



# AGENDA

## Blackduck City Council Meeting

6:00 PM - Monday, October 5, 2026

City Hall, 8 Summit Drive, Blackduck MN

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|                                                                                                                                                    | Page      |
|----------------------------------------------------------------------------------------------------------------------------------------------------|-----------|
| 1. CALL TO ORDER                                                                                                                                   |           |
| a. Roll Call                                                                                                                                       |           |
| b. Pledge of Allegiance                                                                                                                            |           |
| 2. APPROVAL OF AGENDA                                                                                                                              |           |
| 3. CONSENT AGENDA                                                                                                                                  |           |
| <i>All items listed under the Consent Agenda, unless removed from the Consent Agenda shall be approved by one Council motion.</i>                  |           |
| a. September 8, 2026 Blackduck City Council Meeting Minutes<br><a href="#">Council - Sep 08 2026 - Minutes - Pdf</a>                               | 6 - 11    |
| b. September 11, 2026 Blackduck Finance Committee Meeting Minutes<br><a href="#">09112026</a>                                                      | 12 - 13   |
| c. September 18, 2026 - Blackduck Finance Committee Meeting Minutes<br><a href="#">09182026</a>                                                    | 14        |
| d. September 21, 2026 Blackduck City Council Work Session Minutes<br><a href="#">Council - Work Session - Sep 21 2026 - Minutes - Pdf</a>          | 15 - 18   |
| e. September 24, 2026 KRLS Board Meeting Packet including July 16, 2026 Minutes<br><a href="#">PACKET 2026-09-24 KRLS Board Meeting COMPRESSED</a> | 19 - 103  |
| f. September 24, 2026 Blackduck Finance Committee Meeting Minutes<br><a href="#">09252026</a>                                                      | 104       |
| g. September 28, 2026 Blackduck City Council Special Meeting Minutes<br><a href="#">Council - Sep 28 2026 - Minutes - Pdf</a>                      | 105 - 106 |
| h. September 2026 Fund Balance Report<br><a href="#">September 2026 Fund Balance Report</a>                                                        | 107       |
| i. September 2026 Bill Report<br><a href="#">September 2026 Bill Report 1</a>                                                                      | 108 - 109 |
| j. September 2026 Liquor Fund Vendor ACH Payments - CashWise<br><a href="#">CASHwise</a>                                                           | 110       |
| k. September 2026 Sewer Income Statement<br><a href="#">September 2026 Sewer Income Statement</a>                                                  | 111       |
| l. September 2026 Water Income Statement<br><a href="#">September 2026 Water Income Statement</a>                                                  | 112       |
| m. September 2026 Pine Tree Park Income Statement                                                                                                  | 113       |

|     |                                                                                                                                                                                                                        |           |
|-----|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|
|     | <a href="#"><u>September 2026 Pine Tree Park Income Statement</u></a>                                                                                                                                                  |           |
| n.  | September 2026 Lakeview Cemetery Income Statement<br><a href="#"><u>September 2026 Lakeview Cemetery Income Statement</u></a>                                                                                          | 114       |
| o.  | September 2026 Golf Course Income Statement<br><a href="#"><u>September 2026 Golf Course Income Statement</u></a>                                                                                                      | 115       |
| p.  | September 2026 Liquor Store Income Statement<br><a href="#"><u>September 2026 Liquor Store income statements</u></a>                                                                                                   | 116       |
| q.  | September 2026 Blackduck DMV Income Statement<br><a href="#"><u>Septebmer 2026 DMV Office Income Statement</u></a>                                                                                                     | 117       |
| r.  | Q3 2026 General Fund Income Statement<br><a href="#"><u>Q3 2026 General Fund</u></a>                                                                                                                                   | 118       |
| s.  | Final Approval Needed - September 2026 Supplemental Bill Report<br><a href="#"><u>September Supp Bill batch</u></a>                                                                                                    | 119 - 123 |
| t.  | August 2026 LG216 Lawful Gambling Monthly Rent Report - Blackduck Fire Relief Association<br><a href="#"><u>LG216 Blackduck Fire Relief Gambling Rent 092026</u></a>                                                   | 124       |
| u.  | Final Approval - September 2026 Business Credit Card Payment<br><a href="#"><u>September CC payment</u></a>                                                                                                            | 125 - 126 |
| v.  | Final Approval - September 2026 EFT disbursements for City of Blackduck payrolls supporting MN Statute §471.38 subd. 3 (3a)<br><a href="#"><u>September Payrolls</u></a>                                               | 127 - 130 |
| w.  | Final Approval - July 2026 Local Option Sales Tax Revenue<br><a href="#"><u>LOST September 2026</u></a>                                                                                                                | 131       |
| x.  | Final Approval - 2026 Fire and Police State Aid<br><a href="#"><u>Fire and Police Aid 2026</u></a>                                                                                                                     | 132       |
| y.  | Final Approval - Widseth Amended Professional Services Proposal Lift Station Improvements Project City of Blackduck<br><a href="#"><u>2026-09-10 Proposal Amend Lift Station Improvements Blackduck 2026-10907</u></a> | 133 - 141 |
| z.  | Final Approval - MN Dept of Labor 2027 Minimum Wage increase - City of Blackduck<br><a href="#"><u>2027 Min wage increase</u></a>                                                                                      | 142       |
| aa. | Final Approval - 2027 City of Blackduck Wage Scale<br><a href="#"><u>2027 COB Wage Scale includes DOL increase</u></a>                                                                                                 | 143       |
| ab. | Final Approval - 2027 City of Blackduck Minicipal Liquor Store/Bar - DBA The Pond - Intoxicating Liquor & Wine License<br><a href="#"><u>2027 The Pond Liquor License</u></a>                                          | 144       |
| ac. | Final Approval - 2027 City of Blackduck Minicipal Golf Course Intoxicating Liquor & Wine License<br><a href="#"><u>2027 Golf Course Liquor License</u></a>                                                             | 145       |
| ad. | Final Approval - October 2026 New Hires Report<br><a href="#"><u>October 2026 New Hires Report</u></a>                                                                                                                 | 146       |

|     |                                                                                                                                                                                                                                                   |           |
|-----|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|
| ae. | Final Approval - American Engineering Testing Proposal - Blackduck Lift Station Project<br><a href="#">American Engineering Testing Lift Station</a>                                                                                              | 147 - 158 |
| af. | Final Approval - City of Blackduck & Blackduck Fire Relief Association Pension Accounting Report 2026 GASB 68 for the City and 2025 GASB 67 for the Relief Association<br><a href="#">FYE2025-26 GASB 67-68 Pension Accounting Blackduck VFRA</a> | 159 - 187 |
| ag. | Final Approval - WS Field Service bid for project<br><a href="#">WS Field Service fence quote</a>                                                                                                                                                 | 188       |
| ah. | Final Approval - City of Blackduck PS03 Sanitary Sewer Collection Improvement project submission to MPCA Project Priority List<br><a href="#">Confirmation - MPFA 2027 Intended Use Plan Requests - Sanitary Sewer Collection Improvements</a>    | 189 - 194 |
| ai. | Final Approval - City of Blackduck PS01 Lift Station Rehabilitation Project submission on the MPCA Project Priority List<br><a href="#">Confirmation - MPFA 2027 Intended Use Plan Requests - Lift Station Rehabilitation</a>                     | 195 - 198 |
| aj. | Final Approval - City of Blackduck Wastewater Treatment Plant Facility Plan Preliminary Approval MPCA<br><a href="#">2026-09-22 Prelim Approval Facility Plan MPCA 2020-10247</a>                                                                 | 199 - 200 |
| ak. | Final Approval - 2027 Mn Assumed Name Annual Renewal - Blackduck Municipal Liquor Store - The Pond - Office of the MN Secretary of State<br><a href="#">Annual Renewal - Assumed Name.pdf</a>                                                     | 201 - 202 |
| al. | Final Approval - KRLS Special Board Meeting Agenda Packet - September 30, 2026<br><a href="#">PACKET 2026-09-30 KRLS Special Mtg - Regional Director</a>                                                                                          | 203 - 204 |
| am. | Final Approval - MN POST Board mandated policy updates - Blackduck Police Department<br><a href="#">6. Domestic-Abuse-Response-and-Arrest-updated 9252026docx</a><br><a href="#">Vehicle Pursuits Policy updated 09252026</a>                     | 205 - 227 |
| an. | Final Approval - 2027 City of Blackduck Waste Removal Services - Jon's Refuse Solutions Inc.<br><a href="#">JOns Refuse City of Blackduck Quote approvedpdf</a>                                                                                   | 228       |
| ao. | Final Approval - Blackduck Library bookshelf Assembly and Installation Quote - Collin Green<br><a href="#">Assembly Quote Grrn</a>                                                                                                                | 229       |
| ap. | Final Approval - City of Blackduck website analytics report - blackduckmn.com<br><a href="#">City of Blackduck GA4 Report</a>                                                                                                                     | 230 - 231 |
| aq. | Final Approval - Joint Powers Agreement - State of Minnesota and City of Blackduck Fire Department for Federal Background Checks<br><a href="#">EXECUTED - Blackduck Fire Dept NCJA JPA</a>                                                       | 232 - 236 |
| ar. | Final Approval - Melissa's Cleaning Service Contract 2027-2029<br><a href="#">Melissa Cleaning Contract 2027-2029</a>                                                                                                                             | 237       |
| as. | Final Approval - Q3 2026 MN Paid Leave                                                                                                                                                                                                            | 238 - 239 |

## Q3 2026 MN Paid Leave-2

### 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 - October 19, 2026 @ 5:30pm - Neighborhood Informational Meeting Notice - Wastewater Lift Station Improvements 240 - 241  
[2026-09-10 Proposal Amend Lift Station Improvements Blackduck 2026-10907](#)

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

- a. Council Approval Needed - The Pond Gable Quotes - DK Builders 242 - 247  
[Siding Quote DK Builders The Pond Gable](#)

#### 5.3. Golf Course Report - Misty Frenzel, Golf Course Director

#### 5.4. Library Report - Kelly Hanks, Head Librarian

- a. Council Information - Library Renovation Project update(s) and Project Budget 248  
[Project Budget worksheet](#)

### 6. ADMINISTRATOR'S REPORT

- a. Donation Request - Madden McKean Foundation - Richard McKean 249  
[Madden McKean Foundation Donation REquest](#)
- b. Approval Needed - Resolution 2026-17 - Resolution establishing a meeting schedule for 2027 250  
[2026-17 Resolution adopting a meeting schedule for 2027](#)
- c. Council Consideration - Ordinance 2026-03 - An Interim Ordinance authorizing studies and imposing a moratorium on Data Center Development in the City of Blackduck 251 - 252  
[Moratorium ordinance - data centers](#)
- d. September 18 - November 2, 2026 - 2026 General Election absentee voting and HCF Voting
- e. October 19, 2026 @ 5:30pm - Neighborhood Informational Meeting - Wastewater Lift Station Improvements Project 253  
[Notice 10192026](#)
- f. October 19, 2026 @ 6pm - Blackduck City Council Work Session
- g. October 21, 2026 @ 2pm - Blackduck Planning Commission Meeting
- h. November 3, 2026 - 2026 State General Election Day
- i. November 9, 2026 @ 6pm - City of Blackduck Canvassing Board Meeting 254  
[2026 Canvassing Notice](#)
- j. November 9, 2026 @ 6pm - Blackduck City Council Regular Meeting

- 7. MAYOR AND/OR COUNCIL MEMBER REPORTS
- 8. COMMUNITY EVENTS/GOOD THINGS HAPPENING
  - a. United Way of Bemidji September 2026 Update 255 - 257  
[United Way](#)
- 9. ADJOURNMENT



# MINUTES

## Council Meeting

6:00 PM - Tuesday, September 8, 2026  
City Hall, 8 Summit Drive, Blackduck MN

The Council of the City of Blackduck was called to order on Tuesday, September 8, 2026, at 6:00 PM, in the City Hall, 8 Summit Drive, Blackduck MN, with the following members present:

**COUNCILORS PRESENT:** Mayor Maxwell Gullette, Councilor Nicholas Seitz, Councilor Laurie Hamilton, and Council member Ronald Fredrickson

**COUNCILORS EXCUSED:**

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

**OTHERS PRESENT:** Tim Ramerth and Joe Pelawa of Widseth, Emily Fairchild of Boys and Girls Club

### 1. CALL TO ORDER

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

### 2. APPROVAL OF AGENDA

- a.

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

Carried 4 to 0

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

### 3. CONSENT AGENDA

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

- a. August 10, 2026 Blackduck City Council Meeting Minutes
- b. August 13, 2026 Blackduck Finance Committee Meeting Minutes
- c. August 13, 2026 Fire Protection Budget Meeting Minutes
- d. August 17, 2026 Blackduck City Council Work Session Minutes

- e. August 19, 2026 Blackduck Planning Commission Meeting Minutes
- f. August 2026 Fund Balance Report
- g. August 2026 Bill Report
- h. August 2026 Liquor Fund Vendor ACH payments - CashWise
- i. August 2026 Sewer Income Statement
- j. August 2026 Water Income Statement
- k. August 2026 Pine Tree Park Income Statement
- l. August 2026 Lakeview Cemetery Income Statement
- m. August 2026 Golf Course Income Statement
- n. August 2026 Liquor Store Income Statement
- o. August 2026 Blackduck DMV Income Statement
- p. July 2026 LG216 Lawful Gambling Monthly Rent Report - Blackduck Fire Relief Association
- q. ~~Final Approval - August 2026 Business Credit Card Payment~~
- r. Final Approval - August 2026 EFT disbursements for City of Blackduck payrolls supporting MN Statute §471.38 subd. 3 (3a)
- s. Final Approval - 2025 Blackduck Fire Relief Association Financial and Investment Report (FIRE-25)
- t. Final Approval - 2025 Blackduck Fire Relief Association Schedule Form for Lump-Sum Pension Plans (SC-25)
- u. Final Approval - City of Blackduck Analytics Report - blackduckmn.com
- v. Final Approval - USDA Management Decision Memo regarding 2024-009 & 2025-006 Internal Control over Compliance Criteria
- w. Final Approval - 2027 MHC Statewide Pool Rates Confirmation - Medica Rate for City of Blackduck
- x. Final Approval - New and Re-hired Employee Report August and September 2026
- y.

Ronald Fredrickson moved to approve the consent agenda removing item (Q) for further discussion  
Nicholas Seitz seconded the motion.

Carried 4 to 0

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

- z. Removed Consent Agenda Items for further Discussion  
Q. Final Approval - August 2026 Business Credit Card Payment

Council member Fredrickson requested details on a large operating purchase over \$700. Regas reported the DMV scanner on the Deputy Clerk's workstation quit and needed replacement. Nothing further.

Ronald Fredrickson moved to approve removed consent agenda item (Q) Final Approval - August 2026 Business Credit Card Payment Nicholas Seitz seconded the motion.

Carried 4 to 0

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

#### **4. BLACKDUCK FORUM**

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

- a. There was no one to speak for the Blackduck Forum.

#### **5. REPORTS OF COMMITTEES AND CITY STAFF**

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

###### **5.1.1. Report -**

Schwanke has no report to provide.

###### **5.1.2. Lift Station Project Update**

Pelawa of Widseth provided a summary of the project since the work session. Pelawa summarized the project with the combination of the Drake Lift Station and Forestry Liftstation the costs are now at \$1.8 million. Pelawa states the city is not comfortable with the cost of the full project but in favor of applying for a Small Cities grant of up to \$600,000 and waiting for award notification in January of 2027. Noting the \$600,000 can lower the full project to a more feasible cost Pelawa sought council support for completing all the plans and specs and pursuing the small cities grant. Schwanke provided his input stating the grant is great but waiting another year to get started on the project concerns him. Pelawa states if the grant is awarded then the full project will move ahead. Ramerth states the project cost needs to stay around the \$1.2 million to be affordable. Fredrickson states lowering the cost to \$1.2 million is possibly affordable. Ramerth states if something were to happen where one of the lift stations is needed to be updated then the city can short term bond for the funding for that location. Pelawa seeks council approval to move ahead and complete the plans and specs and apply for the small cities grant. Schwanke states no matter what the plans and specs need to be completed. Ramerth states there is a 6-month window of waiting for grant approval. Pelawa states the funds would not be available until September 2027. Schwanke states then the project can't begin until Spring of 2028. Pelawa believes bids can be scheduled to open the same timeframe as grant award so some part of the project can begin. Gullette asked when start date is considered official. Pelawa and Regas states start date is when bids are awarded. Schwanke cautions the council to know that the original \$1.2 million did not include the Drake and Forestry lift station combination. Gullette states the city wants to complete the combination but needs to keep the project feasible.

Ronald Fredrickson moved to approve amending the services contract with Widseth to include plans and designs of the revised lift station project for \$114,250 and proceed with the lift station project grant application to Small Cities Nicholas Seitz seconded the motion.

Carried 4 to 0

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

5.1.3. TH71 Project update

Pelawa reports after the utility meeting with MnDot the state will have an additional street light replacement located on TH71 & CSAH47 for the City to pay removal cost at current estimate of \$5,000/per light. Pelawa states current cost to the city is for three lights at this time or \$15,000. Pelawa states for the underground responsibility on the city is adjusting the casting on the gate valves up and down.

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

5.2.1. Report -

Melissa Gullette reports Labor Day weekend sales were good, there are still some humidity issues in on-sale with all AC units working, breakfast numbers are not prepared for the board yet but the Pond will keep breakfast for a minimum of a year. Councilor Seitz suggests a commercial direct drain humidifier be looked into purchasing.

**5.3. FIRE DEPARTMENT REPORT - BRIAN LARSON, FIRE CHIEF**

5.3.1. Approval Needed - Joint Powers Agreement - State of Minnesota Federal Background Checks and the City of Blackduck Fire Department

Nicholas Seitz moved to approve the joint powers agreement with the state of Minnesota for Federal Background checks for the Blackduck Fire Department Ronald Fredrickson seconded the motion.

Carried 4 to 0

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

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

5.4.1. Approval Needed - Invoice #1536295-00 - 2014 Toro Groundmaster 4000-D Rough Mower Purchase

Laurie Hamilton moved to approve Invoice #1536295-00 for the purchase of equipment for the Blackduck Golf Course from the general fund for \$32,061.43 Nicholas Seitz seconded the motion.

Carried 4 to 0

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

## **5.5. LIBRARY REPORT - KELLY HANKS, HEAD LIBRARIAN**

### **5.5.1. Report on Project -**

Regas reports siding is almost completed, extension of the water spickets are needed and JPHI has been asked to complete that, new patio and sidewalk is poured, and awaiting some retaining block installation. Schwanke reports neighboring property owner is on board with removal of a tree that the block will assist holding back that has provided some issues. Regas states now that school is back in plans to install new shelving is in the works. Regas states any surplus tax funding can now go to updating the storage room and or the utility room.

## **6. ADMINISTRATOR'S REPORT**

- a. Approval Needed - Resolution 2026-14 - Resolution approving an assessment for past due utility charges

Ronald Fredrickson moved to approve Resolution 2026-14 Laurie Hamilton seconded the motion.

Carried 4 to 0

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

- b. Approval Needed - Resolution 2026-15 - Resolution approving an exempt gambling activity for the Blackduck Stumpjumpers Snowmobile Club

Nicholas Seitz moved to approve Resolution 2026-15 Laurie Hamilton seconded the motion.

Carried 4 to 0

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

- c. Approval Needed - City of Blackduck Policy governing fingerprint-based criminal history record information (CHRI) checks made for non-criminal justice purposes - update

Ronald Fredrickson moved to approve updates to the City of Blackduck Policy governing fingerprint-based CHRI checks made for non-criminal justice purposes Laurie Hamilton seconded the motion.

Carried 4 to 0

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

- d. September 10, 2026 @ 2pm - 2026 Budget meeting - Finance Committee  
Meeting date moved to Friday, September 11th at 2pm.
- e. September 16, 2026 @ 1pm - Blackduck Planning Commission Meeting
- f. September 15, 2026 @ 6pm - Blackduck Library Board Meeting  
Meeting moved to September 22, 2026
- g. September 17, 2026 @ 6pm - KRLS Meeting  
Meeting moved to September 24, 2026
- h. September 21, 2026 @ 6pm - Blackduck City Council Work Session
- i. September 28, 2026 @ 6pm - Blackduck City Council Special meeting - Preliminary  
Levy Approval
- j. October 5, 2026 @ 6pm - Blackduck City Council Regular Council Meeting

**7. MAYOR AND/OR COUNCIL MEMBER REPORTS**

**8. COMMUNITY EVENTS/GOOD THINGS HAPPENING**

- a. Mayor Gullette announced the Alzheimer's Walk is September 19, 2026.

**9. ADJOURNMENT**

- a.

Laurie Hamilton moved to adjourn the regular council meeting at 7:00pm Nicholas Seitz seconded the motion.

Carried 4 to 0

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

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City Administrator, Christina Regas

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Maxwell Gullette, Mayor



# BLACKDUCK FINANCE COMMITTEE MEETING

FRIDAY, SEPTEMBER 11, 2026 @ 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 September 11, 2026.

## Roll Call

Councilors present: Mayor Gullette and Council member Seitz

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

Topics covered in the work session were as follows:

1. The 2027 City of Blackduck Bond/Debt Schedule was provided and discussed. Regas reports the debt schedule has no new debt on it as the lift station project has not started.
2. The 2027 LGA commitment from the State of MN was provided: \$325,753 (*increase of \$1,166*)
3. Small Cities Assistance State Aid of \$16,160 (*decrease of \$1,369*)
4. Class 4d(1) transition aid not provided in 2027. Loss of \$19,757 in revenue
5. Police Training Reimbursement or Police Aid not budgeted from loss of department. Loss of \$14,000 in revenue.
6. At this time 2027 preliminary budget numbers provide the City levy a flat increase with use of a surplus from 2025.
7. Proposed Payroll and Benefit changes were provided. Regas reports updated healthcare coverage is now included in department budgets.
8. Updated Operating Budgets for each department were provided for review.
  - a. Administration budget increase = +6.25%
  - b. Police preliminary budget increase = -14.71%
  - c. Fire budget decrease = -2.79% - *Annual Budget meeting August 13, 2026 approved by Towns*
  - d. Streets budget increase = +3.84%
  - e. Parks budget increase = +9.98% (*includes request for repairs to machinery for mowers*)
  - f. City Council, Buildings, and Street Lighting preliminary budgets are flat
  - g. Planning Budget to decrease – no rental inspections in 2027
  - h. Library budget increase = +0.86%
  - i. License Center budget increase +2.71%
  - j. Other – LMCIT insurance recommended increases are as follows: Liability +7%; Property +5%; Auto +10%; and Workers Compensation +5%
9. Review of Sample Property Tax & 2026 Net Tax Capacity - At time of meeting 2026 NTC amount from County Assessor's office not available.
10. Law Enforcement Service Contract amount not yet available. Meeting set for September 15<sup>th</sup> with Sheriff's Office.
11. Committee members agreed to increase Council training funds and Administration audit line to stay ahead of increased charges.



## BLACKDUCK FINANCE COMMITTEE MEETING

FRIDAY, SEPTEMBER 11, 2026 @ 2PM

BLACKDUCK CITY HALL 8 SUMMIT AVE. E.

12. Committee members agree to hold the 2027 levy to a 3% increase and direct Regas to work within these guidelines.
13. Committee next meeting scheduled for September 25, 2026 @ 2pm.

ADJOURN – Finance Committee adjourned their work session at 3:15pm.



# BLACKDUCK FINANCE COMMITTEE MEETING

FRIDAY, SEPTEMBER 18, 2026 @ 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 September 18, 2026.

## Roll Call

Councilors present: Mayor Gullette and Council member Seitz

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

## Topics covered in the work session were as follows:

1. Sheriff's Office Contract for Services Cost to City of Blackduck – Regas provided updated estimated costs which are \$33,000 higher than expected. Members discussed details of services noting the decision should be the full council and recommends Regas provide the cost to the council to discuss at the next work session on September 21, 2026. Regas was further requested to reach out to the Sheriff for additional discussion on costs to provide feedback of the finance committee.
2. Total tax proposal has levy at \$466,266 with use of 2025 surplus of \$61,500 and use of Police Restricted Reserve funds of \$23,800.
3. 2027 Department of Labor minimum wage increase was applied to payroll budgets increasing the levy slightly. Healthcare budgets were also updated now that approved.
4. Updated Operating Budgets for each department were provided for review. Total General fund budget increased \$35,121.83 over 2026
  - a. Administration budget increase = +11.32% increases for auditing services added
  - b. Police preliminary budget = -0.22% contract for services included and use of police reserve funds used to offset total
  - c. Fire budget decrease = -2.79% budget approved by towns/city
  - d. Streets budget increase = +4.00%
  - e. Parks budget increase = +10.28%
  - f. City Council budget increase = +2.9% increase to travel and training per committee request
  - g. Buildings and Street Lighting preliminary budgets are flat
  - h. Planning Budget to decrease – no rental inspections in 2027
  - i. Library budget increase = +0.86%
  - j. License Center budget increase +3.07%
5. Review of Sample Property Tax & 2026 Net Tax Capacity = \$445,072 (increase over 2025 of \$46,783) allows a decrease in individual tax and reduction in mill rate
6. 2027 City of Blackduck Bond/Debt Schedule was provided and discussed. Regas reports the debt schedule has been updated with new HRA levy amount & updates to above general fund budgets – estimates a 5.2% increase over 2026.
7. Committee directed Regas to communicate with Sheriff's office for further discussion on services contract.
8. Committee directed Regas to communicate with City Council at Work Session current levy draft including law enforcement services contract amount.
9. Committee next meeting scheduled for September 24, 2026 @ 2pm.

ADJOURN – Finance Committee adjourned their work session at 3:15pm.



# MINUTES

## Council - Work Session Meeting

6:00 PM - Monday, September 21, 2026  
City Hall, 8 Summit Drive, Blackduck MN

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The Council - Work Session of the City of Blackduck was called to order on Monday, September 21, 2026, at 6:00 PM, in the City Hall, 8 Summit Drive, Blackduck MN, with the following members present:

**COUNCILORS PRESENT:** Mayor Maxwell Gullette, Councilor Nicholas Seitz, Councilor Laurie Hamilton, and Council member Ronald Fredrickson

**COUNCILORS EXCUSED:**

**STAFF PRESENT:** City Administrator Christina Regas and Assistant Liquor Store Manager Melissa Gullette

**OTHERS PRESENT:** Joe Pelawa, Widseth

### 1 CALL TO ORDER

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

### 2 APPROVAL OF AGENDA

- a)

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

Carried 4 to 0

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

### 3 OLD BUSINESS

- a) Blackduck Police Department & Beltrami County Sheriff Partnership  
Regas provided a summary of service costs from the Sheriffs Department and how they could affect the 2027 budget. Regas provided concerns from the finance committee meeting from September 18th, 2027. Regas discussed reasons for increases to service costs for the proposed contract for consideration. Regas states the Sheriffs office would like a 3-year contract with the City for law enforcement services; a \$20,000/year depreciation for replacement squad for 4 years; and an increase in squad maintenance expenses. Regas states the majority of the increase to

the proposed service costs include deputy contracted overtime and increase to costs for maintenance and gas for squads. Regas proposed use of the City existing Police Reserve Funds to lower the 2027 levy. Regas states after removing police department operating from the City of ,Blackduck Police Department 2027 budget has kept the costs close to the existing the 2026 budget of \$217,000.

Regas states Sheriff Riggs and under Sheriff Walton will attend this week's finance committee meeting to discuss proposed costs with the City. Regas asked for feedback from the City Council.

Councilor Fredrickson was happier with the revised services cost of \$193,000 vs. the \$208,000. Councilor Hamilton asks what will the Blackduck squad be used for. Regas states the squad will be assumed by the Sheriff's office and used only by the officer assigned to Blackduck. Hamilton asks what will the squad be used for when the officer is not working. Regas states it would not be used other than for Blackduck. Regas states the squad would be 'rebranded' to say something like Beltrami County Sheriff's serving the City of Blackduck. Hamilton asked if the City owns the 2024 Blackduck squad out right. Regas states yes and the new depreciation the City would pay into for the contract for services would go towards replacing the current squad. Regas states it was important for Mayor Gullette and Councilor Seitz to gain feedback from the full city council on the proposed costs for services. Mayor Gullette states if there are two 'north-end' deputies then one would be responsible for Blackduck but still responding to calls outside city-limits and not always in town and he believes this officer would act as one of those north-end officers. Seitz states if something bad is going on when an officer is not on duty then the response would be 45-minutes. Hamilton states even if we had a dedicated officer if they were not on duty the response time would still be longer. Hamilton asked how the Sheriff got so far off from the original \$173,000 to the \$208,000. Regas states the largest difference was the maintenance to the squad by over \$10,000; and the overtime increased. Regas further pointed out the original deputy wage estimated to current was only a \$2 increase but the longevity pay and fringe pay in their contract increased the wages. Hamilton asked if we know how the OT was calculated or what it is based on. Regas states their are basing it on 200 hours and today's revised OT was lower. Regas states the \$208,000 is a worst case scenario estimate. Fredrickson asked if the most recent estimate of costs of \$193,000. Regas confirmed. Seitz asked Regas what the City had budgeted in 2026 for the police department, \$218,000. Regas confirmed. Regas states reasons for a three-year contract the Sheriffs office will have more success hiring a deputy to replace the deputy that will cover Blackduck. Regas states a one-year contract will be difficult to hire from.

Regas asked to move ahead with the 2027 Budget discussion to provide insight to the City as to how the services costs affect the levy. Gullette agreed.

b) 2027 General Fund Budget Review

Regas provided a summary for the council of where the levy was prior to the most recent finance meeting. Regas states what has now been worked into the budget includes the 2025 surplus use of which \$61,500 is being factored in. Regas states with the most recent budget changes including adding more into the auditor services costs; the 2027 DOL minimum wage increase to wages; no debt for wastewater for a lift station project; increase to the HRA levy; and \$208,000 services cost in to the Police Budget and use of the \$23,800 of Police Reserve funds the levy increase ended with a 5% increase over 2026. Regas further states that the 2027 NTC increased so an individual tax would decrease regardless of the percent increase in the levy. Regas states this example is what was brought to the Finance committee on September 18th. Regas states this example did not sit well with the committee.

Regas further states that the new revised Police Services contract amount of \$193,000 was factored into the budget for the work session. Regas provided two additional options including a 7% increase over 2026 that includes the new updated

Police services amount and without using the Police Reserve Funds and a 1.8% increase over 2026 that includes the new updated Police services amount and uses the Police Reserve Funds. Regas states both new options still provide an individual tax decrease over 2026 because the NTC increased.

Regas states the Council needs to weigh the options including the police services contract or if not moving ahead with the services contract factoring in the current police department budget regardless. Hamilton states she believes the City should continue moving ahead with the Sheriffs contract and use the Police Reserve Funds. Regas states the other item to consider by using the Police Reserve Funds the City is solving an issue for 2027 but may still have increases in future years. Regas further states that there will still be a surplus to use for maybe 2+ years of budgets. Regas states the NTC of the County may have also increased lowering the individual tax at the county level. Mayor Gullette states the new \$193,000 is more palatable and he is not a huge fan of a 3-year contract but understands why.

Regas reminds the City Council it is not just the City that has to approve the contract but the County Commissioners too.

Fredrickson states with the \$193,000 plus use of the surplus provides the 1.8% increase. Regas confirmed. Fredrickson states the city has had dedicated police coverage for a long time and the city should still keep police presence. Regas states the 1.8% increase uses all of the Police Reserve funds which does not have all used up. Fredrickson states it would be better to remain around 3% and if we don't use all the reserve funds we can provide that number. Gullette asked if the City has transferred any of the reserves budgeted for 2026 of \$18,000. Regas states that money has not been transferred and the City will not need it because the police department budget hasn't used enough of the current operating budget.

Regas states the finance committee wanted to see no more than a 3% increase over 2026. Fredrickson states having use of the surplus and having a slightly higher increase than 1.8% would be better if the city goes over budget. Seitz states it doesn't take much for the budget to go up 5%. Fredrickson states the reserve or cushion is better to keep and have an increase of 3%.

Hamilton asked what the biggest concern or disagreement of the finance committee. Regas states the increase costs to \$208,000 which was an increase of \$30,000. Seitz states it is still cheaper than our budget. Seitz states he was against getting rid of police presence in Blackduck he was for the contracted services with the Sheriff office. Gullette states he was not ready to go forward after seeing the increase in costs. Regas states Schwanke's response to the vehicle replacement costs did not sit well with him.

Regas states she will revise the budget to get closer to the 3% and provide that to the finance committee and present that to the Council for approval on September 28th.

c) Blackduck Lift Station Project

Pelawa presents a services contract for the lift station project. Pelawa needs approval to take boring samples of the areas the lift stations will be relocated to and there is a need to see what type of soils the sewer lines will go through. Regas will provide the report for final approval in the consent agenda on October 5, 2026. City Council members agreed to move ahead.

d) MDH Grant - SWP Implementation - Project Well #8 Fence Quotes

Regas provided updated bid for well #8 fence. Regas states the bid is within the acceptable amount and stays within the SWP grant. Regas reports Schwanke plans to move forward with installation.

#### 4 NEW BUSINESS

a) Data Center Moratorium Consideration -

Regas originally wanted to bring the data center topic to the council for discussion to consider if the City of Blackduck should set a moratorium too. Regas states Bemidji

Council - Work Session  
September 21, 2026

set it last week and several cities are following suite. Regas states reaching out the city attorney for advice. Regas states Langel suggested reaching out to the local electrical coop and see if the supply is possible. Regas states Beltrami Electric can supply the electrical need if a data center wanted to come into town. Regas states based on that information Langel suggests setting the moratorium until the utility commission can finish their report. Regas states there is little industrial land that can be used for a data center. Gullette looked into the water need for data center and was surprised of the amount. Regas states many data centers are going into rural areas and creating issues. Gullette states the city can set the moratorium for Blackduck but that doesn't stop area townships. Regas states her contact at Beltrami County states there is no moratorium being set at the county level. Fredrickson read the bill noting the first date any data center could be considered until 2029 and sees no reason to set the moratorium. Regas states it sets a principle stating the city isn't going to be bullied or swayed by the potential property tax. Regas further states Bemidji set it and their main source of power is from Otter Tail. Hamilton states it definitely makes a statement that Blackduck doesn't want it. Regas states it could happen outside of town and still be close by to residential areas. Gullette sees the need to set the moratorium to make a stand. Pelawa provided first hand knowledge of why the Hermantown issues are in the public and how it has affected the City. Board members agreed to move ahead and set the moratorium and directed Regas to have it approved at the October council meeting.

## 5 ADJOURNMENT

a)

Laurie Hamilton moved to adjourn the work session at 7:29pm Nicholas Seitz seconded the motion.

Carried 4 to 0

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

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Christina Regas, City Administrator

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Maxwell Gullette, Mayor

Kitchigami Regional Library  
**Board Meeting September 24, 2026, 6:00 p.m.**  
Kitchigami Regional Headquarters Building, Pine River, MN

**A G E N D A**

1. Call to order and Pledge of Allegiance
2. KRLS Oath of Office (as needed)
3. Approval of Agenda
4. Public Input
5. Consent Agenda
  - a. Minutes: July 16, 2026, pg. 5
  - b. Bills: July 2026, pg. 8
  - c. Financial Statements: YTD 2026, pg. 14
  - d. Interim Director's Report, pg. 17
6. Old Business
  - a. ILL/Collection Development Manager Job Description, pg. 28
  - b. Other
7. New Business
  - a. CliftonLarsonAllen LLP 2025 Audit Presentation, pg. 32
  - b. 2027 - 2031 KRLS Strategic Plan Revision, pg. 33
  - c. Employee Assistance Proposal, pg. 36
  - d. 2027 RLTA Application, pg. 49
  - e. 2026 RLTA Final Report, pg. 57
  - f. 2027 KRLS Holiday Schedule, pg. 63
  - g. 2027 KRLS Board Meeting Schedule, pg. 65
  - h. Professional Services: Abdo HR Proposal, pg. 67
  - i. Other
8. Chair's Report
9. Adjournment

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

**FUTURE BOARD MEETINGS**

|                   |                  |                |
|-------------------|------------------|----------------|
| November 19, 2026 | January 21, 2027 | March 18, 2027 |
| May 20, 2027      | June 17, 2027    | July 15, 2027  |

## **2026 Kitchigami Regional Library Board Members (revised 08/19/2026)**

Kitchigami Interim Director Melissa Brechon (brechonm@krls.org)

### **BELTRAMI COUNTY**

Joe Gould (County Commissioner)

Ph: 218-259-4342; E: [joe.gould@co.beltrami.mn.us](mailto:joe.gould@co.beltrami.mn.us)

**Alternate:** Vacant

### **CASS COUNTY**

Scott Bruns (County Commissioner)

Ph: 218-820-6545; E: [scott.bruns@casscountymn.gov](mailto:scott.bruns@casscountymn.gov)

**Alternate:** Neal Gaalswyk (County Commissioner)

Ph: 218-839-1841; E: [neal.gaalswyk@casscountymn.gov](mailto:neal.gaalswyk@casscountymn.gov)

### **CROW WING COUNTY**

Jamie Lee (County Commissioner)

Ph: 218-866-9040; E: [jamie.lee@crowwing.gov](mailto:jamie.lee@crowwing.gov)

**Alternate:** Steve Barrows (County Commissioner)

Ph: 218-820-8199; E: [Steve.Barrows@crowwing.us](mailto:Steve.Barrows@crowwing.us)

### **HUBBARD COUNTY**

Tom Krueger (County Commissioner)

Ph: 218-616-4069; E: [tom.krueger@hubbardcounty.gov](mailto:tom.krueger@hubbardcounty.gov)

**Alternate:** Charlene Christenson (Cty Commissioner)

Ph: 218-616-2181; E: [cchristenson@hubbardcounty.gov](mailto:cchristenson@hubbardcounty.gov)

### **WADENA COUNTY**

Murlyn Kreklau (County Commissioner)

Ph: 218-837-5352

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**Alternate:** Ron Noon

Ph: 218-639-0797; E: [ron.noon@wcmn.us](mailto:ron.noon@wcmn.us)

### **CITY OF BEMIDJI**

Lynn Eaton

Ph: 218-766-4722; E: [lynn.eaton@ci.bemidji.mn.us](mailto:lynn.eaton@ci.bemidji.mn.us)

**Alternate:** Mark Dickinson

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### **CITY OF BLACKDUCK**

Laurie Hamilton

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E: [laurie.hamilton@blackduckmn.com](mailto:laurie.hamilton@blackduckmn.com)

**Alternate:** Donald Johnson

Ph: 651-280-9694; E: [donald.johnson@blackduckmn.com](mailto:donald.johnson@blackduckmn.com)

### **CITY OF BRAINERD**

Mary Koep

Ph: 218-829-9793; E: [marywalk@icloud.com](mailto:marywalk@icloud.com)

**Alternate:** Vacant

### **CITY OF CASS LAKE**

Cecil Reams

Ph: 218-335-6654; E: [cgriii@msn.com](mailto:cgriii@msn.com)

**Alternate:** Vacant

### **CITY OF LONGVILLE**

Neil Tobiason

C: 763-442-5066; E: [neil.tobiason@gmail.com](mailto:neil.tobiason@gmail.com)

**Alternate:** Phyllis Eck

Ph: 218-539-0354; E: [1849pe@gmail.com](mailto:1849pe@gmail.com)

### **CITY OF PARK RAPIDS**

Jeremy Engholm

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**Alternate:** Vacant

### **CITY OF PINE RIVER**

Brent Norman

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

**Alternate:** Tamara Hansen

Ph: 218-587-2440; E: [mayor@cityofpineriver.org](mailto:mayor@cityofpineriver.org)

### **CITY OF WADENA**

Duke Harrison

Ph: 218-639-9077; E: [dharrison@wadena.org](mailto:dharrison@wadena.org)

**Alternate:** \_\_\_\_\_

Ph: \_\_\_\_\_; E: \_\_\_\_\_

### **CITY OF WALKER**

Gene Granberg

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**Alternate:** Jerecho Worth

Ph: 218-209-5899; E: [jworth@ci.walker.mn.us](mailto:jworth@ci.walker.mn.us)

## **2026 KITCHIGAMI REGIONAL LIBRARY BOARD COMMITTEES**

(Revised 08/19/2026)

### **Board Officers**

|            |                |
|------------|----------------|
| Chair      | Tom Krueger    |
| Vice-Chair | Murlyn Kreklau |
| Treasurer  | Lynn Eaton     |
| Secretary  | Brent Norman   |

### **BUDGET COMMITTEE**

Tom Krueger, Chair  
Joe Gould  
Murlyn Kreklau  
Jamie Lee  
Scott Bruns

### **STRATEGIC PLANNING / POLICY COMMITTEE**

Tom Krueger, Chair  
Lynn Eaton  
Brent Norman  
Jeremy Engholm  
Mary Koep

### **PERSONNEL / UNION NEGOTIATION COMMITTEE**

Tom Krueger, Chair  
Murlyn Kreklau  
Jeremy Engholm  
Lynn Eaton (alternate)

### **INTERNET / ELECTRONIC RESOURCES COMMITTEE**

Tom Krueger, Chair  
Brent Norman  
Joe Gould

### **AUDIT COMMITTEE**

Tom Krueger, Chair  
Lynn Eaton

### **EXTERNAL BOARDS**

#### **NORTHERN LIGHTS LIBRARY NETWORK**

##### **Governing Board Members:**

Delegates: Joe Gould  
Jamie Lee

### **OUTREACH COMMITTEE**

Committee of the Whole

### **NWLinks**

Delegate:

## **Kitchigami Regional Library**

### **Oath of Office Policy**

#### **Policy**

This policy establishes the text of the oath of office that must be taken by all members of the Kitchigami Regional Library board of trustees and the administration of that oath.

