp Flower and Hemp-Derived Cannabinoid Product Checklist
- Appendix C: Enforcement Notice from the Office of Cannabis Management
- Appendix D: Notice to Unlawful Cannabis Sellers

Local Organizations

There are several organizations who also have developed resources to support local governments regarding the cannabis industry. Please feel free to contact the following for additional resources:

- League of Minnesota Cities
- Association of Minnesota Counties
- Minnesota Public Health Law Center

Appendix A: Model Ordinance

Cannabis Model Ordinance

The following model ordinance is meant to be used as a resource for cities, counties, and townships within Minnesota. The italicized text in red is meant to provide commentary and notes to jurisdictions considering using this ordinance and should be removed from any ordinance formally adopted by said jurisdiction. Certain items are not required to be included in the adopted ordinance: 'OR' and (optional) are placed throughout for areas where a jurisdiction may want to consider one or more choices on language.

Section 1	Administration
Section 2	Registration of Cannabis Business
Section 3	Requirements for a Cannabis Business (Time, Place, Manner)
Section 4	Temporary Cannabis Events
Section 5	Lower Potency Hemp Edibles
Section 6	Local Government as a Retailer
Section 7	Use of Cannabis in Public

AN ORDINANCE OF THE (CITY/COUNTY OF) TO REGULATE CANNABIS BUSINESSES

The (city council/town board/county board) of (city/town/county) hereby ordains:

Section 1. Administration

1.1 Findings and Purpose

(insert local authority) makes the following legislative findings:

The purpose of this ordinance is to implement the provisions of Minnesota Statutes, chapter 342, which authorizes (insert local authority) to protect the public health, safety, welfare of (insert local here) residents by regulating cannabis businesses within the legal boundaries of (insert local here).

(insert local authority) finds and concludes that the proposed provisions are appropriate and lawful land use regulations for (insert local here), that the proposed amendments will promote the community's interest in reasonable stability in zoning for now and in the future, and that the proposed provisions are in the public interest and for the public good.

1.2 Authority & Jurisdiction

A county can adopt an ordinance that applies to unincorporated areas and cities that have delegated authority to impose local zoning controls.

(insert local authority) has the authority to adopt this ordinance pursuant to:

- Minn. Stat. 342.13(c), regarding the authority of a local unit of government to adopt reasonable restrictions of the time, place, and manner of the operation of

a cannabis business provided that such restrictions do not prohibit the establishment or operation of cannabis businesses.

- b) Minn. Stat. 342.22, regarding the local registration and enforcement requirements of state-licensed cannabis retail businesses and lower-potency hemp edible retail businesses.
- c) Minn. Stat. 152.0263, Subd. 5, regarding the use of cannabis in public places.
- d) Minn. Stat. 462.357, regarding the authority of a local authority to adopt zoning ordinances.

Ordinance shall be applicable to the legal boundaries of (insert local here).

(Optional) (insert city here) has delegated cannabis retail registration authority to (insert county here). However, (insert city here) may adopt ordinances under Sections (2.6, 3 and 4) if (insert county here) has not adopted conflicting provisions.

1.3 Severability

If any section, clause, provision, or portion of this ordinance is adjudged unconstitutional or invalid by a court of competent jurisdiction, the remainder of this ordinance shall not be affected thereby.

1.4 Enforcement

The elected body of a jurisdiction can choose to designate an official to administer and enforce this ordinance.

The (insert name of local government or designated official) is responsible for the administration and enforcement of this ordinance. Any violation of the provisions of this ordinance or failure to comply with any of its requirements constitutes a misdemeanor and is punishable as defined by law. Violations of this ordinance can occur regardless of whether or not a permit is required for a regulated activity listed in this ordinance.

1.5 Definitions

1. Unless otherwise noted in this section, words and phrases contained in Minn. Stat. 342.01 and the rules promulgated pursuant to any of these acts, shall have the same meanings in this ordinance.
2. Cannabis Cultivation: A cannabis business licensed to grow cannabis plants within the approved amount of space from seed or immature plant to mature plant. harvest cannabis flower from mature plant, package and label immature plants and seedlings and cannabis flower for sale to other cannabis businesses, transport cannabis flower to a cannabis manufacturer located on the same premises, and perform other actions approved by the office.
3. Cannabis Retail Businesses: A retail location and the retail location(s) of a mezzobusinesses with a retail operations endorsement, microbusinesses with a retail operations endorsement, medical combination businesses operating a retail location, (and/excluding) lower-potency hemp edible retailers.

4. Cannabis Retailer: Any person, partnership, firm, corporation, or association, foreign or domestic, selling cannabis product to a consumer and not for the purpose of resale in any form.
5. Daycare: A location licensed with the Minnesota Department of Human Services to provide the care of a child in a residence outside the child's own home for gain or otherwise, on a regular basis, for any part of a 24-hour day.
6. Lower-potency Hemp Edible: As defined under Minn. Stat. 342.01 subd. 50.
7. Office of Cannabis Management: Minnesota Office of Cannabis Management, referred to as "OCM" in this ordinance.
8. Place of Public Accommodation: A business, accommodation, refreshment, entertainment, recreation, or transportation facility of any kind, whether licensed or not, whose goods, services, facilities, privileges, advantages or accommodations are extended, offered, sold, or otherwise made available to the public.
9. Preliminary License Approval: OCM pre-approval for a cannabis business license for applicants who qualify under Minn. Stat. 342.17.
10. Public Place: A public park or trail, public street or sidewalk; any enclosed, indoor area used by the general public, including, but not limited to, restaurants; bars; any other food or liquor establishment; hospitals; nursing homes; auditoriums; arenas; gyms; meeting rooms; common areas of rental apartment buildings, and other places of public accommodation.
11. Residential Treatment Facility: As defined under Minn. Stat. 245.462 subd. 23.
12. Retail Registration: An approved registration issued by the (insert local here) to a state-licensed cannabis retail business.
13. School: A public school as defined under Minn. Stat. 120A.05 or a nonpublic school that must meet the reporting requirements under Minn. Stat. 120A.24.
14. State License: An approved license issued by the State of Minnesota's Office of Cannabis Management to a cannabis retail business.

Section 2. Registration of Cannabis Businesses

A city or town can delegate authority for registration to the County. A city or town can still adopt specific requirement regarding zoning, buffers, and use in public places, provided said requirements are not in conflict with an ordinance adopted under the delegated authority granted to the County.

2.1 Consent to registering of Cannabis Businesses

No individual or entity may operate a state-licensed cannabis retail business within (insert local here) without first registering with (insert local here).

Any state-licensed cannabis retail business that sells to a customer or patient without valid retail registration shall incur a civil penalty of (up to \$2,000) for each violation.

Notwithstanding the foregoing provisions, the state shall not issue a license to any cannabis business to operate in Indian country, as defined in United States Code, title 18, section 1151, of a Minnesota Tribal government without the consent of the Tribal government.

2.2 Compliance Checks Prior to Retail Registration

A jurisdiction can choose to conduct a preliminary compliance check prior to issuance of retail registration.

Prior to issuance of a cannabis retail business registration, (insert local here) (shall/shall not) conduct a preliminary compliance check to ensure compliance with local ordinances.

Pursuant to Minn. Stat. 342, within 30 days of receiving a copy of a state license application from OCM, (insert local here) shall certify on a form provided by OCM whether a proposed cannabis retail business complies with local zoning ordinances and, if applicable, whether the proposed business complies with the state fire code and building code.

2.3 Registration & Application Procedure

2.3.1 Fees.

(insert local here) shall not charge an application fee.

A registration fee, as established in (insert local here)'s fee schedule, shall be charged to applicants depending on the type of retail business license applied for.

An initial retail registration fee shall not exceed \$500 or half the amount of an initial state license fee under Minn. Stat. 342.11, whichever is less. The initial registration fee shall include the initial retail registration fee and the first annual renewal fee.

Any renewal retail registration fee imposed by (insert local here) shall be charged at the time of the second renewal and each subsequent renewal thereafter.

A renewal retail registration fee shall not exceed \$1,000 or half the amount of a renewal state license fee under Minn. Stat. 342.11, whichever is less.

A medical combination business operating an adult-use retail location may only be charged a single registration fee, not to exceed the lesser of a single retail registration fee, defined under this section, of the adult-use retail business.

2.3.2 Application Submittal.

The (insert local here) shall issue a retail registration to a state-licensed cannabis retail business that adheres to the requirements of Minn. Stat. 342.22.

(A) An applicant for a retail registration shall fill out an application form, as provided by the (insert local here). Said form shall include, but is not limited to:

- i. Full name of the property owner and applicant;
- ii. Address, email address, and telephone number of the applicant;
- iii. The address and parcel ID for the property which the retail registration is sought;
- iv. Certification that the applicant complies with the requirements of local ordinances established pursuant to Minn. Stat. 342.13.
- v. (Insert additional standards here)

(B) The applicant shall include with the form:

- i. the application fee as required in [Section 2.3.1];
 - ii. a copy of a valid state license or written notice of OCM license preapproval;
 - iii. (Insert additional standards here)
- (C) Once an application is considered complete, the (insert local government designee) shall inform the applicant as such, process the application fees, and forward the application to the (insert staff/department, or elected body that will approve or deny the request) for approval or denial.
- (D) The application fee shall be non-refundable once processed.

2.3.3 Application Approval

- (A) (Optional) A state-licensed cannabis retail business application shall not be approved if the cannabis retail business would exceed the maximum number of registered cannabis retail businesses permitted under Section 2.6.
- (B) A state-licensed cannabis retail business application shall not be approved or renewed if the applicant is unable to meet the requirements of this ordinance.
- (C) A state-licensed cannabis retail business application that meets the requirements of this ordinance shall be approved.

2.3.4 Annual Compliance Checks.

The (insert local here) shall complete at minimum one compliance check per calendar year of every cannabis business to assess if the business meets age verification requirements, as required under [Minn. Stat. 342.22 Subd. 4(b) and Minn. Stat. 342.24] and this/these [chapter/section/ordinances].

The (insert local here) shall conduct at minimum one unannounced age verification compliance check at least once per calendar year.

Age verification compliance checks shall involve persons at least 17 years of age but under the age of 21 who, with the prior written consent of a parent or guardian if the person is under the age of 18, attempt to purchase adult-use cannabis flower, adult-use cannabis products, lower-potency hemp edibles, or hemp-derived consumer products under the direct supervision of a law enforcement officer or an employee of the local unit of government.

Any failures under this section must be reported to the Office of Cannabis Management.

2.3.5 Location Change

A jurisdiction may decide to treat location changes as a new registration, or alternatively treat a location change as allowable subject to compliance with the rest of the registration process.

A state-licensed cannabis retail business shall be required to submit a new application for registration under Section 2.3.2 if it seeks to move to a new location still within the legal boundaries of (insert local here).

or

If a state-licensed cannabis retail business seeks to move to a new location still within the legal boundaries of (insert local here), it shall notify (insert local here) of the proposed location change, and submit necessary information to meet all the criteria in this paragraph.

2.4 Renewal of Registration

The (insert local here) shall renew an annual registration of a state-licensed cannabis retail business at the same time OCM renews the cannabis retail business' license.

A state-licensed cannabis retail business shall apply to renew registration on a form established by (insert local here).

A cannabis retail registration issued under this ordinance shall not be transferred.

2.4.1 Renewal Fees.

The (insert local here) may charge a renewal fee for the registration starting at the second renewal, as established in (insert local here)'s fee schedule.

2.4.2 Renewal Application.

The application for renewal of a retail registration shall include, but is not limited to:

- Items required under Section 2.3.2 of this Ordinance.
- Insert additional items here

2.5 Suspension of Registration

2.5.1 When Suspension is Warranted.

The (insert local here) may suspend a cannabis retail business's registration if it violates the ordinance of (insert local here) or poses an immediate threat to the health or safety of the public. The (insert local here) shall immediately notify the cannabis retail business in writing the grounds for the suspension.

2.5.2 Notification to OCM.

The (insert local here) shall immediately notify the OCM in writing the grounds for the suspension. OCM will provide (insert local here) and cannabis business retailer a response to the complaint within seven calendar days and perform any necessary inspections within 30 calendar days.

2.5.3 Length of Suspension.

A jurisdiction can wait for a determination from the OCM before reinstating a registration.

The suspension of a cannabis retail business registration may be for up to 30 calendar days, unless OCM suspends the license for a longer period. The business may not make sales to customers if their registration is suspended.

The (insert local here) may reinstate a registration if it determines that the violations have been resolved.

The (insert local here) shall reinstate a registration if OCM determines that the violation(s) have been resolved.

2.5.4 Civil Penalties.

Subject to Minn. Stat. 342.22, subd. 5(e) the (insert local here) may impose a civil penalty, as specified in the (insert local here)'s Fee Schedule, for registration violations, not to exceed \$2,000.

2.6 Limiting of Registrations

A jurisdiction may choose to set a limit on the number of retail registrations within its boundaries. The jurisdiction may not however, limit the number of registrations to fewer than one per 12,500 residents.

(Optional) The (insert local here) shall limit the number of cannabis retail businesses to no fewer than one registration for every 12,500 residents within (insert local legal boundaries here).

(Optional) If (insert county here) has one active cannabis retail businesses registration for every 12,500 residents, the (insert local here) shall not be required to register additional state-licensed cannabis retail businesses.

(Optional) The (insert local here) shall limit the number of cannabis retail businesses to (insert number <= minimum required).

Section 3. Requirements for Cannabis Businesses

State Statutes note that jurisdictions may “adopt reasonable restrictions on the time, place, and manner of the operation of a cannabis business.” A jurisdiction considering other siting requirements (such as a buffer between cannabis businesses, or a buffer from churches) should consider whether there is a basis to adopt such restrictions.

3.1 Minimum Buffer Requirements

A jurisdiction can adopt buffer requirements that prohibit the operation of a cannabis business within a certain distance of schools, daycares, residential treatment facilities, or from an attraction within a public park that is regularly used by minors, including a playground or athletic field. Buffer requirements are optional. A jurisdiction cannot adopt larger buffer requirements than the requirements here in Section 3.1. A jurisdiction should use a measuring system consistent with the rest of its ordinances, e.g. from lot line or center point of lot.

(Optional) The (insert local here) shall prohibit the operation of a cannabis business within [0-1,000] feet of a school.

(Optional) The (insert local here) shall prohibit the operation of a cannabis business within [0-500] feet of a day care.

(Optional) The (insert local here) shall prohibit the operation of a cannabis business within [0-500] feet of a residential treatment facility.

(Optional) The (insert local here) shall prohibit the operation of a cannabis business within [0-500] feet of an attraction within a public park that is regularly used by minors, including a playground or athletic field.

(Optional) The (insert local here) shall prohibit the operation of a cannabis retail business within [X] feet of another cannabis retail business.

Pursuant to Minn. Stat. 462.367 subd. 14, nothing in Section 3.1 shall prohibit an active cannabis business or a cannabis business seeking registration from continuing operation at the same site if a (school/daycare/residential treatment facility/attraction within a public park that is regularly used by minors) moves within the minimum buffer zone.

3.2 Zoning and Land Use

For jurisdictions with zoning, said jurisdiction can limit what zone(s) Cannabis businesses can operate in. As with other uses in a Zoning Ordinance, a jurisdiction can also determine if such use requires a Conditional or Interim Use permit. A jurisdiction cannot outright prohibit a cannabis business. A jurisdiction should amend their Zoning Ordinance and list what zone(s) Cannabis businesses are permitted in, and whether they are permitted, conditional, or interim uses. While each locality conducts its zoning differently, a few themes have emerged across the country. For example, cannabis manufacturing facilities are often placed in industrial zones, while cannabis retailers are typically found in commercial/retail zones. Cannabis retail facilities align with general retail establishments and are prohibited from allowing consumption or use onsite and are also required to have plans to prevent the visibility of cannabis and hemp-derived products to individuals outside the retail location. Cannabis businesses should be zoned under existing zoning ordinances in accordance with the license type or endorsed activities held by the cannabis business.

3.2.1. Cultivation.

Cannabis businesses licensed or endorsed for cultivation are permitted as a (type of use) in the following zoning districts:

- (Insert zoning districts use is permitted in here)
- (Insert zoning districts use is permitted in here)

3.2.1. Cannabis Manufacturer.

Cannabis businesses licensed or endorsed for cannabis manufacturer are permitted as a (type of use) in the following zoning districts:

- (Insert zoning districts use is permitted in here)
- (Insert zoning districts use is permitted in here)

3.2.1. Hemp Manufacturer.

Businesses licensed or endorsed for low-potency hemp edible manufacturers permitted as a (type of use) in the following zoning districts:

- (Insert zoning districts use is permitted in here)
- (Insert zoning districts use is permitted in here)

3.2.1. Wholesale.

Cannabis businesses licensed or endorsed for wholesale are permitted as a (type of use) in the following zoning districts:

- (Insert zoning districts use is permitted in here)
- (Insert zoning districts use is permitted in here)

3.2.1. Cannabis Retail.

Cannabis businesses licensed or endorsed for cannabis retail are permitted as a (type of use) in the following zoning districts:

- (Insert zoning districts use is permitted in here)
- (Insert zoning districts use is permitted in here)

3.2.1. Cannabis Transportation.

Cannabis businesses licensed or endorsed for transportation are permitted as a (type of use) in the following zoning districts:

- (Insert zoning districts use is permitted in here)
- (Insert zoning districts use is permitted in here)

3.2.1. Cannabis Delivery.

Cannabis businesses licensed or endorsed for delivery are permitted as a (type of use) in the following zoning districts:

- (Insert zoning districts use is permitted in here)
- (Insert zoning districts use is permitted in here)

3.3 Hours of Operation

A jurisdiction may adopt an ordinance limiting hours of operation to the hours between 10 a.m. and 9 p.m., seven days a week. State statute prohibits the sale of cannabis between 2 a.m. and 8 a.m., Monday through Saturday, and between 2 a.m. and 10 a.m. on Sundays.

(Optional) Cannabis businesses are limited to retail sale of cannabis, cannabis flower, cannabis products, lower-potency hemp edibles, or hemp-derived consumer products between the hours of (insert time here) and (insert time here).

3.4 (Optional) Advertising

Cannabis businesses are permitted to erect up to two fixed signs on the exterior of the building or property of the business, unless otherwise limited by (insert local here)'s sign ordinances.

Section 4. Temporary Cannabis Events

Any individual or business seeking to obtain a cannabis event license must provide OCM information about the time, location, layout, number of business participants, and hours of operation. A cannabis event organizer must receive local approval, including obtaining any necessary permits or licenses issued by a local unit of government before holding a cannabis event.

4.1 License or Permit Required for Temporary Cannabis Events

4.1.1 License Required.

A cannabis event organizer license entitles the license holder to organize a temporary cannabis event lasting no more than four days. A jurisdiction should determine what type of approval is consistent with their existing ordinances for events.

A license or permit is required to be issued and approved by (insert local here) prior to holding a Temporary Cannabis Event.

4.1.2 Registration & Application Procedure

A registration fee, as established in (insert local here)'s fee schedule, shall be charged to applicants for Temporary Cannabis Events.

4.1.3 Application Submittal & Review.

The (insert local here) shall require an application for Temporary Cannabis Events.

- (A) An applicant for a retail registration shall fill out an application form, as provided by the (insert local here). Said form shall include, but is not limited to:
 - i. Full name of the property owner and applicant;
 - ii. Address, email address, and telephone number of the applicant;
 - iii. (Insert additional standards here)
- (B) The applicant shall include with the form:
 - i. the application fee as required in (Section 4.1.2);
 - ii. a copy of the OCM cannabis event license application, submitted pursuant to 342.39 subd. 2.