#### **Oath**

"I do swear to support the constitutions of the United States and of this state; to discharge faithfully the duties of this office to the best of my judgment and ability; to represent the library both to the people and to the governing officials; to see that adequate funds are obtained for good library service; to promote the best possible use of all library resources in the area; to improve existing library service to those not previously served."

#### **Administration**

1. The Oath of Office will be administered by the KRLS Director to all members of the board of trustees at the first meeting of the board in each new calendar year, following the election of the board's officers.
2. The Oath of Office will be administered to each member of the board whose term of office begins during the calendar year at the first regular board meeting following the member's appointment.

(adopted by KRLS Board 5/20/04; first administered at that meeting)

**Kitchigami Regional Library System  
Board Meeting, July 16, 2026, 6:00 p.m.  
Kitchigami Headquarters Building, Pine River, MN**

Board members present: Lynn Eaton (Bemidji), Tom Krueger (Hubbard Co.), Scott Bruns (Cass Co.), Jamie Lee (Crow Wing Co.), Mary Koep (Brainerd), Gene Granberg (Walker), Neil Tobiason (Longville).

Board members present by interactive technology: Cecil Reams (Cass Lake), Murlyn Kreklau (Wadena Co.)

Board members absent: Brent Norman (Pine River), Jeremy Engholm (Park Rapids), Joe Gould (Beltrami Co), Laurie Hamilton (Blackduck), Mark Lunde (Wadena)

Others present, non-voting: In-Person – Melissa Dingman, Mary Beth Durham, Pat Melvin (David Drown Assoc.), Terria Rohloff  
Interactive Technology: – Dan Touchette; Riley Hansen (joined at 6:29 p.m.)

Chair Tom Krueger called the meeting to order at 6:01 p.m. and requested participation in reciting the Pledge of Allegiance.

KRLS Oath of Office None.

Approval of Agenda **Motion by Scott Bruns, seconded by Jamie Lee, to approve the agenda as presented.** Roll call vote was taken. Yes: In-person – Lynn Eaton, Tom Krueger, Scott Bruns, Mary Koep, Jamie Lee, Gene Granburg, Neil Tobiason; via Zoom: Cecil Reams, Murlyn Kreklau. **Motion carried unanimously.**

Public Input An emailed letter regarding the potential sale of part of KRLS's property was submitted by Valerie McCormic and read into the record by Melissa Brechon.

Consent Agenda **Motion by Lynn Eaton, seconded by Jamie Lee, to approve the consent agenda Items A-D.**

- a. Minutes: June 18, 2026**
- b. Bills: June 2026**
- c. Financial Statements: YTD 2026**
- d. Interim Director's Report**

Roll call vote was taken. Yes: In-person – Lynn Eaton, Tom Krueger, Scott Bruns, Mary Koep, Jamie Lee, Gene Granburg, Neil Tobiason; via Zoom: Cecil Reams, Murlyn Kreklau. **Motion carried unanimously.**

Old Business

Administration Building  
Security

Gene Granberg commented on the proposal for the Headquarters building made by People's Security. The board members then had a brief discussion about the proposal. **Motion by Lynn Eaton, seconded by Neil Tobiason, to approve the security system at a cost of \$19,568.** Roll call vote was taken. Yes: In-person – Lynn Eaton, Tom Krueger, Scott Bruns, Mary Koep, Jamie Lee, Gene Granburg, Neil Tobiason; via Zoom: Cecil Reams, Murlyn Kreklau. **Motion carried unanimously.**

New Business

Arts & Cultural Heritage  
Fund Application, 2027

**Motion by Mary Koep, seconded by Lynn Eaton, to approve and sign the Arts and Cultural Heritage Fund Application.** Roll call vote was taken. Yes: In-person – Lynn Eaton, Tom Krueger, Scott Bruns, Mary Koep, Jamie Lee, Gene Granburg, Neil Tobiason; via Zoom: Cecil Reams, Murlyn Kreklau. **Motion carried unanimously.**

SIRSI/Dynix Consultant

**Motion by Lynn Eaton, seconded by Murlyn Kreklau, to approve the hiring of consultant Donovan Lambright to perform updates and maintenance to the KRLS Sirsi/Dynix circulation system.** Roll call vote was taken. Yes: In-person – Lynn Eaton, Tom Krueger, Scott Bruns, Mary Koep, Jamie Lee, Gene Granburg, Neil Tobiason; via Zoom: Cecil Reams, Murlyn Kreklau. **Motion carried unanimously.**

All Staff Day --  
October 12, 2026

**Motion by Neil Tobiason, seconded by Lynn Eaton, to approve budget funding of \$5,500 for the 2026 KRLS All Staff Day meeting on October 12, 2026.**

Roll call vote was taken. Yes: In-person – Lynn Eaton, Tom Krueger, Scott Bruns, Mary Koep, Jamie Lee, Gene Granburg, Neil Tobiason; via Zoom: Cecil Reams, Murlyn Kreklau. **Motion carried unanimously.**

Approval of MNLINK  
Agreement

**Motion by Jamie Lee, seconded by Lynn Eaton, to approve the MNLINK Agreement, Addendum 1.**

Roll call vote was taken. Yes: In-person – Lynn Eaton, Tom Krueger, Scott Bruns, Mary Koep, Jamie Lee, Gene Granburg, Neil Tobiason; via Zoom: Cecil Reams, Murlyn Kreklau. **Motion carried unanimously.**

Library Director Search

**Motion by Lynn Eaton, seconded by Gene Granberg, to approve a salary range for the KRLS Regional Director position.**

Roll call vote was taken. Yes: In-person – Lynn Eaton, Tom Krueger, Scott Bruns, Mary Koep, Jamie Lee, Gene Granburg, Neil Tobiason; via Zoom: Cecil Reams, Murlyn Kreklau. **Motion carried unanimously.**

Chair's Report

There was no report at this meeting.

**Motion by Jamie Lee, seconded by Lynn Eaton, to adjourn the meeting at 7:12 p.m.**

Roll call vote was taken. Yes: In-person – Lynn Eaton, Tom Krueger, Scott Bruns, Mary Koep, Jamie Lee, Gene Granburg, Neil Tobiason; via Zoom: Cecil Reams, Murlyn Kreklau. **Motion carried unanimously.**

Minutes respectfully submitted by Administrative Assistant Svetlana Maria Lang.

Minutes signed by Board Secretary Brent Norman \_\_\_\_\_

Date \_\_\_\_\_

**KITCHIGAMI REGIONAL LIBRARY SYSTEM**

**CHECK REGISTER**

**July 24, 2026**

| <u>CK Number</u> | <u>Name</u>                      | <u>Description</u>                 | <u>Amount</u> |
|------------------|----------------------------------|------------------------------------|---------------|
| 27178            | AMAZON BOOKS                     | Remittance Stub                    | -             |
| 27179            | AMAZON BOOKS                     | Remittance Stub                    | -             |
| 27180            | AMAZON BOOKS                     | Remittance Stub                    | -             |
| 27181            | AMAZON BOOKS                     | BOOKS                              | 3,107.51      |
| 27182            | BRANDT-LOER, AUDREY ELISSA       | LEGACY: LET'S CREATE KITS 11 OF 12 | 480.00        |
| 27183            | BUCHHOLZ, CYNTHIA                | LEGACY ARTIST                      | 1,300.00      |
| 27184            | CANON                            | COPIER LEASE/INSURANCE WK & PR     | 157.88        |
| 27185            | CROSSING ARTS                    | LEGACY ARTIST                      | 5,040.00      |
| 27186            | DAVIDGE, CHRISTINA               | LEGACY ARTIST                      | 250.00        |
| 27187            | DEERWOOD TECHNOLOGIES            | LEGACY ARTIST                      | 38,122.10     |
| 27188            | DEMCO                            | BOOK SUPPLIES                      | 158.70        |
| 27189            | DREGNI, ERIC                     | LEGACY ARTIST                      | 517.40        |
| 27190            | EATON, LYNN                      | BOD MILEAGE                        | 82.65         |
| 27191            | FOLKE BERNADOTTE MEM.LIBRARY     | ILL EXPENSE                        | 65.00         |
| 27192            | GALE/CENGAGE LEARNING            | Remittance Stub                    | -             |
| 27193            | GALE/CENGAGE LEARNING            | BOOKS                              | 1,349.60      |
| 27194            | HOMEWARD BOUND                   | LEGACY ARTIST                      | 4,505.00      |
| 27195            | KILGORE, EMILY GALLE-FROM        | LEGACY ARTIST                      | 6,000.00      |
| 27196            | KILGORE, EMILY GALLE-FROM: REIMB | LEGACY ARTIST REIMBURSEMENT        | 821.53        |
| 27197            | KRUEGER, THOMAS                  | BOD MILEAGE                        | 43.50         |
| 27198            | LAMBRIGHT, DONOVAN               | SURSI CONSULTANT                   | 538.98        |
| 27199            | LEE, JAMIE                       | BOD MILEAGE                        | 47.85         |
| 27200            | MIDWEST TAPE                     | Remittance Stub                    | -             |
| 27201            | MIDWEST TAPE                     | BOOKS                              | 2,430.80      |
| 27202            | MN PEIP                          | HEALTH INSURANCE                   | 22,302.42     |
| 27203            | MPR                              | RADIO ADS IN BJ & BR               | 500.00        |
| 27204            | NCPERS                           | GROUP LIFE INSURANCE               | 192.00        |
| 27205            | OFFICE SHOP                      | OFFICE SUPPLIES                    | 1,388.15      |
| 27206            | PAPER STORM                      | DESTROYED SENSITIVE PAPERS         | 33.60         |
| 27207            | PENWORTHY                        | BOOKS                              | 1,900.91      |
| 27208            | PEOPLE'S SECURITY                | DOWN-PAYMENT SECURITY UPDATES      | 9,800.00      |
| 27209            | PLAYAWAY                         | BOOKS                              | 5,168.00      |
| 27210            | POMMERENING, AMANDA              | LEGACY ARTIST                      | 289.32        |
| 27211            | ROHLOFF, TERRIA                  | LODGING & MILEAGE REIMB 2026       | 940.54        |
| 27212            | RYAN, NANCY                      | LEGACY ARTIST                      | 250.00        |
| 27213            | SPARKLE THEATRICALS              | LEGACY ARTIST                      | 5,340.00      |
| 27214            | TDS TELECOM                      | PHONES, ADMINISTRATION             | 94.42         |
| 27215            | TDS TELECOM                      | PHONES, ADMINISTRATION             | 24.33         |
| 27216            | TDS TELECOM                      | PHONES, PINE RIVER LIBRARY         | 27.53         |
| 27217            | TOBIASON, NEIL                   | BOD MILEAGE                        | 36.25         |
| 27218            | VERIZON WIRELESS                 | ADMIN, HOTSPOTS                    | 1,666.71      |
| 27219            | VERIZON WIRELESS                 | MOBILE HOTSPOTS                    | 50.02         |
| 27220            | VISA                             | SEE ATTACHMENT                     | 1,637.17      |
| 27221            | XCEL ENERGY                      | HQ NATURAL GAS SVC                 | 23.93         |

TOTAL A/P CHECK RUN

**\$ 116,683.80**

**KITCHIGAMI REGIONAL LIBRARY SYSTEM**

**PAYROLL CHECKS**

**Payroll for July 24th (July 1st through the 15th)**

| <u>Pay Day</u> | <u>Check Numbers</u> | <u>Accounts</u>                                  | <u>Amounts</u>      |
|----------------|----------------------|--------------------------------------------------|---------------------|
| 7/24/2026      | 52944 - 53020        | Direct Deposits                                  | 63,134.50           |
|                |                      | Minnesota Withholding Tax paid                   | 2,861.47            |
|                |                      | Federal Withholding Tax paid                     | 17,254.83           |
|                |                      | PERA-Public Employee Retirement Association paid | 10,141.47           |
|                |                      | Union Dues Withholding                           | 570.21              |
|                |                      | Total Payroll Expense                            | <b>\$ 93,962.48</b> |

**TOTAL AMOUNT EXPENSED**

**\$ 210,646.28**

VISA

## VISA PINE RIVER STATE BANK

JUNE 12 - JULY 14, 2026

Val M: 3728

Whatley: 0773

| DATE          | VAL M.          | DATE           | MELISSA         | PO# | Vendor             | Description    | G/L Acct |
|---------------|-----------------|----------------|-----------------|-----|--------------------|----------------|----------|
| 6/11/26       | \$172.50        |                |                 |     |                    |                |          |
| 6/17/26       | \$103.14        | 7/1/26         | \$182.43        |     | Zoom Workplace Pro | Admin Software | 5655.000 |
| 7/2/26        | \$107.00        |                |                 |     |                    |                |          |
| 7/9/26        | \$140.99        |                |                 |     |                    |                |          |
| <b>VAL M.</b> | <b>\$523.63</b> | <b>WHATLEY</b> | <b>\$182.43</b> |     |                    |                |          |

Richard: 8002

Tami: 4889

| DATE           | RICHARD         | DATE            | TAMI           | PO#   | Vendor               | Description                 | G/L Acct |
|----------------|-----------------|-----------------|----------------|-------|----------------------|-----------------------------|----------|
| 6/10/26        | \$69.15         |                 |                |       |                      |                             |          |
| 6/12/26        | \$73.42         |                 |                |       |                      |                             |          |
| 6/15/26        | \$70.22         | <b>TAMI</b>     | <b>\$0.00</b>  |       |                      |                             |          |
| 6/16/26        | \$20.40         |                 |                |       |                      |                             |          |
| 6/17/26        | \$63.85         | Svetlana: 2568  |                |       |                      |                             |          |
| 6/22/26        | \$65.36         | DATE            | SVETLANA       | PO#   | Vendor               | Description                 | G/L Acct |
| 6/24/26        | \$70.06         | 7/8/26          | (\$126.97)     | 12404 | Costco.com           | TAX REFUNDED: HQ Shelving & | 5237.000 |
| 6/26/26        | \$65.26         | 6/24/26         | \$69.90        |       | GrandViewLodge       | LEGACY HOTEL PORTION        | 6520.000 |
| 6/29/26        | \$66.20         | 6/30/26         | \$85.56        |       | Subway, PR           | SUSAN HERREID MTG           | 6310.000 |
| 7/1/26         | \$64.57         | 7/10/26         | \$1.90         |       | USPS, PR             | MAILED PCORI TAX STMT+\$    | 5214.010 |
| 7/6/26         | \$65.05         |                 |                |       |                      |                             |          |
| 7/7/26         | \$18.90         | <b>SVETLANA</b> | <b>\$30.39</b> |       |                      |                             |          |
| 7/8/26         | \$63.44         |                 |                |       |                      |                             |          |
| 7/10/26        | \$72.75         | Allison: 8746   |                |       |                      |                             |          |
|                |                 | DATE            | ALLISON        | PO#   | Vendor               | Description                 | G/L Acct |
|                |                 | 6/18/26         | \$14.58        |       | Cenex 371 Pine River | 4.166GAL KITS-P/U & DELVRY  | 6222.010 |
|                |                 | 7/7/26          | \$37.51        |       | Cenex 371 Pine River | 11.37GAL. Menahga/Sebeka    | 6222.010 |
|                |                 |                 |                |       |                      |                             |          |
| <b>RICHARD</b> | <b>\$848.63</b> | <b>ALLISON</b>  | <b>\$52.09</b> |       |                      |                             |          |

| CARD     | ACCT     | DESCRIPTION              | AMOUNT            |
|----------|----------|--------------------------|-------------------|
| VAL M.   | 5410.040 | MOBILE GAS               | \$523.63          |
| RICHARD  | 5310.020 | DELIVERY GAS             | \$848.63          |
| WHATLEY  | 5655.000 | SOFTWARE FEES            | \$182.43          |
| ALLISON  | 6222.010 | GAS IN EXPLORER FOR KITS | \$52.09           |
| SVETLANA | 5620.000 | LEGACY LODGING           | \$69.90           |
| SVETLANA | 5237.000 | COSTCO REFUNDED TAX      | (\$126.97)        |
| SVETLANA | 6310.000 | HERREID MTG LUNCH/M.B.   | \$85.56           |
| SVETLANA | 5214.010 | MAILED PCORI TAX         | \$1.90            |
|          |          | <b>TOTAL</b>             | <b>\$1,637.17</b> |

Invoice #:

"7/14/26 brief description"

STMT AMT DUE: 8/10/26

1637.17

VALIDATE DOLLARS:

\$0.00

**KITCHIGAMI REGIONAL LIBRARY SYSTEM  
CHECK REGISTER  
August 10, 2026**

| CK Number           | Name                       | Description                            | Amount            |
|---------------------|----------------------------|----------------------------------------|-------------------|
| 27222               | 4ALLPROMOS                 | BOOK CLUB BAGS                         | 972.22            |
| 27223               | ABM/THE OFFICE SHOP        | COPIER LEASES                          | 746.91            |
| 27224               | AFSCME CO 65               | AFSCME COUNIL 65 UNION DUES: JULY.2026 | 1,110.86          |
| 27225               | AFSCME PEOPLE              | VOLUNTARY PAYROLL DEDUCTION            | 8.50              |
| 27226               | ALLEGRA MARKETING          | BUSINESS CARDS: BK, BR, PK, WD, WK     | 569.75            |
| 27227               | AMAZON BOOKS               | Remittance Stub                        | .                 |
| 27228               | AMAZON BOOKS               | Remittance Stub                        | .                 |
| 27229               | AMAZON BOOKS               | Remittance Stub                        | .                 |
| 27230               | AMAZON BOOKS               | Remittance Stub                        | .                 |
| 27231               | AMAZON BOOKS               | BOOKS                                  | 5,003.31          |
| 27232               | AMAZON OFFICE              | OFFICE SUPPLIES: HQ                    | 897.49            |
| 27233               | ARVIG                      | PHONE: CL, LV, WD, WK & PK             | 345.87            |
| 27234               | BLUE CROSS BLUE SHIELD     | VISION INSURANCE                       | 108.97            |
| 27235               | BRECHON, MELISSA           | REIMB INTERIM DIRECTOR                 | 3,873.27          |
| 27236               | CENTURY LINK               | BR & BJ TELEPHONES                     | 350.76            |
| 27237               | CITY OF PINE RIVER         | HQ WATER                               | 31.00             |
| 27238               | CLIFTON LARSON ALLEN       | AUDIT FEES                             | 20,475.00         |
| 27239               | DAKOTA MAILING             | HQ MAIL SUPPLIES                       | 182.13            |
| 27240               | DAVIDGE, CHRISTINA         | LEGACY ARTIST                          | 500.00            |
| 27241               | DEERWOOD TECHNOLOGIES      | NETWORK SUPPORT                        | 36,220.00         |
| 27242               | DIAMOND BUILT              | LAWN CARE                              | 230.00            |
| 27243               | FOLLETT CONTENT            | BOOKS                                  | 165.45            |
| 27244               | GALE/CENGAGE LEARNING      | BOOKS                                  | 534.24            |
| 27245               | HERREID & ASSOCIATES       | LEGAL FEES                             | 6,428.09          |
| 27246               | HOOPLA/MIDWEST TAPE        | E RESOURCES                            | 14,999.77         |
| 27247               | KIMBER CREEK FORD          | MOBILE MAINT.                          | 71.48             |
| 27248               | LAKES AREA LOCK            | HQ MAINT.                              | 145.00            |
| 27249               | LIBERTY BUSINESS SYSTEMS   | COPIER LEASE/INSURANCE WADENA          | 432.77            |
| 27250               | LIBRARIA                   | BOOKS                                  | 52.62             |
| 27251               | MARCO-BEMIDJI              | COPIER LEASE                           | 114.98            |
| 27252               | MARCO-WALKER               | COPIER LEASE                           | 19.66             |
| 27253               | MIDWEST TAPE               | BOOKS                                  | 736.76            |
| 27254               | MINN CLEANING              | BRAINERD LIBRARY CLEANING SVC          | 300.00            |
| 27255               | MINNESOTA POWER            | HQ ELECTRICITY                         | 606.45            |
| 27256               | MPR                        | RADIO ADS IN BJ & BR                   | 500.00            |
| 27257               | OCLC                       | E RESOURCES                            | 11,022.36         |
| 27258               | PAUL BUNYAN COMMUNICATIONS | TELEPHONES: BJ & BK                    | 103.98            |
| 27259               | PEMBERTON LAW PLLP         | LEGAL FEES                             | 482.00            |
| 27260               | PENWORTHY                  | BOOKS                                  | 1,412.07          |
| 27261               | PLAYAWAY                   | BOOKS                                  | 2,932.04          |
| 27262               | PR SANITARY DISTRICT       | HQ SEWER                               | 48.40             |
| 27263               | RESOLUTE LAW               | LEGAL FEES                             | 756.00            |
| 27264               | ROHLOFF, TERRIA            | LODGING & MILEAGE REIMB 2026           | 940.54            |
| 27265               | RYAN, NANCY                | LEGACY ARTIST                          | 250.00            |
| 27266               | SCHOLASTIC INC             | BJ BOOKS                               | 152.42            |
| 27267               | SFM                        | WORK COMP                              | 3,109.00          |
| 27268               | SPARKLE THEATRICALS        | LEGACY ARTIST                          | 658.49            |
| 27269               | ST. JOHN'S UNIVERSITY      | ILL EXPENSE                            | 60.00             |
| 27270               | WASTE PARTNERS             | HQ GARBAGE                             | 79.58             |
| TOTAL A/P CHECK RUN |                            |                                        | <b>118,740.19</b> |

**KITCHIGAMI REGIONAL LIBRARY SYSTEM  
PAYROLL CHECKS**

**Payroll for August 10th (July 16th through 31st)**

| Pay Day   | Check Numbers       | Account                                          | Amount               |
|-----------|---------------------|--------------------------------------------------|----------------------|
| 8/10/2026 | Paylocity processed | Direct Deposits                                  | 69,600.40            |
|           |                     | Minnesota Withholding Tax paid                   | 3,242.00             |
|           |                     | Federal Withholding Tax paid                     | 19,358.94            |
|           |                     | PERA-Public Employee Retirement Association paid | 4,936.04             |
|           |                     | Union Dues Withholding                           | 540.65               |
|           |                     | Paylocity Implementation Fees (one-time)         | 5,950.00             |
|           |                     | Total Payroll Expense                            | <b>\$ 103,628.03</b> |

**AMOUNT EXPENSED 222,368.22**

# KITCHIGAMI REGIONAL LIBRARY SYSTEM

## CHECK REGISTER

August 25, 2026

| <u>CK Number</u> | <u>Name</u>                | <u>Description</u>                   | <u>Amount</u> |
|------------------|----------------------------|--------------------------------------|---------------|
| 27271            | AMAZON BOOKS               | Remittance Stub                      | -             |
| 27272            | AMAZON BOOKS               | BOOKS                                | 1,990.33      |
| 27273            | AMAZON OFFICE              | CUSTODIAL SUPPLIES, LIBRARY SUPPLIES | 201.44        |
| 27274            | ARVIG                      | PHONE: PK                            | 56.56         |
| 27275            | BRANDT-LOER, AUDREY ELISSA | LEGACY: LET'S CREATE KITS 12 OF 12   | 480.00        |
| 27276            | BRECHON, MELISSA           | REIMB.                               | 171.92        |
| 27277            | CANON                      | COPIER LEASE/INSURANCE WK & PR       | 157.88        |
| 27278            | CROSSING ARTS ALLIANCE     | LEGACY ARTIST                        | 2,100.00      |
| 27279            | DEERWOOD TECHNOLOGIES      | NETWORK SUPPORT, DATA STORAGE        | 65,344.67     |
| 27280            | DIAMOND BUILT              | LAWN CARE                            | 230.00        |
| 27281            | GALE/CENGAGE LEARNING      | Remittance Stub                      | -             |
| 27282            | GALE/CENGAGE LEARNING      | Remittance Stub                      | -             |
| 27283            | GALE/CENGAGE LEARNING      | BOOKS                                | 1,530.85      |
| 27284            | HANKS, KELLY               | MILEAGE REIMB.                       | 121.80        |
| 27285            | HUSTON, CARRIE             | MILEAGE REIMB.                       | 43.50         |
| 27286            | LAMBRIGHT, DONOVAN         | SIRSI CONSULTANT                     | 3,265.85      |
| 27287            | LANG, SVETLANA             | OFFICE REIMB                         | 25.00         |
| 27288            | MIDWEST TAPE               | Remittance Stub                      | -             |
| 27289            | MIDWEST TAPE               | BOOKS                                | 1,349.25      |
| 27290            | MN PEIP                    | HEALTH INSURANCE                     | 22,302.42     |
| 27291            | NCPERS                     | GROUP LIFE INSURANCE                 | 192.00        |
| 27292            | OFFICE SHOP                | OFFICE SUPPLIES                      | 2,709.07      |
| 27293            | PAPER STORM                | DESTROYED SENSITIVE PAPERS           | 33.60         |
| 27294            | PERMACARD                  | LIBRARY CARDS                        | 1,492.60      |
| 27295            | PLAYAWAY                   | BOOKS                                | 68.28         |
| 27296            | REGENTS OF THE U OF M      | BOOK SUPPLIES                        | 1,065.00      |
| 27297            | RISTAU, APRIL              | MILEAGE REIMB.                       | 184.15        |
| 27298            | ROYCE, ALLISON             | KIDS PROGRAM REIMB                   | 290.00        |
| 27299            | SCHULTZ, JODI              | MILEAGE REIMB.                       | 65.25         |
| 27300            | TDS TELECOM                | PHONES, ADMINISTRATION               | 94.03         |
| 27301            | TDS TELECOM                | PHONES, ADMINISTRATION               | 23.94         |
| 27302            | TDS TELECOM                | PHONES, PINE RIVER LIBRARY           | 27.53         |
| 27303            | TRUGREEN CHEM LAWN         | FERTIZER AND WEED CONTROL            | 705.35        |
| 27304            | VERIZON WIRELESS           | ADMIN, HOTSPOTS                      | 1,294.41      |
| 27305            | VERIZON WIRELESS           | MOBILE HOTSPOTS                      | 50.02         |
| 27306            | VISA                       | SEE ATTACHMENT                       | 3,060.19      |
| 27307            | WADENA CITY                | APPROPRIATION                        | 13,000.00     |
| 27308            | WARREN, SHERILYN           | MILEAGE REIMB.                       | 645.25        |
| 27309            | XCEL ENERGY                | HQ NATURAL GAS SVC                   | 23.24         |

TOTAL A/P CHECK RUN

**\$ 124,395.38**

# KITCHIGAMI REGIONAL LIBRARY SYSTEM

## PAYROLL CHECKS

Payroll for Aug 25th (August 1st through the 15th)

| <u>Pay Day</u> | <u>Check Numbers</u> | <u>Accounts</u>                                  | <u>Amounts</u>      |
|----------------|----------------------|--------------------------------------------------|---------------------|
| 8/25/2026      | Paylocity processed  | Direct Deposits                                  | 59,172.15           |
|                |                      | Minnesota Withholding Tax paid                   | 2,425.00            |
|                |                      | Federal Withholding Tax paid                     | 15,682.28           |
|                |                      | Garnishment                                      | 280.90              |
|                |                      | MN Paid Leave                                    | 681.01              |
|                |                      | PERA-Public Employee Retirement Association paid | 9,870.46            |
|                |                      | Union Dues Withholding                           | 530.79              |
|                |                      | Paylocity monthly service fee                    | 1,297.50            |
|                |                      | Total Payroll Expense                            | <b>\$ 89,940.09</b> |

**TOTAL AMOUNT EXPENSED**

**\$ 246,329.47** 257

VISA

## VISA PINE RIVER STATE BANK

JULY 15 - AUG 14, 2026

Val M: 3728

Whatley: 0773

| DATE    | VAL M.   | DATE         | MELISSA  | PO# | Vendor             | Description    | G/L Acct |
|---------|----------|--------------|----------|-----|--------------------|----------------|----------|
| 7/14/26 | \$118.15 |              |          |     |                    |                |          |
| 7/21/26 | \$145.53 | 8/1/26       | \$182.43 |     | Zoom Workplace Pro | Admin Software | 5655.000 |
| 7/25/26 | \$89.80  |              |          |     |                    |                |          |
| 8/4/26  | \$34.35  | G/L#5420.040 |          |     |                    |                |          |
| 8/6/26  | \$109.73 |              |          |     |                    |                |          |
| 8/8/26  | \$139.31 |              |          |     |                    |                |          |
| VAL M.  | \$636.87 | WHATLEY      | \$182.43 |     |                    |                |          |

Richard: 8002

Tami: 4889

| DATE    | RICHARD    | DATE           | TAMI       | PO#   | Vendor               | Description                 | G/L Acct |
|---------|------------|----------------|------------|-------|----------------------|-----------------------------|----------|
| 7/13/26 | \$68.89    |                |            |       |                      |                             |          |
| 7/15/26 | \$71.54    |                |            |       |                      |                             |          |
| 7/17/26 | \$69.85    | TAMI           | \$0.00     |       |                      |                             |          |
| 7/20/26 | \$73.32    |                |            |       |                      |                             |          |
| 7/21/26 | \$19.78    | Svetlana: 2568 |            |       |                      |                             |          |
| 7/22/26 | \$70.28    | DATE           | SVETLANA   | PO#   | Vendor               | Description                 | G/L Acct |
| 7/24/26 | \$74.25    | 7/20/26        | (\$11.06)  | 12428 | Costco.com           | TAX REFUNDED: Legacy canopy | 5620.000 |
| 7/27/26 | \$73.85    | 7/15/26        | \$369.67   | 12438 | AmericInn, Bemidji   | LEGACY HOTEL Sparkles       | 5620.000 |
| 7/29/26 | \$72.33    | 7/21/26        | \$340.20   | 12438 | AmericInn, Jenkins   | LEGACY HOTEL Sparkles       | 5620.000 |
| 7/31/26 | \$73.65    | 7/22/26        | \$173.39   | 12446 | Costco.com           | HQ MICROWAVE                | 5237.000 |
| 8/3/26  | \$71.11    | 8/7/26         | \$260.00   |       | MLA                  | MEMBERSHIP                  | 5640.000 |
| 8/4/26  | \$20.80    | SVETLANA       | \$1,132.20 |       |                      |                             |          |
| 8/5/26  | \$68.39    |                |            |       |                      |                             |          |
| 8/7/26  | \$73.66    | Allison: 8746  |            |       |                      |                             |          |
| 8/10/26 | \$58.00    | DATE           | ALLISON    | PO#   | Vendor               | Description                 | G/L Acct |
| 8/12/26 | \$64.00    | 7/20/26        | \$55.57    |       | Cenex 371 Pine River | Staff car@PK/H.Co. Fair     | 5310.010 |
|         |            | 7/23/26        | \$14.59    |       | Cenex 371 Pine River | Staff car@PL, Bxtr & Cr.Lk. | 5310.010 |
|         |            | 8/4/26         | \$14.83    |       | Cenex 371 Pine River | Staff car@Menahga&Sebeka    | 5310.010 |
| RICHARD | \$1,023.70 | ALLISON        | \$84.99    |       |                      |                             |          |

| CARD     | ACCT     | DESCRIPTION              | AMOUNT     |
|----------|----------|--------------------------|------------|
| VAL M.   | 5410.040 | MOBILE GAS               | \$602.52   |
| VAL M.   | 5420.040 | MOBILE REPAIR/MAINT      | \$34.35    |
| RICHARD  | 5310.020 | DELIVERY GAS             | \$1,023.70 |
| WHATLEY  | 5655.000 | SOFTWARE FEES            | \$182.43   |
| ALLISON  | 5310.010 | GAS IN EXPLORER FOR KITS | \$84.99    |
| SVETLANA | 5620.000 | LEGACY LODGING           | \$709.87   |
| SVETLANA | 5620.000 | COSTCO REFUNDED TAX      | (\$11.06)  |
| SVETLANA | 5237.000 | MICROWAVE FOR HQ         | \$173.39   |
| SVETLANA | 5640.000 | MLA MEMBERSHIP           | \$260.00   |
|          |          | TOTAL                    | \$3,060.19 |

Invoice #:

"8/14/26 brief description"

STMT AMT DUE: 9/10/26

3060.19

VALIDATE DOLLARS:

\$0.00

**KITCHIGAMI REGIONAL LIBRARY SYSTEM**

**CHECK REGISTER**

**September 10, 2026**

| CK Number           | Name                       | Description                            | Amount           |
|---------------------|----------------------------|----------------------------------------|------------------|
| 27310               | ABM/THE OFFICE SHOP        | COPIER LEASES                          | 706.87           |
| 27311               | AFSCME CO 65               | AFSCME COUNIL 65 UNION DUES: JULY.2026 | 1,074.25         |
| 27312               | AFSCME PEOPLE              | VOLUNTARY PAYROLL DEDUCTION            | 8.50             |
| 27313               | ALAN'S HANDYMAN            | HQ MAINT.                              | 242.76           |
| 27314               | AMAZON BOOKS               | BOOKS                                  | 198.04           |
| 27315               | AMAZON OFFICE              | OFFICE SUPPLIES: HQ                    | 180.47           |
| 27316               | ARVIG                      | PHONE: CL, LV, WD, & WK                | 341.59           |
| 27317               | BLUE CROSS BLUE SHIELD     | VISION INSURANCE                       | 108.97           |
| 27318               | BRECHON, MELISSA           | REIMB INTERIM DIRECTOR                 | 2,476.08         |
| 27319               | BRODART                    | BOOK PROCESSING SUPPLIES               | 444.06           |
| 27320               | CENTER, DEBBIE             | LEGACY ARTIST                          | 200.00           |
| 27321               | CENTURY LINK               | BR & BJ TELEPHONES                     | 350.76           |
| 27322               | CITY OF PINE RIVER         | HQ WATER                               | 31.00            |
| 27323               | CLIFTON LARSON ALLEN       | AUDIT FEES                             | 4,410.00         |
| 27324               | DEMCO INC.                 | BOOK SUPPLIES                          | 155.95           |
| 27325               | ECHO JOUNAL/FORUM          | SUBSCRIPTION                           | 136.69           |
| 27326               | GALE/CENGAGE LEARNING      | BOOKS                                  | 583.50           |
| 27327               | HERREID & ASSOCIATES       | LEGAL FEES                             | 206.25           |
| 27328               | HOOPLA/MIDWEST TAPE        | E RESOURCES                            | 14,999.91        |
| 27329               | KIMBER CREEK FORD          | DELIVERY MAINT.                        | 93.37            |
| 27330               | LIBERTY BUSINESS SYSTEMS   | COPIER LEASE/INSURANCE WADENA          | 423.82           |
| 27331               | LIBRARIA                   | Remittance Stub                        | -                |
| 27332               | LIBRARIA                   | BOOKS                                  | 7,000.93         |
| 27333               | MARCO-BEMIDJI              | COPIER LEASE                           | 114.98           |
| 27334               | MARCO-WALKER               | COPIER LEASE                           | 45.03            |
| 27335               | MIDWEST TAPE               | Remittance Stub                        | -                |
| 27336               | MIDWEST TAPE               | BOOKS                                  | 1,090.50         |
| 27337               | MINNESOTA POWER            | HQ ELECTRICITY                         | 561.18           |
| 27338               | MPR                        | RADIO ADS IN BJ & BR                   | 500.00           |
| 27339               | OCLC                       | E-RESOURCES/DATABASE                   | 7,712.50         |
| 27340               | OFFICE SHOP                | SUPPLIES                               | 989.06           |
| 27341               | PAUL BUNYAN COMMUNICATIONS | TELEPHONES: BJ & BK                    | 63.19            |
| 27342               | PENWORTHY                  | BOOKS                                  | 801.99           |
| 27343               | PEOPLE'S SECURITY          | HQ SECURITY                            | 244.00           |
| 27344               | PLAYAWAY                   | BOOKS                                  | 343.24           |
| 27345               | PR SANITARY DISTRICT       | HQ SEWER                               | 48.40            |
| 27346               | RESOLUTE LAW               | LEGAL FEES                             | 168.00           |
| 27347               | US POSTAL SERVICE          | WALKER'S PO BOX 1-YEAR                 | 172.00           |
| 27348               | WASTE PARTNERS             | HQ GARBAGE                             | 80.43            |
| TOTAL A/P CHECK RUN |                            |                                        | <b>47,308.27</b> |

**KITCHIGAMI REGIONAL LIBRARY SYSTEM**

**PAYROLL CHECKS**

**Payroll for September 10th (August 16th through 31st)**

| <u>Pay Day</u> | <u>Check Numbers</u> | <u>Account</u>                                   | <u>Amount</u>       |
|----------------|----------------------|--------------------------------------------------|---------------------|
| 9/10/2026      | Paylocity processed  | Direct Deposits                                  | 61,383.18           |
|                |                      | 1 Paper check                                    | 48.42               |
|                |                      | Minnesota Withholding Tax paid                   | 2,704.00            |
|                |                      | Federal Withholding Tax paid                     | 16,616.89           |
|                |                      | MN Paid Leave                                    | 705.47              |
|                |                      | PERA-Public Employee Retirement Association paid | 9,941.97            |
|                |                      | Union Dues Withholding                           | 543.46              |
|                |                      | Total Payroll Expense                            | <b>\$ 91,943.39</b> |

**AMOUNT EXPENSED**

**139,251.66**

**KITCHIGAMI REGIONAL LIBRARY**  
**BALANCE SHEET**  
**July 31, 2026**

| ASSETS                                    |                |                                                   |
|-------------------------------------------|----------------|---------------------------------------------------|
| Current Assets                            |                |                                                   |
| Petty Cash Checking PRSB                  | 3,108.75       |                                                   |
| Main Checking PRSB                        | 127,800.22     |                                                   |
| Money Market PRSB                         | 1,876,901.74   |                                                   |
| Special Money Market PRSB                 | 723,497.54     |                                                   |
| Kitchigami Endowment Fund                 | 141,516.90     |                                                   |
| Accounts Receivable                       | 654.00         |                                                   |
| Interest Receivable                       | 29,213.99      |                                                   |
| Prepaid Insurance                         | 10,573.03      |                                                   |
| Prepaid Health Insurance                  | 27,859.28      |                                                   |
| Prepaid Materials                         | 44,392.35      |                                                   |
| Investment - Certificates of Deposit      | 584,491.08     |                                                   |
| <b>TOTAL Current Assets</b>               |                | <b>3,570,008.88</b>                               |
| Fixed Assets                              |                |                                                   |
| Land                                      | 30,000.00      |                                                   |
| Buildings                                 | 587,168.00     |                                                   |
| A/D Buildings                             | (288,671.36)   |                                                   |
| Vehicles                                  | 217,279.21     |                                                   |
| A/D Vehicles                              | (104,287.32)   |                                                   |
| Furniture, Fixtures, and Equipment        | 329,889.16     |                                                   |
| A/D Furniture, Fixtures, and Equipment    | (301,608.73)   |                                                   |
| Legacy Equipment                          | 1,269.00       |                                                   |
| A/D Legacy Equipment                      | (1,269.00)     |                                                   |
| Shared Collections                        | 181,404.81     |                                                   |
| Book/Contents-HQ                          | 648.07         |                                                   |
| Book, Mobile Library                      | 282,775.99     |                                                   |
| A/D Books                                 | (266,352.82)   |                                                   |
| Intangible Assets                         | 19,916.00      |                                                   |
| Accumulated Amortization                  | (3,319.33)     |                                                   |
| Sound, Mobile Library                     | 26,214.55      |                                                   |
| Video, Mobile Library                     | 90,785.50      |                                                   |
| <b>TOTAL Fixed Assets</b>                 |                | <b>801,841.73</b>                                 |
| <b>TOTAL ASSETS</b>                       |                | <b>4,371,850.61</b>                               |
| Current Liabilities                       |                |                                                   |
| Accounts Payable                          | 158,668.69     |                                                   |
| A/P - Special Revenue Fund                | 2,163.00       |                                                   |
| Accounts Payable Salaries                 | 86,680.57      |                                                   |
| Union Dues W/H Payable                    | 569.62         |                                                   |
| AFSCME People Payable                     | 4.25           |                                                   |
| MN Paid Leave Payable                     | 1,822.44       |                                                   |
| Deferred Revenue                          | 236,902.30     |                                                   |
| <b>TOTAL Current Liabilities</b>          |                | <b>486,810.87</b>                                 |
| <b>TOTAL LIABILITIES</b>                  |                | <b>486,810.87</b>                                 |
| CAPITAL                                   |                |                                                   |
| Investment in Fixed Assets                | 672,414.15     | Expense YTD that auditor will adjust at year end. |
| C/F Building Repair & Maintenance Reserve | 79,767.53      |                                                   |
| C/F Automation, HQ Reserve                | 405,575.90     | \$(286,152.73)                                    |
| R/F ARR Branch Reserves                   | 255,457.89     | \$(78,238.86)                                     |
| C/F Capital Appropriation Fund            | 701,683.13     | \$(59,624.00)                                     |
| C/F Building Reserve                      | (1,883.00)     |                                                   |
| C/F Accounting Software Reserve           | 26,625.60      |                                                   |
| C/F Summer Reading Program Reserve        | 7,130.45       |                                                   |
| C/F Sue Tricker Memorial Outreach Reserve | 208,447.94     |                                                   |
| C/F Outreach Reserve                      | 0.15           |                                                   |
| C/F Vehicle Reserve                       | 80,311.38      |                                                   |
| C/F Gates Grants Reserve                  | 19,819.47      |                                                   |
| C/F County Levy Buydown Reserve           | 257,384.00     |                                                   |
| C/F Crow Wing County Reserve              | 124,581.85     |                                                   |
| R/F Donations Reserve                     | 104,777.44     |                                                   |
| C/F Endowment MN Community Fund           | 141,517.27     |                                                   |
| FUND BALANCE, General Funds               | 2,306,260.59   | \$(434,015.59)                                    |
| Year-to-Date Earnings                     | (1,504,832.00) |                                                   |
| <b>TOTAL CAPITAL</b>                      |                | <b>3,885,039.74</b>                               |
| <b>TOTAL LIABILITIES &amp; CAPITAL</b>    |                | <b>4,371,850.61</b>                               |

# KITCHIGAMI REGIONAL LIBRARY

## INCOME STATEMENT

### 2026

|                               | <i>July</i> |
|-------------------------------|-------------|
| STATE AND FEDERAL FUNDS       |             |
| State RLBSS                   |             |
| State RLTA Priority 1         |             |
| State MN LINKS                |             |
| State RLTA Priority 2         |             |
| NW-LINKS Library System Funds |             |
| Misc. State Funds             |             |
| Legacy Funds                  |             |
| TOTAL STATE AND FEDERAL FUNDS | -           |
| COUNTY GOVERNMENTS            |             |
| Beltrami County               |             |
| Cass County                   |             |
| Crow Wing County              |             |
| Hubbard County                |             |
| Wadena County                 |             |
| TOTAL COUNTY GOVERNMENTS      | -           |
| CITY GOVERNMENTS              |             |
| Bemidji                       |             |
| Blackduck                     |             |
| Brainerd                      |             |
| Cass Lake                     |             |
| Longville                     |             |
| Park Rapids                   |             |
| Pine River                    |             |
| Wadena                        |             |
| Walker                        |             |
| TOTAL CITY GOVERNMENTS        | -           |
| AUTOMATION RR                 |             |
| Bemidji                       |             |
| Blackduck                     |             |
| Brainerd                      |             |
| Cass Lake                     |             |
| Longville                     |             |
| Park Rapids                   |             |
| Pine River                    |             |
| Wadena                        |             |
| Walker                        |             |
| TOTAL AUTOMATION RR           | -           |
| OTHER INCOME                  |             |
| Interest                      | 6,291.83    |
| Endowment Income              |             |
| NLLN Grants                   |             |
| Donations Region Wide         | 1,801.24    |
| Branch Sales & Fees           | 3,153.45    |
| Branch Other Income           |             |
| Inter Library Loan            |             |
| Miscellaneous                 |             |
| Over/Short                    | (0.02)      |
| TOTAL OTHER INCOME            | 11,246.50   |
| TOTAL INCOME                  | 11,246.50   |

**KITCHIGAMI REIONAL LIBRARY**  
**EXPENSE STATEMENT**  
**2026**

|                                         | <u>July</u>         |
|-----------------------------------------|---------------------|
| <b>PERSONNEL</b>                        |                     |
| Wages and Benefits                      | 245,638.64          |
| Health Plan + Supplement                | 23,750.66           |
| Training & Development                  | 819.14              |
| Hiring Ads & Interviews                 | 387.70              |
| <b>TOTAL PERSONNEL</b>                  | <u>270,596.14</u>   |
| <b>LIBRARY MATERIALS</b>                |                     |
| Books, Collections & Processing         | 19,807.49           |
| Video/DVD/Sound                         | 3,410.92            |
| Periodicals                             | (175.20)            |
| Hot Spots                               | 1,352.82            |
| E-Resources                             | 48,614.74           |
| Data Based Platforms                    |                     |
| <b>TOTAL LIBRARY MATERIALS</b>          | <u>73,010.77</u>    |
| <b>LIBRARY OPERATIONS</b>               |                     |
| Postage/Meter Rental                    | 215.23              |
| Telecommunications/ML Remote            | 2,060.08            |
| Supplies                                | 3,370.18            |
| Copier Contracts/Leases                 | 1,470.84            |
| Sales Tax on Copies                     |                     |
| Data Lines NW Links                     | 7,526.89            |
| ARR Reserve Expenses                    | 30,479.60           |
| Capital Grant Expense                   |                     |
| Contracted Network Support & Software   | 43,862.50           |
| Network Infrastructure                  | 18,050.00           |
| Technical Equipment & Supplies          | 538.98              |
| ILS Maintenance                         |                     |
| Summer Reading Program                  | 824.00              |
| Winter Reading Program                  |                     |
| Promotion                               | 1,000.00            |
| Inter Library Loans                     | 125.00              |
| <b>TOTAL LIBRARY OPERATIONS</b>         | <u>109,523.30</u>   |
| <b>DELIVERY &amp; STAFF VAN</b>         |                     |
| Mileage/Route Expense                   | 848.63              |
| Insurance                               |                     |
| Repairs and Maintenance/Rentals         | 89.41               |
| Capital Van Replacement Transfer        |                     |
| <b>TOTAL DELIVERY &amp; STAFF VAN</b>   | <u>938.04</u>       |
| <b>MOBILE VEHICLE, Reginal Outreach</b> |                     |
| Mileage/Route Expense                   | 523.63              |
| Insurance                               |                     |
| Repairs and Maintenance                 |                     |
| <b>TOTAL MOBIL LIBRARY VEHICLE</b>      | <u>523.63</u>       |
| <b>HEADQUARTERS FACILITY</b>            |                     |
| Utilities                               | 856.75              |
| Insurance-Contents & Liability          |                     |
| Building Repair & Maintenance           | 10,226.60           |
| <b>TOTAL HEADQUARTERS FACILITY</b>      | <u>11,083.35</u>    |
| <b>KRL BOARD &amp; ADMINISTRATION</b>   |                     |
| Board Meetings                          | 210.25              |
| Special Projects                        |                     |
| Legacy Fund Expenses                    | 28,229.18           |
| Membership Dues                         | 650.00              |
| Professional Fees                       | 10,219.09           |
| Board Insurance                         |                     |
| Software/Fees                           | 182.43              |
| <b>TOTAL KRL BOARD</b>                  | <u>39,490.95</u>    |
| <b>OTHER</b>                            |                     |
| Administration Travel                   | 5,000.63            |
| Associate Service Crosslake             |                     |
| Associate Service Pequot Lakes          |                     |
| Banking Fees                            | 6.00                |
| Miscellaneous, (Income) or Expense      | 2,248.24            |
| Late Fees & (Discounts Saved)           |                     |
| <b>TOTAL OTHER</b>                      | <u>7,254.87</u>     |
| <b>TOTAL EXPENSES</b>                   | <u>512,421.05</u>   |
| <b>TOTAL INCOME</b>                     | <u>11,246.50</u>    |
| <b>EXCESS (DEFICIT) OVER EXP.</b>       | <u>(501,174.55)</u> |

## **5d Interim Director's Report**

There are several handouts attached to this report, and I know that you will be interested in each one:

All Staff Day planning continues with a schedule in place of all activities starting at 8:30 and closing at 3:00. If any of you would like to attend for any part of the day, please do so and let Svetlana know so that we can accommodate you for breakfast/lunch. The Keynote will be delivered by Nick Dimassis and will speak to “The Future of Customer Service (Is Already Behind Us),” and later Nick and I will lead breakouts on Ethics for Library employees. (There is an American Library Association Code of Ethics that guides the work of librarians and library workers.) Susan Herreid will present breakout sessions on teambuilding and teamwork. It will be a fun and educational day, so please join us if your schedule allows. Staff members on the committee include Carol Christensen, Kelly Hanks, and Allison Royce.

Summer Reading ended in August and enclosed is a summary of the event theme and enrollment for each of the branches. You will note that Bemidji, with less hours, continues to suffer the repunctuations of being closed two days a week. The Summer Reading Program is coordinated by staff member Allison Royce, working with a staff committee.

KRLS January – August checkouts in all branches, mobile locations, and associate libraries again show how circulation is lower due to branch closures. Electronic Resource numbers are respectful and, due to the licensing restrictions on Hoopla, the library will be moving to the entire Cloud Library in 2027. Electronic resource circulation, along with branch circulation, is monitored and reported by staff member Melissa Dingman.

Donovan Lambright, SIRSI consultant, has been working with staff and SIRSI to upgrade the current Mobile 2 application. He is working with staff to establish current statistics on adult and children's circulation to resolve issues in reporting to correspond with the Annual Report, updating vendor settings and resolving errors with a previous vendor who is no longer in business. I have enclosed a status report on these activities.

In anticipation of a new Director, there has been some ongoing review and weeding of current files, notebooks, professional collections and, yes, the supply room.

Regional Manager Sherilyn Warren has been guiding staff in utilizing the services of a new book vendor (Ingram) along with moving away from Amazon and Libraria. Regional Manager April Ristau has been busy working with staff on preparing the Brainerd Library for its scheduled construction timeline (September 21 – December 30). April, along with other staff, was able to move the collection back into the Cass Lake Library. The library is closed the week of September 14 and will open to the public on Tuesday, September 22.

A special thank you to Board member Cecil Reams and the City of Cass Lake for assisting with scheduling the link location in the Senior Center, assisting with the move and now the opening of the library. Next time you are in that area, be sure and stop by to see the changes.

Electronic timecard training has been held for staff, and the work continues to provide all staff with emails and access points to start electronic access in Paylocity on October 1. Kudos to all staff for their willingness to learn and change a system that has been in place for too long.

There will be two proposals at this meeting – one for an Employee Assistance program which many, if not all, of your city/county staff have available, and the second for HR support services. As staff have moved toward Paylocity, the need for an experienced person in Human Resources has been important. In the past and currently, many of the HR duties have been handled by the bookkeeper in charge of payroll (a position that is currently not filled). That person, with no HR training, has been able to assist with paperwork for FMLA and MN Paid Leave, but HR for a staff of over 80 employees is complicated and in need of a professional person to lead. I encourage you to read both proposals.

As this will be my last Board meeting, I would like to thank you for putting your trust in me to help guide KRLS through this transition period. It has been a difficult time for everyone, and lots of work has been done, and enough remains to keep a new Director focused on moving this region forward. I have been involved in public libraries for a long time and continue to believe that library employees, library collections (delivered either in person or electronically), Boards, and volunteers hold the power to enrich individuals and communities. Thank you.

# 2026

## ALL STAFF DAY

**OUR NEXT CHAPTER:  
BUILDING TRUST, STRENGTHENING TEAMS,  
SERVING OUR COMMUNITIES**



### DATE

Monday, October  
12, 2026



### LOCATION

First Lutheran Church  
309 2nd St. N.  
Pine River, MN 56474



### EVENT TIME

9:00 a.m.-3:00 p.m.



## ATTENDANCE

- Staff whose regular workday includes Monday are required to attend.
- Staff whose regular workday does not include Monday are encouraged, but not required, to attend.
- Substitute staff, drivers, and custodians are encouraged, but not required, to attend.

## KEYNOTE - NICK DIMASSIS

With over 25 years of experience in libraries, Nick Dimassis is the current Director of Beloit Public Library and an experienced library leader who helps libraries transform customer service through innovative workflows, service models, and public spaces.

### Further Experience

- Deputy Director, Hennepin County Library
- Director, Carver County Library
- Assistant Director, East Central Regional Library



### Time Activity

8:30-9:00 Check-in & Breakfast

9:00-9:30 Welcome & Recognition Awards

9:30-10:30 Keynote - Nick Dimassis

10:45-11:15 Staff Competitions

11:25-12:10 Breakout Session #1

12:10-1:00 Lunch

1:10-1:55 Breakout Session #2

2:05-2:40 Staff TED Talk Presentations

2:40-3:00 Closing, Thank You & Group Photos

## REGISTER HERE!



<https://forms.cloud.microsoft/pages/responsepage.aspx?ID=EDYQYKT8HEOLXHWKPOXLKLOELXWUDAR9485A0VJFZUQKZYWVIYUO96WFFNVINANES0SIEYMOZHNYLOLQCN0PWC0&ORIGIN=QRCODE>

## 2026 Summer Reading Program Summary

The 2026 Summer Reading Program, “Plant a Seed, Read!”, provided an engaging and meaningful way for children and families throughout our region to connect reading with growth, discovery, and lifelong learning. Many branches embraced the theme by incorporating plants, gardens, and the idea of watching something grow into their summer programming. This theme also served as a strong metaphor for the growth of literacy skills as children worked toward their reading goals and built confidence and enjoyment through books, audiobooks, magazines, and comics.

Throughout the summer, children had numerous opportunities to visit their local libraries for story times, special events, and programs. These experiences not only encouraged continued reading but also created positive, lasting memories for both patrons and library staff.

A significant improvement this year was our ability to more closely monitor participation and prize needs through Beanstack. By using participation reports to guide prize ordering, we were able to align inventory more closely with actual enrollment and completion numbers. When individual branches experienced changing needs, surplus prizes could be redistributed to branches requiring additional supplies. This more efficient approach significantly reduced waste and resulted in thousands of dollars in savings.

The savings were reinvested into strengthening the overall program, including providing additional prizes for the end-of-program drawings. This year, we were able to expand the Grand Prize drawing to include first, second, third, and fourth prizes, providing additional opportunities to recognize and celebrate participants.

**Overall, the 2026 Summer Reading Program demonstrated strong growth and increased community engagement. Enrollment increased by 15% compared with the previous year, while program completion increased by 20%. These results reflect the continued success of our summer reading efforts and the important role our libraries play in encouraging children to develop strong literacy habits, discover the joy of reading, and remain connected to their libraries throughout the summer.**

| Kitchi Summer Reading 2026 |                                 | 1440   |           | 960    |           | 480    |           | Total  | Total     |
|----------------------------|---------------------------------|--------|-----------|--------|-----------|--------|-----------|--------|-----------|
| Plant a Seed, Read         |                                 | Enroll | Completed | Enroll | Completed | Enroll | Completed | Enroll | Completed |
| 1                          |                                 |        |           |        |           |        |           |        |           |
| 2                          | Bemidji Public Library          | 38     | 20        | 33     | 8         | 97     | 28        | 168    | 56        |
| 3                          | Blackduck Community Library     | 14     | 9         | 38     | 21        | 27     | 18        | 79     | 48        |
| 4                          | Brainerd Public Library         | 105    | 65        | 69     | 37        | 211    | 111       | 385    | 213       |
| 5                          | Cass Lake Community Library     | 3      | 3         | 3      | 3         | 4      | 4         | 10     | 10        |
| 6                          | Kitchigami Mobile Library       | 21     | 14        | 16     | 9         | 50     | 37        | 87     | 60        |
| 7                          | Margaret Welch Memorial Library | 9      | 5         | 14     | 11        | 27     | 15        | 50     | 31        |
| 8                          | Park Rapids Area Library        | 35     | 27        | 172    | 76        | 175    | 98        | 382    | 201       |
| 9                          | Pine River Public Library       | 69     | 36        | 40     | 17        | 53     | 25        | 162    | 78        |
| 10                         | Wadena City Library             | 26     | 14        | 31     | 18        | 98     | 49        | 155    | 80        |
| 11                         | Walker Public Library           | 36     | 17        | 31     | 10        | 19     | 4         | 86     | 27        |
| 12                         |                                 | 356    | 210       | 447    | 210       | 761    | 389       | 1564   | 804       |

## KRLS Checkouts

January – August 2025 & 2026

| Location    | 2025    | 2026   | Percent Change |
|-------------|---------|--------|----------------|
| Bemidji     | 63,082  | 47,476 | -24.74%        |
| Blackduck   | 4,885   | 8,238  | 68.70%         |
| Brainerd    | 119,683 | 99,678 | -16.72%        |
| Cass Lake   | 3,698   | 2,987  | -19.23%        |
| Longville   | 7,338   | 9,713  | 32.37%         |
| Park Rapids | 35,001  | 31,198 | -10.87%        |
| Pine River  | 16,245  | 16,878 | 3.9%           |
| Wadena      | 25,439  | 24,261 | -4.63%         |
| Walker      | 15,269  | 15,664 | 2.59%          |

### Mobile Locations

|            |       |       |         |
|------------|-------|-------|---------|
| Akeley     | *     | 38    | *       |
| Backus     | 409   | 258   | -36.92% |
| Bay Lake   | 203   | 226   | 11.33%  |
| Becida     | 110   | 66    | -40%    |
| Garrison   | 824   | 645   | -21.72% |
| Hackensack | 214   | 114   | -46.73% |
| Laporte    | 112   | 82    | -26.79% |
| Leader     | 572   | 341   | -40.38% |
| Menahga    | 5,895 | 7,773 | 31.86%  |
| Nevis      | 325   | 568   | 74.77%  |
| Nimrod     | 485   | 498   | 2.68%   |
| Nisswa     | 448   | 466   | 4.02%   |
| Remer      | 607   | 560   | -7.74%  |
| Sebeka     | 1,544 | 1,979 | 28.17%  |

\*Akeley is a new stop for Mobile, numbers are only available for June 2026-Aug 2026

### Associate Locations

|              |                |                |                |
|--------------|----------------|----------------|----------------|
| Crosslake    | 721            | 773            | 7.21%          |
| Pequot Lakes | 1,978          | 1,869          | -5.51%         |
| <b>Total</b> | <b>305,087</b> | <b>272,349</b> | <b>-10.73%</b> |

## KRLS Checkouts

January – August 2025 & 2026

### Electronic Resources

January-August 2025 & 2026

| <b>CloudLibrary</b>                     | <b>2025</b> | <b>2026</b> | <b>Percent Change</b> |
|-----------------------------------------|-------------|-------------|-----------------------|
| Checkouts: eBooks                       | 23,401      | 22,899      | -2.15%                |
| Checkouts: eAudio                       | 29,005      | 36,658      | 26.39%                |
| New Patrons                             | 884         | 856         | -3.17%                |
| Comics+:<br>Checkouts                   | 126         | 249         | 97.62%                |
| NewsStand:<br>Downloads                 | 870         | 2,013       | 131.38%               |
| Streaming (Biblio+):<br>Minutes Watched | 5,754       | 10,058      | 74.80%                |

\*Comics+, NewsStand, and Biblio+ 2025 numbers are from Apr-Aug 2025.

| <b>Ancestry Library</b> | <b>2025</b> | <b>2026</b> | <b>Percent Change</b> |
|-------------------------|-------------|-------------|-----------------------|
| Searches                | 3,005       | 3,021       | .53%                  |

\*Numbers submitted last year may be inaccurate

| <b>Hoopla</b>         | <b>2025</b> | <b>2026</b> | <b>Percent Change</b> |
|-----------------------|-------------|-------------|-----------------------|
| Checkouts: eBooks     | 14,019      | 10,715      | -23.57%               |
| Checkouts: Comics     | 1,012       | 932         | -7.91%                |
| Checkouts: Movies     | 2,257       | 1,205       | -46.61%               |
| Checkouts: eAudio     | 39,175      | 38,335      | -2.14%                |
| Checkouts: Music      | 501         | 318         | -36.53%               |
| Checkouts: Television | 969         | 772         | -20.33%               |
| New Patrons           | 1,351       | 1,157       | -14.36%               |

| <b>ELM: EBSCO</b> | <b>2025</b> | <b>2026</b> | <b>Percent Change</b> |
|-------------------|-------------|-------------|-----------------------|
| Sessions          | 306         | 1,319       | 360.78%               |
| Searches          | 826         | 7,092       | 793.58%               |

| <b>ELM: Britannica</b> | <b>2025</b> | <b>2026</b> | <b>Percent Change</b> |
|------------------------|-------------|-------------|-----------------------|
| Sessions               | 1,038       | 865         | -16.67%               |

## KRLS Checkouts

January – August 2025 & 2026

### Bemidji Circs by Month 2026

| Month        | Total Circs   | Adult         | Young Adult | Child        | Temporary Card | All other    |
|--------------|---------------|---------------|-------------|--------------|----------------|--------------|
| Jan          | 6,356         | 5,483         | 107         | 473          | 120            | 173          |
| Feb          | 5,819         | 5,023         | 108         | 392          | 132            | 164          |
| Mar          | 6,280         | 5,435         | 110         | 377          | 160            | 198          |
| Apr          | 5,323         | 4,534         | 64          | 367          | 111            | 247          |
| May          | 4,885         | 4,226         | 69          | 330          | 96             | 164          |
| June         | 6,031         | 5,065         | 112         | 455          | 188            | 211          |
| July         | 6,618         | 5,481         | 130         | 542          | 234            | 231          |
| Aug          | 6,164         | 5,008         | 105         | 472          | 351            | 228          |
| <b>Total</b> | <b>47,476</b> | <b>40,255</b> | <b>805</b>  | <b>3,408</b> | <b>1,392</b>   | <b>1,616</b> |

### Blackduck Circs by Month 2026

| Month        | Total Circs  | Adult        | Young Adult | Child      | Temporary Card | All other  |
|--------------|--------------|--------------|-------------|------------|----------------|------------|
| Jan          | 982          | 777          | 12          | 87         | 22             | 84         |
| Feb          | 991          | 822          | 20          | 48         | 18             | 83         |
| Mar          | 1,113        | 907          | 25          | 70         | 26             | 85         |
| Apr          | 993          | 822          | 15          | 75         | 7              | 74         |
| May          | 912          | 748          | 26          | 63         | 2              | 73         |
| June         | 1,105        | 833          | 75          | 94         | 1              | 102        |
| July         | 1,099        | 906          | 24          | 66         | 4              | 99         |
| Aug          | 1,043        | 862          | 14          | 73         | 7              | 87         |
| <b>Total</b> | <b>8,238</b> | <b>6,677</b> | <b>211</b>  | <b>576</b> | <b>87</b>      | <b>687</b> |

### Brainerd Circs by Month 2026

| Month        | Total Circs   | Adult         | Young Adult  | Child        | Temporary Card | All other    |
|--------------|---------------|---------------|--------------|--------------|----------------|--------------|
| Jan          | 11,963        | 10,056        | 234          | 999          | 118            | 556          |
| Feb          | 11,131        | 9,398         | 198          | 872          | 160            | 503          |
| Mar          | 12,158        | 10,093        | 195          | 1,020        | 184            | 666          |
| Apr          | 11,424        | 9,377         | 169          | 1,028        | 229            | 621          |
| May          | 10,784        | 8,809         | 231          | 933          | 273            | 538          |
| June         | 14,690        | 11,362        | 400          | 1,977        | 421            | 530          |
| July         | 14,651        | 11,501        | 326          | 1,743        | 557            | 524          |
| Aug          | 12,877        | 10,169        | 374          | 1,231        | 581            | 522          |
| <b>Total</b> | <b>99,678</b> | <b>80,765</b> | <b>2,127</b> | <b>9,803</b> | <b>2,523</b>   | <b>4,460</b> |

## KRLS Checkouts

January – August 2025 & 2026

### Casslake Circs by Month 2026

| Month | Total Circs | Adult | Young Adult | Child | Temporary Card | All other |
|-------|-------------|-------|-------------|-------|----------------|-----------|
| Jan   | 544         | 434   | 23          | 8     | 14             | 65        |
| Feb   | 467         | 385   | 26          | 10    | 15             | 31        |
| Mar   | 555         | 490   | 14          | 11    | 1              | 39        |
| Apr   | 523         | 454   | 13          | 21    | 5              | 30        |
| May   | 274         | 235   | 15          | 11    | 2              | 11        |
| June  | 241         | 176   | 12          | 51    | 1              | 1         |
| July  | 193         | 155   | 11          | 23    | 3              | 1         |
| Aug   | 190         | 150   | 12          | 20    | 7              | 1         |
| Total | 2,987       | 2,479 | 126         | 155   | 48             | 179       |

### Longville Circs by Month 2026

| Month | Total Circs | Adult | Young Adult | Child | Temporary Card | All other |
|-------|-------------|-------|-------------|-------|----------------|-----------|
| Jan   | 1,138       | 980   | 28          | 23    | 7              | 100       |
| Feb   | 956         | 821   | 20          | 18    | 13             | 84        |
| Mar   | 1,048       | 873   | 29          | 28    | 13             | 105       |
| Apr   | 1,022       | 875   | 15          | 17    | 7              | 108       |
| May   | 1,087       | 926   | 18          | 35    | 4              | 104       |
| June  | 1,417       | 1,139 | 25          | 105   | 42             | 106       |
| July  | 1,581       | 1,291 | 25          | 73    | 52             | 140       |
| Aug   | 1,464       | 1,220 | 18          | 37    | 62             | 127       |
| Total | 9,713       | 8,125 | 178         | 336   | 200            | 874       |

### Park Rapids Circs by Month 2026

| Month | Total Circs | Adult  | Young Adult | Child | Temporary Card | All other |
|-------|-------------|--------|-------------|-------|----------------|-----------|
| Jan   | 3,353       | 2,957  | 92          | 120   | 67             | 117       |
| Feb   | 3,089       | 2,649  | 147         | 61    | 99             | 133       |
| Mar   | 3,506       | 3,002  | 89          | 188   | 62             | 165       |
| Apr   | 3,616       | 3,186  | 104         | 145   | 38             | 143       |
| May   | 3,344       | 2,889  | 107         | 167   | 58             | 123       |
| June  | 5,101       | 4,258  | 185         | 347   | 212            | 99        |
| July  | 5,130       | 4,234  | 203         | 324   | 212            | 157       |
| Aug   | 4,059       | 3,357  | 163         | 242   | 201            | 96        |
| Total | 31,198      | 26,532 | 1,090       | 1,594 | 949            | 1,033     |

## KRLS Checkouts

January – August 2025 & 2026

### Pine River Circs by Month 2026

| Month | Total Circs | Adult  | Young Adult | Child | Temporary Card | All other |
|-------|-------------|--------|-------------|-------|----------------|-----------|
| Jan   | 2,045       | 1,754  | 29          | 122   | 39             | 101       |
| Feb   | 1,752       | 1,524  | 43          | 85    | 25             | 75        |
| Mar   | 2,074       | 1,770  | 48          | 125   | 40             | 91        |
| Apr   | 1,850       | 1,596  | 64          | 74    | 16             | 100       |
| May   | 1,802       | 1,548  | 61          | 95    | 34             | 64        |
| June  | 2,486       | 1,992  | 83          | 268   | 74             | 69        |
| July  | 2,645       | 2,027  | 90          | 279   | 151            | 98        |
| Aug   | 2,224       | 1,718  | 86          | 224   | 130            | 66        |
| Total | 16,878      | 13,929 | 504         | 1,272 | 509            | 664       |

### Wadena Circs by Month 2026

| Month | Total Circs | Adult  | Young Adult | Child | Temporary Card | All other |
|-------|-------------|--------|-------------|-------|----------------|-----------|
| Jan   | 2,905       | 2,267  | 54          | 156   | 66             | 362       |
| Feb   | 2,809       | 2,297  | 100         | 148   | 25             | 239       |
| Mar   | 3,009       | 2,392  | 76          | 232   | 54             | 255       |
| Apr   | 3,273       | 2,448  | 46          | 166   | 48             | 565       |
| May   | 2,513       | 1,991  | 40          | 178   | 66             | 238       |
| June  | 3,444       | 2,463  | 158         | 361   | 88             | 374       |
| July  | 3,385       | 2,496  | 114         | 352   | 142            | 281       |
| Aug   | 2,923       | 2,121  | 81          | 305   | 135            | 281       |
| Total | 24,261      | 18,475 | 669         | 1,898 | 624            | 2,595     |

### Walker Circs by Month 2026

| Month | Total Circs | Adult  | Young Adult | Child | Temporary Card | All other |
|-------|-------------|--------|-------------|-------|----------------|-----------|
| Jan   | 1,696       | 1,476  | 31          | 101   | 19             | 69        |
| Feb   | 1,489       | 1,329  | 25          | 57    | 15             | 63        |
| Mar   | 1,794       | 1,544  | 20          | 132   | 50             | 48        |
| Apr   | 1,754       | 1,512  | 9           | 133   | 45             | 55        |
| May   | 1,899       | 1,634  | 44          | 107   | 58             | 56        |
| June  | 2,101       | 1,736  | 53          | 182   | 81             | 49        |
| July  | 2,672       | 2,238  | 36          | 167   | 160            | 71        |
| Aug   | 2,259       | 1,916  | 40          | 119   | 129            | 55        |
| Total | 15,664      | 13,385 | 258         | 998   | 557            | 466       |

## **KRLS Checkouts**

January – August 2025 & 2026

\*Example of “other” circulations: the branch’s owned items being loaned to patrons in other regions through interlibrary loan, materials being checked out to staff accounts to be cleaned or repaired, homebound patrons, etc.

# Status Report for Director's Report

September 16, 2026

- **Mobile 2: In Progress**
  - Confirm Symphony and Web Services are updated to minimum versions: Done
  - Complete SirsiDynix questionnaire with configurations, settings, and graphics: Done
  - Update app store accounts (Google, Apple, and Firebase): In Progress
  - Launch privacy policy page, as required by app stores: In Progress
  - Update Institutional Hierarchies and Search Policies in BLUECloud Central: In Progress
- **EDI/Acquisitions issues: In Progress**
  - Update settings in Baker & Taylor vendor records to resolve Step 5 errors: In Progress
  - Get updated 4/25/2026 invoice with revised numbering from Libraria to resolve Step 8 errors: In Progress
- **Reporting questions: In Progress**
  - Identify report processes and issues: Done
  - Identify report providing more granular statistics on adult and children circulation: Done
  - Document report processes: In Progress
  - Write recommendations for resolving reports issues: In Progress
- **Draft Data Retention Policy: In Progress**
- **Update Closed/Holiday dates for libraries in Symphony: In Progress**

## **6a Interlibrary Loan/Collection Development Manager, Job Description**

**Action Request:** Approve formally reviewed job description for current staff member in this position.

**Background Information:** This position was approved as part of a Union Grievance at the March 19, 2026, meeting. Approval was given for retroactive pay from Grade 8 to Grade13. No formal job description was presented at that time, and current employee has been working with a Position Addition/Change form without a formal job description.

**(Confusion happened over this position during the time of administrative upheaval and is one of those tasks that was not completed in a timely manner.)**

This formal job description was written and presented to David Drown for a formal evaluation. It was determined that this position is Step 15 and, once approved by the Board, the employee will have an increase in salary from Step 13 to Step 15 as of this approval date.

**MOTION MADE BY:** \_\_\_\_\_

**SECOND BY:** \_\_\_\_\_

**ROLL CALL VOTE:** \_\_\_\_\_ YES \_\_\_\_\_ NO



## **KITCHIGAMI REGIONAL LIBRARY SYSTEM**

### **JOB DESCRIPTION**

**Position Title: Interlibrary Loan/Collection Development Manager**

**Immediate Supervisor: Technical Services Manager**

**Department: Administration**

**FLSA Status: Non-exempt**

#### **Job Summary:**

The Interlibrary Loan/Collection Development Manager supports the library's collection development and access services by managing Interlibrary loans, maintaining electronic resources, assisting in the development and maintenance of the library's collection by utilizing tools to analyze usage data, identify gaps and support the selection and ordering of new materials that align with community interests and the libraries strategic priorities. This position plays a key role in maintaining accurate records, supporting collection maintenance through weeding and inventory. The ILL/Collection Development Manager reflects the library's mission and has a forward-thinking vision regarding the library's role in the communities that KRLS serves.

#### **Essential Duties and Responsibilities:**

Processes interlibrary loans from initial patron requests to delivery of borrowed materials.

Creates temporary bibliographic records for incoming items

Identifies and utilizes appropriate materials, locations, and track documents on a regular basis and place materials held at PLS member libraries.

Generate reports and statistics on ILL and Collection Development activity.

Manages financial and billing workflows for resource sharing.

Maintains electronic resources, including eBooks and eAudiobooks:

- Coordinates with vendors and state authorities to ensure public access to a wide array of research databases and other electronic resources.

- Oversees collection development for eBooks and eAudiobooks
- Keeps informed of changing trends in publishing, particularly in regard to eBooks and eAudiobooks marketplace.
- Works with appropriate branch staff to promote electronic resources to the public.
- Coordinates staff training, meetings and professional development.
- Manages the electronic resources budget

Assists in weeding and/or providing workplans for Branch Staff to weed collections using established methods.

Develops, updates, and trains staff in collection development procedures and best practices.

Creates promotional materials and social media [posts for electronic resources and regional collections.

Generates, analyzes and applies data from the ILS (SIRSI)

Collaborates with KRLS Business office on licensing agreements for all electronic resources.

Oversees collection development for Regional Rotating Collections (Large Print and Wonder books) and manages the Regional Rotating Collection Budgets.

Works collaboratively with supervisors and branch staff to identify customer needs and incorporate their feedback into electronic and print collection development decisions.

Stay current on trends, technologies, and best practices in collection management by attending trainings, workshops and conferences when available.

#### **Other Duties and Responsibilities:**

Performs other related duties as required  
 May participate in library committee work  
 May work in multiple locations as needed  
 Performs special assignments as directed by the Library Director  
 May prepare reports and other printed materials as required.

#### **Education/Experience Requirements:**

High School degree. Public Library experience preferred, working knowledge of computers, collection development, integrated library systems and current technologies.

#### **Specific Knowledge, Skills and Abilities:**

Knowledge of the library's services and collections  
Proven experience in collection development and ILL management  
Strong analytical and budgeting skills  
Excellent Communication and interpersonal abilities  
Proficiency with library management systems and ILL platforms

**General Knowledge, Skills and Abilities:**

Ability to organize work, set priorities, use time effectively, work independently and meet deadlines.

Ability to multi-task, create acceptable products by strict deadlines, work effectively with a variety of people and situations.

Ability to pay close attention to details and concentrate on work with frequent interruptions.

Ability to analyze and creatively solve problems related to this position.

Flexible, adaptable, and able to flourish in a changing environment.

Possession of valid driver's license and good driving record. Willingness to use staff and/or personal vehicle to attend meetings, make presentations, etc.

**Physical Requirements:**

Tasks require the ability to exert light physical effort including, but not limited to, lifting, carrying, pushing and/or pulling etc. of objects and material of light to moderate weight (10-30 pounds). Tasks may involve extended periods of time in seated position and at a keyboard or workstation.

**7a 2025 Audit Presentation: CliftonLarsonAllen LLP**

**Action Request:** Approval of 2025 Audit

**Background Information:** Audit Letter, Financial Presentation, and Financial Statements and Supplementary Information will be available for you at this meeting and sent to those Board members attending electronically.

**MOTION MADE BY:** \_\_\_\_\_

**SECOND BY:** \_\_\_\_\_

**ROLL CALL VOTE:** \_\_\_\_\_ YES \_\_\_\_\_ NO

## **7b 2027 – 2031 KRLS Strategic Plan Revision**

**Action Request:** Approval of Strategic Plan revision

**Background Information:** The staff Strategic Planning Committee worked with the Interim Director on a revision to the previous Strategic Plan and is being presented for your review and approval. Items of note on this plan are the four Regional goals and strategies. Once approved, the Interim Director will work with staff on an accountability plan which will include dates/responsible staff and a timeline for Board updates.