The application shall be submitted to the (insert local authority), or other designee for review. If the designee determines that a submitted application is incomplete, they shall return the application to the applicant with the notice of deficiencies.

- (C) Once an application is considered complete, the designee shall inform the applicant as such, process the application fees, and forward the application to the (insert staff/department, or elected body that will approve or deny the request) for approval or denial.

- (D) The application fee shall be non-refundable once processed.

- (E) The application for a license for a Temporary Cannabis Event shall meet the following standards:

A jurisdiction may establish standards for Temporary cannabis events which the event organizer must meet, including restricting or prohibiting any on-site consumption. If there are public health, safety, or welfare concerns associated with a proposed cannabis event, a jurisdiction would presumably be authorized to deny approval of that event.

- Insert standards here

(G) A request for a Temporary Cannabis Event that meets the requirements of this Section shall be approved.

(H) A request for a Temporary Cannabis Event that does not meet the requirements of this Section shall be denied. The (insert city/town/county) shall notify the applicant of the standards not met and basis for denial.

(Optional) Temporary cannabis events shall only be held at (insert local place).

(Optional) Temporary cannabis events shall only be held between the hours of (insert start time) and (insert stop time).

Section 5. (Optional) Lower-Potency Hemp Edibles

A jurisdiction can establish different standards or requirements regarding Low-Potency Edibles. A jurisdiction can consider including the following section and subsections in their cannabis ordinance.

5.1 Sale of Low-Potency Hemp Edibles

The sale of Low-Potency Edibles is permitted, subject to the conditions within this Section.

5.2 Zoning Districts

If sales are permitted, a jurisdiction can limit what zone(s) the sales of Low-Potency Edibles can take place in. A jurisdiction can also determine if such activity requires a Conditional or Interim Use permit.

Low-Potency Edibles businesses are permitted as a (type of use) in the following zoning districts:

- (Insert zoning districts use is permitted in here)
- (Insert zoning districts use is permitted in here)

5.3 (Optional) Additional Standards

5.3.1 Sales within Municipal Liquor Store.

A jurisdiction that already operates a Municipal Liquor Store may sell Low-Potency Edibles within the same store.

The sale of Low-Potency Edibles is permitted in a Municipal Liquor Store.

5.3.2 Age Requirements.

A jurisdiction is able to restrict the sale of Low-Potency Edibles to locations such as bars.

The sale of Low-Potency Edibles is permitted only in places that admit persons 21 years of age or older.

5.3.3 Beverages.

The sale of Low-Potency Hemp Beverages is permitted in places that meet requirements of this Section.

5.3.4 Storage of Product.

A jurisdiction is able to set requirements on storage and sales of Low-Potency Edibles.

Low-Potency Edibles shall be sold behind a counter, and stored in a locked case.

Section 6. (Optional) Local Government as a Cannabis Retailer

(insert local here) may establish, own, and operate one municipal cannabis retail business subject to the restrictions in this chapter.

The municipal cannabis retail store shall not be included in any limitation of the number of registered cannabis retail businesses under Section 2.6.

(insert local here) shall be subject to all same rental license requirements and procedures applicable to all other applicants.

Section 7 Use in Public Places

No person shall use cannabis flower, cannabis products, lower-potency hemp edibles, or hemp-derived consumer products in a public place or a place of public accommodation unless the premises is an establishment or an event licensed to permit on-site consumption of adult-use.

Appendix B: Hemp Flower and Hemp-Derived Cannabinoid Product Checklist

Hemp Flower and Hemp-Derived Cannabinoid Product Checklist

Minnesota Statute 18K.02, Definitions
Minnesota Statute 152.01, Subdivision 9
Minnesota Statute 151.72, Sale of Certain Cannabinoid Products

Minnesota Statute 152.0264, Cannabis Sale Crimes
Minnesota Statute 342.09, Personal Adult Use of Cannabis

Question	Yes	No	Comments	Additional Information
Business License and Registration Compliance				
Is the business registered with the Minnesota Department of Health?				All businesses selling hemp-derived cannabinoid products must be registered. See Hemp-Derived Cannabinoid Products (www.health.state.mn.us/people/cannabis/edibles/index.html)
If the business offers on-site consumption, do they have a liquor license?				Local authorities issue on-site consumption licenses. These are required for all businesses permitting on-site consumption of THC.
Product Compliance – All Products				
Does the business ensure that all sales are made to persons 21 years old or older?				Only persons 21 years of age or older may purchase hemp-derived cannabinoid products, with the exception of topicals. These products may be sold to anyone.
Does the business have all edible cannabinoid products, except beverages, behind the counter or in a locked cabinet?				Businesses must ensure all edible cannabinoid products are secure and inaccessible to customers.

Question	Yes	No	Comments	Additional Information
Only delta-8 and delta-9 are allowed for human consumption. Does the business sell edibles or beverages with any other intoxicating cannabinoids?				MDH has identified products containing many different intoxicating cannabinoids, such as HHC, THC-O, THC-P, PHC, delta-10, delta-11, delta-8p, delta-9p, etc. The product must contain only delta-8 and/or delta-9.
Does the business sell any edible products that are similar to a product marketed to or consumed by children?				Edible products that appear similar to candy or snacks marketed toward or consumed by children are not allowed.
Does the label on the edible or beverage state “Keep out of reach of children”?				All products must include the warning label “Keep out of reach of children.”
Is the manufacturer’s name, address, website, and contact phone number included on the label or provided through a QR code?				If not, the product is not in compliance.
Does the QR code on the product bring the user to a Certificate of Analysis on the website, which includes the name of the independent testing laboratory, cannabinoid profile, and product batch number?				All products must be tested by batch in an independent, accredited laboratory. The results must include the cannabinoid profile.
Does the label on the product indicate the cannabinoids by serving and in total?				The label must indicate the potency by individual serving as well as in total.

Question	Yes	No	Comments	Additional Information
Does the label on the product make any claim the product offers any kind of health benefit?				Health claims are not permitted on hemp or cannabis products unless approved by the FDA. At this time, there is not an approved statement.
Does the label on the product state that the product does not claim to diagnose, treat, cure or prevent any disease?				The manufacturer cannot claim the product will provide any health benefit unless the product has been formally approved by the FDA.
Does the business sell CBD (or other forms of cannabidiol) in the form of a softgel, tablet, or tincture?				Non-intoxicating cannabinoids may only be sold in the form of an edible, beverage, or topical. Therefore, softgels and tablets cannot be sold. Tinctures must be labeled as either an edible or beverage and comply with the edible or beverage requirements.
Product Compliance – Edibles				
Does the edible product contain more than 5 mg delta-8 and/or delta-9 per serving?				Edibles may not exceed 5 mg delta-8 and/or delta-9 per serving.
Does the edible product package/container contain more than 50 mg total THC (delta-8 and/or delta-9)?				Edibles may not exceed 50 mg total delta-8 or delta-9 per package. The edible cannot contain any other form of THC or intoxicating cannabinoid.
Are all the edible product's servings clearly marked, wrapped, or scored <u>on</u> the product?				Edible product servings must be clearly distinguished on the product. Bulk products that require the consumer to measure are not allowed.

Question	Yes	No	Comments	Additional Information
Does the business sell any edible products in the shape of bears, worms, fruits, rings, ribbons?				Edibles in shapes that appeal to children are not allowed.
Is the edible product in a child-proof, tamper-evident, opaque container?				All edibles must be in a container that is child-resistant and tamper evident. If the container is clear, the business must place the edible into an opaque bag at the point of sale. Clear bags are not allowed.
Product Compliance - Beverages				
Does the beverage product contain more than 5 mg delta-8 or delta-9 per serving?				Beverages may not exceed 5 mg delta-8 and/or delta-9 per serving.
Does the beverage product contain more than 2 servings?				Beverages cannot exceed two servings, regardless of the THC potency.
Is the beverage product in an opaque container?				If the beverage is in a clear container, the business must place the beverage in an opaque bag at the point of sale.
Product Compliance – Smokables (non-flower)				
Does the business sell vapes, pre-rolls, dabs, or other smokable products which contain more than 0.3% THC?				A product's certificate of analysis will show the concentration of THC the product contains. The certificate typically is found through the QR code on the product package. In MDH's experience, most vapes contain 50% - 90%+ THC. Pre-rolls may consist of raw hemp flower. These products are not regulated by 151.72. However, if a pre-roll is labeled as "infused" or "coated" have additional cannabinoids applied to the material, of which the product typically exceeds the 0.3% THC limit.

Question	Yes	No	Comments	Additional Information
Does the business sell vapes, pre-rolls, dabs, or other smokeable products that contain other intoxicating cannabinoids, such as HHC?				MN Statutes do not allow any cannabinoid, other than delta-8 or delta-9, to be sold if the cannabinoid is intended to alter the structure or function of the body. HHC is a cannabinoid known to have potency greater than THC.
Does the business sell vapes, pre-rolls, dabs, or other smokable products which contain CBD?				Non-intoxicating cannabinoids cannot be smoked, vaped, or inhaled.
Product Compliance – Flower				
Does the business sell raw hemp flower?				Raw hemp flower must contain 0.3% or less of delta-9 on a dry weight basis. Products exceeding 0.3% delta-9 dry weight are marijuana, and are illegal for sale. THC-A is the non psychoactive precursor to delta-9. Once heated THC-A converts to delta-9. In that process some amount of THC-A is lost. To determine whether, once heated, the hemp flower will exceed the allowable 0.3% of delta-9, one can use a decarboxylation formula which takes into account the conversion of THC-A into delta-9. That formula is as follows: Total THC = (0.877 X THC-A) + d-9 THC) Raw flower must include a certificate of analysis to show testing below 0.3% delta-9. • A lack of a certificate of analysis would constitute an illegal sale.

Question	Yes	No	Comments	Additional Information
				A certificate of analysis showing that under the decarboxylation formula that delta-9 would exceed the 0.3% threshold would also indicate the flower is cannabis and not hemp and therefore being sold illegally.
Product Compliance – On-Site Consumption				
If the business offers on-site consumption, do they serve the edible or beverage in its original packaging?				The business may not pour out or remove an edible from its original packaging.
If the business offers on-site consumption, do they mix a cannabis-infused beverage with alcohol?				The business may not mix cannabis-infused products with alcohol.
If the business offers on-site consumption, do they permit customers to remove from the premises products which have been removed from their original packaging?				Products which have been removed from their original packaging cannot be removed from the premises by the customer.

NOTE: If a person suspects that a hemp-derived cannabinoid product is being sold in violation of Minnesota law, they can use the complaint form at [Submitting Hemp-Derived Cannabinoid Product Complaints \(www.health.state.mn.us/people/cannabis/edibles/complaints.html\)](http://www.health.state.mn.us/people/cannabis/edibles/complaints.html).

Appendix C: Enforcement Notice from the Office of Cannabis Management

Enforcement Notice from the Office of Cannabis Management

Dear Registered Hemp Derived Cannabinoid Business:

The Office of Cannabis Management (OCM), established in 2023, is charged with developing and implementing the operational and regulatory systems to oversee the cannabis industry in Minnesota as provided in Minnesota Statutes Chapter 342.

When Minnesota legalized the sale of adult-use of cannabis flower, cannabis products, and lower-potency hemp edibles/ hemp-derived consumer products, the Minnesota Legislature included statutory provisions, [Minnesota Statutes, chapter 152.0264](#), making the sale of cannabis illegal until a business is licensed by OCM. The Office of Cannabis Management has not yet issued licenses for the cultivation, manufacture, wholesale, transportation or retail sale of cannabis, therefore any retail sales of cannabis products, including cannabis flower, are illegal.

The Office of Cannabis Management has received complaints of retailers selling cannabis flower under the label of hemp flower. Under an agreement between The Minnesota Department of Health (MDH) and OCM, inspectors from MDH will begin to examine any flower products being sold during their regular inspections to determine whether they are indeed hemp flower or cannabis flower.

In distinguishing between hemp and cannabis flower, OCM, consistent with federal rules and regulations related to hemp under 7 CFR 990.1, will consider the total concentration of THC post- decarboxylation, which is the process by which THC-A is converted into Delta-9 to produce an intoxicating effect. The examination of raw flower products will include reviewing the certificate of analysis for compliance in several areas, including:

Compliance with the requirement that raw flower listed for sale includes a Certificate of Analysis (COA). Products for sale without a COA will constitute an illegal sale.

A COA that affirms concentrations of 0.3% or less of Delta-9 on a dry weight basis. Products exceeding 0.3% Delta-9 dry weight are considered marijuana and are therefore illegal to sell.

A COA that confirms that the total levels of Delta-9 and THC-A after the decarboxylation process do not exceed 0.3%. A COA that indicates the raw flower will exceed 0.3 percent Delta-9 post-decarboxylation, or a subsequent test conducted by an independent laboratory utilized by OCM that confirms Delta-9 in excess of 0.3 percent will be considered illegal.

[Minnesota Statutes, Chapter 342](#) governs Minnesota’s cannabis market, and empowers OCM to ensure regulatory compliance. [Minnesota Statutes, chapter 342.09, subdivision 4](#) prohibits the retail sale of cannabis flower and cannabis products “without a license issued under this chapter that authorizes the sale.”

To date, the Office of Cannabis Management has not issued any cannabis licenses, applications for licenses are expected to be available in the first half of 2025. As such, selling cannabis is a clear violation of law. Be aware that under [Minnesota Statutes, 342.09, subdivision 6](#), OCM may assess fines in excess of a \$1 million for violations of this law. Likewise, under [Minnesota Statutes, chapter 342.19](#), OCM is empowered to embargo any product that it has “probable cause to believe . . . is being distributed in violation of this chapter or rules adopted under this chapter[.]” Furthermore, violations of law may be considered in future licensing decisions made by OCM.

As inspectors enter the field, we encourage you to review the products you are currently selling to ensure they fall within the thresholds outlined above. If you have any questions related to the products you are selling, please send an email to cannabis.info@state.mn.us.

Thank you for your attention to this matter.

A handwritten signature in black ink, appearing to read "Charlene Briner", with a long horizontal flourish extending to the right.

Charlene Briner
Interim Director
Office of Cannabis Management

Appendix D: Notice to Unlawful Cannabis Sellers

Notice to Unlawful Cannabis Sellers

This notice is to inform you that your current course of action may run afoul of Minnesota law, and continuing this course of action may result in civil actions and potential criminal prosecution. To avoid such outcomes, you should immediately cease and desist any plans to engage in the unlicensed sale of cannabis and cannabis products.

[Minnesota Statutes, Chapter 342 \(www.revisor.mn.gov/statutes/cite/342\)](http://www.revisor.mn.gov/statutes/cite/342) governs Minnesota's cannabis market, and empowers OCM to ensure regulatory compliance. [Minnesota Statutes, chapter 342.09, subdivision 4 \(www.revisor.mn.gov/statutes/cite/342.09#stat.342.09.4\)](http://www.revisor.mn.gov/statutes/cite/342.09#stat.342.09.4) prohibits the retail sale of cannabis flower and cannabis products "without a license issued under this chapter that authorizes the sale." To date the Office of Cannabis Management has not issued any retail, or other, cannabis licenses. As such, your plan to sell cannabis in a retail setting at this date would be in flagrant violation of the law. Be aware that under [Minnesota Statutes, 342.09, subdivision 6 \(www.revisor.mn.gov/statutes/cite/342.09#stat.342.09.6\)](http://www.revisor.mn.gov/statutes/cite/342.09#stat.342.09.6), OCM may assess fines in excess of a \$1,000,000 for violations of this law.

Likewise, under [Minnesota Statutes, chapter 342.19 \(www.revisor.mn.gov/statutes/cite/342.19\)](http://www.revisor.mn.gov/statutes/cite/342.19), OCM is empowered to embargo any product that it has "probable cause to believe . . . is being distributed in violation of this chapter or rules adopted under this chapter[.]" It is believed that products attempted to be sold at your retail location might be distributed in violation of the law, and would therefore be subject to embargo by OCM. Under [Minnesota Statutes, chapter 342.19, subd. 2 \(www.revisor.mn.gov/statutes/cite/342.19#stat.342.19.2\)](http://www.revisor.mn.gov/statutes/cite/342.19#stat.342.19.2), once embargoed OCM "shall release the cannabis plant, cannabis flower, cannabis product, artificially derived cannabinoid, lower-potency hemp edible, or hemp-derived consumer product when this chapter and rules adopted under this chapter have been complied with or the item is found not to be in violation of this chapter or rules adopted under this chapter."

While Minnesota has legalized the sale of adult-use of cannabis flower, cannabis products, lower-potency hemp edibles, or hemp-derived consumer products, the legislature did add new statutory provisions, [Minnesota Statutes, chapter 152.0264 \(www.revisor.mn.gov/statutes/cite/152.0264\)](http://www.revisor.mn.gov/statutes/cite/152.0264), making illegal the unlawful sale of cannabis. As there are not yet any licenses issued by OCM for the cultivation, manufacture, wholesale, transportation, or retail of cannabis, any sales of cannabis products in excess of the limits in 152.0264 is illegal.

If you are only planning to sell cannabinoid products that are derived from hemp, you should ensure that the sale of those products is consistent with [Minnesota Statutes, chapter 151.72 \(www.revisor.mn.gov/statutes/cite/151.72\)](http://www.revisor.mn.gov/statutes/cite/151.72), including but not limited to the requirement that your business be registered with the Commissioner of Health, and that all products are in compliance with the relevant statutes.

Finally, in addition to the state laws outlined above, please be aware that any retail location must be in compliance with local government ordinances and zoning requirements.

OCM takes seriously its charge to enforce Minnesota Statutes, Chapter 342, and its responsibility to ensure a safe and legal cannabis market. In order to avoid the above-described actions, all attempts to open a cannabis retail dispensary in Minnesota without the appropriate license should be ceased.



CITY OF BLACKDUCK

ORDINANCE #2024-02

AN ORDINANCE AMENDING CHAPTER 11, LICENSING, PROVIDING FOR SECTION 1170, REGULATING CANNABIS BUSINESSES

The City Council of the City of Blackduck, Minnesota, hereby ordains:

Section 1. Administration

§1170.01 Findings and Purpose:

The City Council of the City of Blackduck make the following legislative findings:

The purpose of this ordinance is to implement the provisions of Minnesota Statutes, Chapter 342, which authorizes the City of Blackduck to protect the public health, safety, welfare of City of Blackduck residents by regulating cannabis businesses within the legal boundaries of the City of Blackduck.

The City of Blackduck finds and concludes that the proposed provisions are appropriate and lawful land use regulations for the City of Blackduck, that the proposed amendments will promote the community's interest in reasonable stability in zoning for now and in the future, and that the proposed provisions are in the public interest and for the public good.

§1170.01 Subdivision 1 Authority & Jurisdiction

The City of Blackduck, Minnesota has the authority to adopt this ordinance pursuant to:

- a) Minnesota Statute 342.13(c), regarding the authority of a local unit of government to adopt reasonable restrictions of the time, place, and manner of the operations of a cannabis business provided that such restrictions do not prohibit the establishment or operation of cannabis business.
- b) Minnesota Statute 342.22, regarding the local registration and enforcement requirements of state-licenses cannabis retail businesses and lower-potency hemp edible retail businesses.
- c) Minnesota Statute 152.0263, Subd. 5, regarding the use of cannabis in public places.
- d) Minnesota Statute 462.354, regarding the authority of a local authority to adopt zoning ordinances.