**MOTION MADE BY:** \_\_\_\_\_

**SECOND BY:** \_\_\_\_\_

**ROLL CALL VOTE:** \_\_\_\_\_ YES \_\_\_\_\_ NO

# KITCHIGAMI REGIONAL LIBRARY STRATEGIC PLAN -DRAFT

2027-2031

## GOALS + STRATEGIES

### **Goal 1: Enhance User Experience:**

Review and foster programming and services regionwide, striving for appropriateness, effectiveness, and quality.

- Develop a regionwide instrument to continuously gather feedback from KRLS users, as a passive and ongoing way to identify community needs.
- Assess data from individual branches to ensure resources are up to date, and staffing levels are sufficient.
- Remove geographical and probationary barriers on library card applications for local, reciprocal, and non-resident users.
- Provide opportunities for public training to enhance use of e-books, library databases, and other electronic resources.

### **Goal 2: Marketing & Public Awareness:**

Raise the visibility of all libraries and promote their value across the Kitchigami region.

- Identify communities within the region that lack familiarity with core library services and develop a comprehensive marketing plan intended to introduce the library to non-users.
- Provide staff training to enhance the use of social media, community media outlets, and the KRLS online event calendar.
- Develop partnerships with local news and community support outlets to cross-promote events and programs and share resources that align with our mission and values.
- Retain web design firm to design a new and dynamic website that is current, mobile responsive, easy to navigate and maintain, and provides user analytics.

### **Goal 3: Regional Accessibility:**

Improve access and remove barriers to use of regionwide resources, spaces, and services for all residents, while provisioning for and adapting to changing city/county demographics.

- Expand remote access, delivery, outreach, alternative locations, and other means of bringing the library into the region's expansive service area, focusing on populations that are underserved by current physical facilities and the mobile library.
- Reassess current mobile library practices with the intent of expanding the service area and maximizing efficiency.
- Develop partnerships to address populations underserved by current physical facilities and the mobile library.
- Implement a region wide program/event calendar with online registration, wait lists, and other notification functionalities.

#### **Goal 4: Regional Success:**

Ensure that the region has adequate resources and operates efficiently and effectively for sustainability and growth.

- Conduct comprehensive and ongoing staff development/training programs for all KRLS programs and services, including consistent annual all-staff days, to support strategic goals.
- Initiate efforts to provide financial transparency and advance funding from both public and private sources, including grants, to provide needed training, support, and other resources.
- Conduct a comprehensive data review of library services for state and county reporting.
- Establish a technology plan that addresses equipment replacement, broadband access, IT support in branches, up-to-date equipment, and patron access, coordinated with staff training.
- Evaluate and update current job descriptions and establish ongoing recruitment processes.
- Advocate with county and city governments for ongoing support.
- Develop a plan to utilize a regional staff communication platform.

### **7c AllOne Health Employee Assistance Proposal**

**Action Request:** Approval of EAP with Proposal with AllOne Health, session model #3 with an annual investment of \$2,835.00.

**Background Information:** This proposal is coming to the Board on a recommendation from Dyan Ebert, KRLS attorney, and Susan Herreid, Organizational Development Consultant. Dyan knows that you will understand the potential benefits, particularly given all the issues that have come to light over the last few years.

This plan, if approved, would offer employees whole health support with same-day-next-day consulting when in need of support. The model is simple: when someone needs help, they can get it quickly, confidently, and without barriers.

Most, if not all, of the counties and cities in the KRLS area offer this plan to their employees.

MOTION MADE BY: \_\_\_\_\_

SECOND BY: \_\_\_\_\_

ROLL CALL VOTE: \_\_\_\_\_ YES \_\_\_\_\_ NO

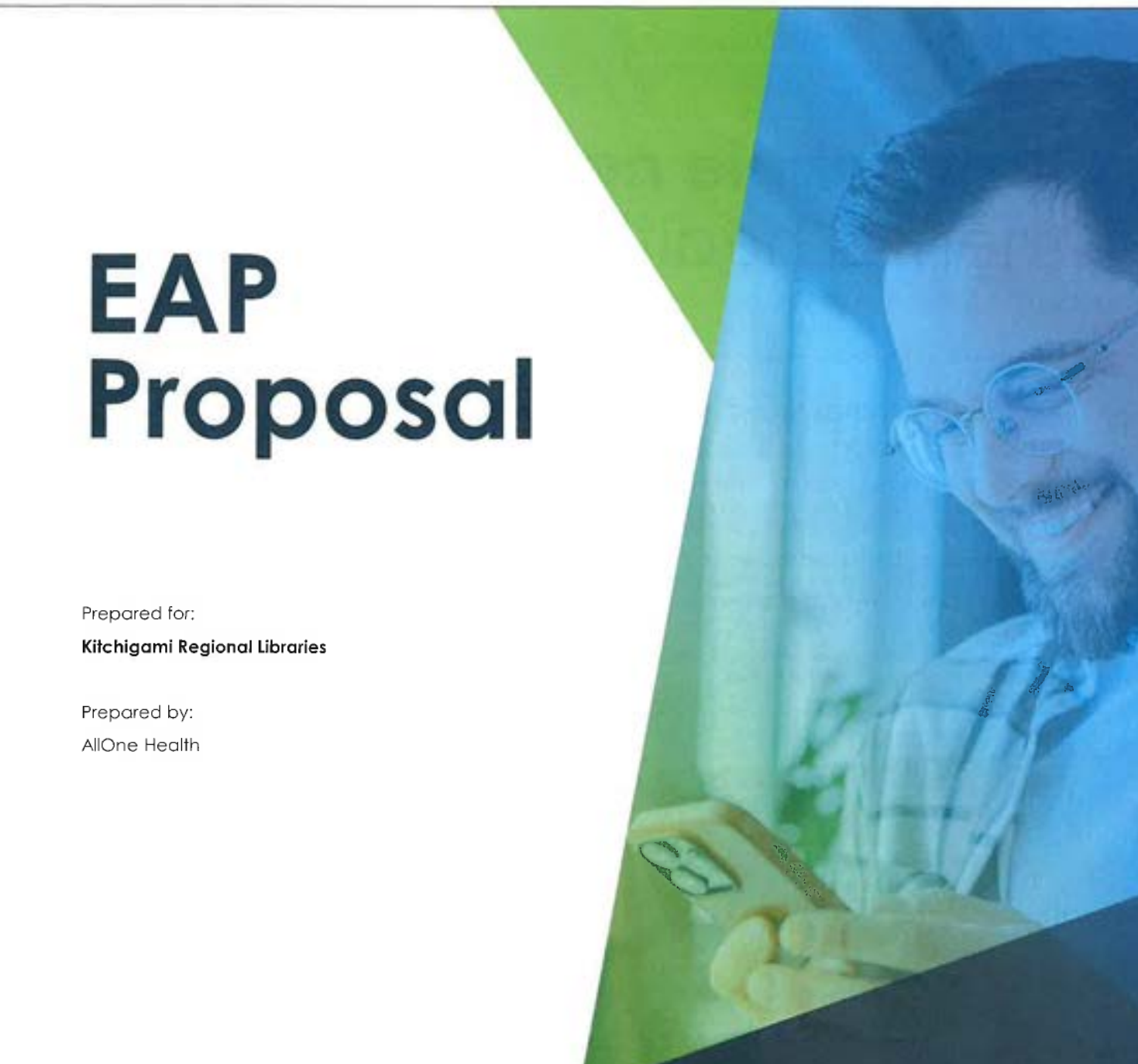
# EAP Proposal

Prepared for:

**Kitchigami Regional Libraries**

Prepared by:

AllOne Health



**ALLONE**  
HEALTH

September 4, 2026

# It's a **whole new era** for mental health at work.

AllOne Health has redefined the EAP model—building a system that closes these gaps.

There is no need to choose between traditional or digital-only solutions. We combine human care, digital access, and whole health support into one connected EAP experience designed for how people seek help today.

Employees can access support through phone, app, or portal and are quickly connected to appropriate care, including same-day or next-day counseling when needed. Support is delivered through a coordinated model with continuity of care as needs evolve.

At its core, the model is simple: when someone needs help, they can get it—quickly, confidently, and without barriers.

## Finally, an EAP that delivers.

Proven at scale and built for impact.

**24/7**  
In-the-Moment  
Support



**3X**  
Higher Utilization  
Than Traditional EAPs

Same-Day  
or Next-Day  
Appointments



**50+**  
Years of  
Experience

**12M**  
Lives  
Covered



**10K+**  
Organizations  
Served

# Our model is built on four core elements.

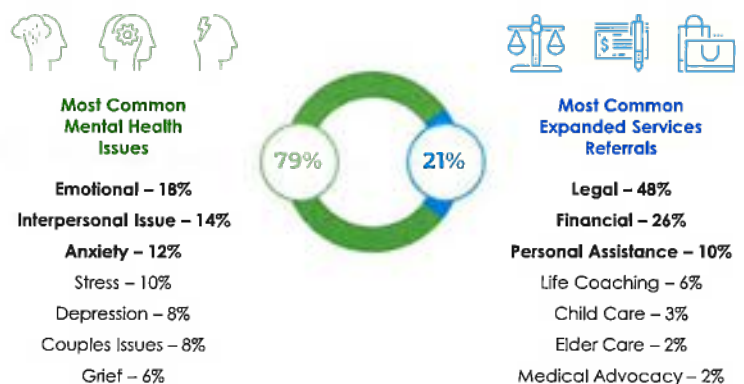


## 1. WHOLE HEALTH EAP

Most programs focus on short-term counseling. AllOne Health takes a broader, more integrated approach. We support the **whole person** and the **whole organization**. Employees are not passed between disconnected providers, and organizations do not need multiple vendors to meet different needs.

## How We Support the Whole Person

Current Top Referral Types Across All Clients



## 2. EASY ACCESS TO CARE

Access shouldn't be complicated. Employees can get help anytime in the way that works best for them—whether that's speaking with someone immediately, scheduling care online, or connecting through the app.



### 3. PROVEN OUTCOMES THAT MATTER

We deliver measurable outcomes for both employees and the organization.

- **Faster connection to care and shorter recovery timelines**
- **Improved mental health and well-being**
- **Increased program utilization and engagement**



### 4. SECURITY & TRUST

Support only works if people trust it and feel safe using it.

AllOne Health operates with strong clinical oversight, strict confidentiality, and high standards of care. Our platform is HIPAA compliant and SOC 2 certified, with secure, encrypted systems designed to protect privacy at every step.

Employees can feel confident reaching out, knowing their information is protected and their experience is handled with care.



## Why Organizations Choose AllOne Health

Organizations choose AllOne Health because we deliver the most complete combination of human care, digital access, and measurable outcomes in the EAP market. With over **50 years of experience**, more than **10,000 client organizations**, and **12 million lives covered**, AllOne Health is a partner organizations trust to deliver care that makes a real difference.

# Core EAP Services for Members

## ACCESS TO CARE

AllOne Health makes it simple to get started and connect to care through multiple entry points:

- 24/7 live phone support
- Member Portal access
- AllOne Health mobile app

From the first contact, employees are connected to the appropriate level of support, including scheduled counseling, virtual or in-person sessions, or additional whole health support services.



## MENTAL HEALTH COUNSELING SESSIONS

Counselors provide support **in-person or virtually**, with same-day or next-day scheduling options. Each concern receives its own dedicated set of counseling sessions, providing structured support for issues such as stress, anxiety, depression, relationship challenges, work-related concerns, grief and loss, life transitions, and other personal or emotional challenges.

We offer **flexible session models**, so support is built around your workforce needs.

## PROVIDER NETWORK YOU CAN TRUST

AllOne Health offers access to a broad network of Master's-level clinicians and licensed, credentialed providers across regions. All providers are thoroughly vetted and meet established clinical standards, with coverage designed to support diverse needs and specialties.



## EXPANDED WHOLE HEALTH SUPPORT SERVICES

Beyond counseling, AllOne Health offers a connected system of resources to address the full range of employee needs:

- **Work-Life & Personal Assistance:** Childcare, eldercare, relocation, and daily life referrals
- **Financial Consultation & Legal Referrals:** Professional advice for planning, debt, family law, and more
- **Coaching & Personal Development:** Support for transitions, communication, goal setting, and overall well-being
- **Medical Advocacy:** Guidance navigating healthcare, including billing, insurance, and care coordination



# Member Experience

AllOne Health combines human care with technology across the member experience. Behind every interaction is a team of trained professionals guiding members to the right support with clarity and confidence.



## EASY ACCESS & SELF-DRIVEN RESOURCES

- 24/7 live phone
- Mobile app & member portal
- Izzy, AI Mental Health Navigator
- Self-guided digital therapy (ICBT), assessments & resources
- Open to family members



## CONNECT TO SUPPORT

- Mental health counseling — stress, anxiety, depression, relationships & more
- Choice of virtual or in-person sessions
- Provider matching — licensed, credentialed clinicians
- Work-life referrals — childcare, eldercare, financial, legal & more
- Same-day or next-day scheduling available



## OUTCOMES & MEMBER SATISFACTION

- 94% agree virtual counseling improves access to care
- 95% rate the app as helpful for employees and families
- Employees actively use all care modalities — video, in-person, and phone
- Work-life referrals save members an average of 3 hours of personal time per referral



## CONTINUITY OF CARE

Access is only the beginning—what happens next matters just as much. From the first interaction, the focus is on understanding what's really going on—not just the immediate concern, but what may be contributing to it. For example, someone dealing with stress tied to financial pressure can work with both a counselor and a financial coach, so both the emotional impact and the underlying issue are addressed at the same time.

When ongoing care is needed, members can continue with the same counselor—creating a more seamless experience without having to start over or retell their story.

## ALLONE HEALTH MOBILE APP

### On-Demand Support, Wherever You Are

Members can:

- Self-schedule counseling with preferred providers
- Connect instantly to live clinical support
- Access self-guided digital therapy (iCBT)
- Complete assessments and explore recommended resources
- Get real-time guidance through Izzy, AI Mental Health Navigator



## Meet Izzy: Your AI Mental Health Navigator

Izzy acts as a real-time guide, helping members understand their needs and take the next step. Through simple, conversational prompts, it helps identify concerns, suggest next steps, and guide members to relevant resources—including immediate help, scheduled care, or self-guided tools.

Our AI Mental Health Navigator, Izzy, is built with embedded clinical guardrails and oversight to ensure safe, responsible guidance. Izzy is designed to support—not replace—clinical care. When higher levels of support are needed, members are seamlessly guided to live, human support.



## MEMBER PORTAL

### 24/7 Access to Care, Resources, and Tools

The Member Portal provides confidential, on-demand connection to a wide range of services, fully integrated with the mobile app for a seamless experience across devices. Members can schedule care, explore resources, and access additional support through the same connected platform.

The AllOne Health platform is built for scale and security:

- HIPAA-compliant and SOC 2 certified security
- Multi-device integration for a unified experience
- Multi-language support and accessibility standards (WCAG)

# Core EAP Services for the Organization & Leaders

We go beyond employee support, partnering with HR teams and leaders to provide guidance, training, and strategic support that helps organizations navigate real-time challenges while strengthening long-term capability.

## HR CONSULTATIONS & REAL-TIME GUIDANCE

We help leaders think through situations, respond appropriately, and take action with confidence. They have direct access to licensed clinicians and organizational experts for support with:

- Employee behavioral concerns
- Team conflict and workplace dynamics
- Performance and conduct issues
- Crisis and sensitive situations

## TRAINING & DEVELOPMENT

We provide expert-led training programs that strengthen leadership capability and support employee well-being, with sessions focused on areas such as:

- Mental health awareness
- Burnout prevention
- Communication
- Workplace dynamics

Training includes:

- **Manager and supervisor training** focused on practical leadership skills, early identification of employee concerns, and navigating difficult conversations
- **Employee training programs** designed to build resilience, improve communication, and support a more inclusive and emotionally intelligent workplace
- **SHRM-eligible webinars** led by industry experts, aligned with current HR priorities and certification requirements

## VIRTUAL SUPPORT GROUPS

Clinician-led, live monthly Virtual Support Groups provide employees with real-time, accessible emotional support in a group setting.



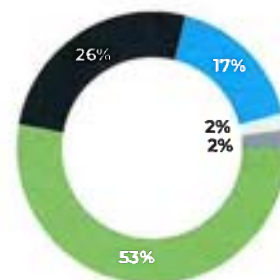
**We also offer SHRM & HRCI-eligible webinars** led by industry experts, providing ongoing education aligned with current HR priorities and certification requirements.

## PERFORMANCE GUIDANCE & FORMAL MANAGEMENT REFERRALS

We help leaders address performance and behavioral concerns with clarity and confidence—reinforcing accountability while addressing situations constructively. Structured guidance includes:

- Informal consultations
- Supervisory referrals
- Formal management referrals

Among 5,251 Formal Management Referral (FMR) cases over 5 years:



- Alcohol or drug misuse
- Work performance or conduct issues
- Mental health or stress
- Personal issues
- Workplace-level issues

## CRISIS RESPONSE SERVICES

When critical incidents occur, rapid response is essential. AllOne Health provides immediate, expert response and guidance to help organizations stabilize, respond, and move forward with care. Services include:

- Critical Incident Stress Debriefings (CISD)
- Crisis consultation and planning
- On-site or virtual support

## Why It Matters

Many EAPs provide resources. AllOne Health provides a true partnership.

We work alongside your team to strengthen leadership, support better decision-making, and build a more resilient organization over time.

## High Client Satisfaction and Partnership Strength

Customer satisfaction scores remain strong across core experience measures:

- 95% — Account manager access and response
- 96% — Workplace-relevant content and resources
- 98% — Critical incident effectiveness
- 97% — Would recommend AllOne Health

These results reflect the value of engaged partnership, responsive service, and clinically grounded care.

# Implementation, Engagement & Ongoing Partnership

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**Transitioning to a new EAP shouldn't mean starting over or losing momentum.**

AllOne Health makes the transition simple and structured, so your employees continue to receive care without disruption.

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## 1. MOMENTUM FROM THE START

Our implementation follows a clear, guided process from kickoff through launch, with each step coordinated closely with your team to ensure alignment and steady progress. This includes:

- Kickoff and onboarding
- Program customization
- Employee communications and program launch
- Manager training
- Go-live and initial check-ins

Your dedicated account team manages timelines, coordination, and key activities—so your team isn't left managing the details.

---

## 2. MULTI-CHANNEL ENGAGEMENT APPROACH

We take a proactive approach to engagement—ensuring employees are aware of the program, understand its value, and feel comfortable using it when they need support. We provide a range of tools and strategies to build awareness and ongoing engagement, including:

- Employee orientation sessions and onboarding support
  - Promotional toolkits and communication materials
  - Ongoing awareness campaigns and seasonal messaging
  - Webinars and educational programming
  - Newsletters and digital content
  - Dedicated HR support to reinforce engagement
- 

### Why It Matters

When employees understand what's available and how to use it, engagement increases—and the impact of the program becomes measurable across the organization.

## 3. REPORTING & ANALYTICS

We work alongside your team to identify gaps, strengthen engagement, and continuously improve the program. Through regular reviews and analysis, we provide clear insight into performance and next steps—keeping the program aligned with evolving needs.

We turn data into actionable insights, helping you measure impact and strengthen engagement:

- Utilization trends and clinical outcomes
  - Organizational patterns and leadership insights
  - Benchmarking against similar organizations
  - Quarterly reviews with recommended next steps
-

## Investment & Pricing

Transparent pricing. No hidden costs. No surprises.

Your Annual investment includes full access to AllOne Health's integrated Whole Health EAP — combining human care, digital access, and organizational support in one connected model.



### EVERYTHING INCLUDED IN YOUR ANNUAL FEE

- Mental Health Counseling
- 24/7 In-the-Moment Support
- Coaching Sessions
- Financial Consultation & Legal Referrals
- Work-Life, Personal Assistance & Medical Advocacy Referrals
- Member Portal & App with Izzy, AI Mental Health Navigator
- Crisis Response Consultation
- Manager & Employee Virtual Orientations, Monthly Enterprise Webinars
- HR Consultations & Formal Management Referrals
- HR Portal with Reporting & Utilization Analytics
- Engagement Campaigns & Launch Support
- Coverage for Household Family Members

### OPTIONAL ADD-ON SERVICES

|                                                                                                             |                                                                                           |                                                                                              |
|-------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------|
| <b>Wellness Coaching</b><br>Stress management, lifestyle change, well-being<br><b>\$1,775.00 Annual Fee</b> | <b>Onsite EAP Orientation</b><br>Program launches & re-introductions<br><b>\$300/hour</b> | <b>Training Seminars</b><br>Leadership, stress, communication, dynamics<br><b>\$350/hour</b> |
| <b>Critical Incident Response</b><br>Immediate trauma-informed crisis support<br><b>\$350/hour</b>          | <b>DOT-Qualified SAP</b><br>Certified Substance Abuse Professionals<br><b>\$950/case</b>  | Custom solutions available on request                                                        |

\*In accordance with Knox-Keene regulations, California members are eligible for up to three (3) counseling sessions every six (6) months.

## Let's Partner: Build a Better EAP Experience

AllOne Health partners with organizations that expect more from their EAP—more engagement, stronger outcomes, and greater accountability for results.

We bring together human care, digital access, and whole health support in one integrated model designed for real-world use. Employees, managers, and families get a connected experience that is easier to navigate, more consistent over time, and built to support both immediate needs and longer-term well-being.

**What sets us apart is not just access—it's what happens after someone reaches out.** Flexible session models, continuity of care, and clinically grounded support ensure people don't fall through gaps or restart their journey when needs evolve.

For organizations, that means a true partnership model: responsive, clinically led, and focused on measurable performance across utilization, engagement, and outcomes.



Let's connect to  
explore the right  
model for your  
workforce and  
**build an EAP**  
that actually  
delivers.

**ALLONE**  
HEALTH

**7d 2027 Regional Library Telecommunications Aid (RLTA) Application**

**Action Request:** Approve 2027 RLTA Application information, Assurances, and Authorization signatures required to assure compliance.

**Background Information:** KRLS is part of MN Region 1, which is the fiscal host for NW Links which administers the E-Rate reimbursement program for member school districts and public library systems. This state application requires that KRLS meets the state-certified level of support.

MOTION MADE BY: \_\_\_\_\_

SECOND BY: \_\_\_\_\_

ROLL CALL VOTE: \_\_\_\_\_ YES \_\_\_\_\_ NO



## REGIONAL LIBRARY TELECOMMUNICATIONS AID

**FY 2027 (July 1, 2026 – June 30, 2027)**

### **APPLICANT INFORMATION, ASSURANCES, AUTHORIZED SIGNATURES**

Contact Person: Melissa Brechon, Interim

Regional Public Library System: Kitchigami Regional Library System

Street Address: 310 2nd Street North

City: Pine River

State: MN

Zip Code: 56474

Telephone: 218-587-2171

Fax: 218-587-4855

E-mail: brechonm@krls.org

Minnesota Tax ID#: 74-26083

### **Locations Open Fewer than 20 Hours per Week**

Please identify any locations open fewer than 20 hours per week and provide a reason for each:

### **Assurances:**

All regional public library system members or branches meet the state-certified level of library support as required under *Minnesota Statutes 134.34 and Minnesota Statutes 275.761*.

Connections are adequate and employ open network architecture permitting interconnectivity with school districts, post-secondary education, or other governmental agencies.

Connections are established using the most cost-effective means and are coordinated with other education and government entities where appropriate.

The regional public library system has submitted or is included in a federal e-rate application for discounts on category one expenses funded through the RLTA program.

The regional public library system and its members or branches are in compliance with the requirements of the Children's Internet Protection Act.

The regional public library system and its members or branches are in compliance with *Minnesota Laws 2000, Chapter 489, Article 6, Section 27, Section (a)*. This means all public library computers with access to the internet and available for use by children under the age of 17 restrict all access by children to material that is reasonably believed to be obscene or child pornography or material harmful to minors under federal or state law. The library system is also in compliance with section (c), prohibiting adult access to material that under federal or state law is reasonably believed to be obscene or child pornography.

The regional public library system and its members or branches are in compliance with *Minnesota Laws 2000, Chapter 492, Article 1, Section 49, Subd. 5A*, and have a policy prohibiting library users from using the library's internet access to view, print, or distribute material that is obscene per *Minnesota Statutes 1998 Chapter 617, Article 241*.

The regional public library system will retain for ten years all records related to the RLTA and e-rate programs, including pre-commitment, contracting, post-commitment, invoicing and backup data. When requested, the regional public library system will make these documents available to State Library Services.

### **Authorized Signatures**

I certify that my organization will comply with the above assurances and all other applicable laws and regulations.

Date: 9-24-2026

Signature:

Name: Tom Krueger

Chair, System Governing Board

Date: 9-24-2026

Signature:

Name: Melissa Brechon

Regional Public Library System Administrator

**The following forms comprise a complete application:**

- ☐ FY27 Applicant Information, Assurances and Authorized Signatures
- ☐ FY27 RLTA Priority 1 application spreadsheet
- ☐ E-rate FCDLs for 2026. Each entity included in the RLTA application must be included in FCDL(s).

If 2026 FCDLs are not available, submit 2026 form 471 and 2025 FCDLs as an initial estimate for the current RLTA application. Upon receipt of the 2026 FCDL, please submit it along with an updated application spreadsheet.

Please note that you will need to submit BEAR forms or other documentation of actual costs as part of the FY25 final report.

Please email the signed and completed application forms to [emma.devera@state.mn.us](mailto:emma.devera@state.mn.us) by **Monday, October 21, 2026**. Completed forms can be sent as PDF documents or in original formats.



## Connecting Schools and Libraries across Northwest

August 3, 2026

TO: Melissa Brechon, Director  
Kitchigami Regional Library System

FROM: Bob Wheeler  
NW-Links Coordinator

RE: Fiscal Year 2027 Bandwidth and Membership Costs

We are providing final estimated cost information for the wide area network costs for fiscal year 2027. This information is to be used on the Fiscal Year 2027 RLTA application.

NW-Links has submitted the FCC Form 471 #261008254 for Annual Total Pre-Discount Charge of \$150,537.12. Discount Rate for your system is expected to be 80% based on pre-calculation of the FCDL for your FRN #2699009100.

| Member Entity Name                        | FY 2027<br>Member<br>Finalized<br>Bandwidth | FY 2027<br>Monthly<br>Recurring Cost<br>(MRC) | E-Rate<br>Discount % | FY 2027<br>Monthly Cost<br>After E-Rate<br>Discount | FY 2027 Annual<br>Cost After E-<br>Rate Discount | FY 2027 Annual<br>Membership<br>Fee |
|-------------------------------------------|---------------------------------------------|-----------------------------------------------|----------------------|-----------------------------------------------------|--------------------------------------------------|-------------------------------------|
| Bemidji Public Library                    | 1000                                        | \$ 1,110.26                                   | 80%                  | \$ 222.05                                           | \$ 2,664.62                                      | \$ 565.00                           |
| Blackduck Community Library               | 1000                                        | \$ 1,110.26                                   | 80%                  | \$ 222.05                                           | \$ 2,664.62                                      | \$ 565.00                           |
| Brainerd Public Library                   | 500                                         | \$ 1,476.72                                   | 80%                  | \$ 295.34                                           | \$ 3,544.13                                      | \$ 565.00                           |
| Cass Lake Community Library               | 200                                         | \$ 915.23                                     | 80%                  | \$ 183.05                                           | \$ 2,196.55                                      | \$ 565.00                           |
| Margaret Welch Memorial                   | 200                                         | \$ 916.87                                     | 80%                  | \$ 183.37                                           | \$ 2,200.49                                      | \$ 565.00                           |
| Park Rapids Area Library                  | 1000                                        | \$ 1,229.51                                   | 80%                  | \$ 245.90                                           | \$ 2,950.82                                      | \$ 565.00                           |
| Pine River Public Library                 | 500                                         | \$ 1,835.72                                   | 80%                  | \$ 367.14                                           | \$ 4,405.73                                      | \$ 565.00                           |
| Wadena City Library                       | 500                                         | \$ 1,225.72                                   | 80%                  | \$ 245.14                                           | \$ 2,941.73                                      | \$ 565.00                           |
| Walker Public Library                     | 200                                         | \$ 888.75                                     | 80%                  | \$ 177.75                                           | \$ 2,133.00                                      | \$ 565.00                           |
| Kitchigami Regional Library HQ            | 500                                         | \$ 1,835.72                                   | 80%                  | \$ 367.14                                           | \$ 4,405.73                                      | \$ 565.00                           |
| <b>Kitchigami Regional Library System</b> | <b>5600</b>                                 | <b>\$ 12,544.76</b>                           |                      | <b>\$ 2,508.95</b>                                  | <b>\$ 30,107.42</b>                              | <b>\$ 5,650.00</b>                  |

BEN Name: NW-LINKS  
BEN: 157212

FCC Form 471: 261008254  
Wave: 10

Kitchigami Regional Library System

|                          |                                                                 |                         |
|--------------------------|-----------------------------------------------------------------|-------------------------|
| <b>FRN</b><br>2699009100 | <b>Service Type</b><br>Data Transmission and/or Internet Access | <b>Status</b><br>Funded |
|--------------------------|-----------------------------------------------------------------|-------------------------|

|                                  |              |                                 |        |
|----------------------------------|--------------|---------------------------------|--------|
| <b>Dollars Committed</b>         |              |                                 |        |
| <b>Monthly Cost</b>              |              | <b>One-time Cost</b>            |        |
| Months of Service                | 12           |                                 |        |
| Total Eligible Recurring Charges | \$150,537.12 | Total Eligible One Time Charges | \$0.00 |
| Total Pre-discount Charges       |              | \$150,537.12                    |        |
| Discount Rate                    |              | 72.00%                          |        |
| Committed Amount                 |              | \$108,386.73                    |        |

|                                  |           |                                                  |                                       |
|----------------------------------|-----------|--------------------------------------------------|---------------------------------------|
| <b>Dates</b>                     |           | <b>Service Provider and Contract Information</b> |                                       |
| Service Start Date               | 7/1/2026  | Service Provider                                 | VAL-ED Joint Venture LLP              |
| Contract Expiration Date         | 6/30/2027 | SPIN (498ID)                                     | 143019551                             |
| Contract Award Date              | 2/7/2025  | Contract Number                                  | 492291                                |
| Service Delivery Deadline        | 6/30/2027 | Account Number                                   |                                       |
| Expiration Date (All Extensions) | 6/30/2030 | Establishing FCC Form 470                        | 250010490                             |
|                                  |           | Invoicing Method                                 | Applicant - FCC Form 47 2 (BEAR Form) |

|                               |  |
|-------------------------------|--|
| <b>Consultant Information</b> |  |
| Consultant Name               |  |
| Consultant's Employer         |  |
| CRN                           |  |

|                                             |
|---------------------------------------------|
| <b>Funding Commitment Decision Comments</b> |
|---------------------------------------------|

MR1: The applicant did not submit any RAL corrections.

## NW Links Proposed Revenue Budget - FY27

| Account Code           | Account Description                      | Approved<br>FY26 Budget | Proposed<br>FY27 Budget | Budget<br>Change | Comments                                     |
|------------------------|------------------------------------------|-------------------------|-------------------------|------------------|----------------------------------------------|
| 31 006 000 000 101 000 | Chargeback -Schools & Coops              | \$ 523,600              | \$ 569,000              | \$ 45,400        | Est. based up on avg. actual E-Rate discount |
| 31 006 119 000 101 111 | Chargeback - Lake Agassiz Library System | 70,200                  | 70,200                  | -                | Est. based up on actual E-Rate discount      |
| 31 006 119 000 101 112 | Chargeback - Viking Library System       | 94,200                  | 93,900                  | (300)            | Est. based up on actual E-Rate discount      |
| 31 006 119 000 101 113 | Chargeback - Northwest Library System    | 39,900                  | 39,900                  | -                | Est. based up on actual E-Rate discount      |
| 31 006 119 000 101 114 | Chargeback - Kitchigam Library System    | 30,800                  | 30,200                  | (600)            | Est. based up on actual E-Rate discount      |
| 31 008 000 000 092 000 | Interest Income                          | 45,000                  | 35,000                  | (10,000)         | Decreasing rates; Slow USAC approval process |
| 31 008 000 000 099 000 | Miscellaneous Rev                        | -                       | -                       | -                |                                              |
| 31 008 000 000 103 000 | Membership - Schools & Coops             | 45,870                  | 45,870                  | -                | No change                                    |
| 31 008 119 000 104 000 | Membership - Libraries                   | 24,295                  | 24,295                  | -                | No change                                    |
| 31 008 000 000 102 000 | TEA Administration Fee                   | 17,000                  | 17,000                  | -                | Estimate - no change                         |
| 31 010 118 000 106 000 | E-Rate Reimbursement - Schools & Coops   | 1,390,000               | 1,368,000               | (22,000)         | 72% Consortium E-Rate discount               |
| 31 010 119 000 106 111 | E-Rate Reimbursement - Lake Agassiz      | 171,000                 | 169,000                 | (2,000)          | 72% Consortium E-Rate discount               |
| 31 010 119 000 106 112 | E-Rate Reimbursement - Viking            | 230,000                 | 226,000                 | (4,000)          | 72% Consortium E-Rate discount               |
| 31 010 119 000 106 113 | E-Rate Reimbursement - Northwest         | 97,100                  | 96,000                  | (1,100)          | 72% Consortium E-Rate discount               |
| 31 010 119 000 106 114 | E-Rate Reimbursement - Kitchigami        | 112,500                 | 109,000                 | (3,500)          | 72% Consortium E-Rate discount               |
|                        |                                          | \$ 2,891,465            | \$ 2,893,365            | \$ 1,900         |                                              |

## NW Links Proposed Budget - FY27

|                                            | Approved<br>FY26<br>Budget | Proposed<br>FY27<br>Budget | Change            |
|--------------------------------------------|----------------------------|----------------------------|-------------------|
| <b>Revenue</b>                             |                            |                            |                   |
| <i>Chargebacks to Members for Services</i> | \$ 758,700                 | \$ 803,200                 | \$ 44,500         |
| <i>E-Rate Reimbursement</i>                | 2,000,600                  | 1,968,000                  | (32,600)          |
| <i>Membership Fees</i>                     | 87,165                     | 87,165                     | -                 |
| <i>Other Revenue</i>                       | 45,000                     | 35,000                     | (10,000)          |
| <b>Total Revenue</b>                       | <b>\$ 2,891,465</b>        | <b>\$ 2,893,365</b>        | <b>\$ 1,900</b>   |
| <b>Expenditures</b>                        |                            |                            |                   |
| <i>Governance Council</i>                  | \$ 12,250                  | \$ 13,000                  | \$ 750            |
| <i>Operations</i>                          | 98,792                     | 98,792                     | -                 |
| <i>District Site Network Charges</i>       | 1,904,000                  | 1,899,000                  | (5,000)           |
| <i>Library Site Network Charges</i>        | 835,000                    | 831,000                    | (4,000)           |
| <b>Total Expenditures</b>                  | <b>\$ 2,850,042</b>        | <b>\$ 2,841,792</b>        | <b>\$ (8,250)</b> |
| <b>Revenues Over(Under) Expenditures</b>   | <b>41,423</b>              | <b>51,573</b>              | <b>10,150</b>     |

## **7e 2026 Regional Library Telecommunications Aid (RLTA) Final Report**

**Action Request:** Approve 2026 Final Report of Priority 1 and Priority 2 costs with statements from NW Links.

**Background Information:** KRLS is part of MN Region 1, which is the fiscal host for NW Links which administers the E-Rate reimbursement program for member school districts and public library systems. This state application requires that KRLS meets the state-certified level of support. Vendor invoices are not required to attend this report.

MOTION MADE BY: \_\_\_\_\_

SECOND BY: \_\_\_\_\_

ROLL CALL VOTE: \_\_\_\_\_ YES \_\_\_\_\_ NO

## **Regional Library Telecommunications Aid Program FY 2026 (July 1, 2025 – June 30, 2026) Final Report Signature Page**

A complete final report for the FY 2026 RLTA program includes a signature page, spreadsheet, and documentation of actual costs for Priority 1, Priority 2, and participation costs. Acceptable documentation includes:

Priority 1 Costs (please choose one):

- BEAR forms
- SPI forms
- Vendor invoices
- Statement from your consortium verifying actual costs and e-rate discounts

Priority 2 Costs:

- E-rate notification (if applied for)
- Vendor invoices
- Statement from your consortium verifying actual costs and e-rate discounts

We, the undersigned, certify that the data provided in the attached final report (spreadsheet and documentation) are true and correct to the best of our knowledge and belief.

Regional Public Library System Name: **Kitchigami Regional Library System**

Signature:

Name: **Tom Krueger**

Chair, System Governing Board

Date: **9/24/26**

Signature:

Name: **Melissa Brechon, Interim**

Regional Public Library System Administrator

Date: **9/24/26**

Please email your report to [emma.devera@state.mn.us](mailto:emma.devera@state.mn.us) by **October 1, 2026**.

## Regional Library Telecommunications Aid: Priority 2 Report

FY25 Priority 2 funds can support eligible expenses incurred from July 1, 2025 to June 30, 2026.

Invoices and receipts do not need to be submitted to MDE but should be retained by the library system.

|                      | Category                                                                         | Total Budgeted | Brief Description                                                   |
|----------------------|----------------------------------------------------------------------------------|----------------|---------------------------------------------------------------------|
| Content              | <b>Library Subscriptions</b><br><i>annual Overdrive fees</i>                     | \$10,000.00    | Data base platform subscriptions                                    |
|                      | <b>Library Resources</b><br><i>Overdrive materials</i>                           | \$24,570.00    | e-materials on Cloud Library and Hoopla                             |
| Non-E-Rate Equipment | <b>Individual Devices</b><br><i>tablets, computers, hotspots without service</i> |                |                                                                     |
|                      | <b>Operational Devices</b><br><i>copier, printer, self-check</i>                 |                |                                                                     |
|                      | <b>Networking Equipment</b><br><i>server, redundant lines</i>                    | \$10,000.00    | server and network updates                                          |
|                      | <b>Tech Supplies</b><br><i>hotspot cases, USB drives</i>                         |                |                                                                     |
| Subscriptions        | <b>Data Plans</b><br><i>hotspot data plans, off-site internet service</i>        | \$15,000.00    | hotspot data and offsite internet                                   |
|                      | <b>Service Subscriptions</b><br><i>Zoom, website hosting</i>                     |                |                                                                     |
|                      | <b>Software Licenses</b><br><i>MS Office, Deep Freeze</i>                        | \$5,000.00     | Microsoft, deep freeze, mypc                                        |
| Miscellany           | <b>Professional Services</b><br><i>web design, tech repair</i>                   | \$13,367.74    | Tech repair services                                                |
|                      | <b>Category 2</b><br><i>see FCC eligible services list</i>                       |                |                                                                     |
|                      |                                                                                  | \$77,937.74    | If the auto-sum function doesn't work, please enter the total here. |



## Connecting Schools and Libraries across Northwest

August 11, 2025

TO: Melissa Whatley, Director  
Kitchigami Regional Library System

FROM: Bob Wheeler  
NW-Links Coordinator

RE: Fiscal Year 2026 Bandwidth and Membership Costs

We are providing final estimated cost information for the wide area network costs for fiscal year 2026. This information is to be used on the Fiscal Year 2026 RLTA application.

NW-Links has submitted the FCC Form 471 #251015658 for Annual Total Pre-Discount Charge of \$150,537.12. Discount Rate for your system is expected to be 80% based on pre-calculation of the FCDL for your FRN #2599018411.

| Member Entity Name                            | FY 2026<br>Member<br>Finalized<br>Bandwidth | FY 2026<br>Monthly<br>Recurring<br>Cost (MRC) | E-Rate<br>Discount % | FY 2026<br>Monthly<br>Cost After E-<br>Rate<br>Discount | FY 2026<br>Annual Cost<br>After E-Rate<br>Discount | FY 2026<br>Annual<br>Membership<br>Fee |
|-----------------------------------------------|---------------------------------------------|-----------------------------------------------|----------------------|---------------------------------------------------------|----------------------------------------------------|----------------------------------------|
| Bemidji Public Library                        | 1000                                        | \$ 1,110.26                                   | 80%                  | \$ 222.05                                               | \$ 2,664.62                                        | \$ 565.00                              |
| Blackduck Community Library                   | 1000                                        | \$ 1,110.26                                   | 80%                  | \$ 222.05                                               | \$ 2,664.62                                        | \$ 565.00                              |
| Brainerd Public Library                       | 500                                         | \$ 1,476.72                                   | 80%                  | \$ 295.34                                               | \$ 3,544.13                                        | \$ 565.00                              |
| Cass Lake Community Library                   | 200                                         | \$ 915.23                                     | 80%                  | \$ 183.05                                               | \$ 2,196.55                                        | \$ 565.00                              |
| Margaret Welch Memorial                       | 200                                         | \$ 916.87                                     | 80%                  | \$ 183.37                                               | \$ 2,200.49                                        | \$ 565.00                              |
| Park Rapids Area Library                      | 1000                                        | \$ 1,229.51                                   | 80%                  | \$ 245.90                                               | \$ 2,950.82                                        | \$ 565.00                              |
| Pine River Public Library                     | 500                                         | \$ 1,835.72                                   | 80%                  | \$ 367.14                                               | \$ 4,405.73                                        | \$ 565.00                              |
| Wadena City Library                           | 500                                         | \$ 1,225.72                                   | 80%                  | \$ 245.14                                               | \$ 2,941.73                                        | \$ 565.00                              |
| Walker Public Library                         | 200                                         | \$ 888.75                                     | 80%                  | \$ 177.75                                               | \$ 2,133.00                                        | \$ 565.00                              |
| Kitchigami Regional Library HQ                | 500                                         | \$ 1,835.72                                   | 80%                  | \$ 367.14                                               | \$ 4,405.73                                        | \$ 565.00                              |
| <b>Kitchigami Regional Library<br/>System</b> | <b>5600</b>                                 | <b>\$12,544.76</b>                            |                      | <b>\$ 2,508.95</b>                                      | <b>\$ 30,107.42</b>                                | <b>\$ 5,650.00</b>                     |



# Connecting Schools and Libraries across Northwest Minnesota

**NWLINKS**

## FISCAL YEAR 2026

| SITE                                      | Bandwidth   | Total Annual Undiscounted Cost | Specific Site E-Rate Discount Percent | Total Annual E-Rate Discount Amount | Non-Reimbursed Costs | NW Links Membership Fee | Total Annual Billing | Q1 billing      | Q2 Billing     | Q3 Billing     | Q4 Billing     |
|-------------------------------------------|-------------|--------------------------------|---------------------------------------|-------------------------------------|----------------------|-------------------------|----------------------|-----------------|----------------|----------------|----------------|
| Bemidji Public Library                    | 1000        | 13323.12                       | 80%                                   | 10658.50                            | 2664.62              | 565.00                  | 3229.62              | 1,231.16        | 666.16         | 666.16         | 666.16         |
| Blackduck Community Library               | 1000        | 13323.12                       | 80%                                   | 10658.50                            | 2664.62              | 565.00                  | 3229.62              | 1,231.16        | 666.16         | 666.16         | 666.16         |
| Brainerd Public Library                   | 500         | 17720.64                       | 80%                                   | 14176.51                            | 3544.13              | 565.00                  | 4109.13              | 1,451.03        | 886.03         | 886.03         | 886.03         |
| Cass Lake Community Library               | 200         | 10982.76                       | 80%                                   | 8786.21                             | 2196.55              | 565.00                  | 2761.55              | 1,114.14        | 549.14         | 549.14         | 549.14         |
| Margaret Welch Memorial Library           | 200         | 11002.44                       | 80%                                   | 8801.95                             | 2200.49              | 565.00                  | 2765.49              | 1,115.12        | 550.12         | 550.12         | 550.12         |
| Park Rapids Area Library                  | 1000        | 14754.12                       | 80%                                   | 11803.30                            | 2950.82              | 565.00                  | 3515.82              | 1,302.71        | 737.71         | 737.71         | 737.71         |
| Pine River Public Library                 | 500         | 23529.00                       | 80%                                   | 18823.20                            | 4705.80              | 565.00                  | 5270.80              | 1,666.45        | 1,101.45       | 1,101.45       | 1,101.45       |
| Wadena City Library                       | 500         | 14708.64                       | 80%                                   | 11766.91                            | 2941.73              | 565.00                  | 3506.73              | 1,300.43        | 735.43         | 735.43         | 735.43         |
| Walker Public Library                     | 200         | 10665.00                       | 80%                                   | 8532.00                             | 2133.00              | 565.00                  | 2698.00              | 1,098.25        | 533.25         | 533.25         | 533.25         |
| Kitchigami Regional Library HQ            | 500         | 23528.64                       | 80%                                   | 18822.91                            | 4705.73              | 565.00                  | 5270.73              | 1,666.43        | 1,101.43       | 1,101.43       | 1,101.45       |
| <b>Kitchigami Regional Library System</b> | <b>5600</b> | <b>153537.48</b>               |                                       | <b>122829.98</b>                    | <b>30707.50</b>      | <b>5650.00</b>          | <b>36357.50</b>      | <b>13176.87</b> | <b>7526.87</b> | <b>7526.87</b> | <b>7526.89</b> |

**BEN Name:** NW-LINKS  
**BEN:** 157212

**FCC Form 471:** 261008254  
**Wave:** 10

**Kitchigami Regional Library System**

|                          |                                                                    |                         |
|--------------------------|--------------------------------------------------------------------|-------------------------|
| <b>FRN</b><br>2699009100 | <b>Service Type</b><br>Data Transmission and/or Internet<br>Access | <b>Status</b><br>Funded |
|--------------------------|--------------------------------------------------------------------|-------------------------|

| <b>Dollars Committed</b>         |              |                                 |        |
|----------------------------------|--------------|---------------------------------|--------|
| <b>Monthly Cost</b>              |              | <b>One-time Cost</b>            |        |
| Months of Service                | 12           |                                 |        |
| Total Eligible Recurring Charges | \$150,537.12 | Total Eligible One Time Charges | \$0.00 |
| Total Pre-discount Charges       |              | \$150,537.12                    |        |
| Discount Rate                    |              | 72.00%                          |        |
| Committed Amount                 |              | \$108,386.73                    |        |

| <b>Dates</b>                     |           | <b>Service Provider and Contract Information</b> |                                          |
|----------------------------------|-----------|--------------------------------------------------|------------------------------------------|
| Service Start Date               | 7/1/2026  | Service Provider                                 | VAL-ED Joint Venture<br>LLP              |
| Contract Expiration Date         | 6/30/2027 | SPIN (498ID)                                     | 143019551                                |
| Contract Award Date              | 2/7/2025  | Contract Number                                  | 492291                                   |
| Service Delivery Deadline        | 6/30/2027 | Account Number                                   |                                          |
| Expiration Date (All Extensions) | 6/30/2030 | Establishing FCC Form 470                        | 250010490                                |
|                                  |           | Invoicing Method                                 | Applicant - FCC Form 47<br>2 (BEAR Form) |

| <b>Consultant Information</b> |  |
|-------------------------------|--|
| Consultant Name               |  |
| Consultant's Employer         |  |
| CRN                           |  |

| <b>Funding Commitment Decision Comments</b> |
|---------------------------------------------|
|---------------------------------------------|

MR1: The applicant did not submit any RAL corrections.

## **7f 2027 Holiday Schedule**

**Action Request:** Approve 2027 Library Holiday Schedule

**Background Information:** 2027 Holiday schedule includes designated date holidays, 5:00 p.m. designations for closure, Staff in-service day, and Headquarters closure for the Christmas Holiday.

MOTION MADE BY: \_\_\_\_\_

SECOND BY: \_\_\_\_\_

ROLL CALL VOTE: \_\_\_\_\_ YES \_\_\_\_\_ NO

**Kitchigami Regional Library  
2027 Holiday Schedule**

|          |            |                                   |
|----------|------------|-----------------------------------|
| Friday   | 1/1/2027   | New Year's Day                    |
| Monday   | 1/18/2027  | Martin Luther King, Jr. Day       |
| Monday   | 2/15/2027  | Presidents' Day                   |
| Monday   | 5/31/2027  | Memorial Day                      |
| Friday   | 6/18/2027  | Juneteenth (observed)             |
| Monday   | 7/5/2027   | Independence Day (observed)       |
| Monday   | 9/6/2027   | Labor Day                         |
| Monday   | 10/11/2027 | Columbus/Indigenous Peoples' Day* |
| Thursday | 11/11/2027 | Veterans Day                      |
| Thursday | 11/25/2027 | Thanksgiving Day                  |
| Friday   | 11/26/2027 | Day after Thanksgiving            |
| Friday   | 12/24/2027 | Christmas Eve Day                 |
| Saturday | 12/25/2027 | Christmas Day**                   |
| Friday   | 1/1/2028   | New Year's Day                    |

Early closures at 5pm are also designated for:

|           |            |                                    |
|-----------|------------|------------------------------------|
| Friday    | 7/3/2027   | 5pm Closure – Independence Day Eve |
| Wednesday | 11/24/2027 | 5pm Closure – Thanksgiving Eve     |
| Friday    | 12/31/2027 | 5pm Closure – New Year's Eve       |

\*Staff In-Service Day scheduled for Monday, 10/11/2027; branches will be closed to the public, but staff will report for training and staff development.

\*\*Headquarters will be closed Thursday, 12/22/2027, for the Christmas Day holiday.

**7g 2027 Board Meeting Schedule**

**Action Request:** Approve 2027 Board Meeting Schedule

**Background Information:** The 2027 schedule follows previous years, but the Board may want some discussion on June/July dates looking to August/October.

**MOTION MADE BY:** \_\_\_\_\_

**SECOND BY:** \_\_\_\_\_

**ROLL CALL VOTE:** \_\_\_\_\_ YES \_\_\_\_\_ NO



**Kitchigami Regional Library**  
Kitchigami Headquarters Building  
310 – 2<sup>nd</sup> St. N, Pine River, MN 56474

**SCHEDULE OF REGULAR BOARD MEETINGS FOR 2027**

|          |                    |         |
|----------|--------------------|---------|
| Thursday | January 21, 2027   | 6:00 pm |
| Thursday | March 18, 2027     | 6:00 pm |
| Thursday | May 20, 2027       | 6:00 pm |
| Thursday | June 17, 2027      | 6:00 pm |
| Thursday | July 15, 2027      | 6:00 pm |
| Thursday | September 16, 2027 | 6:00 pm |
| Thursday | November 18, 2027  | 6:00 pm |

The Kitchigami Regional Library System regular board meetings are held the third Thursday of January, March, May, June, July, September, and November each year with the meetings starting at 6:00 pm at the Kitchigami Regional Headquarters Building, 310 -- 2<sup>nd</sup> St. N, Pine River, MN 56474. For more information, contact Administrative Assistant Svetlana Lang at 218-587-2171 x224 or [langs@krls.org](mailto:langs@krls.org).

## **7h Human Resources Consulting Proposal - Abdo**

**Action Request:** Approval of Optimum Package of \$6,150 per month

**Background Information:** As KRLS has moved into outsourcing with Abdo/Paylocity, it has brought an awareness that professional HR services are required in order to comply with state and federal HR laws and procedures for all employees. In the past, the HR functions were handled by the payroll bookkeeper without training; but in today's employee environment, it is not sufficient.

A one-year partnership with Abdo would provide clarity for all of KRLS by looking at HR policies and procedures, review and revision of policies (as necessary due to changes with Paylocity and union rules), assist with all staff hiring (develop a performance review program, develop annual all-staff training packages, etc.). At the end of this contract, Abdo would provide the Board and Leadership with an assessment of risk areas along with recommendations for long-term solutions and improvements (which could mean hiring an HR professional).

**MOTION MADE BY:** \_\_\_\_\_

**SECOND BY:** \_\_\_\_\_

**ROLL CALL VOTE:** \_\_\_\_\_ YES \_\_\_\_\_ NO



PROPOSAL FOR SERVICES

# Kitchigami Regional Library

310 2nd Street North, PO Box 84, Pine River, Minnesota 56474

Proposed by

Leah Davis, CPA

Partner | Abdo

leah.davis@abdosolutions.com | P 507.524.2347

Not yet submitted

# Executive Summary

Melissa Brechon, Interim Director  
Kitchigami Regional Library  
310 2nd Street North  
Pine River, Minnesota 56474

Dear Melissa,

Thank you for the opportunity to meet with you, to learn more about the great work you're doing in your community, and to submit this proposal to Kitchigami Regional Library for partnering with your team on a variety of HR advisory and support services. Based on our experience working with organizations of your size and our expertise in the type of work outlined in the proposal, we're confident that the Abdo HR Advisory team is the right partner to help you evaluate, optimize, and support a high-functioning HR infrastructure that will serve your organization well into the future.

We work hard for those who matter most - clients, employees, family, and community - and celebrate their successes alongside them. Our process is centered on meeting your needs, exceeding your expectations, and incorporating technology to deliver creative solutions.

Abdo's success has been driven by utilizing staff that are experienced and well trained in organizational planning, human resources, payroll, compensation systems, and business operations. We understand that there are certain factors that are most important to you in the selection of a consultant. Factors like our attention to detail, overall project approach, collaboration with key staff and designing innovative solutions are just a few of the ways we set ourselves apart in our ability to serve our clients.

The following proposal is intended to provide you with a variety of service and support options that you can review, discuss, and consider. Please consider these options as more of a "menu" of services rather than an "all or nothing" package. Our team anticipates that you'll have questions and want to further refine scope and pricing, depending on your specific needs and budget.

We appreciate the opportunity to present this information and look forward to partnering to determine the solution that best fits the needs of Kitchigami Regional Library.

**Abdo**



**Leah Davis, CPA**  
Partner | Abdo



**Brenna Ramy, PHR, SHRM-CP**  
Senior Manager | Abdo



# The current state

## WHAT WE HEARD

We understand the challenges you face as an organization with ever-changing regulations, financial standards, staffing changes, and strategic vision. Through our conversations, we understand these challenges to include:

- **Establishing a Strong HR Foundation and Leadership Support** The organization is at an exciting turning point, with a new Executive Director search underway and a commitment to building the HR structure needed as they grow and evolve. Partnering with a dedicated HR advisor will provide the oversight, guidance, and confidence to move forward with clarity and purpose.
- **Building a Culture of Compliance, Training, and Development** With a renewed focus on updating policies and investing in staff development, the organization has a wonderful opportunity to create a workplace where employees feel informed, supported, and set up for success. Introducing formal performance reviews and meaningful workplace training will strengthen the team and build a culture everyone can be proud of.
- **Empowering Board and Leadership with HR Confidence** The board and leadership are eager to have the right support in place to navigate workplace situations with clarity and confidence. A trusted HR partnership will equip both leadership and the board with the tools and guidance they need to proactively support their team and foster a healthy, thriving organization.

# The path forward

## WHAT'S YOUR VISION?

**Let's build it together.** With knowledge and care, Abdo lights your path forward - illuminating opportunity and fueling your confidence to navigate the future. Our team at Abdo has expertise in navigating the complexities of HR as your organization grows. Together, we can build a future where Kitchigami Regional Library thrives, navigating challenges with confidence and seizing opportunities with informed strategy. What do you envision for your future? We believe it could look something like this:

- **Your Dedicated HR Partner** Abdo's Workforce Solutions team will serve as a dedicated HR partner, providing proactive guidance and hands-on support to help build the structure and processes your organization needs. Our advisors will anticipate HR needs before they arise, giving leadership a clear and confident path forward.
- **A Workplace Culture Built on Clarity and Growth** Abdo will work alongside your team to update the employee handbook, introduce formal performance reviews, and develop meaningful workplace training programs. Our goal is to create a workplace where employees feel informed, valued, and set up for success.
- **Confident Leadership, Every Step of the Way** Abdo's HR advisors will serve as a trusted resource for both the board and leadership, providing the tools and guidance needed to navigate workplace situations with clarity and confidence. Through a customized, comprehensive approach, we will help your organization's leaders proactively support their team and build a healthy, thriving workplace.



At Abdo, we believe that trust is a vital component in the success of our partnership. That trust requires an understanding of your needs and confidence in the expertise of your engagement team. That's why we've curated a team with relevant experience and first-hand knowledge of the challenges you face. Many of our advisors have worked in human resources for decades, cultivating the same experiences you currently face. This depth of understanding can lead to a comprehensive view of your challenges and a quicker road to results.

### EXPERTISE FOR YOUR CHALLENGES

Your organization faces distinct challenges that demand a strong understanding of industry dynamics and operational realities.

Our team brings hands-on experience working with a variety of nonprofits and businesses, and many members have backgrounds in corporate operations and human resources, giving them a practical, insider perspective on the challenges you navigate every day.



## Meet Brenna

**Brenna Ramy, PHR, SHRM-CP**  
Senior Manager

Brenna joined the Firm in 2019 and is a Senior Manager. She has experience in organization development and working with leaders to determine the most effective employment model to meet business needs and strategic direction. She has over 20 years of Human Resources experience in the industries of hospitality, retail, multifamily housing, and consulting. She has worked in a variety of organizations in size ranging from less than 20 to over 300,000 employees. Brenna believes in finding practical solutions to HR needs and determining where the best place to spend time is. Brenna brings energy to every meeting, training and event she participates in. She is most at home connecting with owners, leaders, employers, civil servants and volunteers in meaningful ways that help them achieve whatever success they're looking for.



## The Abdo Difference

At Abdo, we believe in the importance of relationships. This core value is the foundation of our approach to delivering the best experience and outcomes for our clients. It's inherent in our people and the way we work.

We know that for our clients to be successful, it takes more than having experience and credentials – we take the time to listen to their unique motivations, goals, and challenges. We truly care about their journey and where their path leads.

[LEARN MORE ON OUR WEBSITE](#)



# Your Team

Based on our ability to provide the requested services, our shared core values, and an understanding of your unique needs, we firmly believe we would be a great partner for Kitchigami Regional Library. We have the resources, knowledge, people and services to light the path forward for your organization.

We have assembled a team with relevant experience who are committed to working with you to ensure success. Each team member is briefly profiled below, and full biographies can be provided upon request.



**LEAH DAVIS, CPA**

**Partner**  
*leah.davis@abdosolutions.com*  
**P** 507.524.2347



**BRENNA RAMY, PHR, SHRM-CP**

**Director**  
*brenna.ramy@abdosolutions.com*  
**P** 952.449.6216



**BRITTANY BAUER**

**Manager**  
*brittany.bauer@abdosolutions.com*  
**P** 507.304.6836



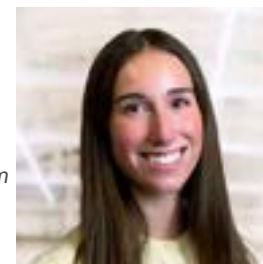
**ABBY POLZINE, SHRM**

**Manager**  
*abby.polzine@abdosolutions.com*  
**P** 507.304.6848



**BETHANY WESTERBERG**

**Senior Associate**  
*bethany.westerberg@abdosolutions.com*  
**P** 952.979.1149



**PAIGE BACON**

**Associate**  
*paige.bacon@abdosolutions.com*  
**P** 952.449.6220



# Human Resources Consulting

OUR HUMAN RESOURCES EXPERTS PROVIDE:



## Customized HR Support

*As-needed support to handle challenging and confusing HR issues, including workplace investigations. We can help translate the rules into real-world solutions.*



## HR Assessment Projects

*Gain clarity of your entire organization through documentation of your current HR policies and procedures, identification of potential risk areas, and recommendations for long-term process and program improvements to help you move forward with confidence.*



## HR & Payroll Automation

*Leverage technology and automation to keep your organization compliant while minimizing the paper shuffle so you can free up your time to focus on your people.*



## Employee Handbook Development and Manager/Employee Training

*Provide your leaders and employees with clear and predictable policies that work in real life and are tailored to your unique organization.*



## Benefit Plan Value Analysis, Enrollment Support, and Employee Education

*Ensure your employee benefit investment is built around what your employees value most and receives the recognition and appreciation it deserves.*



## Affordable Care Act (ACA) Compliance

*Leverage the extensive knowledge of our HR professionals to ensure your organization is proactive and compliant in all areas of ACA planning, management, and reporting.*



## Performance Management Program Development and Training

*Develop customized and intentional programs to motivate, measure, and reward the key behaviors that drive real organizational success.*



## Manager and Leadership Training

*Design customized and comprehensive training curriculum for leaders and employees to support a culture of continuous development and learning. Training topics may include, but are not limited to, sexual harassment, disability accommodation, effective communication and feedback, goal-setting and performance management, change management, and constructive conflict.*



## Total Compensation Program and Marketability Analysis

*Ensure confidence that your compensation program is competitive, motivating, and focused on retaining your highest performers.*



# Value

## SERVICE & PRICE GUARANTEE

Our work is guaranteed to the complete satisfaction of the client. Upon payment of your invoices, we will judge you have been satisfied, however, we welcome further conversation if, in any way, you feel your expectations are not being met.

Please understand, however, that the price we have quoted considers and relies upon the following:

- The information you agree to provide is on time and complete to the degree indicated in our agreement.
- Your key management, finance, or human resources team members don't change during our service period.
- No undisclosed or newly arising complexities, claims, or significant transactions, occur that impact our service period. This includes emergence of yet unspecified revisions to any prior period work that would need to occur before we can perform our agreed services.
- No new tax, regulatory, or other reporting requirements are introduced between now and the end of our service period.

A full scope of services, including estimated hourly charges, is listed on the following pages.

## ADDITIONAL SERVICES

Should you request services in addition to the Contracted Services, we will provide you with proposed fees for the services to be provided. You shall be required to sign a written or electronic confirmation of your request for additional services prior to implementation.

## HOURLY BILLING RATES

Our hourly rates are based upon the experience and level of the individuals to be assigned to perform the work ranging from \$210 - \$560 per hour and are subject to change on September 1st each year.



## CORE PACKAGE

## OPTIMUM PACKAGE

|                                                           |                                                                       |                                                                        |
|-----------------------------------------------------------|-----------------------------------------------------------------------|------------------------------------------------------------------------|
| <b>FLEX HR Hours - Use them in your way, on your time</b> | Included up to 50 hours per year.<br>Additional support billed hourly | Included up to 100 hours per year.<br>Additional support billed hourly |
| <b>Employee Handbook Development</b>                      | Handbook Development                                                  | Handbook Development                                                   |
| <b>Annual Compliance Updates</b>                          | Included                                                              | Included                                                               |
| <b>Comprehensive HR Assessment with Annual Review</b>     | HR compliance and process/policy assessment included                  | HR Compliance and process/policy assessment included                   |
| <b>Monthly HR Notifications</b>                           | Included                                                              | Included                                                               |
| <b>Monthly HR Check In Meetings</b>                       | Includes one 30-minute meeting monthly with Leadership                | Includes 60-minutes of meeting time monthly with Leadership            |
| <b>Compensation and Class Study</b>                       | Priced Separately                                                     | Priced Separately                                                      |

|                                          |                |                |
|------------------------------------------|----------------|----------------|
| <b>Proposed Monthly Subscription Fee</b> | <b>\$4,180</b> | <b>\$6,150</b> |
| <i>Projected Year 2 Fees</i>             | <i>\$2,730</i> | <i>\$4,690</i> |

## PACKAGE SELECTION

## PROPOSED MONTHLY SUBSCRIPTION FEE

- ☐ **Core Package** \$4,180
- 
- ☐ **Optimum Package** \$6,150

**TOTAL MONTHLY SUBSCRIPTION FEE**

**\$0**



## DESCRIPTION OF OUTSOURCED HR SUBSCRIPTION SERVICE OPTIONS

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**FLEX HR Hours:** Responsive access for management or supervisors for your ongoing and/or unexpected day-to-day HR needs. Support may range from coaching and conversations to "boots on the ground" time to help you execute your HR priorities. Common areas of as-needed support include: employee file audits, job description updates, employee disciplinary actions, leave of absence management, worker's compensation claim management and audit reporting, annual OSHA reporting, new policy development, and benefits and ACA administration support.

---

**Annual Compliance Updates:** Every year we provide updates for your new hire packets, our full suite of HR forms and templates, and labor law posters based on state and federal compliance. This is not only to ensure your HR processes and systems are up-to-date and effective in managing your talent, but also to ensure full compliance with all relevant laws and regulations. With our expertise, we'll help to mitigate risks and ensure your onboarding processes meet all legal requirements and industry standards. Up to 3 employee worked-in States included.

---

**Comprehensive HR Assessment with Annual Review:** Understanding where you're at today is the first step in designing an HR infrastructure to take you where you're headed tomorrow. With Leadership collaboration, Abdo starts with a comprehensive assessment of your current HR practices and needs. We focus on ensuring best practices as well as State and Federal compliance to lead the development of a comprehensive, efficient, compliant, and employee-friendly HR workflow. Abdo will produce an evaluation report that outlines your current practice, quantifies the degree of risk involved, and provides an ordered list of suggestions for mitigating these risks. Up to 3 employee worked-in States included.

---

**Employee Handbook Development and/or Annual Review:** Our team will work with you to develop a compliant, thoughtful and effective handbook for your employees. Outcomes include policies that are clear and can be consistently applied so that managers and employees know what to expect. Already have a handbook? Our team will conduct a thorough annual review of your current handbook to assure compliance and identify any potential risks. Up to 3 employee worked-in States included.

---

**Monthly HR Notifications:** Stay ahead of the curve with our monthly HR notices. We provide updates one month in advance, helping you to stay compliant and informed about the latest changes in HR regulations, practices and trends including employee engagement.

---

**Monthly HR Checkins:** We'll organize and facilitate recurring meetings with your key leaders to discuss and strategize on important HR matters, and if applicable, track progress on HR Assessment outcomes. This fosters regular communication and alignment of HR initiatives with your overall business strategy. Frequency of meetings can range from monthly to annually.

---

**Annual Supervisor and Employee Harassment Training:** To foster a respectful and safe work environment, Abdo will provide on-site interactive training for both supervisors and employees designed to educate staff on what constitutes harassment, how to identify it and how to respond if they are notified of, witness or experience harassment. Supervisors receive additional training to help them create a respectful work environment, discourage behavior that could potentially lead to harassment, effectively handle harassment complaints and prevent retaliation. Other relevant training topics can be substituted if desired.

---

**Abdo Engage | HR Development Program Participation:** We invite one member of your leadership or HR team to join our annual Abdo Engage HR Development Series to leverage the knowledge and experience of legal experts, Abdo's HR and payroll advisors, and peers within the HR community. Live virtual sessions are held one time per month, March to November, and 2.5 hours in duration. Each session will include virtual large group instruction as well as focused peer group discussion, allowing you to join a group of collaborative professionals to leverage the knowledge of HR advisors, legal experts, and other professionals in a confidential setting.

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# Why Partner with Abdo

## LIGHTING THE PATH FORWARD

In a world of ever-changing complexity, people need caring, empathetic and highly skilled professionals they can depend on to provide the right advice and solutions for them. Our clients seek growth and success, but also want security and confidence. For over 60 years, Abdo has provided insights for our clients to help them achieve their goals.

That same innovative spirit is also what has earned us the title of being one of the top accounting firms in the Midwest. Abdo is a better firm today because of the efforts we made to support a culture driven by our core values of growth, relationships, and teamwork.

With this foundation in place, we have successfully helped our clients identify and break through their own growth barriers. Every challenge they face is an opportunity for us to listen, understand and empower them with solutions and a plan to achieve their goals. It's fulfilling to serve as the catalyst that helps them overcome obstacles that block their progress.

When it comes to our working relationships, we are partners. We're confidants. We're the catalyst that sparks true business growth, providing guidance through every challenge and opportunity along the way.

## ABOUT ABDO

Abdo is a full-service accounting and consulting firm that delivers customized strategies and innovative solutions to help businesses, governments and nonprofits succeed. With more than 250 professionals and over six decades of experience, Abdo is ranked as one of the top accounting firms in the Midwest. It is a licensed CPA firm with offices located in Minneapolis and Mankato, Minnesota, and Scottsdale, AZ. Abdo's commitment to its clients is to gain in-depth knowledge of their unique challenges, opportunities, and needs. Through this consultative approach, Abdo partners with organization leaders to light the path forward to confidently reach their goals.

"Listening to our clients' needs, understanding their challenges, and adjusting how we work together is key to our partnership with the people we serve."

– **Steve McDonald, CPA** | *Managing Partner*





# Appendix A

AGREEMENT FOR SERVICES



# Agreement for Services

THIS AGREEMENT, is made and entered into on Not yet submitted, by and between the Kitchigami Regional Library, Minnesota (hereinafter referred to as the "Client"), and Abdo LLP (hereinafter referred to as "Abdo" or the "Contractor").

## Articles of Agreement & Recitals

WHEREAS, the Client is authorized and empowered to secure from time to time certain professional services through contracts with qualified consultants; and

WHEREAS, the Contractor understands and agrees that:

The Contractor will act as an Independent Contractor in the performance of all duties under this Agreement. Accordingly, the Contractor shall be responsible for payment of all taxes, including federal, state and local taxes and professional/business license fees related to its own operations and arising out of the Contractor's activities;

The Contractor shall have no authority to bind the Client for the performance of any services or to obligate the Client. The Contractor is not an agent, servant, or employee of the Client and shall not make any such representations or hold itself out as such;

The Contractor shall perform all professional services in a competent and professional manner, acting in the best interests of the Client at all times.

The Contractor may make recommendations and/or perform services on behalf of the Client but the Client is responsible for all final management decisions and for setting and administering any organizational policies, procedures, or other guidance that result in the services being performed. Further, with respect to the payroll services that are being provided, the Client is responsible for all originating documents (i.e. salary or hourly wage amounts, hours worked, benefits, premium pay policies, etc.) that affect payroll processing, and the Client will review and approve the payroll before or after its processed. The Contractor will not hold or have access to any Client funds as part of the services being provided.

The Contractor shall not accrue any continuing contract rights for the services performed under this contract.

NOW THEREFORE, in consideration of the mutual covenants and promises contained herein, it is agreed as follows:

## ARTICLE I

### INCORPORATION OF RECITALS

The recitals and agreement set forth above are hereby incorporated into this Agreement.

## ARTICLE II

### LIABILITY INSURANCE

**Section 1 Liability Insurance:** The Contractor shall obtain professional liability insurance, at its expense with liability insurance coverage minimums in the amount of \$2,000,000, which Contractor must secure and maintain during the term of this Agreement. Contractor will provide the Client with proof of liability insurance coverage under this Agreement in writing upon request by the Client.



### ARTICLE III

#### DURATION OF THE AGREEMENT

**Section 1 Duration:** This Agreement shall commence upon date of execution by all parties and shall remain in effect for the duration of the consulting engagement, unless earlier terminated as provided in Subsections 2 or 3.

**Section 2 Client's Termination Rights:** Client may terminate this Agreement for its convenience by providing written notice of termination to Contractor. Upon any termination by Client for convenience, Client shall be obligated to pay for all services provided by Contractor through the date of termination set forth in the written notice. In addition, Client may terminate this Agreement for Contractor's failure to perform its services in accordance with the terms of this Agreement (termination for "cause") by providing Contractor written notice of intent to terminate that sets forth in detail the reasons for cause to terminate, which written notice shall afford Contractor a reasonable period of time of not less than ten (10) business days to cure the stated grounds for termination to the reasonable satisfaction of Client. In the event of Client's termination of the Agreement for cause, Client shall be obligated to pay for all services provided by Contractor through the date of termination.

**Section 3 Contractor's Termination Rights:** Contractor may terminate this Agreement upon thirty (30) days written notice to the Client in the event the Client does not pay Contractor compensation as required under Article 5, Section 10 within fifteen (15) days after invoice is received by the Client. In the event of non-payment within thirty (30) days, Contractor shall give the Client an opportunity to cure the default by giving a notice of such non-payment and an additional five (5) days after the Client's receipt of the notice to remit such payment, prior to giving a notice of termination. Contractor can also terminate the Agreement with sixty (60) days written notice.

### ARTICLE IV

#### GENERAL

**Section 1 Authorized Client Agent:** The Client's authorized agent for the purpose of administration of this Agreement is the Client Operations Manager. Said agent shall have final authority for approval and acceptance of the Contractor's services performed under this Agreement and shall further have responsibility for administration of the terms and conditions of this Agreement. All notices under this Agreement shall be sent to the person and address indicated below on the signature lines.

**Section 2 Amendments:** No amendments or variations of the terms and conditions of this Agreement shall be valid unless in writing and signed by the parties.

**Section 3 Assignability:** The Contractor's rights and obligations under this Agreement are not assignable or transferable, but the Client's rights and obligations may be assigned to any successor entity upon ten (10) days notice.



## ARTICLE IV (CONTINUED)

### GENERAL (CONTINUED)

**Section 4 Data:** Any data or materials, including, but not limited to, reports, studies, photographs, negatives, or any and all other documents prepared by the Contractor or its outside consultants in the performance of the Contractor's obligations under this Agreement shall be the exclusive property of the Client, and any such data and materials shall be remitted to the Client by the Contractor upon completion, expiration, or termination of this Agreement. Further, any such data and materials shall be treated and maintained by the Contractor and its outside consultants in accordance with applicable federal, state and local laws. Further, Contractor will have access to data collected or maintained by the Client to the extent necessary to perform Contractor's obligations under this Agreement. Contractor agrees to maintain all data obtained from the Client in the same manner as the Client is required under the Minnesota Government Data Practices Act, Minnesota Statutes Chapter 13 or other applicable law (hereinafter referred to as the "Act"). Contractor will not release or disclose the contents of data classified as not public to any person except at the written direction of the Client. Upon receipt of a request to obtain and/or review data as defined in the Act, Contractor will immediately notify the Client. The Client shall provide written direction to Contractor regarding the request within a reasonable time, not to exceed fifteen (15) days. The Client agrees to indemnify, hold harmless and defend Contractor for any liability, expense, cost, damages, claim, and action, including attorneys' fees, arising out of or related to Contractor's complying with the Client's direction. Subject to the aforementioned, Contractor agrees to defend and indemnify the Client from any claim, liability, damage or loss asserted against the Client as a result of Contractor's failure to comply with the requirements of the Act. Upon termination and/or completion of this Agreement, Contractor agrees to return all data to the Client, as requested by the Client.

**Section 5 Data Accuracy and Prompt Delivery:** Client understands, acknowledges and agrees that Contractor's performance of services under this Agreement is dependent on Client promptly providing Contractor with accurate data, documents, and other information pertinent to the subject consulting engagement. Client shall provide Contractor access to data, documents and other information requested by Contractor in accordance with the project schedule mutually agreed to by Client and Contractor. Contractor also represents and warrants that said data, documents and information shall be reliable and accurate to the best of Client's knowledge and agrees that Contractor shall be entitled to rely on the accuracy of the same in the performance of its services under this Agreement. Client agrees to indemnify, hold harmless and defend Contractor from and against any liability, expense, cost, damages, claim and action, including attorneys' fees and costs, arising out of or relating to any errors, inaccuracies, or omissions in the data, documents and other information provided by Client to Contractor pursuant to this Agreement. Further, in the event of any delay on the part of Client to provide to Contractor required data, documents or other information or the identification of any errors, inaccuracies, or omissions in the data, documents or other information provided by Client, Contractor shall be entitled to an equitable adjustment of the schedule and compensation for the performance of its services resulting from said delay or need to address any errors, inaccuracies, or omissions in the data, documents or other information provided by Client.

**Section 6 No Legal Advice:** Client understands, acknowledges and agrees that the consulting services provided by Contractor under this Agreement do not include or constitute legal advice and that Contractor is not undertaking to provide Client legal advice in connection with the consulting engagement hereunder. Client further understands, acknowledges and agrees that the subject matter of this engagement, including regulatory compliance, implicates complex legal issues requiring assessment and advice from competent legal counsel. Client shall be responsible for engaging and/or consulting with legal counsel of its choosing to assess and advise Client regarding the propriety and legality of any recommendations, guidance or advice of Contractor arising from or relating to Contractor's performance of its services under this Agreement. Client agrees to indemnify, hold harmless and defend Contractor from and against any liability, expense, cost, damages, claim and action, including attorneys' fees and costs, arising from or relating to Client's payroll or other human resources policies and/or practices both prior to, during and following Contractor's provision of services under this Agreement, including, but not limited to, any claims by current or former employees of Client challenging the propriety or legality of said practices.



## ARTICLE IV (CONTINUED)

### GENERAL (CONTINUED)

**Section 7 Entire Agreement:** This Agreement is the entire agreement between the Client and the Contractor and it supersedes all prior written or oral agreements. There are no other covenants, promises, undertakings, or understandings outside of this Agreement other than those specifically set forth. Any term, condition, prior course of dealing, course of performance, usage of trade, understanding, or agreement purporting to modify, vary, supplement, or explain any provision of this Agreement is null and void and of no effect unless in writing and signed by representatives of both parties authorized to amend this Agreement.

**Section 8 Severability:** All terms and covenants contained in this Agreement are severable. In the event any provision of this Agreement shall be held invalid by any court of competent jurisdiction, this Agreement shall be interpreted as if such invalid terms or covenants were not contained herein and such holding shall not invalidate or render unenforceable any other provision hereof.

**Section 9 Contractor Fiscal Decision Waiver:** Contractor is responsible for providing the Client with timely and accurate human resource recommendations and information that allows the Client the ability to make final human resource decisions. Contractor will provide final human resource recommendations, but Contractor is not responsible for the final decisions made regarding human resource matters and Client shall indemnify and hold Contractor harmless from the same.

**Section 10 Compensation:** The parties agree that the Contractor shall be paid compensation for the services provided hereunder, based on the fees indicated in the proposed client investment schedule and under the attached scope of services. Additional fees will not be incurred without prior approval of the Client.

Initial invoice for anticipated first month fees will be sent within 10 days of the execution of this Agreement. Monthly installment fees will be invoiced throughout the remainder of this Agreement. If the Agreement is for an hourly fee basis, invoices will be sent monthly.

**Section 11 Additional Services:** Should the Client request additional services in addition to the Contracted Services, the Contractor will provide the Client with proposed fees for the additional services to be provided. The Client shall provide a written or electronic confirmation prior to the proposed services implementation.

**Section 12 Outside Contractors:** It shall be the responsibility of Contractor to compensate any other outside consultants retained or hired by Contractor to fulfill its obligations under this Agreement and shall be responsible for their work and Contractor, by using outside contractors, shall not be relieved of its obligations under this Agreement.

**Section 13 Equal Employment Opportunity:** Abdo, LLP and its subsidiary companies are committed to providing equal employment opportunities to all employees and applicants for employment without regard to any legally-recognized basis "protected class" including but not limited to: veteran status, uniform service member status, race, color, religion, sex, national origin, age, physical or mental disability, sexual orientation or marital preference, genetic information or any other protected class under federal, state, or local law.