Ordinance shall be applicable to the legal boundaries of the City of Blackduck.

OPTIONAL



CITY OF BLACKDUCK

ORDINANCE #2024-02

The City of Blackduck has delegated cannabis retail registration authority to Beltrami County. However, the City of Blackduck may adopt ordinances under Section (2.6, 3 and 4) if Beltrami County has not adopted conflicting provisions.

Commented [CR1]: If COB agrees to delegate than section 2 is not needed.

§1170.01 Subdivision 2 Severability

If any section, clause, provision, or portion of this ordinance is adjusted unconstitutional or invalid by a court of competent jurisdiction, the remainder of this ordinance shall not be affected thereby.

§1170.01 Subdivision 3 Enforcement

Beltrami County is responsible for the administration and enforcement of this ordinance. Any violation of the provisions of this ordinance or failure to comply with any of its requirements constitutes a misdemeanor and is punishable as defined by law. Violations of this ordinance can occur regardless of whether or not a permit is required for a regulated activity listed in this ordinance.

§1170.01 Subdivision 4 Definitions

Unless otherwise noted in this section, words and phrases contained in Minnesota Statute 342.01 and the rules promulgated pursuant to any of these acts, shall have the same meanings in this ordinance.

1. Cannabis Cultivation – A cannabis business licensed to grow cannabis plants within the approved amount of space from seed or immature plant to mature plant; harvest cannabis flower from mature plant; package and label immature plants and seedlings and cannabis flower for sale to other cannabis businesses; transport cannabis flower to a cannabis manufacturer located on the same premises; and perform other actions approved by the office.
2. Cannabis Retail Business – A retail location and the retail location(s) of a mezzobusinesses with a retail operations endorsement, microbusinesses with a retail operations endorsement, medical combination businesses operating a retail location, (and/excluding) lower-potency hemp edible retailers.
3. Cannabis Retailer – Any person, partnership, firm, corporation, or association, foreign or domestic, selling cannabis product to a consumer and not for the purpose of resale in any form.
4. Daycare – A location licensed with the Minnesota Department of Human Services to provide the care of a child in a residence outside the child's own home for gain or otherwise, on a regular basis, for any part of a 24-hour day.
5. Lower-potency Hemp Edible – As defined under Minnesota Statute 342.01 subd. 50.
6. Office of Cannabis Management – Minnesota Office of Cannabis Management, referred to as "OCM" in this ordinance.



CITY OF BLACKDUCK

ORDINANCE #2024-02

7. Place of Public Accommodation – A business, accommodation, refreshment, entertainment, recreation, or transportation facility of any kind, whether licensed or not, whose goods, services, facilities, privileges, advantages or accommodations are extended, offered, sold, or otherwise made available to the public.
8. Preliminary License Approval – OCM pre-approval for a cannabis business license for applicants who qualify under Minnesota Statute 342.17.
9. Public Place – A public park or trail, public street or sidewalk; any enclosed, indoor area used by the general public, including, but not limited to, restaurants; bars; any other food or liquor establishment; hospitals; nursing homes; auditoriums; arenas; gyms; meeting rooms; common areas of rental apartment buildings, and other places of public accommodation.
10. Residential Treatment Facility – As defined under Minnesota Statute 245.462 subd. 23.
11. Retail Registration – An approved registration issued by **Beltrami County** to a state-licensed cannabis retail business.
12. School – A public school as defined under Minnesota Statute 120A.05 or a nonpublic school that must meet the reporting requirements under Minnesota Statute 120A.24.
13. State License – An approved license issued by the State of Minnesota’s Office of Cannabis Management to a cannabis retail business.

Section 2. Registration of Cannabis Businesses

§1170.02 Subdivision 1 Consent to registering of Cannabis Businesses

No individual or entity may operate a state-licensed cannabis retail business with the City of Blackduck without first registering with **Beltrami County**.

Any state-licensed cannabis retail business that sells to a customer or patient without valid retail registration shall incur a civil penalty of **(up to \$2,000)** for each violation.

Notwithstanding the foregoing provisions, the state shall not issue a license to any cannabis business to operate in Indian country, as defined in United States Code, title 18, section 1151, of a Minnesota Tribal government without the consent of the Tribal government.

§1170.02 Subdivision 2 Compliance Checks Prior to Retail Registration

Prior to issuance of a cannabis retail business registration, **Beltrami County (shall/shall not)** conduct a preliminary compliance check to ensure compliance with local ordinances.

Pursuant to Minnesota Statute 342, within 30 days of receiving a copy of a state license application from OCM, the **City of Blackduck** shall certify on a form provided by OCM whether a proposed cannabis retail business complies with local zoning ordinances and, if applicable, whether the proposed business complies with the state fire code and building code.



CITY OF BLACKDUCK

ORDINANCE #2024-02

§1170.02 Subdivision 3 Registration & Application Procedure

§1170.02 Subd. 3.1 Fees

The City of Blackduck shall not charge an application fee.

A registration fee, as established in the City of Blackduck's fee schedule, shall be charged to applicants depending on the type of retail business license applied for.

An initial retail registration fee shall not exceed \$500 or half the amount of an initial state license fee under Minnesota Statute 342.11, whichever is less. The initial registration fee shall include the initial retail registration fee and the first annual renewal fee.

Any renewal retail registration fee imposed by the City of Blackduck shall be charge at the time of the second renewal and each subsequent renewal thereafter.

A renewal retail registration fee shall not exceed \$1,000 or half the amount of a renewal state license fee under Minnesota Statute 342.11, whichever is less.

A medical combination business operating an adult-use retail location may only be charged a single registration fee, not to exceed the lesser of a single retail registration fee, defined under this section, of the adult-use retail business.

§1170.02 Subdivision 3.2 Application Submittal

The City of Blackduck shall issue a retail registration to a state-license cannabis retail business that adheres to the requirements of Minnesota Statute 342.22

- A. An applicant for a retail registration shall fill out an application form, as provided by the City of Blackduck. Said form shall include, but is not limited to:
 - i. Full name of the property owner and applicant;
 - ii. Address, email address, and telephone number of the applicant;
 - iii. The address and parcel ID for the property which the retail registration is sought;
 - iv. Certification that the applicant complies with the requirements of local ordinances established pursuant to Minnesota Statute 342.13
 - v. other
- B. The applicant shall include with the form:
 - i. The application fee as required in §1170.02 subd. 3.1
 - ii. A copy of a valid state license or written notice of OCM license preapproval;
 - iii. other



CITY OF BLACKDUCK

ORDINANCE #2024-02

- C. Once an application is considered complete, the (local designee) shall inform the applicant as such, process application fees, and forward the application to the (insert staff/department, or elected body that will approve or deny the request) for approval or denial.
- D. The application fee shall be non-refundable once processed.

§1170.02 Subdivision 3.3 Application Approval

- A. (Optional) A state-licensed cannabis retail business application shall not be approved if the cannabis retail business would exceed the maximum number of registered cannabis retail businesses permitted under Section 02.6
- B. A state-licensed cannabis retail business application shall not be approved or renewed if the applicant is unable to meet the requirements of this ordinance.
- C. A state-licensed cannabis retail business application that meets the requirements of this ordinance shall be approved.

§1170.02 Subdivision 3.4 Annual Compliance Checks

The City of Blackduck shall complete at minimum one compliance check per calendar year of every cannabis business to assess if the business meets age verification requirements, as required under Minnesota Statute 342.22 Subd. 4(b) and Minnesota Statute 342.24 and this/these (sections/ordinances)

The City of Blackduck shall conduct at minimum one unannounced age verification compliance check at least once per calendar year.

Age verification compliance checks shall involve persons at least 17 years of age but under the age of 21 who, with the prior written consent of a parent or guardian if the person is under the age of 18, attempt to purchase adult-use cannabis flower, adult-use cannabis products, lower-potency hemp edibles, or hemp-derived consumer products under the direct supervision of a law enforcement officer or an employee of the local unit of government.

Any failures under this section must be reported to the Office of Cannabis Management.

§1170.02 Subdivision 3.5 Location Change

A state-licensed cannabis retail business shall be required to submit a new application for registration under Section 2.3.2 if it seeks to move to a new location still within legal boundaries of the City of Blackduck.

Or



CITY OF BLACKDUCK

ORDINANCE #2024-02

If a state-licensed cannabis retail business seeks to move to a new location still within the legal boundaries of the City of Blackduck, it shall notify the City of Blackduck of the proposed location change, and submit necessary information to meet all the criteria in this paragraph.

§1170.02 Subdivision 4 Renewal of Registration

The City of Blackduck shall renew an annual registration of a state-licensed cannabis retail business at the same time OCM renews the cannabis retail business' license.

A state-licensed cannabis retail business shall apply to renew registration on a form established by the City of Blackduck.

A cannabis retail registration issued under this ordinance shall not be transferred.

§1170.02 Subdivision 4.1 Renewal Fees

The City of Blackduck may charge a renewal fee for the registration starting at the second renewal, as established in Blackduck's fee schedule.

§1170.02 Subdivision 4.2 Renewal application

The application for renewal of a retail registration shall include, but is not limited to:

- Items required under Section 2.3.2 of this Ordinance
- other

§1170.02 Subdivision 5 Suspension of Registration

§1170.02 Subdivision 5.1 When Suspension is Warranted

The City of Blackduck may suspend a cannabis retail business's registration if it violates the ordinance of the City of Blackduck or poses an immediate threat to the health or safety of the public. The City of Blackduck shall immediately notify the cannabis retail business in writing the grounds for the suspension.

§1170.02 Subdivision 5.2 Notification to OCM

The City of Blackduck shall immediately notify the OCM in writing the grounds for the suspension. OCM will provide the City of Blackduck and cannabis business retailer a response to the complaint within seven calendar days and perform any necessary inspections within 30 calendar days.



CITY OF BLACKDUCK

ORDINANCE #2024-02

§1170.2 Subdivision 5.3 Length of Suspension

The suspension of a cannabis retail business registration may be for up to 30 calendar days, unless OCM suspends the license for a longer period. The business may not make sales to customers if their registration is suspended.

The City of Blackduck may reinstate a registration if it determines that the violations have been resolved.

The City of Blackduck shall reinstate a registration if OCM determines that the violations(s) have been resolved.

§1170.2 Subdivision 5.4 Civil Penalties

Subject to Minnesota Statute 342.22, subd. 5e the City of Blackduck may impose a civil penalty, as specified in the City of Blackduck's fee schedule, for registration violations, not to exceed \$2,000/

§1170.2 Subdivision 6 Limiting of Registrations

(Optional) The City of Blackduck shall limit the number of cannabis retail businesses to no fewer than one registration for every 12,500 residents within the municipal boundaries of the City of Blackduck.

Section 3. Requirements for Cannabis Businesses

§1170.3 Subdivision 1 Minimum Buffer Requirements

(Optional) The City of Blackduck shall prohibit the operation of a cannabis business within (0-1000) feet of a school.

(Optional) The City of Blackduck shall prohibit the operation of a cannabis business within (0-500) feet of a day care.

(Optional) The City of Blackduck shall prohibit the operation of a cannabis business within (0-500) feet of a residential treatment facility.

(Optional) The City of Blackduck shall prohibit the operation of a cannabis business within (0-500) feet of an attraction within a public park that is regularly used by minors, including a playground or athletic field.

Commented [CR2]: Planning Board, City Council provide input

Commented [CR3]: Review GIS maps with min 500' buffers



CITY OF BLACKDUCK

ORDINANCE #2024-02

(Optional) The City of Blackduck shall prohibit the operation of a cannabis retail business with (X) feet of another cannabis retail business.

Pursuant to Minnesota Statute 462.367 subd. 14, nothing in Section 3.1 shall prohibit an active cannabis business or a cannabis business seeking registration from continuing operation at the same site if a (school/daycare/residential treatment facility/attraction within a public park that is regularly used by minors) moves within the minimum buffer zone.

§1170.3 Subdivision 2 Zoning and Land Use

Commented [CR4]: Once established Chapter 15 must be amended.

§1170.3 Subdivision 2.1 Cultivation

Cannabis businesses licensed or endorsed for cultivation are permitted as a (type of use) in the following zoning districts:

- (insert zoning districts use is permitted in here)

§1170.3 Subdivision 2.1 Cannabis Manufacturer

Cannabis businesses licensed or endorsed for cannabis manufacturer are permitted as a (type of use) in the following zoning districts:

- (insert zoning districts use is permitted in here)

§1170.3 Subdivision 2.1 Hemp Manufacturer

Businesses licensed or endorsed for low-potency hemp edible manufacturers permitted as a (type of use) in the following zoning districts:

- (insert zoning districts use is permitted in here)

§1170.3 Subdivision 2.1 Wholesale

Cannabis businesses licensed or endorsed for wholesale are permitted as a (type of use) in the following zoning districts:

- (insert zoning districts use is permitted in here)

§1170.3 Subdivision 2.1 Cannabis Retail

Cannabis businesses licensed or endorsed for cannabis retail are permitted as a (type of use) in the following zoning districts:

- (insert zoning districts use is permitted in here)



CITY OF BLACKDUCK

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§1170.3 Subdivision 2.1 Cannabis Transportation

Cannabis businesses licensed or endorsed for transportation are permitted as a (type of use) in the following zoning districts:

- (insert zoning districts use is permitted in here)

§1170.3 Subdivision 2.1 Cannabis Delivery

Cannabis businesses licensed or endorsed for delivery are permitted as a (type of use) in the following zoning districts:

- (insert zoning districts use is permitted in here)

§1170.3 Subdivision 3 Hours of Operation

(Optional) Cannabis businesses are limited to retail sale of cannabis, cannabis flower, cannabis products, lower-potency hemp edibles, or hemp-derived consumer products between the hours of (insert time here) and (insert time here).

§1170.3 Subdivision 4 (Optional) Advertising

Cannabis businesses are permitted to erect up to two fixed signs on the exterior of the building or property of the business, unless otherwise limited by the City of Blackduck's sign Ordinance.

Section 4. Temporary Cannabis Events

§1170.4 Subdivision 1 License or Permit required for temporary cannabis events

§1170.4 Subdivision 1.1 License Required

A license or permit is required to be issued and approved by the City of Blackduck prior to holding a Temporary Cannabis Event.

§1170.4 Subdivision 1.2 Registration & Application Procedure

A registration fee, as establishing in the City of Blackduck's fee schedule, shall be charged to applicants for Temporary Cannabis Events.

§1170.4 Subdivision 1.3 Application Submittal & Review

The City of Blackduck shall require an application for Temporary Cannabis Events.

Commented [CR5]: Consider issuance & develop application form

Commented [CR6]: If approved set fee in annual schedule



CITY OF BLACKDUCK

ORDINANCE #2024-02

- A. An applicant for a retail registration shall fill out an application form, as provided by the City of Blackduck. Said form shall include, but is not limited to:
- Full name of the property owner and applicant;
 - Address, email address, and telephone number of the applicant;
 - Other
- B. The applicant shall include with the form:
- The application fee as required in Section 4.1.2
 - A copy of the OCM cannabis event license application, submitted pursuant to 342.39 subd. 2

The application shall be submitted to the City of Blackduck, or other designee for review. If the designee determines that a submitted application is incomplete, they shall return the application to the applicant with the notice of deficiencies.

- C. Once an application is considered complete, the designee shall inform the applicant as such, process the application fees, and forward the application to the (staff/department, or elected body that will approve or deny the request) for approval or denial.
- D. The application fee shall be non-refundable once processed.
- E. The application for a license for a Temporary Cannabis Event shall meet the following standards:
- Insert standards here
- F. A request for a Temporary Cannabis Event that meets the requirements of this section shall be approved.
- G. A request for a Temporary Cannabis Event that does not meet the requirements of the section shall be denied. The City of Blackduck shall notify the applicant of the standards not met and basis for denial.

(Optional) Temporary Cannabis Events shall only be held at (insert local place)

(Optional) Temporary Cannabis Events shall only be held between the hours of (insert start time) and (insert stop time).

Section 5. (Optional) Lower-Potency Hemp Edibles

§1170.5 Subdivision 1 Sale of Low-Potency Edibles

The sale of low-potency edibles is permitted, subject to the condition within this section.

§1170.5 Subdivision 2 Zoning Districts

Low-Potency Edibles businesses are permitted as a (type of use) in the following zoning districts:

- (insert zoning districts use is permitted in here)



CITY OF BLACKDUCK

ORDINANCE #2024-02

§1170.5 Subdivision 3

(Optional) Additional Standards

§1170.5 Subdivision 3.1

Sales within Municipal Liquor Store

The sale of low-potency edibles is permitted in a municipal liquor store.

§1170.5 Subdivision 3.2

Age Requirements

The sale of low-potency edibles is permitted only in places that admit persons 21 years of age or older.

§1170.5 Subdivision 3.3

Beverages

The sale of low-potency hemp beverages is permitted in places that meet requirements of this section.

§1170.5 Subdivision 3.4

Storage of Product

Low-potency edibles shall be sold behind a counter, and stored in a locked case.

Section 6 (Optional) Local Government as a Cannabis Retailer

The City of Blackduck may establish, own, and operated one municipal cannabis retail business subject to the restrictions in this chapter.

The municipal cannabis retail store shall not be included in any limitation of the number of registered cannabis retail businesses under Section 2.6.

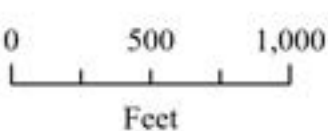
The City of Blackduck shall be subject to all same rental license requirements and procedures applicable to all other applicants.

Section 7. Use in Public Places

No person shall use cannabis flower, cannabis products, lower-potency hemp edibles, or hemp-derived consumer products in a public place or a place of public accommodation unless the premises is an establishment or an event licensed to permit on-site consumption of adult-use.