## ARTICLE IV (CONTINUED)

### LIMITATION OF LIABILITY

**Section 14 Disputes:** If any dispute arises between Abdo and the Client under this Agreement, the dispute shall first be submitted to mediation. The costs of mediation shall be shared equally by the parties. All disputes between Abdo and the Client arising out of this Agreement which cannot be settled directly or through mediation shall be resolved through binding arbitration in Mankato, Minnesota in accordance with the rules for resolution of commercial disputes then in effect of the American Arbitration Association, and judgment upon the award may be entered in any court having jurisdiction thereof. It is further agreed that the arbitrator may, in its sole discretion, award attorneys' fees and costs to the prevailing party.

**Section 15 Limitation of Liability:** Abdo's entire liability, and the Client's exclusive remedy, for Abdo's performance or non-performance under this Agreement shall be for Abdo to reimburse the Client the total charges for related services provided during the previous twelve months. ABDO WILL NOT, UNDER ANY CIRCUMSTANCES, BE LIABLE FOR ANY INCIDENTAL, INDIRECT, SPECIAL OR CONSEQUENTIAL DAMAGES OR FOR LOST PROFITS, SAVINGS OR REVENUES WHICH THE CLIENT MAY INCUR AS A RESULT OF ABDO'S FAILURE TO PERFORM ANY TERM OR CONDITION OF THIS AGREEMENT (EVEN IF IT HAS BEEN SPECIFICALLY ADVISED OF THE POSSIBILITY OF SUCH DAMAGES). The Client shall indemnify Abdo against, and hold each of them harmless from, any and all liabilities, claims, costs, expenses and damages of any nature (including reasonable attorney's fees and costs) in any way arising out of or relating to disputes or legal actions with Client's employees or any third parties concerning the provision of the services under this Agreement. The Client's obligations under the preceding sentence shall survive termination of this Agreement.





# Appendix B

AGREEMENT FOR THE PROVISION OF  
PROFESSIONAL SERVICES



# Agreement for the Provision of Professional Services

WHEREFORE, this Agreement was entered into on the date set forth below and the undersigned, by execution hereof, represent that they are authorized to enter into this Agreement on behalf of the respective parties and state that this Agreement has been read by them and that the undersigned understand and fully agree to each, all and every provision hereof, and hereby, acknowledge receipt of a copy hereof.

## Kitchigami Regional Library

310 2nd Street North, PO Box 84

Pine River, Minnesota 56474



SIGNATURE

Melissa Brechon

## Abdo, LLP

100 Warren Street, Suite 600

Mankato, Minnesota 56001

A handwritten signature in black ink that reads "Leah Davis".

Leah Davis, CPA

Partner | Abdo

*Not yet submitted*

A handwritten signature in black ink that reads "Brenna Ramy".

Brenna Ramy, PHR, SHRM-CP

Senior Manager | Abdo





# BLACKDUCK FINANCE COMMITTEE MEETING

FRIDAY, SEPTEMBER 25, 2026 @ 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 September 25, 2026.

## Roll Call

Councilors present: Mayor Gullette and Council member Seitz

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

Others Present: Sheriff Riggs and Deputy Sheriff Walton

## Topics covered in the work session were as follows:

1. Sheriff's Office Contract for Services Cost to City of Blackduck – Regas summarized for those in attendance the response of the City Council to updated costs for services from the Sheriff's office. Those present discussed details including the officer that would assume the role for Blackduck; hours on duty; use of Blackduck squad; depreciation of Blackduck Squad; response to calls outside of the city; use of the police department building; contract length and availability of draft for review/approval. Those present agreed the City and County were moving forward positively. City will continue ahead with levy approval on September 28<sup>th</sup> and Deputy Sheriff and Administrator will continue work on contract proposal. Nothing further. *(after discussion with Sheriff Office Staff left the meeting)*
2. Regas provided detailed changes to the budget for 2027 after feedback provided at Council Work Session on September 21, 2026. Changes made included:
  - a. Total tax proposal has levy at \$456,990 with use of 2025 surplus of \$61,500 and use of Police Restricted Reserve funds of \$17,50000. A 3.1% increase over 2026.
  - b. Updated Operating Budgets for each department were provided for review. Total General fund budget increased \$20,037 over 2026
  - c. Administration budget increase = +11.32% increases for auditing services added
  - d. Police budget decrease = -7.13% contract for services included and use of police reserve funds used to offset total
  - e. Fire budget decrease = -2.79% budget approved by towns/city
  - f. Streets budget increase = +4.00%
  - g. Parks budget increase = +10.28%
  - h. City Council budget increase = +2.9% increase to travel and training per committee request
  - i. Buildings and Street Lighting preliminary budgets are flat
  - j. Planning Budget to decrease – no rental inspections in 2027
  - k. Library budget increase = +0.86%
  - l. License Center budget increase +3.07%
3. Review of Sample Property Tax & 2026 Net Tax Capacity = \$445,072 (increase over 2026 of \$46,783) allows a decrease in individual tax and reduction in mill rate.
4. 2027 City of Blackduck Bond/Debt Schedule was provided and discussed. Regas reports the debt schedule has been updated updates to above general fund budgets – estimates a 3.1% increase over 2026.

ADJOURN – Finance Committee adjourned their work session at 3:30pm.



# MINUTES

## Council Meeting

6:00 PM - Monday, September 28, 2026  
City Hall, 8 Summit Drive, Blackduck MN

The Council of the City of Blackduck was called to order on Monday, September 28, 2026, at 6:00 PM, in the City Hall, 8 Summit Drive, Blackduck MN, with the following members present:

**COUNCILORS PRESENT:** Mayor Maxwell Gullette, Councilor Nicholas Seitz, Councilor Laurie Hamilton, and Council member Ronald Fredrickson

**COUNCILORS EXCUSED:**

**STAFF PRESENT:** City Administrator Christina Regas

**OTHERS PRESENT:**

### 1. CALL TO ORDER

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

### 2. APPROVAL OF AGENDA

- a.

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

Carried 4 to 0

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

### 3. 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.

### 4. ADMINISTRATOR'S REPORT

- a. Council Consideration - City of Blackduck 2027 Proposed Budget Including City Debt

Schedule

Regas provided a summary of the 2027 City of Blackduck Operating Budget and Revenue sources noting a recommended levy increase of 3.1% for the City Council to consider.

- b. Council Approval Needed - Resolution 2026-16 - Resolution approving proposed 2026 Tax Levy, Collectable in 2027

Laurie Hamilton moved to approve Resolution 2026-16 - Resolution approving a proposed 2026 Tax Levy, collectable in 2027 of \$456,990 Nicholas Seitz seconded the motion.

Councilor Fredrickson thanked the finance committee for their hard work on keeping the levy low with a minimal increase. Mayor Gullette thanked Regas for the hard work preparing all the revisions for the committee to consider.

Carried 4 to 0

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

**5. ADJOURNMENT**

- a.

Laurie Hamilton moved to adjourn the special meeting at 6:08pm Ronald Fredrickson seconded the motion.

Carried 4 to 0

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

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City Administrator, Christina Regas

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Maxwell Gullette, Mayor

October 5, 2026

| FUND                                                        | Deerwood Checking BEGINNING BALANCE | Bill Report through 10/5/2026 | Deerwood Checking ENDING BALANCE | Deerwood First Preferred Savings BEGINNING BALANCE | Deerwood First Preferred Savings Bill Report through 10/05/2026 | Preferred Savings ENDING BALANCE | Total Balance of all Accounts |
|-------------------------------------------------------------|-------------------------------------|-------------------------------|----------------------------------|----------------------------------------------------|-----------------------------------------------------------------|----------------------------------|-------------------------------|
| GENERAL (101)                                               | \$309,499.23                        | \$9,496.07                    | \$300,003.16                     | \$113,173.32                                       | \$0.00                                                          | \$113,173.32                     |                               |
| POLICE RESTRICTED CASH (101)                                | \$23,308.21                         | \$0.00                        | \$23,308.21                      | \$0.00                                             | \$0.00                                                          | \$0.00                           |                               |
| CEMETERY (201)                                              | <del>(\$2,161.47)</del>             | \$0.00                        | <del>(\$2,161.47)</del>          | \$10,706.96                                        | \$0.00                                                          | \$10,706.96                      |                               |
| PERPETUAL CARE (202)                                        | \$3,049.22                          | \$0.00                        | \$3,049.22                       | \$53,418.01                                        | \$0.00                                                          | \$53,418.01                      |                               |
| SEWER MAINTENANCE (204)                                     | \$0.00                              | \$0.00                        | \$0.00                           | \$69,011.76                                        | \$0.00                                                          | \$69,011.76                      |                               |
| SEWER REPLACEMENT (205)                                     | \$1,580.00                          | \$0.00                        | \$1,580.00                       | \$230,598.42                                       | \$0.00                                                          | \$230,598.42                     |                               |
| SCDP REVOLVING LOAN FUND (207)                              | \$0.00                              | \$0.00                        | \$0.00                           | \$43,805.06                                        | \$0.00                                                          | \$43,805.06                      |                               |
| FIRE DEPT RESERVE (TruckFund) (208)                         | \$0.00                              | \$0.00                        | \$0.00                           | \$106,155.19                                       | \$0.00                                                          | \$106,155.19                     |                               |
| PINE TREE PARK (209)                                        | \$18,854.61                         | \$1,445.89                    | \$17,408.72                      | \$20,812.75                                        | \$0.00                                                          | \$20,812.75                      |                               |
| WATER SINKING FUND (212)                                    | \$0.00                              | \$0.00                        | \$0.00                           | \$218,906.08                                       | \$0.00                                                          | \$218,906.08                     |                               |
| PUBLIC WORKS RESERVE FUND (215)                             | \$0.00                              | \$0.00                        | \$0.00                           | \$68,300.66                                        | \$0.00                                                          | \$68,300.66                      |                               |
| Fire Dept Special Equip Fund (216)                          | \$153,633.72                        | \$0.00                        | \$153,633.72                     | \$10,405.41                                        | \$0.00                                                          | \$10,405.41                      |                               |
| 2018 Revolving Loan Fund (250)                              | \$0.00                              | \$0.00                        | \$0.00                           | \$310,487.15                                       | \$0.00                                                          | \$310,487.15                     |                               |
| 1989 Go Bond (301)                                          | \$0.00                              | \$0.00                        | \$0.00                           | \$0.00                                             | \$0.00                                                          | \$0.00                           |                               |
| 2006 GO BOND (307)                                          | \$5.97                              | \$0.00                        | \$5.97                           | \$0.00                                             | \$0.00                                                          | \$0.00                           |                               |
| 2009A Refunding Bond (309)                                  | \$407.35                            | \$0.00                        | \$407.35                         | \$799.00                                           | \$0.00                                                          | \$799.00                         |                               |
| 2014A Disposal System Debt Service Fund (314)               | \$23,855.86                         | \$0.00                        | \$23,855.86                      | \$0.00                                             | \$0.00                                                          | \$0.00                           |                               |
| 2017A Disposal System Debt Service Fund (317)               | \$31,753.75                         | \$0.00                        | \$31,753.75                      | \$0.00                                             | \$0.00                                                          | \$0.00                           |                               |
| USDA Skid Steer Debt Service Fund (318)                     | <del>(\$6,812.00)</del>             | \$0.00                        | <del>(\$6,812.00)</del>          | \$0.00                                             | \$0.00                                                          | \$0.00                           |                               |
| 2017 PFA Debt System Debt Service Fund (320)                | \$87,904.70                         | \$0.00                        | \$87,904.70                      | \$0.00                                             | \$0.00                                                          | \$0.00                           |                               |
| 2018 Frontage/Pine Ave Internal Loan (325)                  | \$8,447.88                          | \$0.00                        | \$8,447.88                       | \$0.00                                             | \$0.00                                                          | \$0.00                           |                               |
| 2024A Gen. Obligation Equipment Project fund (330)          | \$0.00                              | \$0.00                        | \$0.00                           | \$0.00                                             | \$0.00                                                          | \$0.00                           |                               |
| 2024A Gen. Obligation Equipment Debt Fund Public Works(331) | <del>(\$10,871.75)</del>            | \$0.00                        | <del>(\$10,871.75)</del>         | \$0.00                                             | \$0.00                                                          | \$0.00                           |                               |
| 2025A Gen. Obligation Equipment Project Fund (340) Fire     | \$14,948.72                         | \$0.00                        | \$14,948.72                      | \$0.00                                             | \$0.00                                                          | \$0.00                           |                               |
| 2025A Gen. Obligation Equipment Debt Fund (341) Fire        | \$187.31                            | \$0.00                        | \$187.31                         | \$0.00                                             | \$0.00                                                          | \$0.00                           |                               |
| TAX INCREMENT FINANCING (376)                               | \$46,386.10                         | \$0.00                        | \$46,386.10                      | \$133,267.20                                       | \$0.00                                                          | \$133,267.20                     |                               |
| Blackduck HRA Fund (210)                                    | \$38,817.33                         | \$0.00                        | \$38,817.33                      | \$0.00                                             | \$0.00                                                          | \$0.00                           |                               |
| 2023A Gen. Obligation Debt fund PW/PS Facility (381)        | <del>(\$6,253.13)</del>             | \$0.00                        | <del>(\$6,253.13)</del>          | \$0.00                                             | \$0.00                                                          | \$0.00                           |                               |
| 2023B Gen. Obligation Debt Fund PW/PS Facility (382)        | <del>(\$1,022.04)</del>             | \$0.00                        | <del>(\$1,022.04)</del>          | \$0.00                                             | \$0.00                                                          | \$0.00                           |                               |
| KRIS Library Renovation Project (550) - <del>new</del>      | \$11,133.10                         | \$0.00                        | \$11,133.10                      | \$0.16                                             | \$0.00                                                          | \$0.16                           |                               |
| WATER FUND (601)                                            | \$72,009.02                         | \$13,459.17                   | \$88,609.85                      | \$0.00                                             | \$0.00                                                          | \$0.00                           |                               |
| SEWER FUND (602)                                            | <del>(\$5,597.71)</del>             | \$23,311.0                    | \$23,311.0                       | \$0.00                                             | \$0.00                                                          | \$0.00                           |                               |
| LIQUOR FUND (609)                                           | \$23,607.41                         | \$84,245.7                    | \$15,182.84                      | \$0.00                                             | \$0.00                                                          | \$0.00                           |                               |
| LIQUOR RENT RESTRICTED FUND (609)                           | \$156,506.28                        | \$84,637.89                   | \$71,868.39                      | \$10,034.31                                        | \$0.00                                                          | \$10,034.31                      |                               |
| LIQUOR FUND (609)                                           | \$41,974.22                         | \$0.00                        | \$41,974.22                      | \$0.00                                             | \$0.00                                                          | \$0.00                           |                               |
| GOLF COURSE FUND (613)                                      | \$104,372.85                        | \$6,083.65                    | \$98,289.20                      | \$0.00                                             | \$0.00                                                          | \$0.00                           |                               |
| <b>Total:</b>                                               | <b>\$1,139,584.74</b>               | <b>\$125,878.34</b>           | <b>\$1,013,706.40</b>            | <b>\$1,399,881.44</b>                              | <b>\$0.00</b>                                                   | <b>\$1,399,881.44</b>            | <b>\$2,413,587.84</b>         |

| Fund Transfer from:               | Fund transfer to:           | Reason:                         | Amount of Transfer: | Notes                  |
|-----------------------------------|-----------------------------|---------------------------------|---------------------|------------------------|
| TIF Deerwood Reserve (376)        | TIF Deerwood Checking (376) | Expiration of TIF Spending Plan | \$133,267.20        | per Resolution 2025-17 |
| Liquor Rent Restricted Fund (609) | Liquor Fund Checking (609)  | Budgeted transfer               | \$15,000.00         |                        |
| Liquor Fund Checking (609)        | General Fund Checking (101) | Budgeted Transfer               | \$10,000.00         | YTD = \$50,000         |
| <b>2026 Bond Payments:</b>        | <b>Principal:</b>           | <b>Interest:</b>                | <b>Fees:</b>        | <b>Total:</b>          |

## CITY OF BLACKDUCK

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## Monthly Bills

September 2026

| Check Name                            | Amount      |                                  |             |
|---------------------------------------|-------------|----------------------------------|-------------|
| <b>101 GENERAL FUND</b>               |             | BELTRAMI ELECTRIC COOP           | \$3,986.09  |
| Marco Technologies LLC                | \$537.02    | Gopher State One Call            | \$8.10      |
| BANYON DATA SYTEMS                    | \$346.00    | MIDWEST PUMP WORKS               | \$1,542.20  |
| BELTRAMI COUNTY-AUDITOR/TREAS.        | \$196.64    | RMB ENVIRONMENTAL LABORATORIES   | \$225.72    |
| BELTRAMI ELECTRIC COOP                | \$2,331.72  | WIDSETH                          | \$2,220.00  |
| BLACKDUCK AUTO PARTS, INC             | \$1,102.23  | <b>602 SEWER FUND</b>            | \$8,424.57  |
| BLACKDUCK LEEVERS FOODS               | \$17.27     | <b>609 MUNICIPAL LIQUOR FUND</b> |             |
| BUREAU OF CRIMINAL APP                | \$300.00    | Marco Technologies LLC           | \$140.03    |
| Certified Laboratories                | \$880.00    | ABSOLUTE ICE                     | \$854.80    |
| COLUMN SOFTWARE PBC                   | \$280.26    | BANYON DATA SYTEMS               | \$346.00    |
| EHLERS AND ASSOCIATES                 | \$850.00    | BELTRAMI ELECTRIC COOP           | \$2,068.64  |
| JONS REFUSE SOLUTIONS INC             | \$85.47     | BEMIDJI COCA-COLA                | \$488.01    |
| PAUL BUNYAN COMMUNICATIONS            | \$464.92    | BEMIDJI PAPER                    | \$207.89    |
| PINNACLE MARKETING GROUP              | \$99.00     | BERNATELLOS                      | \$336.00    |
| QUILL CORPERATION                     | \$328.69    | Bernick Companies                | \$9,747.63  |
| ROGER'S TWO WAY RADIO                 | \$114.00    | BLACKDUCK CO-OP                  | \$787.57    |
| THE TITLE TEAM- LEER TITLE SERVICES   | \$150.00    | BLACKDUCK LEEVERS FOODS          | \$4,794.16  |
| TIMBERLINE SPORTS, INC                | \$334.03    | BOBS ECONO PUMP INC              | \$240.00    |
| VERIZON WIRELESS                      | \$557.16    | Breakthru Beverage               | \$3,060.43  |
| VESTIS                                | \$451.78    | CHARLIE WARD                     | \$120.00    |
| Ziegler Inc                           | \$69.88     | D-S BEVERAGES, INC.              | \$9,845.49  |
| <b>101 GENERAL FUND</b>               | \$9,496.07  | FORESTEDGE WINERY                | \$276.00    |
| <b>209 PINE TREE PARK FUND</b>        |             | HEGGIES PIZZA LLC                | \$235.65    |
| BELTRAMI ELECTRIC COOP                | \$405.01    | JOHNSON BROTHERS LIQUOR CO.      | \$7,988.57  |
| BEMIDJI PAPER                         | \$463.60    | JONS REFUSE SOLUTIONS INC        | \$893.28    |
| JONS REFUSE SOLUTIONS INC             | \$577.28    | MELISSAS CLEANING                | \$1,408.00  |
| <b>209 PINE TREE PARK FUND</b>        | \$1,445.89  | MIKINNON CO., INC                | \$10,490.80 |
| <b>550 KRLS LIBRARY RENOV PROJECT</b> |             | NAYLOR REFRIGERATION & HTG.      | \$1,111.92  |
| D&K BUILDERS PROPERTIES               | \$13,300.00 | NEI BOTTLING INC                 | \$1,193.72  |
| JUELSON PLUMBING & HEATING            | \$159.17    | OLD DUTCH                        | \$645.90    |
| <b>550 KRLS LIBRARY RENOV PROJECT</b> | \$13,459.17 | PAUL BUNYAN COMMUNICATIONS       | \$413.54    |
| <b>601 WATER FUND</b>                 |             | PAUSTIS WINE COMPANY             | \$457.50    |
| BANYON DATA SYTEMS                    | \$346.00    | PERFORMANCE FOOD SERVICE         | \$7,941.03  |
| BELTRAMI ELECTRIC COOP                | \$997.04    | Phillips Wine and Spirits        | \$6,766.31  |
| MN RURAL WATER ASSOCIATION            | \$450.00    | PINNACLE MARKETING GROUP         | \$79.00     |
| PAUL BUNYAN COMMUNICATIONS            | \$78.05     | Southern Glazer's of MN          | \$7,088.24  |
| VERIZON WIRELESS                      | \$40.01     | TOTAL TAP SERVICES               | \$85.00     |
| WIDSETH                               | \$420.00    | US FOODS                         | \$3,867.35  |
| <b>601 WATER FUND</b>                 | \$2,331.10  | VESTIS                           | \$659.43    |
| <b>602 SEWER FUND</b>                 |             | <b>609 MUNICIPAL LIQUOR FUND</b> | \$84,637.89 |
| ARROW PRINTING                        | \$96.46     | <b>613 GOLF COURSE</b>           |             |
| BANYON DATA SYTEMS                    | \$346.00    | BANYON DATA SYTEMS               | \$346.00    |
|                                       |             | BELTRAMI ELECTRIC COOP           | \$1,172.68  |

| Check Name                 | Amount             |
|----------------------------|--------------------|
| BEMIDJI COCA-COLA          | \$279.00           |
| Bernick Companies          | \$132.50           |
| BLACKDUCK AUTO PARTS, INC  | \$119.22           |
| BLACKDUCK LEEVERS FOODS    | \$146.72           |
| D-S BEVERAGES, INC.        | \$1,004.30         |
| GIOVANNIS FROZEN PIZZA     | \$229.65           |
| JIM DANDY SNACK FOOD CO.   | \$203.70           |
| JONS REFUSE SOLUTIONS INC  | \$278.35           |
| MIKINNON CO., INC          | \$206.40           |
| MISTY FRENZEL              | \$35.76            |
| NEI BOTTLING INC           | \$737.58           |
| PAUL BUNYAN COMMUNICATIONS | \$133.07           |
| PERFORMANCE FOOD SERVICE   | \$328.53           |
| PINNACLE MARKETING GROUP   | \$79.00            |
| TESSMAN SEED COMPANY       | \$454.83           |
| TIMBERLINE SPORTS, INC     | \$13.01            |
| VESTIS                     | \$183.35           |
| <b>613 GOLF COURSE</b>     | <hr/> \$6,083.65   |
|                            | <hr/> \$125,878.34 |



# CITY OF BLACKDUCK

## Payments

10/01/26 2:32 PM  
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Current Period: September 2026

### Payment Batch CASHWA09142026

\$3,278.17

|                  |                 |                              |                       |              |                   |
|------------------|-----------------|------------------------------|-----------------------|--------------|-------------------|
| Refer            | 298             | CASH-WA DISTRIBUTING CO OF F | Ck# 005234E 9/14/2026 |              |                   |
| Cash Payment     | E 609-49750-260 | Food for Resale              | THE POND              |              | \$1,519.41        |
| Invoice          | 4639402         | 9/11/2026                    |                       |              |                   |
| Cash Payment     | E 609-49750-333 | Freight and Express          | THE POND              |              | \$13.10           |
| Invoice          | 4639402         | 9/11/2026                    |                       |              |                   |
| Transaction Date | 9/14/2026       | DW Checking                  | 10100                 | <b>Total</b> | <b>\$1,532.51</b> |
| Refer            | 350             | CASH-WA DISTRIBUTING CO OF F | Ck# 005254E 10/1/2026 |              |                   |
| Cash Payment     | E 609-49750-260 | Food for Resale              | THE POND              |              | \$885.35          |
| Invoice          | 4641913         | 9/11/2026                    |                       |              |                   |
| Cash Payment     | E 609-49750-333 | Freight and Express          | THE POND              |              | \$13.10           |
| Invoice          | 4641913         | 9/11/2026                    |                       |              |                   |
| Transaction Date | 9/18/2026       | DW Checking                  | 10100                 | <b>Total</b> | <b>\$898.45</b>   |
| Refer            | 414             | CASH-WA DISTRIBUTING CO OF F | Ck# 005249E 9/25/2026 |              |                   |
| Cash Payment     | E 609-49750-260 | Food for Resale              | REF# 442809737        |              | \$834.11          |
| Invoice          |                 |                              |                       |              |                   |
| Cash Payment     | E 609-49750-333 | Freight and Express          | REF# 442809737        |              | \$13.10           |
| Invoice          |                 |                              |                       |              |                   |
| Transaction Date | 9/25/2026       | DW Checking                  | 10100                 | <b>Total</b> | <b>\$847.21</b>   |

### Fund Summary

|                           |                   |  |
|---------------------------|-------------------|--|
|                           | 10100 DW Checking |  |
| 609 MUNICIPAL LIQUOR FUND | \$3,278.17        |  |
|                           | <b>\$3,278.17</b> |  |

|                                        |                   |
|----------------------------------------|-------------------|
| Pre-Written Checks                     | \$3,278.17        |
| Checks to be Generated by the Computer | \$0.00            |
| <b>Total</b>                           | <b>\$3,278.17</b> |

**Sewer Fund**  
**Year to Date Income Statement thru 09/30/2026**

| <b>Sewer Operating Revenue:</b>         |                     | <b>Budget</b>       |  |
|-----------------------------------------|---------------------|---------------------|--|
| Reimbursements                          | \$0.00              | \$0.00              |  |
| Interest Earnings                       | \$638.41            | \$750.00            |  |
| Sewer Sales                             | \$160,551.61        | \$262,172.36        |  |
| Farm Lease Agreement Revenue            | \$6,158.00          | \$6,098.00          |  |
| Swr Penalty                             | \$1,096.10          | \$1,500.00          |  |
| Transfer from Money Market - ARPA Funds | \$0.00              | \$0.00              |  |
| Sewer Connet/Reconnect                  | \$0.00              | \$0.00              |  |
| Charges for Service                     | \$12,875.00         | \$5,000.00          |  |
| <b>Total Sewer Revenues</b>             | <b>\$181,319.12</b> | <b>\$275,520.36</b> |  |

| <b>Sewer Operating Expenditures:</b>         |                     | <b>Budget</b>       | <b>Remaining</b>    |
|----------------------------------------------|---------------------|---------------------|---------------------|
| Full-Time Employees Regular                  | \$64,018.55         | \$79,090.68         | \$15,072.13         |
| Full-time Employee overtime                  | \$4,920.89          | \$6,000.00          | \$1,079.11          |
| Part-Time Employees                          | \$1,024.75          | \$1,373.10          | \$348.35            |
| Employer CPF Contribution - Union Contract   | \$1,833.91          | \$2,100.80          | \$266.89            |
| PERA                                         | \$5,016.22          | \$6,034.78          | \$1,018.56          |
| FICA                                         | \$5,204.05          | \$6,155.48          | \$951.43            |
| Employer Paid Health                         | \$10,885.42         | \$14,433.16         | \$3,547.74          |
| MN Paid Leave                                | \$615.55            | \$708.08            | \$92.53             |
| Office Supplies (GENERAL)                    | \$96.46             | \$400.00            | \$303.54            |
| Heating Fuel                                 | \$1,000.00          | \$1,000.00          | \$0.00              |
| Electricity                                  | \$25,082.92         | \$21,000.00         | (\$4,082.92)        |
| Training and Instruction                     | \$0.00              | \$1,000.00          | \$1,000.00          |
| Operating Supplies (GENERAL)                 | \$254.48            | \$1,000.00          | \$745.52            |
| Motor Fuels                                  | \$792.34            | \$2,000.00          | \$1,207.66          |
| Lubricants and Additives                     | \$0.00              | \$500.00            | \$500.00            |
| Repairs/Maint Supply                         | \$391.87            | \$1,500.00          | \$1,108.13          |
| Equipment Parts                              | \$0.00              | \$0.00              | \$0.00              |
| Computer Supplies                            | \$0.00              | \$0.00              | \$0.00              |
| Merchandise Resale                           | \$0.00              | \$0.00              | \$0.00              |
| Building Repair Supply                       | \$0.00              | \$0.00              | \$0.00              |
| Tires                                        | \$0.00              | \$1,500.00          | \$1,500.00          |
| Small Tools                                  | \$0.00              | \$600.00            | \$600.00            |
| Auditing and Acc't                           | \$3,500.00          | \$3,500.00          | \$0.00              |
| Architect Fees                               | \$0.00              | \$0.00              | \$0.00              |
| Legal Fees - for project                     | \$0.00              | \$100.00            | \$100.00            |
| Testing/ Analysis                            | \$1,407.39          | \$1,700.00          | \$292.61            |
| Other Professional Services                  | \$10,792.20         | \$4,000.00          | (\$6,792.20)        |
| Engineering Services -                       | \$39,726.25         | \$0.00              | (\$39,726.25)       |
| Telephone                                    | \$0.00              | \$0.00              | \$0.00              |
| Postage                                      | \$607.72            | \$700.00            | \$92.28             |
| Travel Expense                               | \$0.00              | \$1,000.00          | \$1,000.00          |
| Other Printing/Binding                       | \$0.00              | \$0.00              | \$0.00              |
| Freight and Express                          | \$0.00              | \$0.00              | \$0.00              |
| Legal Notices/Publications                   | \$0.00              | \$0.00              | \$0.00              |
| General Liability Insurance                  | \$1,185.36          | \$2,452.74          | \$1,267.38          |
| Property Insurance                           | \$2,598.00          | \$5,834.22          | \$3,236.22          |
| Other Insurance                              | \$0.00              | \$0.00              | \$0.00              |
| Automotive Insurance                         | \$0.00              | \$0.00              | \$0.00              |
| Workers Compensation                         | \$1,127.68          | \$2,555.30          | \$1,427.62          |
| Unemployment Paid                            | \$0.00              | \$0.00              | \$0.00              |
| State Connection Fee                         | \$0.00              | \$0.00              | \$0.00              |
| Repairs/Maint Building                       | \$0.00              | \$125.00            | \$125.00            |
| Repairs/Maintenance Structure                | \$3,491.19          | \$10,000.00         | \$6,508.81          |
| Repairs/Main Machinery/Equip                 | \$0.00              | \$4,500.00          | \$4,500.00          |
| Dues and Subscriptions                       | \$5,368.13          | \$8,735.00          | \$3,366.87          |
| Buildings & Structures - <i>Liftstations</i> | \$0.00              | \$0.00              | \$0.00              |
| Improvements other                           | \$2,879.81          | \$0.00              | (\$2,879.81)        |
| Refuse/ Garbage Dispal -                     | \$150.00            | \$0.00              | (\$150.00)          |
| Medical Fees                                 | \$0.00              | \$0.00              | \$0.00              |
| Miscellaneous -                              | \$0.00              | \$0.00              | \$0.00              |
| Other Equipment <i>marco printer</i>         | \$0.00              | \$0.00              | \$0.00              |
| <b>Total Sewer Expenditures</b>              | <b>\$193,971.14</b> | <b>\$191,598.34</b> | <b>(\$2,372.80)</b> |

|                             |                      | <b>Budget</b>       | <b>Remaining</b>   |
|-----------------------------|----------------------|---------------------|--------------------|
| 2023A Go Bond Principal     | \$22,479.70          | \$22,479.70         | \$0.00             |
| 2023A Go Bond Interest      | \$13,613.35          | \$13,613.35         | \$0.00             |
| 2023B Go Bond Principal     | \$4,446.84           | \$4,446.84          | \$0.00             |
| 2023B Go Bond Interest      | \$2,398.25           | \$2,398.25          | \$0.00             |
| Depreciation/Capital Outlay | \$0.00               | \$20,000.00         | \$20,000.00        |
| <b>Total</b>                | <b>\$42,938.14</b>   | <b>\$62,938.14</b>  | <b>\$20,000.00</b> |
| <b>Net Total</b>            | <b>(\$55,590.16)</b> | <b>\$254,536.48</b> | <b>\$17,627.20</b> |

## Water Fund

Year to Date Income Statement thru 09/30/2026

| Water Operating Revenue:    |                     | Budget:             |
|-----------------------------|---------------------|---------------------|
| Water Meter Sales           | \$1,261.91          | \$0.00              |
| Health Dept Charges         | \$1,033.35          | \$4,687.76          |
| Penalties and Interest      | \$0.00              | \$0.00              |
| Water Sales                 | \$176,711.10        | \$271,411.24        |
| Water Connect/Reconnect Fee | \$125.00            | \$800.00            |
| Water Penalty               | \$1,227.84          | \$1,300.00          |
| Interest Earnings           | \$70.98             | \$500.00            |
| Reimbursements              | \$20.02             | \$0.00              |
| <b>Total Water Revenues</b> | <b>\$180,450.20</b> | <b>\$278,699.00</b> |

| Water Operating Expenditures:              | Year to Date         | Budget              | Remaining          |
|--------------------------------------------|----------------------|---------------------|--------------------|
| Full-Time Employees Regular                | \$61,331.80          | \$75,986.12         | \$14,654.32        |
| Full-Time Employees OT                     | \$4,629.25           | \$6,000.00          | \$1,370.75         |
| Part-Time Employees                        | \$1,024.82           | \$1,373.10          | \$348.28           |
| Employer CPF Contribution - Union Contract | \$1,774.74           | \$2,038.40          | \$263.66           |
| PERA                                       | \$4,809.92           | \$5,801.94          | \$992.02           |
| FICA                                       | \$4,980.43           | \$5,917.98          | \$937.55           |
| Employer Paid Health                       | \$10,534.07          | \$13,996.96         | \$3,462.89         |
| MN Paid Leave                              | \$591.47             | \$680.76            | \$89.29            |
| Office Supplies (GENERAL)                  | \$0.00               | \$400.00            | \$400.00           |
| Printed Forms                              | \$0.00               | \$0.00              | \$0.00             |
| Heating                                    | \$1,000.00           | \$1,000.00          | \$0.00             |
| Electricity                                | \$8,429.30           | \$10,000.00         | \$1,570.70         |
| Computer Supplies                          | \$0.00               | \$0.00              | \$0.00             |
| Training and Instruction                   | \$0.00               | \$1,000.00          | \$1,000.00         |
| Operating Supplies (GENERAL)               | \$482.50             | \$2,600.00          | \$2,117.50         |
| Cleaning Supplies                          | \$0.00               | \$0.00              | \$0.00             |
| Motor Fuels                                | \$0.00               | \$1,500.00          | \$1,500.00         |
| Lubricants and Additives                   | \$0.00               | \$0.00              | \$0.00             |
| Chemicals                                  | \$0.00               | \$0.00              | \$0.00             |
| Chlorine                                   | \$5,041.74           | \$7,000.00          | \$1,958.26         |
| Fluoride                                   | \$0.00               | \$1,300.00          | \$1,300.00         |
| Repairs/ Maint Supply                      | \$1,261.91           | \$1,100.00          | (\$161.91)         |
| 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                     | \$0.00               | \$750.00            | \$750.00           |
| Auditing and Acc't                         | \$3,500.00           | \$3,500.00          | \$0.00             |
| Legal Notices/Publications                 | \$0.00               | \$0.00              | \$0.00             |
| Legal fees -                               | \$0.00               | \$200.00            | \$200.00           |
| Testing/ Analysis                          | \$20.00              | \$0.00              | (\$20.00)          |
| Professional Services                      | \$0.00               | \$0.00              | \$0.00             |
| Other Professional Services                | \$215.00             | \$1,000.00          | \$785.00           |
| Engineering Services - PER/ER              | \$4,263.75           | \$0.00              | (\$4,263.75)       |
| Telephone                                  | \$321.33             | \$917.00            | \$595.67           |
| Radio/communications Expense               | \$368.59             | \$480.00            | \$111.41           |
| Internet                                   | \$378.00             | \$504.00            | \$126.00           |
| Postage                                    | \$214.88             | \$900.00            | \$685.12           |
| Travel Expense                             | \$0.00               | \$1,000.00          | \$1,000.00         |
| Other Equipment Rentals                    | \$0.00               | \$0.00              | \$0.00             |
| Legal Notices/Publications                 | \$0.00               | \$0.00              | \$0.00             |
| General Liability Insurance                | \$278.18             | \$792.53            | \$514.35           |
| Property Insurance                         | \$2,703.00           | \$7,013.91          | \$4,310.91         |
| Workers Compensation                       | \$1,227.07           | \$3,453.92          | \$2,226.85         |
| Unemployment Paid                          | \$0.00               | \$0.00              | \$0.00             |
| Refuse/Garbage Disposal                    | \$320.00             | \$350.00            | \$30.00            |
| State Connection Fee                       | \$3,549.00           | \$4,688.00          | \$1,139.00         |
| Repairs/ Maint Building -                  | \$0.00               | \$0.00              | \$0.00             |
| Repairs/ Maintenance Structure             | \$59.13              | \$12,000.00         | \$11,940.87        |
| Repairs/ Maintenance Machinery             | \$782.73             | \$2,500.00          | \$1,717.27         |
| Dues and Subscriptions                     | \$4,948.43           | \$4,000.00          | (\$948.43)         |
| Uncolletable Checks/Bad Debt               | \$1,242.54           | \$150.00            | (\$1,092.54)       |
| Medical Fees                               | \$0.00               | \$0.00              | \$0.00             |
| Office Equipment and furniture             | \$0.00               | \$0.00              | \$0.00             |
| Other Equipment                            | \$0.00               | \$0.00              | \$0.00             |
| Miscellaneous -                            | \$0.00               | \$0.00              | \$0.00             |
| Cash Short                                 | \$0.00               | \$0.00              | \$0.00             |
| Bank Service Charges                       | \$0.00               | \$150.00            | \$150.00           |
| <b>Total Water Expenditures</b>            | <b>\$130,283.58</b>  | <b>\$182,544.62</b> | <b>\$52,261.04</b> |
| <b>Other Water Expenditures:</b>           |                      | <b>Budget</b>       | <b>Remaining</b>   |
| Transfer Fr Other Fund                     | \$0.00               | \$0.00              | \$0.00             |
| 2023A Go bond principal                    | \$3,211.39           | \$3,211.39          | \$0.00             |
| 2023A Go Bond Interet                      | \$1,944.77           | \$1,944.70          | \$0.00             |
| 2023B Go Bond Principal                    | \$635.26             | \$635.26            | \$0.00             |
| 2023B Go Bond Interest                     | \$342.61             | \$342.61            | \$0.00             |
| Debt Service Bond Principal                | \$50,000.00          | \$50,000.00         | \$0.00             |
| Debt Service Bond Interest                 | \$12,562.50          | \$12,562.50         | \$0.00             |
| Depreciation/Capital Outlay                | \$0.00               | \$13,000.00         | \$13,000.00        |
| <b>Total</b>                               | <b>\$68,696.53</b>   | <b>\$81,696.46</b>  | <b>\$13,000.00</b> |
| <b>Net Total</b>                           | <b>(\$18,529.91)</b> | <b>\$264,241.08</b> | <b>\$65,261.04</b> |