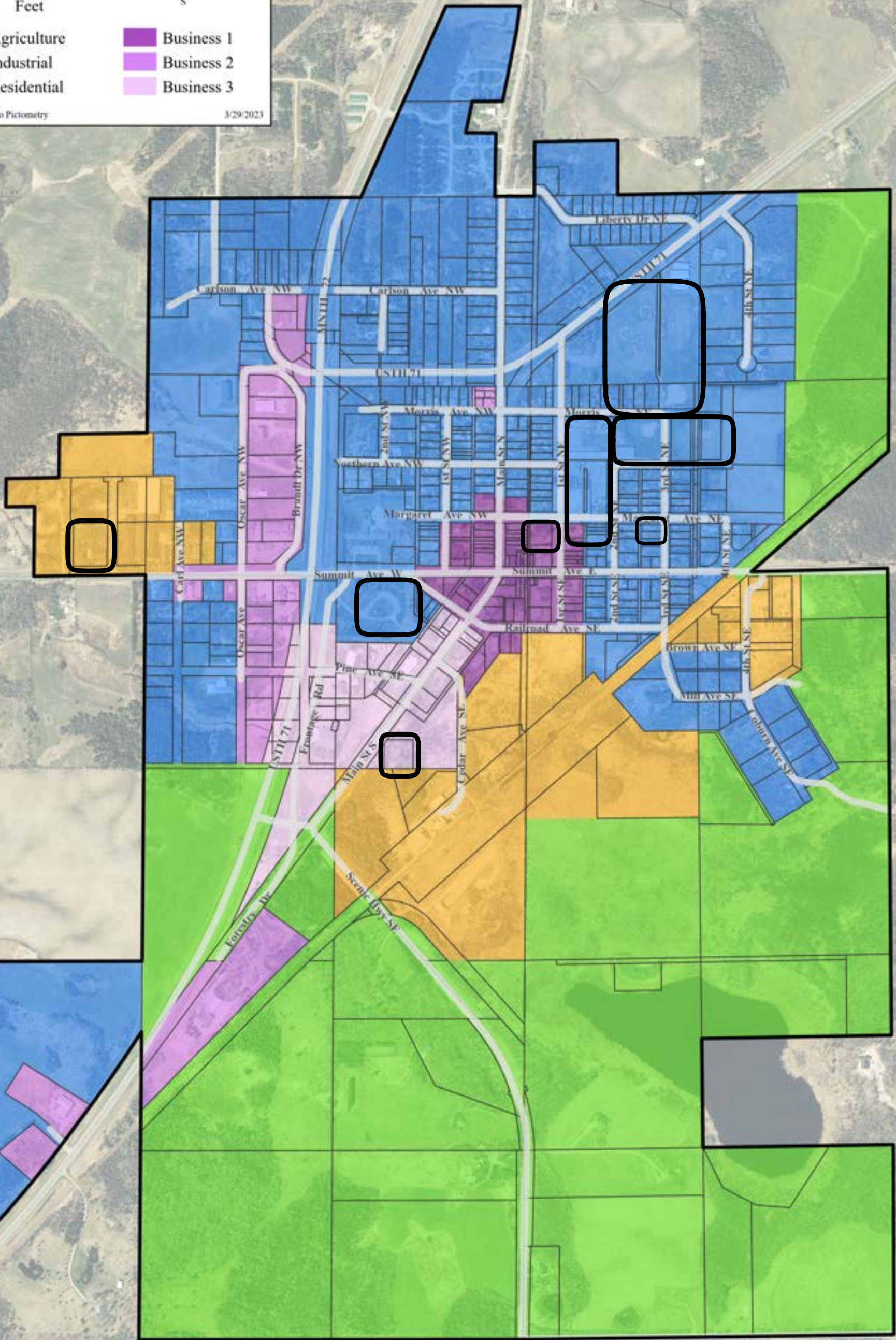
ZONING DISTRICTS
BLACKDUCK, MINNESOTA

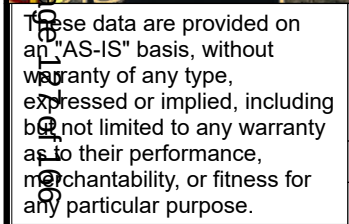


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|-------------|------------|
| Agriculture | Business 1 |
| Industrial | Business 2 |
| Residential | Business 3 |

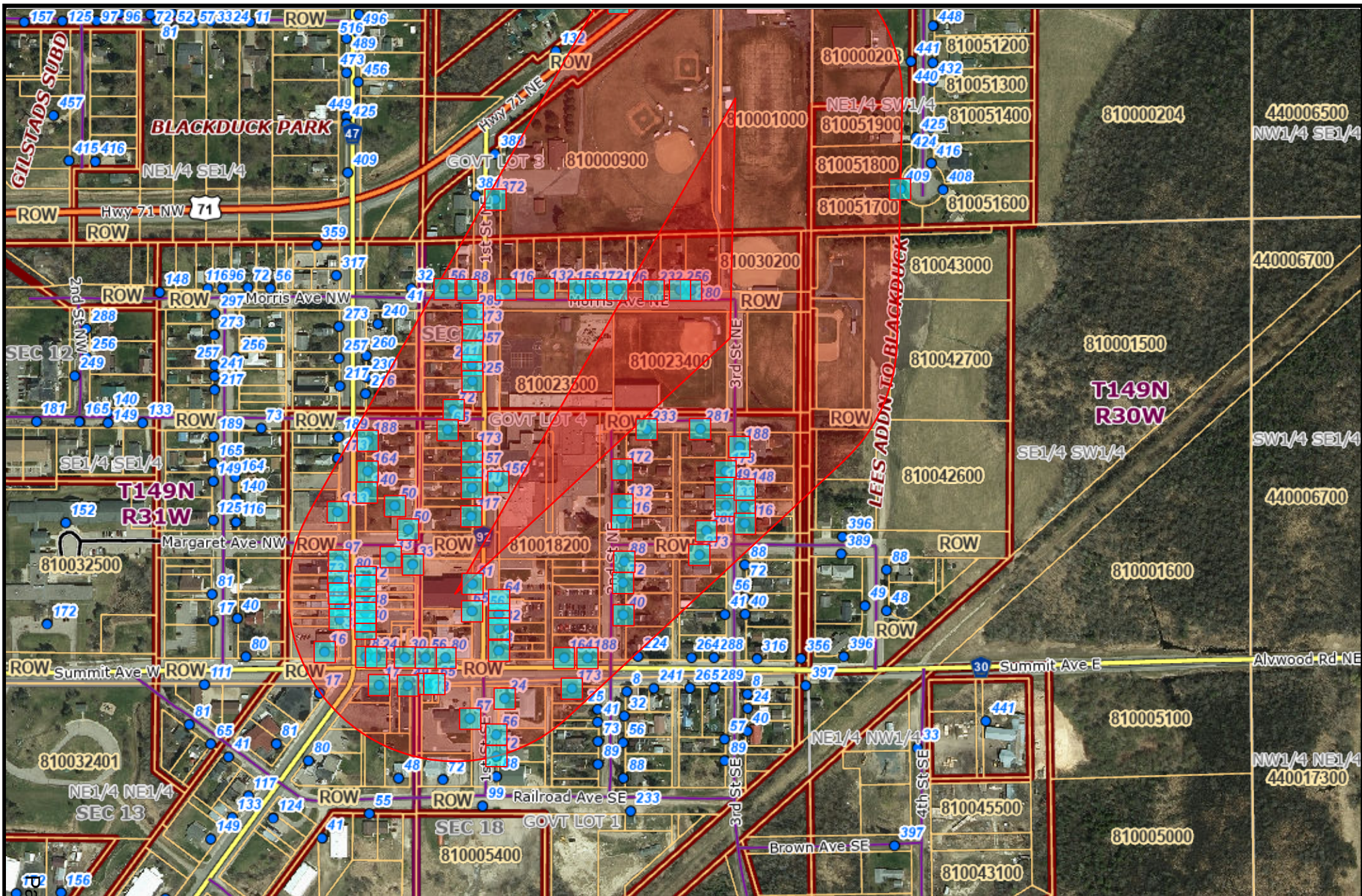
2020 9" Beltrami Co Pictometry

3/29/2023





1:27,042	Date: 8/22/2024
This map is not a substitute for accurate field surveys or for locating actual property lines and any adjacent features.	



These data are provided on an "AS-IS" basis, without warranty of any type, expressed or implied, including but not limited to any warranty as to their performance, merchantability, or fitness for any particular purpose.

500' buffer school/athletic fields

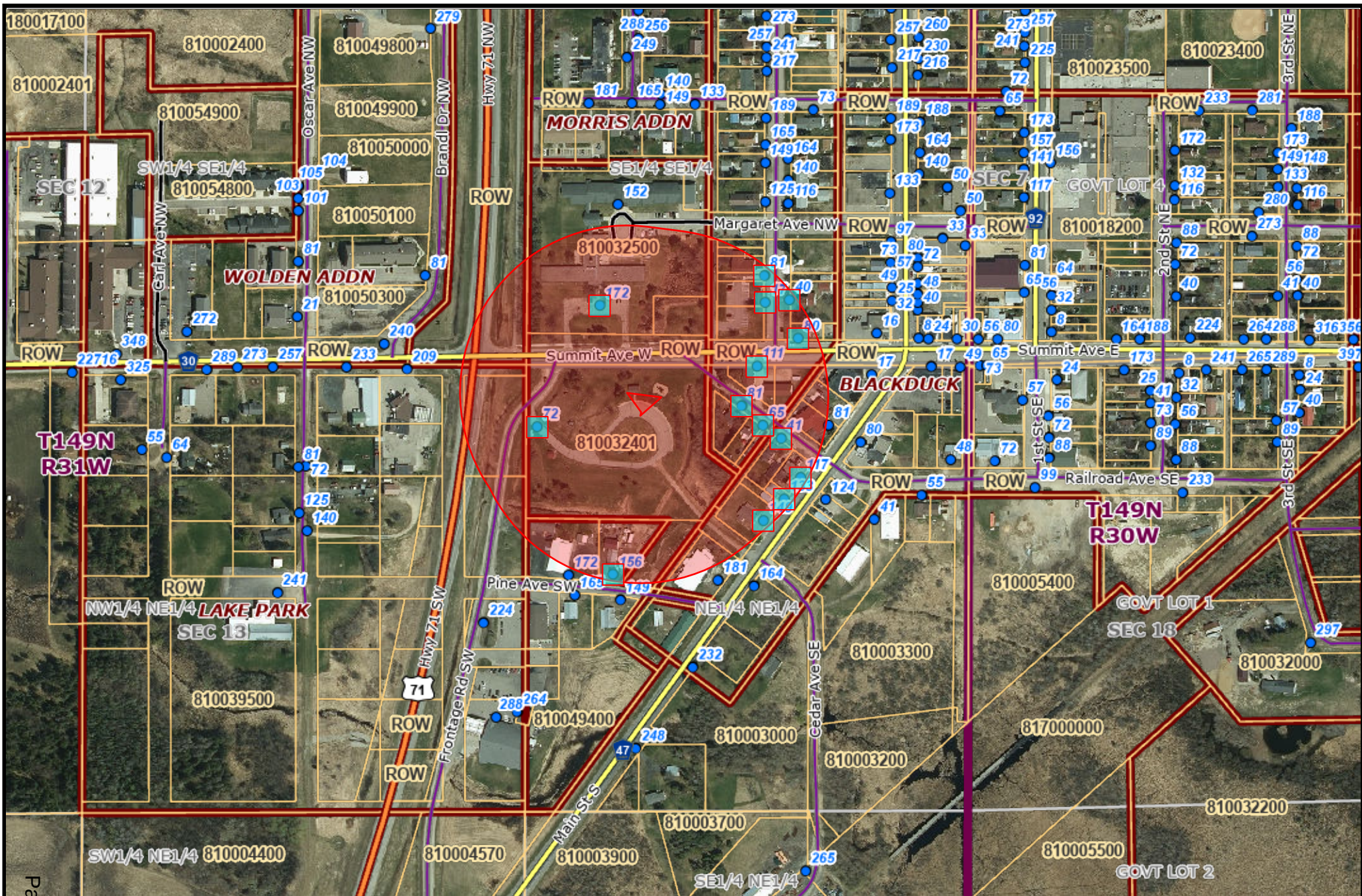
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Date: 8/22/2024

This map is not a substitute for accurate field surveys or for locating actual property lines and any adjacent features.

**Beltrami
County
Minnesota**





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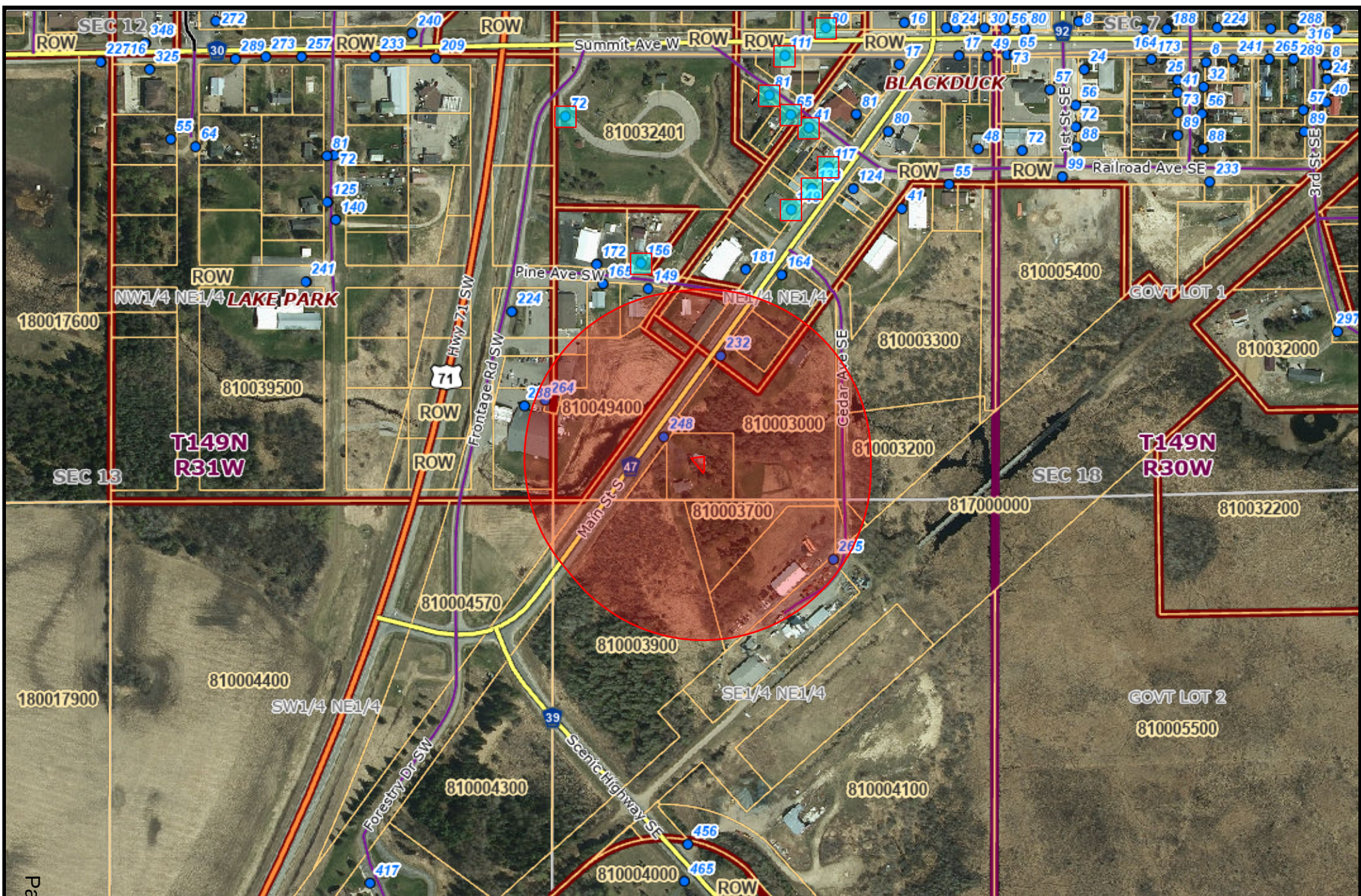
500' buffer Wayside playground

Date: 8/22/2024

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**Beltrami
County
Minnesota**





These data are provided on an "AS-IS" basis, without warranty of any type, expressed or implied, including but not limited to any warranty as to their performance, merchantability, or fitness for any particular purpose.

500' buffer daycare provider

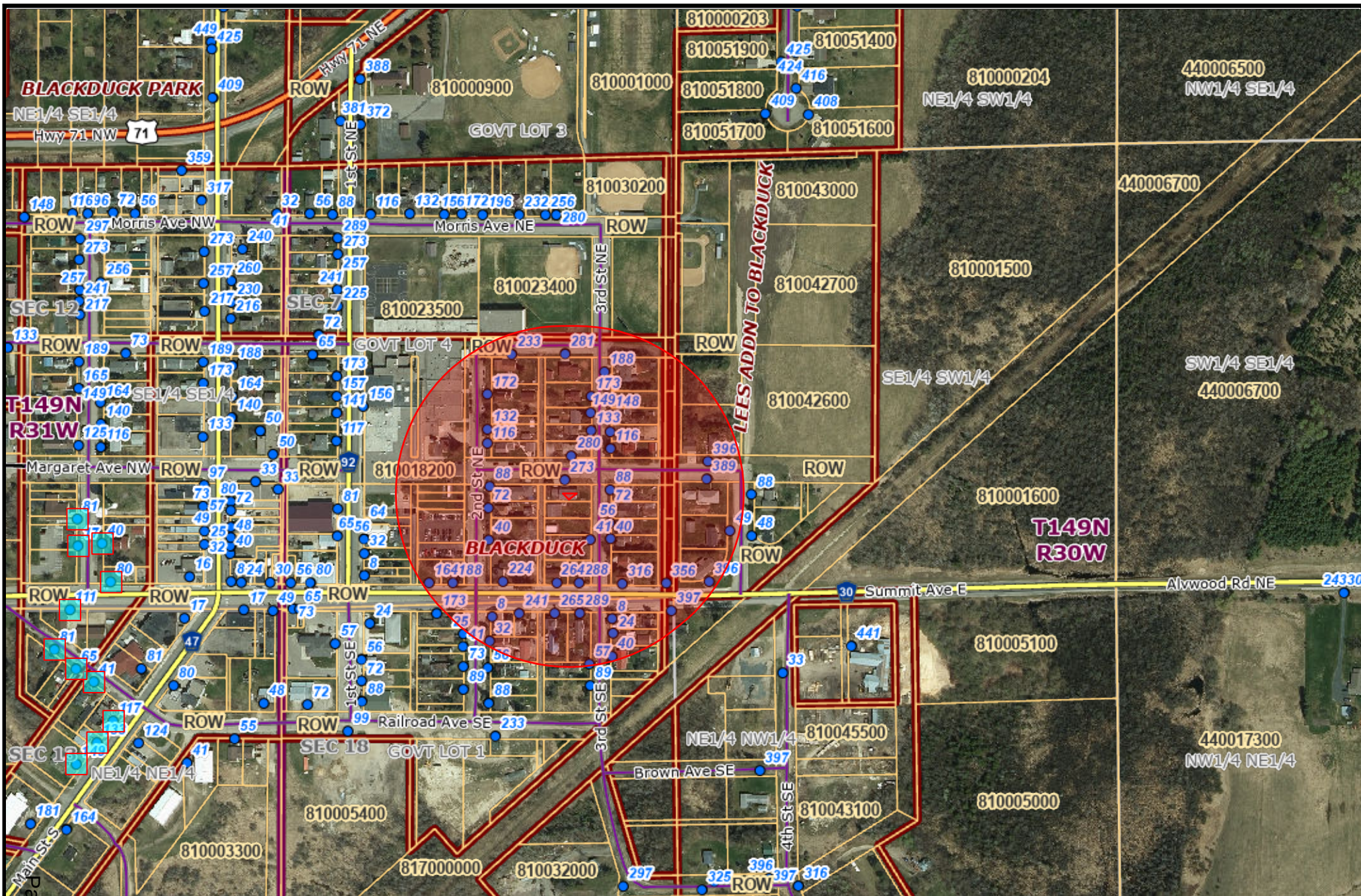
1:6,760

Date: 8/22/2024

This map is not a substitute for accurate field surveys or for locating actual property lines and any adjacent features.

**Beltrami
County
Minnesota**





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500' buffer daycare location

1:6,760

Date: 8/22/2024

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**Beltrami
County
Minnesota**





KCI Conservation - Sculpture & Object Conservators
2220 Bayard Ave. - St. Paul, MN 55116 - 612.564.3176 - kciconservation.com

CONDITION ASSESSMENT & TREATMENT PROPOSAL

Client Name: City of Blackduck, Minnesota
Contact Info: Christina Regas, City Administrator
Christina.regas@blackduckmn.com
(218) 835-4803

Object/Title: Old Duck
Artist: Olaf Thompson
Object Date: 1942
Materials: Paint, fiberglass, concrete
Location: Corner of Main St. N and Margaret Ave NE in Blackduck, MN



History

This sculpture is a recreation of the original black duck sculpture built in the early 1930's.

<https://siris-artinventories.si.edu/ipac20/ipac.jsp?uri=full=3100001~!336547!0>

The original sculpture was donated by the Blackduck Civic and Commerce Association in 1934. Ollie Jamtaas and Herbert Lien are said to have been among the civic boosters who built the original duck¹. Several newspaper articles note the original duck was made of wood. In 1933 the sculpture was transported to St. Paul for the Winter Carnival Parade. From there it was moved to downtown Minneapolis to be on display in a Dayton's storefront window, before completing the 500-mile round trip back to Blackduck. The sculpture once again returned to Minneapolis to participate in the Aquatennial Parade in either 1936 or 1937. A short newspaper clip dated 1939 mentioned the original wooden duck sustained considerable damage during the trips and "extensive repairs were necessary".

The current Old Duck sculpture was created by Olaf Thompson in 1942. It was constructed using heavy wire mesh and "layer upon layer of cement"². It was displayed in front of the Blackduck Creamery for approximately 45 years. It is currently on display on the corner of Main St. N and Margaret Ave NE.

Previous Treatments

The Old Duck sculpture has been repainted several times. There is a history of rivalry between civil engineering students from the University of Illinois and local students. The visiting students would whitewash the sculpture the night before their departure. At some point in its history, local youth damaged the sculpture after knocking it over. In this case "several people pitched in to put the duck back together

¹ As mentioned in a 2006 newspaper article written by Jack Swenson for The American Newspaper in Blackduck, MN.

² Thompson Graff, E. (2001). The Black Duck That My Papa Made. *Blackduck's First Hundred Years*. p. 83

again”³. There is no further description of what damage the sculpture sustained or how it was repaired. There are photos documenting various iterations of the colors, and the shape and location of the eyes and the wings (fig. 1). The photos also indicate that the original base was made of cast concrete block, while the current base is comprised of vertical scratch red brick with a painted concrete cap. At some point, the cement sculpture was wrapped in fiberglass.



Figure 1. Two variations of how the Old Duck has been painted. Left Image credit: John Croft, staff at The American Newspaper. Right image credit: <https://opendcl.elevator.umn.edu/asset/viewAsset/5a09f70a3f3cb1093a3398d6#5a09f7053f3cb1093a3398d3>

CONDITION:

The sculpture is poor condition overall.

FIBERGLASS/CEMENT SCULPTURE

Structural: The sculpture is in poor structural condition and is at risk for rapid deterioration. The application of fiberglass over a cement sculpture, while well intentioned, is inappropriate and harmful because it traps and holds moisture, which accelerates the degradation of the materials.

The fiberglass has warped and cracked in several areas due to freeze-thaw jacking of the underlying cement and fluctuations in temperature and humidity, with no egress for water. There is a large, open, upward facing crack along the entire length of the top of the head in the fiberglass (fig. 3). The crack opening is nearly 1 inch at the widest. The top 1-4 inches of concrete has completely disintegrated and pours out of the crack like sand. Below this disintegrated layer, the concrete has lost its integrity and can be probed with ease, breaking into larger fragments. There are insects burrowing and nesting in these hollow cavities, further advancing the deterioration of cement. There were previous attempts to repair this crack in the fiberglass with black caulk. There are several additional large cracks in the fiberglass body ranging in size from 10 inches to over 30 inches (fig. 4). The cracks are all open and allow water an entry point into the cement. Many have moss, lichens, and other organic matter growing in them (fig. 6).

³ Newspaper article titled “DUCKS: The biggest one is 16 feet tall”.

There are voids between the fiberglass layer and the cement structure. The internal structure of the sculpture, and its current condition, are unknown. There are no weepholes for water egress.

Surface: The surface is in poor condition overall. The paint layer is faded and chalky overall. Large areas of paint have deteriorated to expose the underlying fiberglass and resin (fig. 8). As such, tiny fiberglass fragments readily detach with handling; this is a public safety concern for individuals who may attempt to climb the sculpture as the fiberglass fragments will become embedded in clothing and skin.

Different types of paint have been used to repaint the sculpture at various times throughout the sculpture's life. Touch-ups are evident as the paint has not faded uniformly (fig. 7). There are many dozens of scuffs, scratches and scratchiti, abrasions and chips in the paint layers. There is evidence of water moving through the cement, seeping out from the cracks, and exuding salts that appear as white, streaky runoff patterns (fig. 5). Lichens, moss, and other organic matter are growing on the sculpture's fiberglass and exposed cement surfaces. There is a moderate accumulation of dirt, grime, and other particulate matter on the surface.



Figure 2 (Left). Large open crack spanning the length of the head.

Figure 4 (Middle). Large complex crack on the proper right side body.

Figure 5 (Right). Crack exuding efflorescence, indicating water is moving through the cement but has no other egress.



Figure 6 (Left). Detail of crack with old caulk and moss present.

Figure 7 (Middle). Detail of chalky, faded paint and previous painting iterations.

Figure 8 (Right). Detail of weathered, exposed fiberglass.

MASONRY BASE

Structural: The masonry base is in fair condition structurally. The concrete cap has at least two different green paint layers and is very likely obscuring additional cracks or issues not noted here.

There is a large crack in the proper right back corner that originates at an anchoring screw in the sculpture's base and travels down to the bottom edge, where small pieces of concrete are spalling and detaching. The crack is approximately 11 inches long and the spalling pieces are ≤ 1 inch in length (fig. 8). There are additional complex branching cracks visible in the paint along the back proper right side of the concrete cap. I suspect the cracks originated in the concrete, and the movement of the concrete subsequently caused the cracks in the paint. This group of cracks is approximately 18 inches long. There are open vertical cracks in the grout along the back corners. At least one vertical crack at the proper left back corner runs through three layers of brick. There is an open vertical joint at the top layer of brick on the proper right back corner.

Surface: The surface is in fair condition overall. The green paint used is not suitable for concrete. It is holding moisture causing the concrete to effloresce salts and crack. There are dozens of small cracks in the green paint that are less than 1 inch. In one crack on the proper right side of the sculpture's self-base, water leaked out of the crack (fig. 9). The paint is beginning to peel around several cracks and other areas of paint loss. There are approximately 1-2 dozen areas of blistering paint. There are dozens of small losses in the paint that expose bare concrete.

There are disfiguring green paint drips and splatters on the grout and brick surfaces. There is a heavy deposit of efflorescence in the proper right back corner on the brick surfaces. There is a moderate to heavy layer of dirt, grime, and other organic matter on the surface, as well as insect webbing.



Figure 8. Proper right back corner. Yellow arrows point to spalling crack. Also note the white efflorescence on the brick and heavy layer of organic debris on the surface.



Figure 9. Above shows a crack on the self-base before applying gently finger pressure. Below, notice the dark smear around the crack where water seeped out.

BRONZE PLAQUE

Structural: The bronze plaque is in good structural condition with no concerns.

Surface: The surface of the plaque is in fair condition. The plaque was not masked off during the last repainting campaign and there is green paint found on the edges. There are smears of mortar along the lower left edge. The brown background paint is worn and weathered. The surface has a moderate layer of dirt and grime overall.



RECOMMENDATIONS:

Immediate recommendation:

We strongly recommend a protective barrier be created and utilized on the top of the duck's head, where the open, upward facing crack is the number one point of vulnerability at the moment. This could be a thin piece of sheet metal, or a simple cover made out of a tarp or other water-resistance material. For fun, you could make it appear like a hat or bonnet. You could seek volunteers to help design and create this to keep the cost low and engage the local community in the care of this sculpture.

Recommendations for next steps:

Option 1: As conservators, we do not make the recommendation to retire a sculpture lightly. We always strive to save original artworks and the original materials and surface coatings they are made from. However, in this case, it may be in the City's best interest to explore formally 'retiring' this sculpture and having another reproduction made. This sculpture is over 80 years old and is actually a reproduction of the original duck, which deteriorated in the late 30's-early 40's. During its lifespan, it has been displayed outdoors in the harsh climate of northern Minnesota. It has survived at least one toppling, where it sustained unknown damage and undocumented repairs. Considering the poor condition of the surfaces that are visible and exposed, combined with the unknown condition of the internal structure, and the well-intentioned but inappropriate and harmful fiberglass application, a costly and extremely interventive conservation treatment would be needed to stabilize the current sculpture. A reproduction would likely be less costly than a full conservation treatment.

If a reproduction were made, we recommend that a KCI conservator consult with the designer and fabricator to complete a Design Phase Assessment prior to the sculpture's fabrication to ensure the design and materials are appropriate for the desired lifespan of the new sculpture. KCI would also provide a written maintenance plan for the new sculpture. We can provide an example of this kind of assessment so that you can see what this would entail.

In addition to a new sculpture, the current base would need to be repaired. The current, historic plaque should be retained and a new plaque commemorating the new sculpture should be added.

Option 2: A second option would be for KCI to undertake a complete conservation/restoration of the current sculpture. As mentioned above, this would be extremely interventive and very expensive, due to the unknown condition of the cement underneath the fiberglass. This treatment would first require a physical investigation to determine the condition of the internal structure and would involve removing sections of fiberglass, cement, and any other underlying materials. It may be necessary to consult with a masonry engineer who could perform a petrographic analysis, if required. The recommended treatment would depend entirely on the results of the destructive investigation. Some possible scenarios may be to completely remove the fiberglass shell, consolidate, patch, or rebuild the sculpture's form using appropriate restoration mortar compatible with cement, and repaint using appropriate masonry paint. It is also possible that the underlying layers are in a state beyond repair.

At this point, a realistic cost estimate can only be given for the investigation phase, as the extent of the needed work is not clear at this time. We will provide a ballpark estimate for a full treatment below, but it is really based on speculation and may not be accurate once the full condition of the sculpture is discovered.

Option 3: A third option would be to complete a less interventive conservation treatment that would temporarily stabilize the sculpture and extend its lifespan by a few years. The largest cracks would be opened slightly by cutting away a small amount of fiberglass from the edges. The underlying concrete would be examined, and loose, deteriorated material removed. Moss, lichens, insects, and other organic growth would also be removed. If deemed appropriate after this process, we may choose to use a masonry consolidant on the interior or to use patching concrete to stabilize the cement under the surface. The cracks in the fiberglass would be repaired by a fiberglass specialist, supervised by a KCI conservator. In consultation with the client, the sculpture will be fully repainted using appropriate high-quality paints intended for outdoor use. The surfaces will be lightly abraded using Scotchbrite pads or sandpaper to create a rough surface for the paint system to adhere properly. We will consult with paint engineers to determine the best high-quality paint system for this particular sculpture. It will likely be a polysiloxane paint system such as PSX700, which has an average lifespan of 10-15 years even in harsh outdoor environments.

A cost estimate for this option is provided below, but it should be noted that this less interventive treatment will only extend the lifespan of the duck by a few years before condition problems will re-occur if the duck remains outdoors. If the duck could be moved to an indoor location, this treatment could last much longer.

Base: For both the second and third option, we recommend additional treatment steps to address issues with the masonry base. The base will be washed overall using a gentle detergent and plastic bristle brushes to remove dirt, grime, and other organic debris and insect webbing. The green paint will be stripped from the concrete cap so a full examination and assessment of the concrete can be made. Cracks, spalls, and losses will be consolidated, filled, and reintegrated either by KCI or by an approved mason. If a mason is chosen, KCI will supervise and approve the mason's work. Paint splatters will be removed from the brick face. Efflorescence on the brick face will be reduced using a mild acid or chelating solutions. The grout will be removed and reapplied where it has cracked. Cracked bricks will be repaired or replaced.

Plaque: Finally, we recommend a conservation treatment of the bronze plaque. This should be completed regardless of which treatment is undertaken. The plaque will be washed with gentle anionic detergent and a plastic bristle brush to remove dirt, grime, and organic debris. Solvents will be used as needed to remove

and remaining green paint along the edges. The background will be repainted using an appropriate brown paint designed for bronze plaques. The bright bronze lettering and edges will be lacquered. After the lacquer is dry, a protective layer of cold clear paste wax will be applied, allowed to dry, and buffed with a soft horsehair brush.

Maintenance and Care: Routine inspection and maintenance is imperative for keeping outdoor sculpture in good condition. KCI will provide written recommendations for routine maintenance based on the treatment option selected.

Additionally, we strongly recommend incorporating a covered structure to help protect the sculpture from the elements no matter which option is chosen. Reducing the amount of exposure to water, snow, and sunlight will extend the duck's lifespan. Moving the sculpture indoors would be even more effective, but we understand that this may not be possible or desirable.

PROPOSED TREATMENT OPTIONS:

Option 1: Refabricate the Sculpture

1. The client will select a designer and fabricator and have the sculpture fully remade. KCI can provide a few recommendations, if desired.
2. KCI will complete a Design Phase Assessment with the company/artist selected to refabricate the sculpture. This will ensure the design will be low maintenance.

Option 1 Cost Estimate: \$1,200.00

Option 2: Highly Interventive Conservation Treatment

Phase 1: Investigation

1. Examine, photodocument, and write initial Condition Report and Treatment Proposal. (complete)
2. Pack supplies, travel to and from site.
3. Select testing locations – the open crack on the top of the head, a crack on the body, lower areas where water may be pooling. Cut away and remove the smallest amount of fiberglass necessary for adequate access.
4. Remove loose and deteriorated cement. Investigate the condition of underlying cement layers, and try to determine how the duck was constructed and how much structural integrity it still has.
5. If necessary, consult with a masonry engineer.

6. Test removal of fiberglass layer, if deemed appropriate.
7. Remove green paint from concrete base using mild paint stripper and brushes.
8. Re-examine the condition of the concrete base.
9. Review findings with client and determine next treatment steps and final cost estimate based on results.

Option 2 Cost Estimate for Phase 1: \$ 3,476.00 - \$5,289.00*

KCI labor: \$2,400.00 – 3,600.00

8% for supplies and materials: \$192.00 - \$288.00

Lodging for – people – nights: \$150.00 - \$300.00

Per Diem for – people – days: \$118.00 - \$177.00

Consultation with masonry engineer: \$616.00 - \$924.00

*Does not include the cost of petrographic analysis (\$2,200.00)

Phase 2: Conservation Treatment

A conservation treatment to stabilize the current sculpture may or may not be possible. This treatment proposal outlined below is one possible scenario based on the current but limited knowledge learned from the initial condition assessment.

1. Remove fiberglass either partially (along the bottom) or completely.
2. Stabilize the underlying cement sculpture with masonry consolidation products.
3. Rebuild areas of deteriorated cement with compatible restoration mortar.
4. Consolidate and repair cracks in the masonry base.
5. Reduce efflorescence on the base.
6. Repaint the sculpture and concrete base with a paint system appropriate for cement.
7. Treat the plaque: wash, remove paint and mortar splatters, repaint background, lacquer bright lettering, cold wax and buff.

Option 2 Cost Estimate for Phase 2: A final cost estimate cannot be made at this time, but a ballpark cost estimate for phase 2 would be \$35,000 - \$40,000.

Option 3: Less Interventive Conservation Treatment

Note: This treatment may only stabilize the sculpture for approximately 5 years before condition problems begin to reoccur.

Documentation:

1. Examine and write Condition Report and Treatment Proposal. (complete).
2. Review historic documentation collected by the City of Blackduck, MN. (complete).
3. Photodocument the condition before, during, and after treatment.
4. Procure drawdowns of color-matched paint and other necessary materials.
5. Approve final color and overall desired appearance of the duck with client.
6. Write Final Treatment report with Maintenance Recommendations.

Sculpture

1. Pack supplies, travel to and from site.
2. Rinse the sculpture with water to remove loose dirt and particulate matter.
3. Wash the sculpture overall using a gentle, anionic detergent and plastic bristle brushes to remove remaining dirt and grime.
4. Apply a biodegradable biocide to remove biofilms and lichens growing on the surface.
5. Remove moss and other organic matter that is growing in cracks and crevices using bamboo picks and other hand tools.
6. Remove old, failed caulk from the open cracks.
7. Cut away the fiberglass from the edges to provide adequate access to the underlying cement. We will remove as little as possible, while still enabling us to complete the repair.
8. Remove deteriorated cement with a vacuum, brushes, and small hand tools and re-examine the underlying cement layers.
9. Reassess the condition of the newly visible cement surface to determine if consolidation or fills of the cement substructure are needed. If treatment steps need to be adjusted, consult with the client before proceeding.
10. A fiberglass repair specialist, supervised by KCI Conservator will:
 - a. Cut away damaged areas of fiberglass.
 - b. Fill in repair areas with new fiberglass cloth and resin.
 - c. Shape and level repair areas to blend with the surrounding shape of the sculpture.
 - d. Apply primer to the repaired areas.
11. The painted surfaces will be lightly abraded overall to prepare for overpainting.
12. The entire sculpture will be repainted using a durable, high-quality polysiloxane paint system such as PSX700 or another equivalent, which is designed for harsh outdoor environments.

Masonry Base:

1. Reduce efflorescence on the brick face using mild acid or chelating solutions and stiff bristle brushes.
2. Remove green paint from concrete base using mild paint stripper and brushes and re-examine the condition of the concrete base.
3. Repair any cracks and fill losses in the concrete cap. This can be completed by KCI or an approved mason.
4. If treatment steps need to be adjusted based on additional issues found underneath the green paint layer, consult with the client before proceeding.
5. Repaint the concrete using an appropriate masonry paint or stain that will allow moisture to move through concrete instead of trapping it.

Plaque:

1. Wash with gentle anionic detergent and a plastic bristle brush to remove dirt, grime, and organic debris.
2. Remove remaining green paint along the edges using solvents.
3. Remove mortar on the surface using gentle hand tools.
4. Allow the plaque to dry.
5. Repaint the background using a color-matched brown paint engineered for bronze surfaces.
6. After the paint has fully cured, apply a protective coat of lacquer to the bright bronze lettering and edges.
7. Apply a protective coat of clear paste wax after the lacquer is dry,
8. Allow the wax to dry.
9. Buff the wax with a soft horsehair brush.

Option 3 Cost Estimate: \$21,642.00 – \$31,409.00

Cost estimate includes:

KCI labor 1 conservator and 1 technician: \$11,440.00 - \$16,560.00

8% for supplies and materials: \$915.00 - \$1,325.00

Lodging for 2 people 7-10 nights: \$1,650.00 - \$2,400.00

Per Diem for 2 people 7-10 days (\$59/day/person): \$637.00 - \$1,124.00

Henning Fiberglass: \$7,000.00 - 10,000.00

Prepared by Conservator: Nicole Flam and Laura Kubick

Report Date: August 19, 2024

Option 1: Refabricate the Sculpture: \$1,200.00 Yes _____ or No _____

Option 2: Highly Interventive Conservation Treatment: (Ballpark estimate for Phases 1 and 2)
\$39,000.00 – \$48,000.00 Yes _____ or No _____

Option 3: Less Interventive Conservation Treatment:
\$21,642.00 – \$31,409.00 Yes _____ or No _____

CLIENT AGREEMENT:

The undersigned authorizes and directs KCI Conservation to carry out the aforementioned conservation and/or restoration treatment and take such action as KCI deems appropriate in connection with the treatment. The undersigned warrants: (i) that the undersigned is the sole owner(s) (or authorized agent of the owners) of the work(s) of art described above and has full authority to direct KCI to undertake the proposed treatment; (ii) the work(s) of art described above is insured by the institution or owner against any and all losses, and that such insurance will be in place from the time the artwork is delivered to KCI until it is received back by the owner/agent.