**Pine Tree Park**  
**Year to Date Income Statement thru 09/30/2026**

| PTP Revenues -                              |  | 2026               | 2025               | 2026 budget        |                 |
|---------------------------------------------|--|--------------------|--------------------|--------------------|-----------------|
| Reservation Fees                            |  | \$490.00           | \$706.00           | \$750.00           |                 |
| Grants                                      |  | \$11,000.00        | \$11,000.00        | \$11,000.00        |                 |
| Camping Fees                                |  | \$26,915.00        | \$19,489.93        | \$24,000.00        |                 |
| Other Revenue                               |  | \$0.00             | \$0.00             | \$0.00             |                 |
| Depreciation to reserve account             |  | \$0.00             | \$0.00             | \$0.00             |                 |
| Interest Earnings                           |  | \$878.23           | \$704.07           | \$300.00           |                 |
| <b>Total PTP Revenues</b>                   |  | <b>\$39,283.23</b> | <b>\$31,900.00</b> | <b>\$36,050.00</b> |                 |
| PTP Expenditures                            |  | 2026 YTD           | 2025 YTD           | 2026 Budget        | Remaining       |
| Full-Time Employees Regular                 |  | \$3,753.29         | \$3,565.15         | \$5,609.69         | \$1,856.40      |
| Full-time Employee Overtime                 |  | \$246.72           | \$394.20           | \$500.00           | \$253.28        |
| Part-Time Employees Regular                 |  | \$8,483.27         | \$4,249.64         | \$3,432.75         | (\$5,050.52)    |
| Employer CPF Contribution                   |  | \$122.41           | \$120.72           | \$145.60           | \$23.19         |
| PERA                                        |  | \$738.32           | \$290.55           | \$678.18           | (\$60.14)       |
| FICA                                        |  | \$975.17           | \$620.97           | \$691.75           | (\$283.42)      |
| Employer Paid Health                        |  | \$761.97           | \$677.73           | \$997.35           | \$235.38        |
| MN Paid Leave                               |  | \$112.90           | \$0.00             | \$79.57            | (\$33.33)       |
| Office Supplies                             |  | \$0.00             | \$0.00             | \$0.00             | \$0.00          |
| Electricity                                 |  | \$2,894.52         | \$2,371.13         | \$3,000.00         | \$105.48        |
| Operating Supplies (GENERAL)                |  | \$1,304.69         | \$329.61           | \$700.00           | (\$604.69)      |
| Cleaning Supplies                           |  | \$403.82           | \$11.99            | \$200.00           | (\$203.82)      |
| Motor Fuels                                 |  | \$484.43           | \$429.16           | \$1,400.00         | \$915.57        |
| Repairs/Maint Supply                        |  | \$136.62           | \$0.00             | \$850.00           | \$713.38        |
| Equipment Parts                             |  | \$307.54           | \$216.36           | \$300.00           | (\$7.54)        |
| Other Professional Services                 |  | \$600.00           | \$700.00           | \$1,750.00         | \$1,150.00      |
| Postage                                     |  | \$0.00             | \$0.00             | \$0.00             | \$0.00          |
| Advertising                                 |  | \$0.00             | \$0.00             | \$0.00             | \$0.00          |
| Other Printing/Binding                      |  | \$0.00             | \$0.00             | \$250.00           | \$250.00        |
| General Liability Insurance                 |  | \$556.36           | \$548.64           | \$1,174.09         | \$617.73        |
| Property Insurance                          |  | \$1,067.50         | \$1,141.50         | \$2,397.15         | \$1,329.65      |
| Workers Compensation Insurance              |  | \$0.00             | \$0.00             | \$0.00             | \$0.00          |
| Garbage                                     |  | \$1,764.14         | \$1,829.28         | \$2,500.00         | \$735.86        |
| Repairs/Maint Building                      |  | \$681.45           | \$1,420.28         | \$2,500.00         | \$1,818.55      |
| Repairs/Maintenance Structure               |  | \$0.00             | \$0.00             | \$0.00             | \$0.00          |
| Improvements Other <i>Gutters Beach Pav</i> |  | \$3,167.95         | \$0.00             | \$0.00             | (\$3,167.95)    |
| Repairs/Maintenance Machinery               |  | \$864.31           | \$1,843.77         | \$1,500.00         | \$635.69        |
| Other Equipment - <i>new mower</i>          |  | \$0.00             | \$0.00             | \$0.00             | \$0.00          |
| Depreciation                                |  | \$5,000.00         | \$5,000.00         | \$5,000.00         | \$0.00          |
| Miscellaneous -                             |  | \$0.00             | \$0.00             | \$0.00             | \$0.00          |
| Portable Restrooms                          |  | \$0.00             | \$0.00             | \$0.00             | \$0.00          |
| Dues and Subscriptions - includes refunds   |  | \$1,147.04         | \$185.00           | \$375.00           | (\$772.04)      |
| <b>Total PTP Expenditures</b>               |  | <b>\$35,574.42</b> | <b>\$25,945.68</b> | <b>\$36,031.13</b> | <b>\$456.71</b> |
| <b>Net Profit</b>                           |  | <b>\$3,708.81</b>  | <b>\$5,954.32</b>  |                    |                 |

**Lakeview Cemetery**  
**Year to Date Income Statement thru 09/30/2026**

| <b>Cemetery Revenue</b>            | <b>2026</b>       | <b>2025</b>        | <b>2026 Budget</b>           |
|------------------------------------|-------------------|--------------------|------------------------------|
| Cemetery Lot Revenues              | \$1,187.50        | \$0.00             | \$0.00                       |
| Other Revenue                      | \$0.00            | \$2,180.00         | \$0.00                       |
| Interest Earnings                  | \$1,620.55        | \$1,695.14         | \$400.00                     |
| Transfer from General Fund         | \$2,500.00        | \$2,000.00         | \$2,000.00                   |
| Transfer from Perpetual Fund       | \$0.00            | \$2,300.00         | \$0.00                       |
| Transfer from Liquor Fund          | \$0.00            | \$3,500.00         | \$500.00                     |
| <b>Total PTP Revenues</b>          | <b>\$5,308.05</b> | <b>\$11,675.14</b> | <b>\$2,900.00</b>            |
|                                    |                   |                    |                              |
| <b>Cemetery Expenditures</b>       | <b>2026 YTD</b>   | <b>2025 YTD</b>    | <b>2026 Budget Remaining</b> |
| Operating Supplies (GENERAL)       | \$0.00            | \$0.00             | \$0.00                       |
| <i>Prior Payroll Liability</i>     | \$59.44           | \$6,368.26         | \$0.00                       |
| Motor Fuels                        | \$846.56          | \$664.40           | \$1,000.00                   |
| Other Professional Services        | \$550.00          | \$2,805.00         | \$500.00                     |
| Postage                            | \$0.00            | \$0.00             | \$0.00                       |
| General Liability Insurance        | \$69.51           | \$68.58            | \$146.76                     |
| Property Insurance                 | \$76.50           | \$82.50            | \$173.25                     |
| Workers Compensation Insurance     | \$0.00            | \$368.31           | \$405.14                     |
| <b>Total Cemetery Expenditures</b> | <b>\$1,602.01</b> | <b>\$10,357.05</b> | <b>\$2,225.15</b>            |
|                                    |                   |                    |                              |
| <b>Net Profit</b>                  | <b>\$3,706.04</b> | <b>\$1,318.09</b>  |                              |

Blackduck Municipal Golf Course  
Year-To-Date Income Statement - 09/30/2026

|                                   | Actual 2026 Sales  | 2026 Revenue Budget | 2026 Cost of Goods | 2026 Gross Profit  | 2026 Gross Margin | 2026 Expense Budget | Remaining Expense Budget |
|-----------------------------------|--------------------|---------------------|--------------------|--------------------|-------------------|---------------------|--------------------------|
| Beer                              | \$18,265.85        | \$18,000.00         | \$14,273.10        | \$3,992.75         | 21.86%            | \$10,000.00         | (\$4,273.10)             |
| Liquor                            | \$14,459.23        | \$5,000.00          | \$1,285.98         | \$13,173.25        | 91.11%            | \$1,000.00          | (\$285.98)               |
| Soft Drinks                       | \$12,457.09        | \$10,000.00         | \$8,668.40         | \$3,788.69         | 30.41%            | \$8,000.00          | (\$668.40)               |
| Food                              | \$11,013.22        | \$10,000.00         | \$8,589.64         | \$2,423.58         | 22.01%            | \$8,000.00          | (\$589.64)               |
| Golf Merchandise & Clubs for Sale | \$6,084.80         | \$5,000.00          | \$7,386.45         | (\$1,301.65)       | -21.39%           | \$3,600.00          | (\$3,786.45)             |
| Clothing                          | \$9,453.80         | \$4,000.00          | \$5,484.17         | \$3,969.63         | 41.99%            | \$4,000.00          | (\$1,484.17)             |
| <b>Total</b>                      | <b>\$71,733.99</b> | <b>\$52,000.00</b>  | <b>\$45,687.74</b> | <b>\$26,046.25</b> | <b>36.31%</b>     | <b>\$34,600.00</b>  | <b>(\$11,087.74)</b>     |

| Charges for Services              | Actual 2026 Revenue | Revenue Budget      |
|-----------------------------------|---------------------|---------------------|
| Green Fees                        | \$113,684.69        | \$100,000.00        |
| Membership Fees                   | \$52,815.29         | \$40,000.00         |
| Trail Fees                        | \$916.50            | \$1,000.00          |
| Cart Storage                      | \$2,700.00          | \$1,251.00          |
| Rentals (Clubs, Carts)            | \$3,917.21          | \$1,750.00          |
| Power Carts                       | \$86,290.42         | \$55,000.00         |
| Clubhouse Rental                  | \$600.00            | \$1,500.00          |
| Kayak Rental                      | \$18.52             | \$0.00              |
| Golf Tournament Revenue           | \$15,581.70         | \$10,000.00         |
| <b>Total Charges for Services</b> | <b>\$276,524.33</b> | <b>\$210,501.00</b> |

Total Income \$348,258.32

| Less Operating Expense                     | 2026 Budget         | Remaining           |
|--------------------------------------------|---------------------|---------------------|
| FT Wages                                   | \$26,605.35         | \$34,855.97         |
| PT Wages                                   | \$73,290.58         | \$76,436.23         |
| PERA                                       | \$3,548.31          | \$8,301.25          |
| FICA                                       | \$7,693.35          | \$8,513.85          |
| Employer Paid Health                       | \$10,565.82         | \$14,108.40         |
| MN Paid Leave                              | \$884.51            | \$979.37            |
| Office Supplies                            | \$0.00              | \$0.00              |
| Heating Fuel                               | \$0.00              | \$0.00              |
| Electricity                                | \$5,362.52          | \$7,000.00          |
| Computer Supplies                          | \$0.00              | \$0.00              |
| Training & Instructions                    | \$0.00              | \$0.00              |
| Operating Supplies                         | \$5,569.74          | \$6,500.00          |
| Cleaning Supplies                          | \$0.00              | \$0.00              |
| Motor Fuels                                | \$8,364.27          | \$4,000.00          |
| Lubricants/Additives                       | \$0.00              | \$0.00              |
| Chemicals                                  | \$4,805.39          | \$8,000.00          |
| Repair/Maint/Supplies                      | \$0.00              | \$0.00              |
| Equipment parts                            | \$0.00              | \$0.00              |
| Building Repair supply                     | \$0.00              | \$0.00              |
| Small Tools/Equipment                      | \$849.34            | \$1,000.00          |
| Tires                                      | \$0.00              | \$0.00              |
| Auditing/Accounting                        | \$0.00              | \$0.00              |
| Mix Expense                                | \$0.00              | \$0.00              |
| Other for Resale - ice                     | \$0.00              | \$0.00              |
| Medical Fees                               | \$0.00              | \$0.00              |
| Legal Fees                                 | \$0.00              | \$0.00              |
| Telephone                                  | \$883.22            | \$1,200.00          |
| Internet                                   | \$630.00            | \$600.00            |
| Travel Expense                             | \$0.00              | \$0.00              |
| Other Equipment                            | \$0.00              | \$0.00              |
| Other Professional services                | \$183.35            | \$0.00              |
| Website Development & Maintenance          | \$745.00            | \$948.00            |
| Sponsorship Expense                        | \$47.41             | \$1,000.00          |
| Postage                                    | \$0.00              | \$0.00              |
| Advertising                                | \$0.00              | \$1,000.00          |
| Promotional Expenses                       | \$2,874.81          | \$2,500.00          |
| Liability Insurance                        | \$2,016.81          | \$4,256.07          |
| Property Insurance                         | \$1,097.50          | \$2,454.90          |
| Work Comp                                  | \$1,216.36          | \$2,800.37          |
| Unemployment                               | \$28.85             | \$6,000.00          |
| Dram Insurance                             | \$0.00              | \$1,250.00          |
| Garbage Disposal                           | \$1,200.18          | \$1,300.00          |
| Repair/Maint Building                      | \$3,240.86          | \$1,500.00          |
| Improvements other than Bldgs -            | \$191.58            | \$2,000.00          |
| Repairs/Maint Machinery                    | \$8,855.95          | \$11,000.00         |
| Maintenance Course                         | \$3,605.13          | \$5,000.00          |
| Golf Cart Maintenance - ONLY               | \$10,145.30         | \$5,000.00          |
| Furniture & Fixtures                       | \$0.00              | \$0.00              |
| Motor Vehicles - <i>golf cart purchase</i> | \$0.00              | \$0.00              |
| Club House renovations                     | \$0.00              | \$0.00              |
| Other Equipment                            | \$5,000.00          | \$0.00              |
| Uncollectable Checks                       | \$0.00              | \$0.00              |
| Dues and Subscriptions                     | \$2,448.73          | \$2,500.00          |
| Bank Service Charges                       | \$8,177.01          | \$6,500.00          |
| Cart Shed Internal Loan 2020               | \$6,118.00          | \$6,118.00          |
| 2021 Golf Cart Lease                       | \$7,335.00          | \$7,335.00          |
| Golf Rough Mower Internal Loan - 2022      | \$3,650.74          | \$3,650.74          |
| <b>Total Expense</b>                       | <b>\$217,230.97</b> | <b>\$245,608.15</b> |

OPERATING INCOME OR LOSS \$85,339.61

| Other Expenses                                                                     |                   |
|------------------------------------------------------------------------------------|-------------------|
| Misc. Expenses                                                                     | \$0.00            |
| Equipment - Gator                                                                  | \$0.00            |
| Gift Certificates / Discounts <i>discounts for punch cards &amp; savings cards</i> | \$9,404.75        |
| Cash Short -                                                                       | \$293.29          |
| <b>Total Other Expenses</b>                                                        | <b>\$9,698.04</b> |

| Other Income                                 |                    |
|----------------------------------------------|--------------------|
| Transfer Fr Laq Str                          | \$10,000.00        |
| Reimbursements                               | \$113.39           |
| Donations and Contributions                  | \$0.00             |
| Promotional Event Revenue                    | \$0.00             |
| Interest                                     | \$1,024.48         |
| Cash Over                                    | \$551.12           |
| Bank Card Charges for Service                | \$2,979.39         |
| Sponsorship Revenue <i>(cart / tee fees)</i> | \$7,500.00         |
| <b>Total Other Income</b>                    | <b>\$22,168.38</b> |

NET INCOME OR LOSS YEAR TO DATE \$97,809.95

| Sales Comparison YTD    | 2023         | 2024         | 2025         | 2026         | +/- over prior year        |
|-------------------------|--------------|--------------|--------------|--------------|----------------------------|
| Green Fees              | \$92,181.69  | \$96,591.37  | \$101,160.55 | \$113,684.69 | 11.02%                     |
| Cart Rental             | \$43,162.06  | \$59,854.26  | \$62,942.75  | \$86,290.42  | 27.06%                     |
| <b>YTD Comparisons:</b> | <b>2023</b>  | <b>2024</b>  | <b>2025</b>  | <b>2026</b>  | <b>+/- over prior year</b> |
| Operating Revenue       | \$261,002.16 | \$289,329.53 | \$310,446.37 | \$370,426.70 | 16.19%                     |
| Operating Expense       | \$248,219.70 | \$295,682.10 | \$285,464.47 | \$272,616.75 | -4.71%                     |
|                         | \$12,782.46  | (\$6,352.57) | \$24,981.90  | \$97,809.95  |                            |

**Blackduck Municipal Liquor Store Income Statement**  
**Year to Date Ending 09/30/2026**

*\$778,173.89 (Use much as paid for our inventory expenses)*

|                          | YTD Sales             | Cost of Goods       | Gross Profit        | Gross Profit Margin | 2026 Liquor Expense Budget | 2026 Liquor Revenue Budget | Percent of sales |
|--------------------------|-----------------------|---------------------|---------------------|---------------------|----------------------------|----------------------------|------------------|
| THC Edibles - Off-Sale   | \$12,740.38           | \$7,494.64          | \$5,245.74          | 41.17%              | \$18,696.00                | \$28,572.00                | -124.50%         |
| THC Beverages - Off-Sale | \$13,533.60           | \$8,120.37          | \$5,413.22          | 40.00%              | \$16,110.00                | \$23,000.00                | -69.95%          |
| Liquor Sales Off-Sale    | \$267,453.64          | \$187,959.21        | \$79,494.43         | 29.72%              | \$246,275.00               | \$339,306.00               | -26.87%          |
| Beer Sales Off-Sale      | \$379,905.74          | \$288,901.50        | \$91,004.24         | 23.95%              | \$437,350.00               | \$537,700.00               | -41.54%          |
| Wine Sales Off-Sale      | \$37,174.84           | \$21,613.01         | \$15,559.81         | 41.86%              | \$28,300.00                | \$47,047.00                | -26.56%          |
| Other Sales On/Off-Sale  | \$17,538.65           | \$13,329.20         | \$4,229.36          | 12.70%              | \$7,300.00                 | \$23,662.00                | -34.76%          |
| Liquor Sales On-Sale     | \$94,027.11           | \$18,418.48         | \$75,608.63         | 80.41%              | \$0.00                     | \$125,172.00               | -33.12%          |
| Beer Sales On-Sale       | \$150,155.36          | \$27,390.79         | \$122,764.57        | 81.76%              | \$0.00                     | \$173,851.00               | -15.78%          |
| Wine Sales On-Sale       | \$2,191.42            | \$714.55            | \$1,476.87          | 67.39%              | \$0.00                     | \$2,550.00                 | -7.24%           |
| Clothing                 | \$2,821.67            | \$2,018.51          | \$803.16            | 28.46%              | \$5,000.00                 | \$5,600.00                 | -98.46%          |
| Soft Drinks On Sale      | \$30,779.68           | \$8,289.82          | \$22,489.86         | 73.07%              | \$15,831.00                | \$33,876.00                | -110.66%         |
| Food Sales               | \$381,125.18          | \$195,977.55        | \$185,147.63        | 48.58%              | \$245,584.00               | \$488,290.00               | -17.02%          |
| <b>Total</b>             | <b>\$1,389,467.36</b> | <b>\$782,229.74</b> | <b>\$607,237.62</b> | <b>43.70%</b>       | <b>\$1,018,446.00</b>      | <b>\$1,788,426.00</b>      | <b>-22.31%</b>   |

*out of our inventory*

| Less Operating Expense                                              | 2026 YTD            | Budget              | Remaining           |
|---------------------------------------------------------------------|---------------------|---------------------|---------------------|
| Wages FT                                                            | \$170,073.42        | \$249,820.90        | \$79,747.48         |
| FT Overtime                                                         | \$2,222.61          | \$1,500.00          | (\$722.61)          |
| Wages PT                                                            | \$119,959.34        | \$117,733.24        | (\$2,226.10)        |
| PIRA                                                                | \$21,795.89         | \$27,280.96         | \$5,485.07          |
| FICA                                                                | \$27,075.46         | \$26,117.89         | \$1,042.43          |
| Health Insurance                                                    | \$42,584.79         | \$56,916.96         | \$14,332.17         |
| MN Paid Leave                                                       | \$3,115.31          | \$3,234.48          | \$119.17            |
| Office Supplies                                                     | \$0.00              | \$0.00              | \$0.00              |
| Electricity                                                         | \$16,511.33         | \$22,000.00         | \$5,488.67          |
| Heating Fuel                                                        | \$8,509.84          | \$10,000.00         | \$1,490.16          |
| Computer Supplies                                                   | \$0.00              | \$7,500.00          | \$750.00            |
| Training and Instruction                                            | \$0.00              | \$200.00            | \$200.00            |
| Operating & Bar Supplies                                            | \$10,076.16         | \$12,000.00         | \$1,923.84          |
| 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                                                         | \$14,773.00         | \$14,577.00         | (\$196.00)          |
| Auditing / Acc'tg Services                                          | \$6,500.00          | \$6,500.00          | \$0.00              |
| Other Professional Services- <i>Cleaning &amp; Utility Services</i> | \$22,865.91         | \$22,800.00         | (\$65.91)           |
| Website Development                                                 | \$71.00             | \$948.00            | \$237.00            |
| Telephone                                                           | \$1,764.27          | \$2,400.00          | \$635.73            |
| Postage                                                             | \$624.00            | \$1,000.00          | \$376.00            |
| Cable Television                                                    | \$2,072.54          | \$2,400.00          | \$327.46            |
| Internet Access                                                     | \$765.00            | \$1,020.00          | \$255.00            |
| Advertising                                                         | \$28.00             | \$0.00              | (\$28.00)           |
| Travel Expense                                                      | \$237.80            | \$300.00            | \$62.20             |
| Freight                                                             | \$5,752.36          | \$7,100.00          | \$1,347.64          |
| Legal Fees                                                          | \$0.00              | \$0.00              | \$0.00              |
| Promotions/Entertainment                                            | \$7,813.71          | \$8,000.00          | \$186.29            |
| Legal Notices                                                       | \$0.00              | \$0.00              | \$0.00              |
| Liability Insurance                                                 | \$2,016.81          | \$4,256.07          | \$2,239.26          |
| Property Insurance                                                  | \$3,520.00          | \$7,936.95          | \$4,416.95          |
| Drain Shop/Liquor Liability                                         | \$3,564.00          | \$3,500.00          | (\$64.00)           |
| Other Insurance                                                     | \$0.00              | \$0.00              | \$0.00              |
| Work Comp                                                           | \$4,399.10          | \$9,439.23          | \$5,040.13          |
| Unemployment                                                        | \$0.00              | \$500.00            | \$500.00            |
| Water Utility                                                       | \$2,309.50          | \$2,800.00          | \$490.50            |
| Garbage Disposal                                                    | \$4,264.92          | \$9,000.00          | \$4,735.08          |
| Catering Expense                                                    | \$0.00              | \$0.00              | \$0.00              |
| Repairs & Maintenance                                               | \$0.00              | \$0.00              | \$0.00              |
| Repairs/Maintenance Building                                        | \$18,136.12         | \$12,000.00         | (\$6,136.12)        |
| Uncollectable Checks                                                | \$12.00             | \$200.00            | \$188.00            |
| Dues and Subscriptions                                              | \$4,413.34          | \$4,500.00          | \$84.66             |
| Bank Service Charges                                                | \$40,087.29         | \$48,000.00         | \$7,912.71          |
| Furniture & Fixtures                                                | \$0.00              | \$0.00              | \$0.00              |
| Office Equip & Furnishings -                                        | \$8,032.21          | \$0.00              | (\$8,032.21)        |
| Improvements Other than Buildings -                                 | \$4,033.00          | \$10,000.00         | \$5,967.00          |
| Building & Structures                                               | \$0.00              | \$0.00              | \$0.00              |
| Capital Outlay                                                      | \$0.00              | \$10,000.00         | \$10,000.00         |
| Assessment                                                          | \$974.78            | \$1,050.00          | \$75.22             |
| Obligation Debt - Remodel/Addition - Principal                      | \$30,000.00         | \$30,000.00         | \$0.00              |
| Obligation Debt - Remodel/Addition - Interest                       | \$9,685.00          | \$9,685.00          | \$0.00              |
| Other Equipment - Message board debt & copier lease                 | \$4,421.89          | \$3,600.00          | (\$821.89)          |
| <b>Total Operating Expense</b>                                      | <b>\$625,703.70</b> | <b>\$762,986.68</b> | <b>\$137,282.98</b> |

**Inventory Expense**

**(\$4,055.85)**

**NET INCOME OR LOSS**

**(\$14,410.23)** *(gross profit - expenses)*

**Other Expenses**

|                             |                   |                                 |
|-----------------------------|-------------------|---------------------------------|
| <i>Donations</i>            | <i>\$9,110.63</i> | <i>2026 Budget - \$6,000.00</i> |
| Capital Outlay              | \$0.00            |                                 |
| Unemployment Paid           | \$33.41           |                                 |
| Cash Short                  | (\$123.21)        |                                 |
| Misc. Expense               | \$0.00            |                                 |
| <b>Total Other Expenses</b> | <b>\$9,020.83</b> |                                 |

**Donations Year to Date**

|                                          |                   |
|------------------------------------------|-------------------|
| Blackduck Kula Ice Fishing Derby - Bikes | \$710.65          |
| Blackduck Trap Team                      | \$2,050.00        |
| Blackduck Youth Bowling                  | \$2,050.00        |
| Blackduck After Prom                     | \$1,000.00        |
| Blackduck Woodcarvers - tent             | \$1,000.00        |
| Blackduck Tri-Sigma - Alzheimers Walk    | \$500.00          |
| Blackduck Boys & Girls Club              | \$1,800.00        |
|                                          | <b>\$9,110.65</b> |

**Other Income**

|                                        |                    |
|----------------------------------------|--------------------|
| Reimbursements (NSF)                   | \$2,033.39         |
| <i>Rest Income</i>                     | <i>\$14,096.92</i> |
| Vending Income                         | \$2,383.35         |
| Interest                               | \$3,355.06         |
| Catering Revenue                       | \$750.00           |
| Bank Service Fees Charged to customers | \$7,131.34         |
| <i>Transfer from Liquor Rest Fund</i>  | <i>\$0.00</i>      |
| Cash Over                              | \$61.07            |
| <b>Total Other Income</b>              | <b>\$31,771.13</b> |

**Gross Profit Before Transfers**

**\$8,340.07**

**Transfer to General Fund & Other Funds**

**\$50,500.00** *2026 Transfer total budget City wide = \$70,300*

**Net Profit After Inventory Exp & Transfers**

**(\$42,159.93)**

|                                                     |              |
|-----------------------------------------------------|--------------|
| Inventory On-Hand at 1/1/2026 after inventory total | \$88,616.22  |
| Inventory On-Hand at 09/30/2026                     | \$120,098.45 |
| Difference:                                         | \$31,442.21  |

**YTD 4-year Sales Comparison Ending 9/30/2026**

|                                            | 2023                  | 2024                  | 2025                  | 2026                  | % of Increase from 2025-2026 |
|--------------------------------------------|-----------------------|-----------------------|-----------------------|-----------------------|------------------------------|
| Off-Sale THC Edibles                       | \$0.00                | \$8,581.96            | \$20,620.81           | \$12,740.38           | -0.38                        |
| Off-Sale THC Beverages                     | \$0.00                | \$14,175.09           | \$17,272.96           | \$13,533.60           | -21.65%                      |
| Off-Sale Liquor                            | \$248,975.15          | \$239,533.60          | \$254,212.71          | \$267,453.64          | 5.21%                        |
| Off-Sale Beer                              | \$419,513.34          | \$400,062.64          | \$398,430.69          | \$379,905.74          | -4.65%                       |
| Off-Sale Wine                              | \$34,692.87           | \$37,542.15           | \$34,825.23           | \$37,174.84           | 6.75%                        |
| <b>Total Off-Sale</b>                      | <b>\$703,181.36</b>   | <b>\$699,895.44</b>   | <b>\$725,362.40</b>   | <b>\$710,808.29</b>   | -2.01%                       |
| On-Sale Liquor                             | \$110,424.62          | \$101,632.93          | \$92,040.60           | \$94,027.11           | 2.16%                        |
| On-Sale Beer                               | \$126,283.18          | \$131,048.03          | \$129,265.68          | \$150,155.36          | 16.16%                       |
| On-Sale Wine                               | \$1,464.07            | \$1,680.14            | \$1,733.43            | \$2,191.42            | 26.42%                       |
| <b>Total On-Sale</b>                       | <b>\$238,171.87</b>   | <b>\$234,351.10</b>   | <b>\$223,039.71</b>   | <b>\$246,373.89</b>   | 10.46%                       |
| <b>Total On and Off Sale</b>               | <b>\$941,353.23</b>   | <b>\$934,226.54</b>   | <b>\$948,402.11</b>   | <b>\$957,182.18</b>   | <b>0.93%</b>                 |
| <b>Total Food Sales</b>                    | <b>\$257,512.22</b>   | <b>\$312,673.94</b>   | <b>\$336,315.50</b>   | <b>\$381,125.18</b>   | <b>13.32%</b>                |
| <b>Gross Liquor Store Sales Comparison</b> | <b>\$1,280,020.16</b> | <b>\$1,360,026.49</b> | <b>\$1,390,336.92</b> | <b>\$1,421,238.49</b> | <b>2.22%</b>                 |

## Year to date Revenue thru 9/30/2026

Year To Date:

# General Fund

## Year to Date Income Statement thru 9/30/2026 - Q3

### General Fund Revenues - *thru 9/30/2026*

|                                                                                  | 2026 YTD            | 2026 Budget           | Remaining           |
|----------------------------------------------------------------------------------|---------------------|-----------------------|---------------------|
| Property Taxes                                                                   | \$217,092.63        | \$382,193.00          | \$165,100.37        |
| LGA                                                                              | \$162,293.50        | \$324,587.00          | \$162,293.50        |
| State, County, Federal Aid -                                                     | \$64,627.13         | \$70,786.00           | \$6,158.87          |
| Fire Protection                                                                  | \$106,139.81        | \$105,943.34          | <i>(\$196.47)</i>   |
| Other - fines, interest, licenses, insurance proceeds, interfund transfers, etc. | \$26,191.97         | \$41,425.00           | \$15,233.03         |
| Charges for Service - <i>includes DMV &amp; DNR</i>                              | \$57,115.79         | \$60,000.00           | \$2,884.21          |
| Transfers in                                                                     | \$40,000.00         | \$60,000.00           | \$20,000.00         |
| <b>Total General Fund Revenues</b>                                               | <b>\$673,460.83</b> | <b>\$1,044,934.34</b> | <b>\$371,473.51</b> |

### General Fund Expenditures - By Department - *through 9/30/2026*

|                                        | 2026 YTD                  | 2026 Budget              | Remaining                   |
|----------------------------------------|---------------------------|--------------------------|-----------------------------|
| City Council                           | \$1,255.00                | \$13,998.00              | \$12,743.00                 |
| Administration-                        | \$270,657.06              | \$241,642.00             | <i>(\$29,015.06)</i>        |
| Planning & Zoning                      | \$14,839.65               | \$10,000.00              | <i>(\$4,839.65)</i>         |
| Government Bldgs                       | \$18,878.67               | \$16,603.61              | <i>(\$2,275.06)</i>         |
| Police Department                      | \$50,829.81               | \$218,289.61             | \$167,459.80                |
| Fire Department                        | \$106,201.73              | \$124,100.34             | \$17,898.61                 |
| Street Department                      | \$158,495.03              | \$255,030.86             | \$96,535.83                 |
| Street Lighting                        | \$13,613.25               | \$24,000.00              | \$10,386.75                 |
| License Center - DMV                   | \$48,333.46               | \$63,233.69              | \$14,900.23                 |
| Parks - Wayside Rest                   | \$26,743.43               | \$45,934.66              | \$19,191.23                 |
| Library                                | \$16,109.05               | \$32,101.81              | \$15,992.76                 |
| <b>Total General Fund Expenditures</b> | <b>\$725,956.14</b>       | <b>\$1,044,934.58</b>    | <b>\$318,978.44</b>         |
| <b>Net Difference</b>                  | <b><i>\$32,061.43</i></b> | <b><i>Golf mower</i></b> | <b><i>(\$84,556.74)</i></b> |



# CITY OF BLACKDUCK

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## Payments

Current Period: September 2026

Payment Batch SUPPBILLBATCH091026

\$12,121.94

|                  |                 |                          |            |             |  |          |
|------------------|-----------------|--------------------------|------------|-------------|--|----------|
| Refer            | 221             | NORTHWOODS LUMBER CO     | Ck# 016344 | 9/14/2026   |  |          |
| Cash Payment     | E 602-43200-402 | Repairs/Maint Structures | 5-         | MAINTENANCE |  | \$103.58 |
| Invoice          | 2608-234338     | 8/30/2026                |            |             |  |          |
| Transaction Date | 9/10/2026       | DW Checking              | 10100      | Total       |  | \$103.58 |
| Refer            | 222             | NORTHWOODS LUMBER CO     | Ck# 016344 | 9/14/2026   |  |          |
| Cash Payment     | E 209-45183-401 | Repairs/Maint Buildings  | 5-         | MAINTENANCE |  | \$125.46 |
| Invoice          | 2608-234945     | 8/30/2026                |            |             |  |          |
| Transaction Date | 9/10/2026       | DW Checking              | 10100      | Total       |  | \$125.46 |
| Refer            | 223             | NORTHWOODS LUMBER CO     | Ck# 016344 | 9/14/2026   |  |          |
| Cash Payment     | E 101-43100-240 | Small Tools and Minor E  | 5-         | MAINTENANCE |  | \$64.43  |
| Invoice          | 2608-236322     | 8/30/2026                |            |             |  |          |
| Transaction Date | 9/10/2026       | DW Checking              | 10100      | Total       |  | \$64.43  |
| Refer            | 224             | NORTHWOODS LUMBER CO     | Ck# 016344 | 9/14/2026   |  |          |
| Cash Payment     | E 101-43100-210 | Operating Supplies (GEN  | 5-         | MAINTENANCE |  | \$9.99   |
| Invoice          | 2608-240166     | 8/30/2026                |            |             |  |          |
| Transaction Date | 9/10/2026       | DW Checking              | 10100      | Total       |  | \$9.99   |
| Refer            | 225             | NORTHWOODS LUMBER CO     | Ck# 016344 | 9/14/2026   |  |          |
| Cash Payment     | E 602-43200-402 | Repairs/Maint Structures | 5-         | MAINTENANCE |  | \$8.52   |
| Invoice          | 2608-234623     | 8/30/2026                |            |             |  |          |
| Transaction Date | 9/10/2026       | DW Checking              | 10100      | Total       |  | \$8.52   |
| Refer            | 226             | NORTHWOODS LUMBER CO     | Ck# 016344 | 9/14/2026   |  |          |
| Cash Payment     | E 101-45200-210 | Operating Supplies (GEN  | 5-         | MAINTENANCE |  | \$24.57  |
| Invoice          | 2608-253103     | 8/30/2026                |            |             |  |          |
| Transaction Date | 9/10/2026       | DW Checking              | 10100      | Total       |  | \$24.57  |
| Refer            | 227             | NORTHWOODS LUMBER CO     | Ck# 016344 | 9/14/2026   |  |          |
| Cash Payment     | E 101-45200-211 | Cleaning Supplies        | 5-         | MAINTENANCE |  | \$10.37  |
| Invoice          | 2608-237304     | 8/30/2026                |            |             |  |          |
| Transaction Date | 9/10/2026       | DW Checking              | 10100      | Total       |  | \$10.37  |
| Refer            | 228             | NORTHWOODS LUMBER CO     | Ck# 016344 | 9/14/2026   |  |          |
| Cash Payment     | E 101-45200-210 | Operating Supplies (GEN  | 5-         | MAINTENANCE |  | \$77.92  |
| Invoice          | 2608-234802     | 8/30/2026                |            |             |  |          |
| Transaction Date | 9/10/2026       | DW Checking              | 10100      | Total       |  | \$77.92  |
| Refer            | 229             | NORTHWOODS LUMBER CO     | Ck# 016344 | 9/14/2026   |  |          |
| Cash Payment     | E 101-43100-240 | Small Tools and Minor E  | 5-         | MAINTENANCE |  | \$9.18   |
| Invoice          | 2608-236201     | 8/30/2026                |            |             |  |          |
| Transaction Date | 9/10/2026       | DW Checking              | 10100      | Total       |  | \$9.18   |
| Refer            | 230             | NORTHWOODS LUMBER CO     | Ck# 016344 | 9/14/2026   |  |          |
| Cash Payment     | E 101-45200-211 | Cleaning Supplies        | 5-         | MAINTENANCE |  | \$43.97  |
| Invoice          | 2608-240122     | 8/30/2026                |            |             |  |          |
| Transaction Date | 9/10/2026       | DW Checking              | 10100      | Total       |  | \$43.97  |
| Refer            | 231             | NORTHWOODS LUMBER CO     | Ck# 016344 | 9/14/2026   |  |          |
| Cash Payment     | E 613-49830-404 | Repairs/Maint Machinery/ | 10-        | GOLF COURSE |  | \$6.93   |
| Invoice          | 2607-233486     | 8/30/2026                |            |             |  |          |



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## Payments

Current Period: September 2026

|                  |                                          |                    |           |              |                |
|------------------|------------------------------------------|--------------------|-----------|--------------|----------------|
| Transaction Date | 9/10/2026                                | DW Checking        | 10100     | <b>Total</b> | <b>\$6.93</b>  |
| Refer            | 232 NORTHWOODS LUMBER CO                 | Ck# 016344         | 9/14/2026 |              |                |
| Cash Payment     | E 613-49830-406 Maintenance Course Pro   | 10- GOLF COURSE    |           |              | \$20.50        |
| Invoice          | 2608-237921                              | 8/30/2026          |           |              |                |
| Transaction Date | 9/10/2026                                | DW Checking        | 10100     | <b>Total</b> | <b>\$20.50</b> |
| Refer            | 233 NORTHWOODS LUMBER CO                 | Ck# 016344         | 9/14/2026 |              |                |
| Cash Payment     | E 613-49830-403 Improvements Other Tha   | 10- GOLF COURSE    |           |              | \$79.87        |
| Invoice          | 2607-233599                              | 8/30/2026          |           |              |                |
| Transaction Date | 9/10/2026                                | DW Checking        | 10100     | <b>Total</b> | <b>\$79.87</b> |
| Refer            | 234 NORTHWOODS LUMBER CO                 | Ck# 016344         | 9/14/2026 |              |                |
| Cash Payment     | E 613-49830-404 Repairs/Maint Machinery/ | 10- GOLF COURSE    |           |              | \$17.11        |
| Invoice          | 2608-235358                              | 8/30/2026          |           |              |                |
| Transaction Date | 9/10/2026                                | DW Checking        | 10100     | <b>Total</b> | <b>\$17.11</b> |
| Refer            | 235 NORTHWOODS LUMBER CO                 | Ck# 016344         | 9/14/2026 |              |                |
| Cash Payment     | E 613-49830-404 Repairs/Maint Machinery/ | 10- GOLF COURSE    |           |              | \$15.64        |
| Invoice          | 2608-237779                              | 8/30/2026          |           |              |                |
| Transaction Date | 9/10/2026                                | DW Checking        | 10100     | <b>Total</b> | <b>\$15.64</b> |
| Refer            | 236 NORTHWOODS LUMBER CO                 | Ck# 016344         | 9/14/2026 |              |                |
| Cash Payment     | E 613-49830-406 Maintenance Course Pro   | 10- GOLF COURSE    |           |              | \$25.01        |
| Invoice          | 2608-236846                              | 8/30/2026          |           |              |                |
| Transaction Date | 9/10/2026                                | DW Checking        | 10100     | <b>Total</b> | <b>\$25.01</b> |
| Refer            | 237 NORTHWOODS LUMBER CO                 | Ck# 016344         | 9/14/2026 |              |                |
| Cash Payment     | E 613-49830-210 Operating Supplies (GEN  | 10- GOLF COURSE    |           |              | \$37.35        |
| Invoice          | 2608-239132                              | 8/30/2026          |           |              |                |
| Transaction Date | 9/10/2026                                | DW Checking        | 10100     | <b>Total</b> | <b>\$37.35</b> |
| Refer            | 238 NORTHWOODS LUMBER CO                 | Ck# 016344         | 9/14/2026 |              |                |
| Cash Payment     | E 609-49750-401 Repairs/Maint Buildings  | 15- THE POND       |           |              | \$65.58        |
| Invoice          | 2608-235492                              | 8/30/2026          |           |              |                |
| Transaction Date | 9/10/2026                                | DW Checking        | 10100     | <b>Total</b> | <b>\$65.58</b> |
| Refer            | 239 NORTHWOODS LUMBER CO                 | Ck# 016344         | 9/14/2026 |              |                |
| Cash Payment     | E 609-49750-401 Repairs/Maint Buildings  | 15- THE POND       |           |              | \$45.31        |
| Invoice          | 2608-237598                              | 8/30/2026          |           |              |                |
| Transaction Date | 9/10/2026                                | DW Checking        | 10100     | <b>Total</b> | <b>\$45.31</b> |
| Refer            | 240 NORTHWOODS LUMBER CO                 | Ck# 016344         | 9/14/2026 |              |                |
| Cash Payment     | E 550-45500-309 Construction Services    | 25- PUBLIC LIBRARY |           |              | \$65.36        |
| Invoice          | 2608-237025                              | 8/30/2026          |           |              |                |
| Transaction Date | 9/10/2026                                | DW Checking        | 10100     | <b>Total</b> | <b>\$65.36</b> |
| Refer            | 241 NORTHWOODS LUMBER CO                 | Ck# 016344         | 9/14/2026 |              |                |
| Cash Payment     | E 550-45500-309 Construction Services    | 25- PUBLIC LIBRARY |           |              | \$20.98        |
| Invoice          | 2608-238150                              | 8/30/2026          |           |              |                |
| Transaction Date | 9/10/2026                                | DW Checking        | 10100     | <b>Total</b> | <b>\$20.98</b> |
| Refer            | 242 NORTHWOODS LUMBER CO                 | Ck# 016344         | 9/14/2026 |              |                |
| Cash Payment     | E 550-45500-309 Construction Services    | 25- PUBLIC LIBRARY |           |              | \$10.55        |
| Invoice          | 2608-238723                              | 8/30/2026          |           |              |                |