The above pricing is valid for 90 days. The depositing institution or owner agrees to pay the cost of all conservation services plus materials (8%), not exceeding the above estimated cost by more than (10%) without the express written approval of the depositing institution or owner. All transportation and related insurance costs are the responsibility of the owner or agent of the item.

Conservator will retain files pertaining to work performed under this Agreement, whether in hard copy or digitized, for a minimum of five (5) years after the conclusion of work performed. After this five (5) year period has elapsed, Conservator may destroy the contents of Client's file in a responsible and ethical manner.

Conservator shall have the right to publish or otherwise share materials relating to work performed under this Agreement, including but not limited to photographs, videos, digitized images, recordings, or other reproductions of the Object(s) for academic, pedagogical, promotional, or other related purposes, including on social media. Client's identifying information shall be redacted in any publication of materials pursuant to this subparagraph.

Owner: _____ Date: _____

Institution: _____



KCI Conservation - Sculpture & Object Conservators
2220 Bayard Ave. - St. Paul, MN 55116 - 612.564.3176 - kciconservation.com

CONDITION ASSESSMENT & TREATMENT PROPOSAL

Client Name: City of Blackduck, Minnesota
Contact Info: Christina Regas, City Administrator
Christina.regas@blackduckmn.com
(218) 835-4803

Object/Title: New Duck / Lion's Duck

Artist: F.A.S.T Corporation

Object Date: 1983

Materials: Painted fiberglass, masonry base, wooden plaque, bronze plaque

Location: Blackduck Wayside Rest Park, 72 Frontage Rd, Blackduck, MN 56630



Description

The painted fiberglass sculpture is of a duck in flight coming in for a landing. The sculpture has a fiberglass self-base with a chipboard or particle board core. It is mounted on a masonry base that is comprised of a hollow poured concrete block with stone veneer panels around all four edges on top of a poured concrete slab. There are two square openings on each side of the masonry base that allow limited access to view the interior. There is a painted wooden plaque mounted on the front stone veneer panel and a small bronze Lions International plaque.

Previous Repairs

A polyester resin fill material was applied along the edges of the fiberglass self-base in an attempt to fill the open cracks in fiberglass, and the cracks between the stone veneer and the poured concrete base. The sculpture has been partially repainted at least once, as evidenced by slight variations between an undated photograph¹ found online and this examination (fig. 1). Also, upon close examination of the bill, the original yellow paint can be seen through areas of thin orange overpaint.

CONDITION:

Summary: The sculpture is fair condition overall. There are numerous structural cracks in the fiberglass, as well as in the paint layers. The masonry base is also in fair condition with gallons of trapped water present on the interior. There are cracks and numerous disfiguring losses on the exterior.

¹ Image source: <https://opendcl.elevator.umn.edu/asset/viewAsset/5a09f9743f3cb17ec7b3653#5a09fa673f3cb17eae2cc234>



Figure 1. Left: undated image found online. Note the beak is yellow, the feet are dark orange, the head and neck are predominately brown. There is no evidence of fill material around the edges. See footnote on page 1 for link to image source.

Right: Image taken during examination on August 1, 2024. The beak and feet are vibrant orange, the body is brown and black. The wings in both photos are very similar.

FIBERGLASS SCULPTURE

Structural: The sculpture is in fair condition structurally. There are localized groups of open cracks in the fiberglass resin that are less than 2 inches in length (fig. 2). The self-base is significantly warped overall. The previous polyester resin repairs along all four edges are cracked and failing (fig. 3). Approximately 35-40% of this fill material has detached and been lost. There are open cracks along 50% of the edges. There are at least three upward facing holes on the self-base which are intentional and may have originally been intended for additional anchoring hardware. The chipboard/particle board encased in the fiberglass self-base has deteriorated due to trapped moisture entering through these openings. It has disintegrated and is no longer providing structural support (fig. 4). The anchoring bolt in the proper left back corner is missing. The other bolts are not security hardware and are at risk for tampering or vandalism.



Figure 2. Detail of small cracks that extend through the paint layers and the fiberglass resin. Cracks are less than 1 inch. Also note some original yellow paint visible through the orange overpaint along the left side of the image.



Figure 3. Detail of gray polyester resin fill material along the edge.

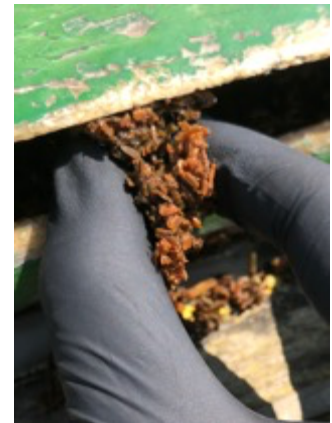


Figure 4. Pulling disintegrated wood out from a crack in the self-base.

Surface: The surface of the sculpture is in fair condition. Overall, the paint layer is weathered, faded, and chalky. There is significant cracking in the painted layers on the majority of the surface which includes

complex network cracks around chips and losses as well as aging cracks and fissures ranging from very small to approximately 2 inches. There are large swathes of drying cracks found overall (fig. 5). This is also known as 'alligatoring' and occurs when the upper layers of the paint pull away in a pattern that resembles an alligator's hide during the drying stage of paint layers due to chemical processes, material incompatibility, and/or physical influences. Although the paint appears flaky and friable in these areas, the majority of the paint is securely attached to the surface. There are several dozen localized areas of abrasion, chips, and scratches ranging in size from less than ½ inch to over 18 inches (fig. 6). There are dozens of instances of scratchiti on the self-base, and at least two marker tags. Approximately 15-20% of the green paint on the self-base has worn away. Foliose and crustose lichens are growing on the surface, along with traces of biofilm. There is a moderate to heavy accumulation of dirt, grime, and organic accretions on the surface.



Figure 5. Examples of drying cracks/ alligatoring.



Figure 6. Detail of chips and paint loss.

MASONRY BASE

Structural: The base is in fair structural condition. There are at least 6 inches of standing water inside the base and no weep holes for water egress (fig. 7). Water was also seen dripping from the fiberglass self-base into the standing water inside the base. The stone veneer panels obscure the poured concrete base and the full extent of its condition is unknown. However, when viewed through the square openings located at each side of the base, the poured concrete appears to be in generally good condition.

The stone veneer panel at the back is missing one large stone in the upper right corner. There is an open vertical crack that begins at the top edge and is approximately 2 feet long. This veneer panel is nearly fully detached from the poured concrete base and is somewhat mobile with applied pressure (fig. 8). The proper left veneer panel is missing at least six stones along the bottom edge. The jagged edges of the poured concrete slab are unearthed and exposed along the entire proper right half of the base.

Surface: The surface of the base is in fair condition. There are lichens and biofilm growing on all masonry surfaces. Grass and moss are growing healthily along the lower edges between the base and the concrete slab it sits on. There is a moderate to heavy accumulation of dirt, grime, insect and other organic debris on the surface and in recessed areas.

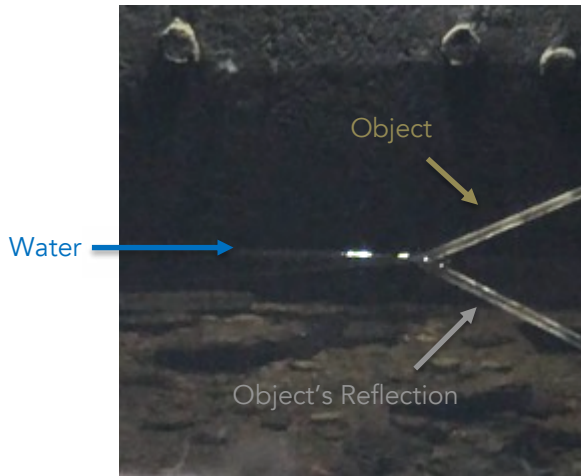


Figure 7. Still image captured from video taken inside the concrete base showing the water trapped inside.



Figure 8. Detail of open gap between back stone veneer panel and concrete base.

WOODEN PLAQUE

Structural: The plaque is in fair structural condition. The knot in the wood located in the letter "C" is rotten and soft. The knot in the letter "U" has been lost. The sign is anchored to the masonry base with flathead screws.

Surface: The surface of the plaque is in good to fair condition. There is paint loss along the top edge and throughout the front face (fig. 9). There are dozens of cracks in the paint due to fluctuations in temperature and relative humidity that cause the wood to expand and contract.



Figure 9. Wooden plaque with paint loss seen throughout.

BRONZE PLAQUE

Structural: The plaque is in good structural condition, with no concerns.

Surface: The surface of the bronze plaque is in good condition. Light blue-green corrosion is beginning to develop in low points where the relief holds water (fig. 10). There is a moderate layer of dirt and grime on the surface.



Figure 10. Bronze plaque is developing light corrosion.

RECOMMENDATIONS:

Immediate Recommendation:

We strongly recommend draining the standing water in the base as soon as possible, before winter this year. A few small holes carefully drilled through the mortar and the poured concrete base should be sufficient. A long masonry drill bit will be necessary. Two holes on opposite sides should suffice. Screens should be positioned in the two open windows to deter people from inserting trash or animals from nesting in the masonry base.

Recommendations for Next Steps:

Fiberglass sculpture

We recommend deinstalling the sculpture from the masonry base. The City should arrange for temporary fencing around the work area to protect the sculpture while it is deinstalled. KCI will work with professional riggers to detach the anchoring bolts, remove the fiberglass sculpture from the masonry base, and place it nearby to complete the proposed treatment. The sculpture will be placed on custom pallets or another supportive working platform. The disintegrated chip board will be removed from the self-base and replaced with a durable auxiliary support made from aluminum, stainless steel, or another appropriate material. We may need to cut away part of the self-base, along edges that are already cracked and partially detached, in order to fully remove the rotten board and replace it with a new support. This may need to occur while the sculpture is suspended.

The sculpture will be washed with an anionic detergent and gentle bristle brushes. A biodegradable biocide will be applied according to the manufacturer's specifications to remove lichens and other biofilm. The cracks and losses in the sculpture will be repaired by a fiberglass specialist who will fill losses with new fiberglass material and resin, and will sand to level the repairs to match the surrounding areas. The fiberglass specialist will also repair the base after the new auxiliary support is in place.

As needed, the work area will be masked off and/or tented to protect the surrounding environment during painting. The sculpture will be lightly sanded overall before applying a primer. Paint will be applied by spray and/or brush to replicate the original design.

After the work on the base is also complete (see next section), the professional riggers will reinstall the fiberglass sculpture on the masonry base under the supervision of a KCI conservator. The existing anchoring hardware will be replaced with new security hardware when it is reinstalled.

Masonry Base

While the sculpture is deinstalled, the masonry base will be further examined to determine if there are additional structural condition issues not identified during this examination.

The base will be washed overall and a biodegradable biocide will be applied to remove lichens and biofilm from the surfaces. Further investigation is needed to understand how the veneer panels are anchored to the concrete base. We need to ensure the back panel is secured to the underlying concrete base. If possible, we

will reposition the back veneer panel and re-anchor it. We will fill upward facing gaps and the vertical crack using compatible restoration mortar or patching cement, color matched to the surrounding surfaces. Weepholes will be added if they have not already been drilled. Screens will be secured over the open windows to deter accumulation of trash and other debris as well as prevent animals from nesting or becoming trapped.

As an optional step, approximate replications of the lost stones on the veneer panels can be refabricated and attached to the panels. This only addresses a minor aesthetic problem and is not necessary from a strictly preservation perspective. The missing stones are located along the lowest edge on the proper left and the back veneer panel. This step could be completed at a future date if desired, or not at all.

Plaques

The plaques will be washed to remove dirt and grime. Corrosion products on the bronze plaque will be removed using bamboo picks and stiff bristle brushes. A protective wax coating will be applied cold and allowed to dry before buffing.

The rotten knots in the wooden plaques will be removed and filled with fill material suited for outdoor use on wood substrates. If additional areas of deterioration are found, they will be consolidated or treated in consultation with the client. The fills will be leveled and shaped to match the surrounding texture. Fills and losses will be primed and painted with outdoor primer and paints suitable for wood. Colors will be matched to the original paint.

Results of treatment: A conservation treatment will return the sculpture to very good condition. The sculpture will be structurally sound with a new auxiliary support and repairs made to the fiberglass. It will look fresh and vibrant, and will be protected with a new coat of paint, while still retaining its original colors and appearance. The new anchoring hardware will provide added security and be better integrated with the base. The cracks and gaps on the masonry base will be repaired, and weep holes will be added to provide water drainage. The wooden plaque will be strengthened and losses in the wood and paint visually integrated and complete. The bronze plaque will be cleaned, corrosion removed, and a protective wax coating applied.

PROPOSED TREATMENT:

Documentation and Preparation

1. Examine and write Condition Report and Treatment Proposal. (complete)
2. Consult with the client to discuss the new auxiliary self-base support (replacement for chip board), final intended appearance of paint, and additional matters as they arise.
3. Color match and procure paint that matches the desired appearance.
4. Communicate with client and contractors to schedule work.
5. Pack supplies and travel to and from site.
6. Photodocument before, during, and after treatment.
7. At the end of the treatment, write Final Report and Maintenance Plan for the sculpture.

Sculpture

8. Schedule and coordinate deinstallation with professional riggers.
9. KCI will supervise the deinstallation.
10. The anchor bolts will be loosened and removed.
11. Riggers will pad and lift the sculpture off the masonry base.
12. The condition of the self-base will be observed during the deinstallation; it may be necessary to cut away the bottom part of the self-base if it is cracked and detaching.
13. Remove the disintegrated chipboard.
14. Install a new auxiliary support in the self-base.
15. Riggers will place the sculpture on a padded level surface in a predetermined location.
16. Wash surfaces with gentle anionic detergent and a plastic bristle brush to remove dirt, grime, and organic debris.
17. Apply biodegradable biocide to remove lichens and other biofilms and follow manufacturer's instructions for use.
18. A specialty fiberglass repair contractor will repair areas of damaged fiberglass under the supervision of a KCI Conservator:
 - a. Cut away damaged areas of fiberglass
 - b. Fill in repair areas with new fiberglass material
 - c. Shape and level repair areas flush with surrounding areas.
19. KCI will work with an experienced painter to repaint the sculpture overall:
 - d. Mask surrounding areas as needed. This may include erecting a tent or similar enclosure to protect the surrounding environment during painting process.
 - a. Lightly sand sculpture overall to remove old paint and prepare surface for repainting.
 - b. Apply primer by spraying.
 - c. Apply paint by brushing and/or spraying, following original color schemes.
20. Riggers will pad the sculpture and return it to the masonry base, supervised by a KCI Conservator.
21. New security anchoring hardware will be used to secure the sculpture to the base.

Masonry Base

22. Wash surfaces with gentle anionic detergent and a plastic bristle brush to remove dirt, grime, and organic debris.
23. Apply biodegradable biocide to remove lichens and other biofilms and follow manufacturer's instructions for use.
24. Investigate how veneer panels are anchored to underlying concrete base.
25. Reposition and re-anchor back veneer panel if possible. Otherwise, fill open upward facing gap with compatible restoration mortar or patching cement.
26. Fill open upward facing cracks and gaps along the remaining edges with compatible restoration mortar or patching cement.
27. Repair vertical crack in back veneer panel with restoration mortar.
28. Drill weep holes to allow water egress (if not already done).

Plaques

29. Wash both plaques with gentle anionic detergent and a plastic bristle brush to remove dirt, grime, and organic debris.

30. Use bamboo tools and stiff bristle brushes to reduce corrosion on the bronze plaque.
31. Clean bronze surface with solvents to reduce deteriorated coatings.
32. Apply a protective coat of clear paste wax.
33. Allow the wax to dry.
34. Buff the wax with a soft horsehair brush.
35. Remove rotten knots from wooden sign.
36. Fill losses with non-dimensional fill materials compatible with wood.
37. Level and shape fill to match texture of surrounding areas.
38. Prime fills and areas of paint loss with outdoor wood primer.
39. Tone fills and losses with appropriate outdoor wood paint to match the surrounding areas.

Optional Step(s):

40. Refabricate missing veneer panel stones out of restoration mortar. Texture and color will be matched as close as possible to surrounding stones. Adhere replacements to veneer panels with strong natural masonry adhesive.

Blackduck Responsibilities

- Arrange to have temporary chain link or other security fencing installed around sculpture to ensure overnight security.
- Provide access to water, ideally a water spigot for a hose.

Cost Estimate Steps 1-39: \$ 25,322.00 –31,616.00

Cost estimate includes:

KCI Labor: \$14,160.00 - \$16,880.00
 8% for supplies and materials: \$1,036.00 - \$1,350.00
 KCI Lodging 7 nights for 2 people: \$2,100.00
 KCI Per Diem 7 days for 2 people: \$826.00

Henning Fiberglass: \$5,000.00 - \$7,000.00

Rapid Crane and Rigging: \$2,200.00- \$3,460.00

Cost of Optional Step #40: an additional \$ 1,050.00 – \$ 1,200.00 Yes _____ or No _____

Prepared by Conservators: Nicole Flam and Laura Kubick

Report Date: August 19, 2024

CLIENT AGREEMENT:

The undersigned authorizes and directs KCI Conservation to carry out the aforementioned conservation and/or restoration treatment and take such action as KCI deems appropriate in connection with the treatment. The undersigned warrants: (i) that the undersigned is the sole owner(s) (or authorized agent of the owners) of the work(s) of art described above and has full authority to direct KCI to undertake the proposed treatment; (ii) the work(s) of art described above is insured by the institution or owner against any and all losses, and that such insurance will be in place from the time the artwork is delivered to KCI until it is received back by the owner/agent.

The above pricing is valid for 90 days. The depositing institution or owner agrees to pay the cost of all conservation services plus materials (8%), not exceeding the above estimated cost by more than (10%) without the express written approval of the depositing institution or owner. All transportation and related insurance costs are the responsibility of the owner or agent of the item.

Conservator will retain files pertaining to work performed under this Agreement, whether in hard copy or digitized, for a minimum of five (5) years after the conclusion of work performed. After this five (5) year period has elapsed, Conservator may destroy the contents of Client's file in a responsible and ethical manner.

Conservator shall have the right to publish or otherwise share materials relating to work performed under this Agreement, including but not limited to photographs, videos, digitized images, recordings, or other reproductions of the Object(s) for academic, pedagogical, promotional, or other related purposes, including on social media. Client's identifying information shall be redacted in any publication of materials pursuant to this subparagraph.

Owner: _____ Date: _____

Institution: _____



FY25 GENERAL FUND BUDGET REVIEW:

1. 2025 REVENUE at a GLANCE (page 1):

- a. 2025 Property Tax Proposal - \$376,346 *(increase of \$31,159)*
- b. 2025 Local Government Aid is confirmed @ \$323,855 *(increase of \$410)*
- c. Contribution from Liquor Fund total to transfer = \$65,000
- d. Fire Protection Contract Contribution = \$102,357.46
- e. Increase to Charges for Service = License Center revenue *(increase of \$25,000)*
- f. Small Cities Assistance State Aid = \$21,871.00 *(not funded in previous years consistently)*

3. 2025 EXPENDITURES (pages 2-8):

g. Payroll & Benefits:

- i. Department of Labor 2025 minimum wage increase *(\$.28/per employee)*
- ii. 2025 Proposed Wages -
 - 1. Recommending **6% increase** for
 - a. Full-time Patrol Officer = \$32.47 *(includes DOL increase item ai.)*
 - i. CLEO requests wage scale stay competitive with SO jail scale to remain competitive
 - b. Administrator = \$42.49 *(includes DOL increase item ai.)*
 - 2. Union Contract approved **12% increase** for :
 - a. Public Works Director = \$42.48 *(includes DOL increase item ai.)*
 - b. Deputy Clerk = \$32.27 *(includes DOL increase item ai.)*
 - c. Maintenance = \$31.83 & \$25.27 respectively *(includes DOL increase item ai.)*
- iii. Health Insurance premium \$712.80 *(increase of \$35.55)*
- iv. Health Care Savings Account contribution @ \$266.67/month a \$3,200 deductible *(no change)*
 - 1. City Administrator addition to HSA' contribution +\$266.67/month – *personnel committee authorized*
- v. Dental Insurance premium \$33.12 *(increase over 2024 \$1.30)*
- vi. PERA *(no full-time employee increase for 2025)*
- vii. PERA Police & Fire 17.7% *(no change for 2025)*
- viii. PERA part time employees *(no change)* (base withholding of 6.5% factored for all PT grossing + \$5,100yr)



CITY OF BLACKDUCK 2025 GENERAL FUND BUDGET HIGHLIGHTS

SEPTEMBER 9TH, 2024 @ 2:00PM CITY HALL BLACKDUCK, MN

FINANCE COMMITTEE PRESENTATION TO COUNCIL

General Fund Operating Budgets – Department Highlights

- ix. Administration: *preliminary budget +6.69%*
- x. License Center: *preliminary budget +19.933%*
- xi. Police: *preliminary budget +8.39%*
- xii. Fire: *preliminary budget +6.76% - approved 8/22/2024*
- xiii. Streets: *preliminary budget +14.18% - reflects Small Cities Funding in street materials*
- xiv. Parks: *preliminary budget +18.15% -*
- xv. Library: *preliminary budget +28.99%*
 - 1. 2025 Library Levy request \$20,380 *(increase of \$934.00)*
 - 2. 2025 Facility Door replacement costs
- xvi. Buildings & Planning: *preliminary budget reduction – odd year NO Inspections*
- xvii. Street Lighting: *preliminary budget = no increase – budget for continued re-lamping and re-wiring of street poles*
- xviii. City Council: *preliminary budget = no increase*
- h. Other:
 - i. Liability *(+9%)*, Property *(+6%)*, Auto *(+10%)*, and Workers Compensation *(+5%)* Insurance estimated increases for 2025
- 2. 2025 BOND / DEBT SCHEDULE & PROPOSED TOTAL LEVY (page 9) - \$430,981.05 – *budget increase of +6.2% or \$25,277.31 over 2024*
- 3. 2025 TNT EXAMPLE – How does this affect my taxes? (page 10) Homestead Exclusion changes – *(range update \$95,000 - \$517,000 w/ \$38,000 max exclusion)*

2025 General Fund Revenues

updated 8/31/24

General Fund Revenue	2023 Budget	2023 YTD Amount	2024 Budget	2024 YTD Amount	2025 Budget	
R 101-31000 General Property Taxes	\$318,564.00	\$318,297.16	\$345,187.00	\$198,001.49		
R 101-31030 Mobile Home Tax	\$800.00	\$691.51	\$800.00	\$370.90	\$800.00	
R 101-31900 Penalties and Interest DelTax	\$1,500.00	\$490.91	\$1,000.00	\$1,819.79	\$1,000.00	
R 101-32000 Licenses and Permits	\$3,500.00	\$2,882.00	\$14,500.00	\$7,790.85	\$3,500.00	
R 101-32240 Animal Licenses	\$250.00	\$85.00	\$125.00	\$0.00	\$0.00	
R 101-33100 Federal Grants and Aids	\$15,000.00	\$63,000.00	\$0.00	\$0.00	\$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	\$57,772.20	\$0.00	\$14,936.50	\$21,871.00	Small Cities Asst. Streets - forecast
R 101-33401 Local Government Aid	\$290,392.00	\$290,392.00	\$323,445.00	\$161,722.50	\$323,855.00	certified
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	\$68.08	\$0.00	\$0.00	\$0.00	
R 101-33416 Police Training Reimbursement	\$1,500.00	\$0.00	\$1,500.00	\$0.00	\$1,500.00	
R 101-33423 State Police Aid	\$13,000.00	\$6,383.88	\$13,000.00	\$0.00	\$13,000.00	
R 101-33424 State Fire Aid	\$19,000.00	\$51,381.90	\$19,000.00	\$0.00	\$19,000.00	
R 101-33620 Other County Grants/Aid	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
R 101-34000 Charges for Services	\$18,000.00	\$41,326.81	\$33,500.00	\$33,017.54	\$58,000.00	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	\$46,722.61	\$0.00	\$0.00	\$0.00	
R 101-34202 Fire Protection Srvs	\$86,354.24	\$86,354.25	\$95,515.00	\$96,440.07	\$102,357.46	
R 101-34781 Reservation Fees	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
R 101-35000 Fines and Forfeits	\$100.00	\$171.64	\$200.00	\$133.33	\$200.00	
R 101-35102 Parking Fines	\$100.00	\$0.00	\$100.00	\$0.00	\$100.00	
R 101-36100 Special Assessments	\$0.00	\$3.69	\$0.00	\$0.00	\$0.00	
R 101-36102 Penalties and Interest	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
R 101-36200 Miscellaneous Revenues	\$1,000.00	\$168.35	\$1,000.00	\$281.05	\$1,000.00	
R 101-36210 Interest Earnings	\$1,000.00	\$4,048.75	\$1,500.00	\$6,799.90	\$1,500.00	
R 101-36220 Other Rents and Royalties	\$0.00	\$0.00	\$0.00	\$1,050.00	\$0.00	
R 101-36230 Contributions and Donations	\$0.00	\$0.00	\$0.00	\$8,546.86	\$0.00	
R 101-36231 Community Development Grants	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
R 101-36240 Reimbursements	\$7,660.00	\$22,036.63	\$7,660.00	\$5,058.29	\$8,554.00	
R 101-39101 Sales of General Fixed Assets	\$0.00	\$6,500.00	\$0.00	\$0.00	\$0.00	
R 101-39200 Interfund Transfer	\$0.00	\$74,602.60	\$0.00	\$0.00	\$0.00	
R 101-39203 Transfer from Other Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
R 101-39204 Intrafund Transfer	\$0.00	\$84,758.00	\$0.00	\$10,000.00	\$0.00	
R 101-39269 Transfer from Liquor Fund	\$50,000.00	\$50,000.00	\$65,000.00	\$20,000.00	\$65,000.00	
R 101-39282 Transfer fm Debt Service Fund	\$0.00	\$0.00	\$0.00	\$91,757.20	\$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	\$14,250.66	\$0.00	\$0.00	\$0.00	
	\$827,720.24	\$1,222,388.63	\$923,032.00	\$657,726.27	\$621,237.46	

General Fund Expenditure Total:	2025 Budget	% +/- 2024	YTD 2024 Actual	2024 Budget
Administration & Transfer for Cemetery	\$193,867.35	6.69%	\$112,614.34	\$181,711.00
License Center	\$25,863.03	19.93%	\$8,736.82	\$21,565.84
Police	\$285,525.26	8.39%	\$191,056.56	\$263,435.74
Fire	\$121,175.00	6.76%	\$98,992.00	\$113,500.00
Streets	\$242,144.92	14.18%	\$136,141.00	\$212,063.91
Parks - <i>formally Wayside Rest Park</i>	\$34,696.39	18.15%	\$19,248.74	\$29,365.45
Library	\$35,124.01	28.99%	\$14,262.10	\$27,229.00
Buildings	\$16,737.91	0.16%	\$10,078.66	\$16,711.00
Street Lighting	\$24,000.00	0.00%	\$6,387.00	\$24,000.00
Planning & Zoning	\$2,000.00	-86.67%	\$9,158.10	\$15,000.00
City Council	\$16,450.00	0.00%	\$547.00	\$16,450.00
	\$997,583.87	8.31%	\$607,222.32	\$921,031.94
		\$76,551.93		
		\$376,346		

updated 8/31/24

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Police Department Budgeted Expenditures for 2024

updated 8/31/24

		2024 Budget	2024 Expenditures	2024 Balance	2025 Budget
E 101-42110-101	Full-Time Employees Regular	\$114,552.70	\$51,298.45	\$63,254.25	\$125,804.00
E 101-42110-102	Full-Time Employees Overtime	\$1,500.00	\$405.72	\$1,094.28	\$1,500.00
E 101-42110-103	Part-Time Employees	\$21,151.00	\$1,549.81	\$19,601.19	\$22,786.00
E 101-42110-121	PERA	\$24,273.94	\$9,425.97	\$14,847.97	\$26,557.00
E 101-42110-122	FICA	\$1,988.54	\$772.21	\$1,216.33	\$2,175.00
E 101-42110-131	Employer Paid Health	\$33,812.92	\$14,295.24	\$19,517.68	\$35,252.80
E 101-42110-205	Heating Fuel	\$2,000.00	\$2,000.00	\$0.00	\$2,000.00
E 101-42110-206	Electricity	\$2,500.00	\$1,329.31	\$1,170.69	\$2,500.00
E 101-42110-208	Training and Instruction	\$2,000.00	\$140.00	\$1,860.00	\$2,000.00
E 101-42110-209	Other Office Supplies	\$500.00	\$0.00	\$500.00	\$500.00
E 101-42110-210	Operating Supplies (GENERAL)	\$1,000.00	\$1,106.58	-\$106.58	\$1,500.00
E 101-42110-212	Motor Fuels	\$6,000.00	\$3,596.13	\$2,403.87	\$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	\$0.00	\$1,000.00	\$2,000.00
E 101-42110-223	Building Repair Supplies	\$0.00	\$0.00	\$0.00	\$0.00
E 101-42110-230	Equipment	\$2,200.00	\$967.72	\$1,232.28	\$2,200.00
E 101-42110-233	Uniforms	\$1,500.00	\$2,665.46	-\$1,165.46	\$2,750.00
E 101-42110-302	Architect Fees	\$0.00	\$0.00	\$0.00	\$0.00
E 101-42110-304	Legal Fees	\$0.00	\$0.00	\$0.00	\$0.00
e 101-42110-309	Construction Services - PWPS Facility	\$0.00	\$120.39	-\$120.39	\$0.00
E 101-42110-310	Other Professional Service	\$0.00	\$0.00	\$0.00	\$0.00
E 101-42110-305	Medical Fees	\$750.00	\$159.00	\$591.00	\$750.00
E 101-42110-321	Telephone	\$2,295.36	\$1,299.13	\$996.23	\$2,177.76
E 101-42110-322	Postage	\$150.00	\$10.50	\$139.50	\$150.00
E 101-42110-327	Internet Access	\$168.00	\$98.00	\$70.00	\$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	\$3,024.79	\$1,544.32	\$1,480.47	\$3,366.62
E 101-42110-362	Property Ins	\$5,974.71	\$2,711.80	\$3,262.91	\$5,749.02
E 101-42110-363	Automotive Ins	\$2,876.50	\$2,927.00	-\$50.50	\$6,439.40
E 101-42110-366	Workers Compensation Insurance	\$14,339.48	\$12,249.40	\$2,090.08	\$12,861.87
E 101-42110-384	Refuse/Garbage Disposal	\$200.00	\$0.00	\$200.00	\$200.00
E 101-42110-401	Repairs/Maint Buildings	\$1,100.00	\$3,514.72	-\$2,414.72	\$1,500.00
E 101-42110-404	Repairs/Maint Machinery/Equip	\$2,500.00	\$1,550.31	\$949.69	\$2,500.00
E 101-42110-420	Tower Lease	\$500.00	\$0.00	\$500.00	\$500.00
E 101-42110-425	Depreciation	\$10,000.00	\$10,000.00	\$0.00	\$10,000.00
E 101-42110-433	Dues and Subscriptions	\$800.00	\$123.25	\$676.75	\$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	\$64,579.88	-\$64,579.88	\$0.00
E 101-42110-580	Other Equipment <i>Copier Lease</i>	\$1,777.80	\$616.26	\$1,161.54	\$1,837.80
E 101-42110-701	Transfer to General Fund	\$0.00	\$0.00	\$0.00	\$0.00
		\$263,435.74	\$191,056.56	\$72,379.18	\$285,525.26

Monthly		
Verizon	\$162.48 phones/packs	-321
PBTv	\$19.00 phone	-321
	\$14.00 internet	-327

Verizon + PBTv

PBTv

increase	9%
increase	6%
increase	10%
increase	5%

CLEO agrees with revision of PR Budget for 2025

will work for PD Budget

PD scale are competitive with SO and should keep FT PD above SO Jail scales

SO scales could be 10-12% in 2025

2019 Squad replace in 2028

2024 Blackduck Fire Department Budget vs. Actual

updated 8/31/24

Budget approved by Fire Protection Area Members 8/22/24

		2024 Budget	2024 YTD Expenditures	2024 Balance	2025 Budget
E 101-42200-103	Part-Time Employees	\$16,000.00	\$16,300.00	-\$300.00	\$17,500.00
E 101-42200-122	FICA	\$1,225.00	\$1,192.15	\$32.85	\$1,314.31
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	\$4,251.84	-\$1,251.84	\$5,000.00
E 101-42200-206	Electricity	\$4,200.00	\$2,867.29	\$1,332.71	\$5,000.00
E 101-42200-207	Computer Supplies	\$0.00	\$0.00	\$0.00	\$0.00
E 101-42200-208	Training and Instruction	\$2,000.00	\$183.25	\$1,816.75	\$2,000.00
E 101-42200-210	Operating Supplies (GENERAL)	\$1,000.00	\$962.18	\$37.82	\$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	\$1,088.01	\$1,111.99	\$2,200.00
E 101-42200-221	Equipment Parts	\$0.00	\$0.00	\$0.00	\$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>	\$10,000.00	\$6,942.92	\$3,057.08	\$10,000.00
E 101-42200-240	Small Tools and Minor Equip	\$2,000.00	\$398.60	\$1,601.40	\$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	\$159.00	\$341.00	\$2,500.00
E 101-42200-307	Management Fees	\$0.00	\$0.00	\$0.00	\$0.00
E 101-42200-310	Other Professional Services	\$0.00	\$750.00	-\$750.00	\$0.00
E 101-42200-321	Telephone	\$800.00	\$396.78	\$403.22	\$800.00
E 101-42200-322	Postage	\$210.00	\$17.70	\$192.30	\$210.00
E 101-42200-323	Radio/Communications Expenses	\$5,000.00	\$3,539.97	\$1,460.03	\$5,000.00
E 101-42200-327	Internet Access	\$600.00	\$314.65	\$285.35	\$600.00
E 101-42200-331	Travel Expenses	\$250.00	\$88.86	\$161.14	\$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	\$484.00	\$254.82	\$73.62	\$555.51
E 101-42200-362	Property Ins	\$2,655.00	\$2,054.50	\$600.50	\$4,355.54
E 101-42200-363	Automotive Ins	\$1,607.00	\$1,278.50	\$328.50	\$2,812.70
E 101-42200-366	Workers Compensation Insurance	\$9,575.00	\$7,501.85	\$3,180.70	\$7,876.94
E 101-42200-384	Refuse/Garbage Disosal	\$344.00	\$344.92	-\$0.92	\$350.00
E 101-42200-367	Unemployment Paid	\$0.00	\$0.00	\$0.00	\$0.00
E 101-42200-401	Repairs/Maint Buildings	\$3,750.00	\$4,940.63	-\$1,190.63	\$3,750.00
E 101-42200-404	Repairs/Maint Machinery/Equip	\$9,400.00	\$8,109.08	\$1,290.92	\$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	\$54.50	\$145.50	\$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 5 - 2025</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 -	\$1,000.00	\$0.00	\$1,000.00	\$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 1 of contract - 2025</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
		\$113,500.00	\$98,992.00	\$15,459.99	\$121,175.00

3 sets of turnout left to buy + helmets

ECG Testing due in 2025

Monthly			
Verizon	\$41.23	phone	-321
	\$215.21	radios	-323
PBC	\$15.45	phone	-321
	\$44.95	internet	-327
Rogers	\$111.00	paggers	-323

Verizon & PBC

Verizon & Rogers

PBC

increase	9%
increase	6%
increase	10%
increase	5%

2024 Blackduck Streets Department Budget vs. Actual

updated 8/31/24

		2024 Budget	2024 Actual Expenditures	2024 Balance	2025 Budget			
E 101-43100-101	Full-Time Employees Regular	\$63,313.61	\$53,697.14	\$9,616.47	\$70,802.28			
E 101-43100-102	Full-Time Employees Overtime	\$4,500.00	\$4,588.48	-\$88.48	\$4,500.00			
E 101-43100-103	Part-Time Employees	\$2,202.51	\$5,980.84	-\$3,778.33	\$1,349.46			
E 101-43100-121	PERA	\$4,913.71	\$4,589.35	\$324.36	\$5,411.38			
E 101-43100-122	FICA	\$5,011.98	\$4,911.26	\$100.72	\$5,519.61			
E 101-43100-131	Employer Paid Health	\$10,283.18	\$7,269.08	\$3,014.10	\$12,322.93			
E 101-43100-142	Unemployment Benefit Payments	\$0.00	\$0.00	\$0.00	\$0.00			
E 101-43100-200	Office Supplies (GENERAL)	\$500.00	\$77.27	\$422.73	\$500.00			
E 101-43100-205	Heating Fuel	\$2,100.00	\$2,100.00	\$0.00	\$2,100.00			
E 101-43100-206	Electricity	\$4,500.00	\$2,483.61	\$2,016.39	\$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)	\$2,100.00	\$1,329.98	\$770.02	\$2,100.00			
E 101-43100-212	Motor Fuels	\$15,000.00	\$6,372.30	\$8,627.70	\$15,000.00			
E 101-43100-213	Lubricants and Additives	\$1,700.00	\$139.43	\$1,560.57	\$1,700.00			
E 101-43100-220	Repair/Maint Supply (GENERAL)	\$2,500.00	\$338.65	\$2,161.35	\$2,500.00			
E 101-43100-221	Equipment Parts	\$1,300.00	\$71.69	\$1,228.31	\$1,300.00			
E 101-43100-222	Tires	\$4,000.00	\$0.00	\$4,000.00	\$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	\$25,000.00	\$283.31	\$24,716.69	\$46,871.00	includes SCA		
E 101-43100-233	Uniforms	\$1,500.00	\$275.88	\$1,224.12	\$1,500.00			
E 101-43100-235	Personal Protective Equipment	\$1,800.00	\$470.26	\$1,329.74	\$1,800.00			
E 101-43100-240	Small Tools and Minor Equip	\$1,500.00	\$359.53	\$1,140.47	\$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	\$68.00	-\$68.00	\$0.00			
E 101-43100-309	Construction Services - PWPS Facility	\$0.00	\$0.00	\$0.00	\$0.00			
E 101-43100-310	Other Professional Services	\$2,300.00	\$0.00	\$2,300.00	\$2,300.00			
E 101-43100-321	Telephone	\$1,743.00	\$1,443.88	\$299.12	\$1,679.76	Verizon plan + PBTv + PR		
E 101-43100-322	Postage	\$0.00	\$0.00	\$0.00	\$0.00			
E 101-43100-327	Internet Access	\$336.00	\$98.00	\$238.00	\$168.00			
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	\$757.00	\$254.82	\$502.18	\$555.51	increase	9%	
E 101-43100-362	Property Ins	\$5,490.00	\$1,915.40	\$3,574.60	\$4,060.65	increase	6%	
E 101-43100-363	Automotive Ins	\$1,648.00	\$795.00	\$853.00	\$1,749.00	increase	10%	
E 101-43100-366	Workers Compensation Insurance	\$7,256.00	\$6,058.82	\$1,197.18	\$6,361.76	increase	5%	
E 101-43100-384	Refuse/Garbage Disposal	\$342.76	\$0.00	\$342.76	\$350.00	county levy only		
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	\$2,000.00	\$261.55	\$1,738.45	\$2,000.00			
E 101-43100-404	Repairs/Maint Machinery/Equip	\$8,000.00	\$635.65	\$7,364.35	\$8,000.00			
E 101-43100-433	Dues and Subscriptions	\$0.00	\$805.66	-\$805.66	\$0.00			
E 101-43100-436	Towing Charges	\$0.00	\$0.00	\$0.00	\$0.00			
E 101-43100-500	Capital Outlay - Depreciate for equipment	\$0.00	\$0.00	\$0.00	\$12,000.00	NEW		
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 - Skid Steer & Grader Purchase	\$14,228.58	\$14,228.58	\$0.00	\$3,406.00	CAT payment moves to 381 debt		
E 101-43100-601	Debt Srv Bond Principal	\$0.00	\$0.00	\$0.00	\$0.00			
E 101-43100-610	PFA Debt Srv Interest	\$0.00	\$0.00	\$0.00	\$0.00			
E 101-43100-611	Bond Interest - 2022 Temp Bond Facility	\$0.00	\$0.00	\$0.00	\$0.00			
		\$212,063.91	\$136,141.00	\$75,922.91	\$242,144.92			

Monthly		
Verizon	\$41.23 phone	-321
PBTv	\$18.75 phone	-321
	\$14.00 internet	-327

Begin 10-year Depreciation for Equipment \$10,000/annually for 15-20years
Plan for Street Sign Replacements
Small Cities Assistance Aid added to Street Materials operating line

2024 Blackduck Park Department Budget vs Actual

updated 8/31/24

	2024 Budget	2024 YTD Amount	2024 Balance	2025 Budget		
E 101-45200-101 Full-Time Employees Regular	\$4,205.27	\$3,543.56	\$661.71	\$4,605.31		
E 101-45200-102 Full-Time Employees Overtime	\$350.00	\$738.86	-\$388.86	\$1,000.00		
E 101-45200-103 Part-Time Employees	\$3,670.85	\$3,174.55	\$496.30	\$5,397.84		
E 101-45200-121 PERA	\$590.71	\$330.81	\$259.90	\$750.24		
E 101-45200-122 FICA	\$602.52	\$570.04	\$32.48	\$765.24		
E 101-45200-131 Employer Paid Health	\$738.84	\$527.45	\$211.39	\$883.63		
E 101-45200-206 Electricity	\$2,100.00	\$1,906.34	\$193.66	\$3,275.00		
E 101-45200-208 Training and Instruction	\$0.00	\$0.00	\$0.00	\$0.00		
E 101-45200-210 Operating Supplies (GENERAL)	\$1,500.00	\$752.71	\$747.29	\$1,500.00		
E 101-45200-211 Cleaning Supplies	\$600.00	\$36.27	\$0.00	\$600.00		
E 101-45200-212 Motor Fuels	\$2,000.00	\$2,000.00	\$0.00	\$3,000.00		
E 101-45200-221 Equipment Parts	\$0.00	\$0.00	\$0.00	\$0.00		
E 101-45200-225 Landscaping Materials	\$3,000.00	\$218.67	\$2,781.33	\$3,000.00		
E 101-45200-240 Small Tools and Minor Equip	\$0.00	\$149.29	\$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	\$1,614	\$849.90	\$764.10	\$1,852.78	increase	9%
E 101-45200-362 Property Ins	\$1,371	\$685.00	\$686.00	\$1,452.20	increase	6%
E 101-45200-366 Workers Compensation Insurance	\$1,525	\$1,205.86	\$319.14	\$1,266.15	increase	5%
E 101-45200-384 Refuse/Garbage Disposal	\$1,100	\$344.92	\$755.08	\$1,100.00	Woodcarvers & Bash - cnty & WM	
E 101-45200-401 Repairs/Maint Buildings	\$2,000.00	\$6.99	\$1,993.01	\$2,000.00		
E 101-45200-430 Miscellaneous (GENERAL)	\$500.00	\$261.48	\$238.52	\$500.00		
E 101-45200-433 Dues and Subscriptions	\$0.00	\$0.00	\$0.00	\$0.00		
E 101-45200-501 Assessment	\$1,897.26	\$1,946.04	-\$48.78	\$1,747.99		
E 101-45200-530 Improvements Other Than Bldgs	\$0.00	\$0.00	\$0.00	\$0.00		
	\$29,365.45	\$19,248.74	\$9,702.27	\$34,696.39		

formally Wayside Rest Park Dept

2024 Blackduck Council Budget vs Actual Expenditures

updated 8/31/24

	2024 Budget	2024 Actual Expenditures	2024 Balance	2025 Budget	
E 101-41110-101 Full-Time Employees Regular	\$11,000.00	\$0.00	\$11,000.00	\$11,000.00	
E 101-41110-121 PERA	\$0.00	\$0.00	\$0.00	\$0.00	
E 101-41110-122 FICA	\$850.00	\$0.00	\$850.00	\$850.00	
E 101-41110-207 Computer Supplies	\$500.00	\$0.00	\$500.00	\$500.00	
E 101-41110-208 Training and Instruction	\$2,000.00	\$0.00	\$2,000.00	\$2,000.00	
E 101-41110-322 Postage	\$0.00	\$0.00	\$0.00	\$0.00	
E 101-41110-331 Travel Expenses	\$1,500.00	\$0.00	\$1,500.00	\$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	\$600.00	\$547.00	\$53.00	\$600.00	
E 101-41110-437 Bad Debt Expense	\$0.00	\$0.00	\$0.00	\$0.00	
	\$16,450.00	\$547.00	\$15,903.00	\$16,450.00	

2024 Blackduck Street Lighting Budget vs. Actual

	2024 Budget	2024 Actual Expenditures	2024 Balance	2025 Budget	
E 101-43160-206 Electricity	\$10,500.00	\$6,387.00	\$4,113.00	\$11,000.00	
E 101-43160-210 Operating Supplies (GENERAL)	\$3,500.00	\$0.00	\$3,500.00	\$3,000.00	
E 101-43160-220 Repair/Maint Supply (GENERAL)	\$10,000.00	\$0.00	\$10,000.00	\$10,000.00	
	\$24,000.00	\$6,387.00	\$17,613.00	\$24,000.00	

2024 Blackduck Government Bldgs. Budget vs. Actual

	2024 Budget	2024 Actual Expenditures	2024 Balance	2025 Budget	
E 101-41940-206 Electricity	\$8,500.00	\$3,443.57	\$5,056.43	\$7,500.00	\$6,887.14
E 101-41940-210 Operating Supplies (GENERAL)	\$825.00	\$1,503.90	-\$678.90	\$1,700.00	
E 101-41940-211 Cleaning Supplies	\$0.00	\$0.00	\$0.00	\$0.00	
E 101-41940-223 Building Repair Supplies	\$400.00	\$89.99	\$310.01	\$400.00	
E 101-41940-361 General Liability Ins	\$161.00	\$84.94	\$76.06	\$185.17	increase 9%
E 101-41940-362 Property Ins	\$1,225.00	\$614.50	\$610.50	\$1,302.74	increase 6%
E 101-41940-380 Utility Services (GENERAL)	\$600.00	\$406.88	\$193.12	\$650.00	\$697.51
E 101-41940-401 Repairs/Maint Buildings	\$5,000.00	\$3,538.93	\$1,461.07	\$5,000.00	
E 101-41940-520 Buildings and Structures	\$0.00	\$395.95	-\$395.95	\$0.00	
	\$16,711.00	\$10,078.66	\$6,632.34	\$16,737.91	

2024 Blackduck Planning & Zoning Budget vs. Actual

	2024 Budget	2024 Actual Expenditures	2024 Balance	2025 Budget
E 101-41910-300 Professional Srvs (GENERAL)	\$15,000.00	\$9,158.10	\$5,841.90	\$2,000.00
	\$15,000.00	\$9,158.10	\$5,841.90	\$2,000.00

2024 Blackduck Library Department Budget vs. Actual

	2024 Budget	2024 YTD Expenditures	2024 Balance	2025 Budget	
E 101-45500-122 FICA	\$0.00	\$0.00	\$0.00	\$0.00	
E 101-45500-200 Office Supplies (GENERAL)	\$0.00	\$0.00	\$0.00	\$0.00	
E 101-45500-206 Electricity	\$3,500.00	\$1,752.62	\$1,747.38	\$3,500.00	
E 101-45500-210 Operating Supplies (GENERAL)	\$400.00	\$708.22	-\$308.22	\$750.00	
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	\$0.00	\$0.00	\$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	\$161.00	\$84.94	\$76.06	\$185.17	increase 9%
E 101-45500-362 Property Ins	\$1,412.00	\$707.00	\$705.00	\$1,498.84	increase 6%
E 101-45500-367 Unemployment Paid	\$0.00	\$0.00	\$0.00	\$0.00	
E 101-45500-380 Utility Services (GENERAL)	\$750.00	\$915.34	-\$165.34	\$1,250.00	
E 101-45500-401 Repairs/Maint Buildings	\$1,000.00	\$20.98	\$979.02	\$7,000.00	work on front door
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	\$19,446.00	\$9,723.00	\$9,723.00	\$20,380.00	
E 101-45500-580 Other Equipment	\$0.00	\$0.00	\$0.00	\$0.00	
	\$27,229.00	\$14,262.10	\$12,966.90	\$35,124.01	

2024 Blackduck License Center Budget

	2024 Budget	2024 Actual Expenditures	2024 Balance	2025 Budget	
E 101-44444-101 Full-Time Employees Regular	\$12,623.52	\$5,312.84	\$7,310.68	\$14,488.45	
E 101-44444-102 Full-time Employees Overtime	\$150.00	\$46.29	\$103.71	\$150.00	
E 101-44444-103 Part-Time Employees	\$0.00	\$0.00	\$0.00	\$0.00	
E 101-44444-121 PERA	\$946.76	\$401.82	\$544.94	\$1,086.63	
E 101-44444-122 FICA	\$965.70	\$403.26	\$562.44	\$1,108.37	
E 101-44444-131 Employer Paid Health	\$1,895.80	\$521.92	\$1,373.88	\$2,433.58	
E 101-44444-200 Office Supplies	\$1,500.00	\$506.30	\$993.70	\$1,500.00	deposit slips & supplies
E 101-44444-203 Printed Forms	\$0.00	\$0.00	\$0.00	\$0.00	
E 101-44444-210 Operating Supplies	\$1,000.00	\$163.17	\$836.83	\$1,000.00	
E 101-44444-301 Auditing & Accounting	\$0.00	\$0.00	\$0.00	\$0.00	
E 101-44444-332 Postage	\$1,000.00	\$926.24	\$73.76	\$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)	\$1,484.06	\$454.98	\$1,029.08	\$3,096.00	split with Admin 60/40
	\$21,565.84	\$8,736.82	\$12,829.02	\$25,863.03	

Budgeting 2025 P/I Payments Utilizing 2024 Special Assessments

Bond Maturity Dates:		Description:	Balance After 2025 Payments:	
1/1/2024	2009A Go Bond (309)	\$0.00		
2/1/2035	Water Tower (601)	\$640,832.50		Total Golf Debt:
8/10/2024	2012 Golf Equip & Club House (613)	\$0.00		\$40,541.68
2/1/2025	4th Street Sewer (314)	\$0.00		
8/20/2046	Water (Main & Summit) (320)	\$141,000.00		Total Liquor Debt:
2/1/2024	Sewer (Main & Summit) (602 & 317)	\$0.00		\$560,000.00
2/1/2029	Frontage/Pine Ave (325)	\$21,074.84		
2/1/2025	2016 Golf Equipment (613)	\$0.00		Total Water Debt:
3/1/2031	2020 Golf Cart Shed (613)	\$5,926.20		\$781,832.50
3/1/2031	2020 Golf Cart Shed (613)	\$25,000.00		
2/1/2042	2021 Go Bond (609)	\$560,000.00		Total Sewer Debt:
2/1/2031	USDA Loan #09 Skid Steer (318)	\$17,030.00		\$0.00
1/1/2025	TCF Bank Lease (609)	\$0.00		
1/13/2025	GM Financial Lease (101-43100)	\$0.00		Total General Fund Debt:
2/1/2032	2024A Go Equipment Cert. Streets (331)	\$180,000.00		\$218,104.84
2/1/2028	2022 Golf Rough Mower (613)	\$9,615.48		
10/1/2026	TCF Bank Lease (613) carts	\$0.00		PW/PS Facility Debt:
8/1/2063	Go Bond 2023A USDA (101, 601, 602)	\$1,575,994.15		\$1,875,898.34
8/1/2063	Go Bond 2023B USDA (101, 601, 602)	\$299,904.19		
8/15/2036	Demolition Revolving Loan Fund	\$138,960.60		
			\$3,615,337.96	

<u>Property Tax Levy History:</u>		
2020	\$252,138.00	Certified
2021	\$303,411.00	Certified
2022	\$305,866.00	Certified
2023	\$373,941.00	Certified
2024	\$405,703.74	Certified
2025	\$430,981.05	Proposed

6.2%

City of Blackduck Sample Property Tax *(includes homestead exclusion)* for Proposed Budget(s)

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

City of Blackduck		
2022 Total Net Tax Capacity:		\$344,156.00
Levy:		
General Revenue	\$256,009.00	
2006 GO Impv Bond	\$36,938.00	
2009 Refunding	\$18,067.00	
Blackduck HRA Levy	\$6,196.00	
2014A Disp Sys Bond	\$8,022.00	
2012 Go Bond Golf	6,004.00	
2016 Go Bond Golf	9,923.00	
	\$341,159	\$341,159
(Mill) Rate:		99%
Estimated Market Value: \$100,000.00		
Homestead Exclusion:		
1st 76,000 of EMV:	\$76,000.00	
	40%	
	\$30,400	
Remainder	\$24,000	
	9%	
	\$2,160	
Homestead Exclusion:	\$28,240	(28,240)
Taxable Market Value		\$71,760
Homestead Class Rate		1%
Net Tax Capacity		\$718
City of Blackduck Tax		\$711

City of Blackduck		
2023 Total Net Tax Capacity:		\$407,306.00
Levy:		
General Revenue	\$318,564.00	
2009 Refunding	\$17,426.72	
Blackduck HRA Levy	\$7,401.00	
2014A Disp Sys Bond	\$9,116.38	
2012 Go Bond Golf	\$10,815.00	
2016 Go Bond Golf	\$10,618.75	
	\$373,941.85	\$373,941.85
(Mill) Rate:		92%
Estimated Market Value: \$100,000.00		
Homestead Exclusion:		
1st 76,000 of EMV:	\$76,000.00	
	40%	
	\$30,400	
Remainder	\$24,000	
	9%	
	\$2,160	
Homestead Exclusion:	\$28,240	(28,240)
Taxable Market Value		\$71,760
Homestead Class Rate		1%
Net Tax Capacity		\$718
City of Blackduck Tax		\$659

City of Blackduck		
2024 Total Net Tax Capacity:		\$452,212.00
Levy:		
General Revenue	\$345,187.00	
2009 Refunding	\$16,084.69	
Blackduck HRA Levy	\$8,102.00	
2014A Disp Sys Bond	\$8,393.22	
2023A USDA Bond	\$23,829.90	
2023B USDA Bond	\$4,106.70	
	\$405,703.51	\$405,703.51
(Mill) Rate:		90%
Estimated Market Value: \$100,000.00		
Homestead Exclusion:		
1st 76,000 of EMV:	\$76,000.00	
	40%	
	\$30,400	
Remainder	\$24,000	
	9%	
	\$2,160	
Homestead Exclusion:	\$28,240	(28,240)
Taxable Market Value		\$71,760
Homestead Class Rate		1%
Net Tax Capacity		\$718
City of Blackduck Tax		\$644

City of Blackduck		
2025 Total Net Tax Capacity:		\$448,979.00
<i>updated 8/31/24</i>		
Levy:		
General Revenue	\$376,346.00	
Blackduck HRA Levy	\$8,019.00	
2014A Disp Sys Bond	\$9,398.62	
2023A USDA Bond	\$23,829.90	
2023B USDA Bond	\$4,106.70	
2024A Equip. Certificate	\$9,280.85	
	\$430,981.07	\$430,981.07
(Mill) Rate:		96%
Estimated Market Value: \$100,000.00		
Homestead Exclusion:		
1st 95,000 of EMV:	\$95,000.00	
	40%	
	\$38,000	
Remainder	\$5,000	
	9%	
	\$450	
Homestead Exclusion:	\$37,550	(37,550)
Taxable Market Value		\$62,450
Homestead Class Rate		1%
Net Tax Capacity		\$625
City of Blackduck Tax		\$599



8 Summit Ave. NE, PO Box 380, Blackduck, MN 56630-0380

NOTICE OF CITY COUNCIL SPECIAL COUNCIL MEETING

Notice is hereby given that the City of Blackduck City Council will hold a Special Council meeting to begin at 6:00pm Monday, September 23, 2024.

The purpose of this meeting will be to adopt City of Blackduck proposed levy for 2025.

Posted this 10th day of September 2024.



Christina Regas, City Administrator

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"The City Of Blackduck Is An Equal Opportunity Provider"



Beltrami Soil and Water Conservation District

PRESS RELEASE

PUBLIC HEARING FOR THE UPPER/LOWER RED LAKE COMPREHENSIVE WATERSHED PLAN

The Beltrami Soil and Water Conservation District (SWCD) and planning partners will be having a public hearing for the proposed Upper/Lower Red Lake Comprehensive Watershed Plan. To view the Plan, visit <https://www.beltramiswcd.org/about-5>

This public hearing will be on **Tuesday, October 22nd, 2024 at 9:00AM at the Seven Clans Casino** Red Lake (10200 Highway 89 Redlake, MN 56671).

After nearly two years of collaborative planning, the comprehensive watershed management plan is nearly complete. This watershed plan aligns water planning along watershed boundaries and enhances existing county water plans. It sets goals and actions for the next 10 years to help prioritize and fund projects with the purpose of maintaining and improving water quality in this area.

This voluntary program is administered through the Board of Water and Soil Resources. Red Lake Nation and Beltrami SWCD teamed up to develop this plan. A voluntary technical advisory committee helped develop the Plan. Partners will complete plan action items that are measurable and trackable to improve and protect soil and water in this area.

For more information on the plan and map of the watershed, visit <https://www.beltramiswcd.org/about-5>

Contact Beltrami SWCD at (218) 333-4157 or katelyn.bergstrom@co.beltrami.mn.us.

Program funded through the Board of Water Soil Resources One Watershed One Plan and the Clean Water Land and Legacy Amendment.