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## Payments

Current Period: September 2026

|                  |                                        |                       |           |              |                 |
|------------------|----------------------------------------|-----------------------|-----------|--------------|-----------------|
| Transaction Date | 9/10/2026                              | DW Checking           | 10100     | <b>Total</b> | <b>\$10.55</b>  |
| Refer            | 243 <i>NORTHWOODS LUMBER CO</i>        | Ck# 016344            | 9/14/2026 |              |                 |
| Cash Payment     | E 550-45500-309 Construction Services  | 25- PUBLIC LIBRARY    |           |              | <b>\$15.77</b>  |
| Invoice          | 2608-237290                            | 8/30/2026             |           |              |                 |
| Transaction Date | 9/10/2026                              | DW Checking           | 10100     | <b>Total</b> | <b>\$15.77</b>  |
| Refer            | 244 <i>NORTHWOODS LUMBER CO</i>        | Ck# 016344            | 9/14/2026 |              |                 |
| Cash Payment     | E 550-45500-309 Construction Services  | 25- PUBLIC LIBRARY    |           |              | <b>\$4.79</b>   |
| Invoice          | 2608-238304                            | 8/30/2026             |           |              |                 |
| Transaction Date | 9/10/2026                              | DW Checking           | 10100     | <b>Total</b> | <b>\$4.79</b>   |
| Refer            | 246 <i>NORTHWOODS LUMBER CO</i>        | Ck# 016344            | 9/14/2026 |              |                 |
| Cash Payment     | E 550-45500-309 Construction Services  | 25- PUBLIC LIBRARY    |           |              | <b>\$19.78</b>  |
| Invoice          | 2608-238844                            | 8/30/2026             |           |              |                 |
| Transaction Date | 9/10/2026                              | DW Checking           | 10100     | <b>Total</b> | <b>\$19.78</b>  |
| Refer            | 247 <i>NORTHWOODS LUMBER CO</i>        | Ck# 016344            | 9/14/2026 |              |                 |
| Cash Payment     | E 550-45500-309 Construction Services  | 25- PUBLIC LIBRARY    |           |              | <b>\$27.78</b>  |
| Invoice //       |                                        | 8/30/2026             |           |              |                 |
| Transaction Date | 9/10/2026                              | DW Checking           | 10100     | <b>Total</b> | <b>\$27.78</b>  |
| Refer            | 248 <i>NORTHWOODS LUMBER CO</i>        | Ck# 016344            | 9/14/2026 |              |                 |
| Cash Payment     | E 550-45500-309 Construction Services  | 25- PUBLIC LIBRARY    |           |              | <b>\$55.28</b>  |
| Invoice          | 2608-238672                            | 8/30/2026             |           |              |                 |
| Transaction Date | 9/10/2026                              | DW Checking           | 10100     | <b>Total</b> | <b>\$55.28</b>  |
| Refer            | 249 <i>NORTHWOODS LUMBER CO</i>        | Ck# 016344            | 9/14/2026 |              |                 |
| Cash Payment     | E 550-45500-309 Construction Services  | 25- PUBLIC LIBRARY    |           |              | <b>\$9.67</b>   |
| Invoice          | 2608-239101                            | 8/30/2026             |           |              |                 |
| Transaction Date | 9/10/2026                              | DW Checking           | 10100     | <b>Total</b> | <b>\$9.67</b>   |
| Refer            | 250 <i>NORTHWOODS LUMBER CO</i>        | Ck# 016344            | 9/14/2026 |              |                 |
| Cash Payment     | E 209-45183-211 Cleaning Supplies      | 30- PINE TREE PARK    |           |              | <b>\$51.79</b>  |
| Invoice          | 2608-23454                             | 8/30/2026             |           |              |                 |
| Transaction Date | 9/10/2026                              | DW Checking           | 10100     | <b>Total</b> | <b>\$51.79</b>  |
| Refer            | 251 <i>SOUTHERN GLAZERS OF MN</i>      | Ck# 016345            | 9/14/2026 |              |                 |
| Cash Payment     | E 609-49750-251 Liquor Expense         | THE POND              |           |              | <b>\$486.27</b> |
| Invoice          | 2794915                                | 8/20/2026             |           |              |                 |
| Cash Payment     | E 609-49750-253 Wine Expense           | THE POND              |           |              | <b>\$271.00</b> |
| Invoice          | 2794915                                | 8/20/2026             |           |              |                 |
| Cash Payment     | E 609-49750-333 Freight and Express    | THE POND              |           |              | <b>\$16.65</b>  |
| Invoice          | 2794915                                | 8/20/2026             |           |              |                 |
| Transaction Date | 9/10/2026                              | DW Checking           | 10100     | <b>Total</b> | <b>\$773.92</b> |
| Refer            | 257 <i>BERNICK COMPANIES</i>           | Ck# 016340            | 9/14/2026 |              |                 |
| Cash Payment     | E 613-49830-252 Beer Expense           | BLACKDUCK GOLF COURSE |           |              | <b>\$243.40</b> |
| Invoice          | 20145773                               | 8/27/2026             |           |              |                 |
| Transaction Date | 9/10/2026                              | DW Checking           | 10100     | <b>Total</b> | <b>\$243.40</b> |
| Refer            | 281 <i>NORTHWOODS LUMBER CO</i>        | Ck# 016344            | 9/14/2026 |              |                 |
| Cash Payment     | E 613-49830-406 Maintenance Course Pro | 10- GOLF COURSE       |           |              | <b>\$15.10</b>  |
| Invoice          | 2608-234862                            | 8/1/2026              |           |              |                 |



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## Payments

Current Period: September 2026

|                  |                                         |                 |           |              |                 |
|------------------|-----------------------------------------|-----------------|-----------|--------------|-----------------|
| Transaction Date | 9/14/2026                               | DW Checking     | 10100     | <b>Total</b> | <b>\$15.10</b>  |
| Refer            | 282 NORTHWOODS LUMBER CO                | Ck# 016344      | 9/14/2026 |              |                 |
| Cash Payment     | E 613-49830-403 Improvements Other Tha  | 10- GOLF COURSE |           |              | \$35.63         |
| Invoice          | 2608-237166                             | 8/1/2026        |           |              |                 |
| Transaction Date | 9/14/2026                               | DW Checking     | 10100     | <b>Total</b> | <b>\$35.63</b>  |
| Refer            | 283 NORTHWOODS LUMBER CO                | Ck# 016344      | 9/14/2026 |              |                 |
| Cash Payment     | E 613-49830-406 Maintenance Course Pro  | 10- GOLF COURSE |           |              | \$23.47         |
| Invoice          | 2608-238961                             | 8/1/2026        |           |              |                 |
| Transaction Date | 9/14/2026                               | DW Checking     | 10100     | <b>Total</b> | <b>\$23.47</b>  |
| Refer            | 284 NORTHWOODS LUMBER CO                | Ck# 016344      | 9/14/2026 |              |                 |
| Cash Payment     | E 613-49830-406 Maintenance Course Pro  | 10- GOLF COURSE |           |              | \$191.14        |
| Invoice          | 2608-240803                             | 8/1/2026        |           |              |                 |
| Transaction Date | 9/14/2026                               | DW Checking     | 10100     | <b>Total</b> | <b>\$191.14</b> |
| Refer            | 285 NORTHWOODS LUMBER CO                | Ck# 016344      | 9/14/2026 |              |                 |
| Cash Payment     | E 613-49830-406 Maintenance Course Pro  | 10- GOLF COURSE |           |              | \$48.54         |
| Invoice          | 2608-238242                             | 8/1/2026        |           |              |                 |
| Transaction Date | 9/14/2026                               | DW Checking     | 10100     | <b>Total</b> | <b>\$48.54</b>  |
| Refer            | 286 NORTHWOODS LUMBER CO                | Ck# 016344      | 9/14/2026 |              |                 |
| Cash Payment     | E 613-49830-406 Maintenance Course Pro  | 10- GOLF COURSE |           |              | \$104.26        |
| Invoice          | 2608-237879                             | 8/1/2026        |           |              |                 |
| Transaction Date | 9/14/2026                               | DW Checking     | 10100     | <b>Total</b> | <b>\$104.26</b> |
| Refer            | 287 NORTHWOODS LUMBER CO                | Ck# 016344      | 9/14/2026 |              |                 |
| Cash Payment     | E 613-49830-406 Maintenance Course Pro  | 10- GOLF COURSE |           |              | \$20.51         |
| Invoice          | 2608-238245                             | 8/1/2026        |           |              |                 |
| Transaction Date | 9/14/2026                               | DW Checking     | 10100     | <b>Total</b> | <b>\$20.51</b>  |
| Refer            | 288 NORTHWOODS LUMBER CO                | Ck# 016344      | 9/14/2026 |              |                 |
| Cash Payment     | E 613-49830-406 Maintenance Course Pro  | 10- GOLF COURSE |           |              | \$84.97         |
| Invoice          | 2608-239281                             | 8/1/2026        |           |              |                 |
| Transaction Date | 9/14/2026                               | DW Checking     | 10100     | <b>Total</b> | <b>\$84.97</b>  |
| Refer            | 289 NORTHWOODS LUMBER CO                | Ck# 016344      | 9/14/2026 |              |                 |
| Cash Payment     | E 613-49830-406 Maintenance Course Pro  | 10- GOLF COURSE |           |              | \$30.20         |
| Invoice          | 2608-234486                             | 8/1/2026        |           |              |                 |
| Transaction Date | 9/14/2026                               | DW Checking     | 10100     | <b>Total</b> | <b>\$30.20</b>  |
| Refer            | 290 BLACKDUCK LEEVERS FOODS             | Ck# 016342      | 9/14/2026 |              |                 |
| Cash Payment     | E 609-49750-260 Food for Resale         |                 |           |              | \$4,721.35      |
| Invoice          | 090126                                  | 9/1/2026        |           |              |                 |
| Cash Payment     | E 613-49830-260 Food for Resale         |                 |           |              | \$154.08        |
| Invoice          | 090126                                  | 9/1/2026        |           |              |                 |
| Cash Payment     | E 613-49830-210 Operating Supplies (GEN |                 |           |              | \$59.57         |
| Invoice          | 090126                                  | 9/1/2026        |           |              |                 |
| Cash Payment     | E 609-49750-210 Operating Supplies (GEN |                 |           |              | \$11.83         |
| Invoice          | 090126                                  | 9/1/2026        |           |              |                 |
| Cash Payment     | E 101-41400-200 Office Supplies (GENER  |                 |           |              | \$11.32         |
| Invoice          | 090126                                  | 9/1/2026        |           |              |                 |



# CITY OF BLACKDUCK

## Payments

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|                  |                                                                |             |           |              |                   |
|------------------|----------------------------------------------------------------|-------------|-----------|--------------|-------------------|
| Transaction Date | 9/14/2026                                                      | DW Checking | 10100     | <b>Total</b> | <b>\$4,958.15</b> |
| Refer            | 291 <i>BLACKDUCK CO-OP</i>                                     | Ck# 016341  | 9/14/2026 |              |                   |
| Cash Payment     | E 602-43200-402 Repairs/Maint Structures                       |             |           |              | \$696.00          |
| Invoice 52881    | 8/5/2026                                                       |             |           |              |                   |
| Cash Payment     | E 602-43200-402 Repairs/Maint Structures                       |             |           |              | \$547.00          |
| Invoice 52881    | 8/5/2026                                                       |             |           |              |                   |
| Cash Payment     | E 613-49830-216 Chemicals and Chem Pr                          |             |           |              | \$325.00          |
| Invoice 52881    | 8/5/2026                                                       |             |           |              |                   |
| Cash Payment     | E 602-43200-402 Repairs/Maint Structures                       |             |           |              | \$80.00           |
| Invoice 52881    | 8/5/2026                                                       |             |           |              |                   |
| Cash Payment     | E 101-43100-205 Heating Fuel                                   |             |           |              | \$132.00          |
| Invoice 52881    | 8/5/2026                                                       |             |           |              |                   |
| Cash Payment     | E 613-49830-216 Chemicals and Chem Pr                          |             |           |              | \$197.00          |
| Invoice 52881    | 8/5/2026                                                       |             |           |              |                   |
| Cash Payment     | E 613-49830-210 Operating Supplies (GEN                        |             |           |              | \$24.79           |
| Invoice 52881    | 8/5/2026                                                       |             |           |              |                   |
| Cash Payment     | E 613-49830-216 Chemicals and Chem Pr                          |             |           |              | \$550.00          |
| Invoice 52881    | 8/5/2026                                                       |             |           |              |                   |
| Cash Payment     | E 613-49830-212 Motor Fuels                                    |             |           |              | \$1,939.06        |
| Invoice 52881    | 8/5/2026                                                       |             |           |              |                   |
| Transaction Date | 9/14/2026                                                      | DW Checking | 10100     | <b>Total</b> | <b>\$4,490.85</b> |
| Refer            | 292 <i>FRONTIER REPAIR</i>                                     | Ck# 016343  | 9/14/2026 |              |                   |
| Cash Payment     | E 613-49830-404 Repairs/Maint Machinery/ BLACKDUCK GOLF COURSE |             |           |              | \$28.76           |
| Invoice 161913   | 8/25/2026                                                      |             |           |              |                   |
| Transaction Date | 9/14/2026                                                      | DW Checking | 10100     | <b>Total</b> | <b>\$28.76</b>    |

### Fund Summary

|                                |                   |             |
|--------------------------------|-------------------|-------------|
|                                | 10100 DW Checking |             |
| 101 GENERAL FUND               |                   | \$383.75    |
| 209 PINE TREE PARK FUND        |                   | \$177.25    |
| 550 KRLS LIBRARY RENOV PROJECT |                   | \$229.96    |
| 602 SEWER FUND                 |                   | \$1,435.10  |
| 609 MUNICIPAL LIQUOR FUND      |                   | \$5,617.99  |
| 613 GOLF COURSE                |                   | \$4,277.89  |
|                                |                   | <hr/>       |
|                                |                   | \$12,121.94 |

|                                        |             |
|----------------------------------------|-------------|
| Pre-Written Checks                     | \$12,121.94 |
| Checks to be Generated by the Computer | \$0.00      |
| <b>Total</b>                           | <hr/>       |
|                                        | \$12,121.94 |

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pat \$ 2060.26  
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MINNESOTA Lawful Gambling

LG216 Worksheet for Calculating Lawful Gambling Monthly Rent

|                                                                        |                                                                                                                                                                           |                                |                                                                                                                            |                                                                                                                                                                                           |                                                                                                                             |                                                                                                                                |        |                                                              |                                                                                                                         |                                                                                                          |
|------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------|----------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------|--------|--------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------|
| Organization Name<br><b>Blackduck Fire Relief</b>                      |                                                                                                                                                                           | Licence Number<br><b>01944</b> |                                                                                                                            | Booth Operation Rent<br>1 List the % to be paid for paper pull-tabs, tipboards, paddletickets, electronic pull-tabs and electronic linked bingo conducted by the organization's employees |                                                                                                                             |                                                                                                                                |        |                                                              |                                                                                                                         |                                                                                                          |
| Site Name<br><b>POND</b>                                               |                                                                                                                                                                           | Site Number<br><b>001</b>      |                                                                                                                            | Bar Operation Rent<br>2 List the % to be paid for paper pull-tabs, tipboards and paddletickets conducted by the lessor or lessor's employees                                              |                                                                                                                             |                                                                                                                                |        |                                                              |                                                                                                                         |                                                                                                          |
|                                                                        |                                                                                                                                                                           |                                |                                                                                                                            | 3 List the % to be paid for electronic pull-tabs and electronic linked bingo conducted the lessor or lessor's employees                                                                   |                                                                                                                             |                                                                                                                                |        |                                                              |                                                                                                                         |                                                                                                          |
| (Use one worksheet for each site. If lease changes, use new worksheet) |                                                                                                                                                                           |                                |                                                                                                                            |                                                                                                                                                                                           |                                                                                                                             |                                                                                                                                |        |                                                              |                                                                                                                         |                                                                                                          |
| A                                                                      | B1                                                                                                                                                                        | B2                             | C1                                                                                                                         | C2                                                                                                                                                                                        | D                                                                                                                           | E1                                                                                                                             | E2     | F                                                            | G                                                                                                                       | H                                                                                                        |
|                                                                        | Booth Operation                                                                                                                                                           |                                | Bar Operation                                                                                                              |                                                                                                                                                                                           | Rent Limit                                                                                                                  | Bar Operation Electronic Games                                                                                                 |        | Total Rent                                                   | Bar Operation                                                                                                           |                                                                                                          |
| Month and Year                                                         | Multiply the total of this month's net receipts from paper pull-tabs, electronic pull-tabs, 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.<br>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<br>Report amount on Schedule A, line 22h | Enter cash short for games sold from bar-op. Report amount on Sched A, line 22m. The amount 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. |
| 8/2026                                                                 |                                                                                                                                                                           |                                | 6670.00                                                                                                                    | 1334.00                                                                                                                                                                                   | 1334.00                                                                                                                     | 4841.70                                                                                                                        | 726.26 | 2060.26                                                      | 0.00                                                                                                                    | 2060.26                                                                                                  |

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  
SEP 21 2026



# CITY OF BLACKDUCK

## Payments

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Current Period: September 2026

Payment Batch DWDCCPMT09152026

\$2,850.39

|                  |                 |                           |                                        |           |            |  |
|------------------|-----------------|---------------------------|----------------------------------------|-----------|------------|--|
| Refer            | 329             | CARDMEMBER SERVICE -DEERW | Ck# 016350                             | 9/18/2026 |            |  |
| Cash Payment     | E 101-44444-322 | Postage                   | Business Card Holder - Christina Regas |           | \$6.91     |  |
| Invoice          |                 |                           |                                        |           |            |  |
| Cash Payment     | E 101-42200-210 | Operating Supplies (GEN   | Business Card Holder - Christina Regas |           | \$1,266.50 |  |
| Invoice          |                 |                           |                                        |           |            |  |
| Cash Payment     | E 101-41400-355 | Election Expense          | Business Card Holder - Christina Regas |           | \$32.38    |  |
| Invoice          |                 |                           |                                        |           |            |  |
| Cash Payment     | E 101-41400-355 | Election Expense          | Business Card Holder - Christina Regas |           | \$67.66    |  |
| Invoice          |                 |                           |                                        |           |            |  |
| Cash Payment     | E 101-41400-433 | Dues and Subscriptions    | Business Card Holder - Christina Regas |           | \$9.39     |  |
| Invoice          |                 |                           |                                        |           |            |  |
| Cash Payment     | E 101-41940-210 | Operating Supplies (GEN   | Business Card Holder - Christina Regas |           | \$54.87    |  |
| Invoice          |                 |                           |                                        |           |            |  |
| Transaction Date | 9/16/2026       | DW Checking               | 10100                                  | Total     | \$1,437.71 |  |

|                  |                 |                           |                                             |           |          |  |
|------------------|-----------------|---------------------------|---------------------------------------------|-----------|----------|--|
| Refer            | 330             | CARDMEMBER SERVICE -DEERW | Ck# 016350                                  | 9/18/2026 |          |  |
| Cash Payment     | E 101-43100-321 | Telephone                 | Business Credit Card Holder - Mike Schwanke |           | \$1.99   |  |
| Invoice          |                 |                           |                                             |           |          |  |
| Cash Payment     | E 101-43100-210 | Operating Supplies (GEN   | Business Credit Card Holder - Mike Schwanke |           | \$419.06 |  |
| Invoice          |                 |                           |                                             |           |          |  |
| Cash Payment     | E 101-43100-210 | Operating Supplies (GEN   | Business Credit Card Holder - Mike Schwanke |           | \$39.30  |  |
| Invoice          |                 |                           |                                             |           |          |  |
| Cash Payment     | E 209-45183-404 | Repairs/Maint Machinery/  | Business Credit Card Holder - Mike Schwanke |           | \$59.47  |  |
| Invoice          |                 |                           |                                             |           |          |  |
| Cash Payment     | E 101-43100-233 | Uniforms                  | Business Credit Card Holder - Mike Schwanke |           | \$72.00  |  |
| Invoice          |                 |                           |                                             |           |          |  |
| Transaction Date | 9/16/2026       | DW Checking               | 10100                                       | Total     | \$591.82 |  |

|              |                 |                           |                                             |           |          |  |
|--------------|-----------------|---------------------------|---------------------------------------------|-----------|----------|--|
| Refer        | 334             | CARDMEMBER SERVICE -DEERW | Ck# 016350                                  | 9/18/2026 |          |  |
| Cash Payment | E 613-49830-210 | Operating Supplies (GEN   | Business Credit Card Holder - Misty Frenzel |           | \$24.14  |  |
| Invoice      |                 |                           |                                             |           |          |  |
| Cash Payment | E 613-49830-271 | Golf Accessories for Res  | Business Credit Card Holder - Misty Frenzel |           | \$75.86  |  |
| Invoice      |                 |                           |                                             |           |          |  |
| Cash Payment | E 613-49830-271 | Golf Accessories for Res  | Business Credit Card Holder - Misty Frenzel |           | \$98.26  |  |
| Invoice      |                 |                           |                                             |           |          |  |
| Cash Payment | E 613-49830-407 | Golf Cart Maintenance/R   | Business Credit Card Holder - Misty Frenzel |           | \$131.64 |  |
| Invoice      |                 |                           |                                             |           |          |  |
| Cash Payment | E 613-49830-210 | Operating Supplies (GEN   | Business Credit Card Holder - Misty Frenzel |           | \$90.76  |  |
| Invoice      |                 |                           |                                             |           |          |  |
| Cash Payment | E 613-49830-260 | Food for Resale           | Business Credit Card Holder - Misty Frenzel |           | \$9.04   |  |
| Invoice      |                 |                           |                                             |           |          |  |
| Cash Payment | E 613-49830-210 | Operating Supplies (GEN   | Business Credit Card Holder - Misty Frenzel |           | \$47.20  |  |
| Invoice      |                 |                           |                                             |           |          |  |
| Cash Payment | E 613-49830-407 | Golf Cart Maintenance/R   | Business Credit Card Holder - Misty Frenzel |           | \$65.34  |  |
| Invoice      |                 |                           |                                             |           |          |  |
| Cash Payment | E 613-49830-406 | Maintenance Course Pro    | Business Credit Card Holder - Misty Frenzel |           | \$55.11  |  |
| Invoice      |                 |                           |                                             |           |          |  |
| Cash Payment | E 613-49830-407 | Golf Cart Maintenance/R   | Business Credit Card Holder - Misty Frenzel |           | \$197.61 |  |
| Invoice      |                 |                           |                                             |           |          |  |



# CITY OF BLACKDUCK

## Payments

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Current Period: September 2026

|                     |                                 |                                             |                       |
|---------------------|---------------------------------|---------------------------------------------|-----------------------|
| <b>Cash Payment</b> | E 613-49830-260 Food for Resale | Business Credit Card Holder - Misty Frenzel | <b>\$25.90</b>        |
| Invoice             |                                 |                                             |                       |
| Transaction Date    | 9/16/2026                       | DW Checking 10100                           | <b>Total \$820.86</b> |

### Fund Summary

|                         |                   |            |
|-------------------------|-------------------|------------|
|                         | 10100 DW Checking |            |
| 101 GENERAL FUND        |                   | \$1,970.06 |
| 209 PINE TREE PARK FUND |                   | \$59.47    |
| 613 GOLF COURSE         |                   | \$820.86   |
|                         |                   | <hr/>      |
|                         |                   | \$2,850.39 |

|                                        |            |
|----------------------------------------|------------|
| Pre-Written Checks                     | \$2,850.39 |
| Checks to be Generated by the Computer | \$0.00     |
|                                        | <hr/>      |
| Total                                  | \$2,850.39 |

**CITY OF BLACKDUCK**  
**Transaction Activity COB Payrolls - September 2026**

| Search Name           | Check<br>Amount | Check<br>Nbr | EFT | Tran Name    | Check/Receipt<br>Date | Period<br>Name | Batch Name   |
|-----------------------|-----------------|--------------|-----|--------------|-----------------------|----------------|--------------|
| LINCOLN NATIONAL LIFE | \$351.44        | 005246       | Yes | Cash Payment | 09/23/26              | September      | LinLife 0926 |
|                       | \$351.44        |              |     |              |                       |                |              |

# CITY OF BLACKDUCK

## Transaction Activity COB Payrolls - September 2026

| Search Name              | Check<br>Amount<br>Nbr | EFT | Tran Name    | Check/Receipt<br>Date | Period<br>Name | Batch Name      |
|--------------------------|------------------------|-----|--------------|-----------------------|----------------|-----------------|
| PERA                     | \$4,783.01 005241      | Yes | Cash Payment | 09/22/26              | September      | PR20LIOABS09222 |
| INTERNAL REVENUE SERVICE | \$2,284.80 005229      | Yes | Cash Payment | 09/09/26              | September      | PR19LIABS090926 |
| MN DEPT OF REVENUE       | \$1,507.29 005230      | Yes | Cash Payment | 09/09/26              | September      | PR19LIABS090926 |
| MN CHILD SUPPORT PAY CTR | \$25.00 016334         | No  | Cash Payment | 09/09/26              | September      | PR19LIABS090926 |
| IUOE LOCAL #49           | \$140.00 016333        | No  | Cash Payment | 09/09/26              | September      | PR19LIABS090926 |
| PERA                     | \$4,396.85 005231      | Yes | Cash Payment | 09/09/26              | September      | PR19LIABS090926 |
| INTERNAL REVENUE SERVICE | \$6,714.60 005229      | Yes | Cash Payment | 09/09/26              | September      | PR19LIABS090926 |
| CENTRAL PENSION FUND     | \$689.00 016332        | No  | Cash Payment | 09/09/26              | September      | PR19LIABS090926 |
| NORTHWEST SERVICE COOP   | \$8,437.20 005235      | Yes | Cash Payment | 09/14/26              | September      | NWSCoop 092026  |
| INTERNAL REVENUE SERVICE | \$6,180.28 005242      | Yes | Cash Payment | 09/22/26              | September      | PR20LIOABS09222 |
| INTERNAL REVENUE SERVICE | \$2,303.07 005242      | Yes | Cash Payment | 09/22/26              | September      | PR20LIOABS09222 |
| MN DEPT OF REVENUE       | \$1,385.40 005243      | Yes | Cash Payment | 09/22/26              | September      | PR20LIOABS09222 |
| NATIONWIDE               | \$351.79 005244        | Yes | Cash Payment | 09/22/26              | September      | PR20LIOABS09222 |
| DEERWOOD BANK            | \$2,750.03 016362      | No  | Cash Payment | 09/22/26              | September      | PR20LIOABS09222 |
| CENTRAL PENSION FUND     | \$711.00 016361        | No  | Cash Payment | 09/22/26              | September      | PR20LIOABS09222 |
| NATIONWIDE               | \$353.79 005232        | Yes | Cash Payment | 09/09/26              | September      | PR19LIABS090926 |
|                          | \$43,013.11            |     |              |                       |                |                 |

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CITY OF BLACKDUCK

Transaction Activity COB Payrolls - September 2026

| Search Name  | Amount   | Check Nbr | EFT | Tran Name    | Check/Receipt Date | Period Name | Batch Name  |
|--------------|----------|-----------|-----|--------------|--------------------|-------------|-------------|
| DELTA DENTAL | \$393.91 | 005236    | Yes | Cash Payment | 09/14/26           | September   | Delta092026 |
|              | \$393.91 |           |     |              |                    |             |             |

# CITY OF BLACKDUCK Transaction Activity COB Payrolls - September 2026

| Search Name              | Check<br>Amount | Check<br>Nbr | EFT | Tran Name    | Check/Receipt<br>Date | Period<br>Name | Batch Name        |
|--------------------------|-----------------|--------------|-----|--------------|-----------------------|----------------|-------------------|
| MN DEPT OF REVENUE       | \$47.09         | 005248       | Yes | Cash Payment | 09/23/26              | September      | pr2001liabs092326 |
| INTERNAL REVENUE SERVICE | \$33.42         | 005247       | Yes | Cash Payment | 09/23/26              | September      | pr2001liabs092326 |
| INTERNAL REVENUE SERVICE | \$190.00        | 005247       | Yes | Cash Payment | 09/23/26              | September      | pr2001liabs092326 |
|                          | \$270.51        |              |     |              |                       |                |                   |

SALES TAX RECEIPTS

| City of Blackduck                                                       |               |                      |                                |                                                       |                     |                 |  |  |  |  |  |  |  |
|-------------------------------------------------------------------------|---------------|----------------------|--------------------------------|-------------------------------------------------------|---------------------|-----------------|--|--|--|--|--|--|--|
| Payment Date                                                            | Revenue Month | Gross Revenue Amount | Start-up Costs (One-time only) | Miscellaneous Deduction or Addition (See notes below) | Administrative Cost | Net Amount Paid |  |  |  |  |  |  |  |
| 9/10/2025                                                               | July          | 9,644.67             |                                |                                                       | (86.80)             | 9,557.87        |  |  |  |  |  |  |  |
| 10/10/2025                                                              | August        | 10,952.38            |                                |                                                       | (98.57)             | 10,853.81       |  |  |  |  |  |  |  |
| 11/10/2025                                                              | September     | 9,940.22             |                                |                                                       | (89.46)             | 9,850.76        |  |  |  |  |  |  |  |
| 12/10/2025                                                              | October       | 8,487.34             |                                |                                                       | (76.39)             | 8,410.95        |  |  |  |  |  |  |  |
| 1/9/2026                                                                | November      | 8,264.39             |                                |                                                       | (74.38)             | 8,190.01        |  |  |  |  |  |  |  |
| 2/10/2026                                                               | December      | 8,003.61             |                                |                                                       | (72.03)             | 7,931.58        |  |  |  |  |  |  |  |
| 3/10/2026                                                               | January       | 9,884.31             |                                |                                                       | (88.96)             | 9,795.35        |  |  |  |  |  |  |  |
| 4/10/2026                                                               | February      | 8,523.55             |                                |                                                       | (76.71)             | 8,446.84        |  |  |  |  |  |  |  |
| 5/8/2026                                                                | March         | 7,298.10             |                                |                                                       | (65.68)             | 7,232.42        |  |  |  |  |  |  |  |
| 6/10/2026                                                               | April         | 8,272.24             |                                |                                                       | (74.45)             | 8,197.79        |  |  |  |  |  |  |  |
| 7/10/2026                                                               | May           | 7,501.61             |                                |                                                       | (67.51)             | 7,434.10        |  |  |  |  |  |  |  |
| 8/10/2026                                                               | June          | 10,267.30            |                                |                                                       | (92.41)             | 10,174.89       |  |  |  |  |  |  |  |
| 9/10/2026                                                               | July          | 11,591.00            |                                |                                                       | (104.32)            | 11,486.68       |  |  |  |  |  |  |  |
| 10/10/2026                                                              | August        |                      |                                |                                                       |                     | -               |  |  |  |  |  |  |  |
| 11/10/2026                                                              | September     |                      |                                |                                                       |                     | -               |  |  |  |  |  |  |  |
| 12/10/2026                                                              | October       |                      |                                |                                                       |                     | -               |  |  |  |  |  |  |  |
| 1/10/2027                                                               | November      |                      |                                |                                                       |                     | -               |  |  |  |  |  |  |  |
| <b>TOTAL</b>                                                            |               | 118,630.72           | -                              | -                                                     | (1,067.67)          | 117,563.05      |  |  |  |  |  |  |  |
| Please note: This report contains current fiscal year information only. |               |                      |                                |                                                       |                     |                 |  |  |  |  |  |  |  |

|                         |                          |                              |        |
|-------------------------|--------------------------|------------------------------|--------|
| <b>To</b>               |                          |                              |        |
| <b>Vendor ID:</b>       | 0000201376               | <b>Reference Information</b> | DLYEFT |
| <b>Vendor Location:</b> | 001                      | <b>Pay Cycle:</b>            | 3836   |
| <b>Vendor Name:</b>     | BLACKDUCK CITY OF        | <b>Pay Cycle Seq Number:</b> |        |
| <b>Vendor Address:</b>  | PO BOX 380               |                              |        |
|                         | BLACKDUCK, MN 56630-0380 |                              |        |

**Payment Information**  
**Payment Reference:** 0010675570  
**Payment Date:** 09/30/2026  
**Payment Method:** Automated Clearing House

| Agency Code / Description | Contact<br>Phone | Voucher ID /<br>Payment Message | Invoice<br>Date | Invoice Number         | Customer Account             | Paid Amt             |
|---------------------------|------------------|---------------------------------|-----------------|------------------------|------------------------------|----------------------|
| G90 / REVENUE/INTERGOVT   | 651/556-6092     | 00 12129858                     | 10/01/2026      | 24380A20402002B00<br>1 | CITY-040200<br>SUPP_FIRE_AID | 3,977.63             |
|                           |                  | SUPP FIRE STATE AID             |                 |                        |                              |                      |
| G90 / REVENUE/INTERGOVT   | 651/556-6092     | 00 12129859                     | 10/01/2026      | 24380A20402002F00<br>1 | CITY-040200<br>FIRE_AID      | 32,285.13            |
|                           |                  | FIRE STATE AID                  |                 |                        |                              |                      |
| G90 / REVENUE/INTERGOVT   | 651/556-6092     | 00 12129860                     | 10/01/2026      | 24380A20402002P00<br>1 | CITY-040200<br>POLICE_AID    | 12,521.87            |
|                           |                  | POLICE STATE AID                |                 |                        |                              |                      |
| <b>Total:</b>             |                  |                                 |                 |                        |                              | <b>48,784.63 USD</b> |

September 10, 2026

Honorable Mayor and City Council  
City of Blackduck  
8 Summit Ave NE  
Blackduck, MN 56630

**Amended - Professional Services Proposal**  
Lift Station Improvements, Blackduck, MN

Dear Honorable Mayor and City Council,

The following amended professional services agreement for Lift Station Improvements in the City of Blackduck. We originally planned for and estimated an engineering design services budget of \$48,000 for four failing lift stations. This work consisted of rehabilitating the Main, West End and Mallard (Liberty) lift stations along with an in-kind replacement of the Drake lift station for an estimated cost of \$660,000.

As we proceeded with design and preparing the plans, it was identified there would be benefit in relocating the Drake lift station farther north within the wayside rest park. Additional items were identified at the other three lift stations to include stationary backup power generators and a meter structure as part of the proposed rehabilitation work. These additional items pushed the proposed project costs close to \$1,000,000. With the benefit of not returning to these stations when the much larger city-wide project would be approved in the future.

As the inclusion of the Drake lift station was fairly recent and a shift in the location was proposed, additional evaluation of the city lift stations and their associated service areas was completed. After further evaluation, a conclusion was reached to combine the Forestry and Drake lift stations. The proposed project costs would be increased to \$1,800,000. This was evaluated by council and determined to be outside the city's immediate budget unless funding assistance could be acquired.

**Project Understanding**

With the Council's direction, we are proposing the overall lift station improvement scope be:

1. Rehabilitating Main Lift Station as identified in the inspection reports, to include the backup stationary generator and metering structure.
  - a. It is our understanding the piping in the main lift station has been replaced.
2. Rehabilitating West End Lift Station as identified in the inspection reports, to include the backup stationary generator.
3. Rehabilitating Liberty (Mallard) Lift Station as identified in the inspection reports, to include the backup stationary generator.
4. Combining the Drake and Forestry Lift Stations into a new Scenic Lift Station, which requires the installation of new sanitary sewer infrastructure for routing the sanitary sewer to this new location.

Rehabilitation to include:

- Removal and replacement of existing ductile iron piping, fittings and valving.
- Removal and replacement of existing electrical controls and incorporating generator connections into new electrical control panels.
- Salvage existing auto-dialer systems and for incorporating into new electrical control panels.
- Removal and replacement of existing pumps and guide rail systems.

**Widseth proposes the following amended project schedule:**

1. Design of plans and specifications
  - a. Main, West and Liberty lift station rehabilitation be completed now such that if needed for an emergency by the city, that lift station could be completed.
  - b. Combining Drake and Forestry lift station and proposed sanitary infrastructure prepared over this fall and winter.
2. Permit approvals over the winter 2026-2027
3. Funding applications Spring 2027
  - a. Project Schedule would be driven by the identified potential funding sources:
    - MnDEED-SCDP which has a September 2026 Preliminary Proposal application/notification, if determination is positive then full application would be submitted in April 2027. Funding announcements and determination would be in September 2027.
      - Push bidding this lift station work to October/November 2027.
    - MPCA & MnPFA through the clean water revolving fund. PPL Application submittal in March 2027, IUP request June 4<sup>th</sup> 2027, with plan certification by June 30<sup>th</sup>. Project scoring and funding announcements determination would be in September 2027.
      - Push bidding this lift station work to September 2027.
4. Project bidding Fall 2027
5. Project Construction Winter 2027 through Fall 2028
6. Closeout and acceptance Winter 2028

**Proposed Scope of Services:**

Based on the Project Understanding outlined above, Widseth proposes the following Scope of Services:

- Preliminary Planning, Project Coordination Services and recommendations to City Council
- Conduct Public Hearing/Informational Meeting, as part of the funding agency requirements, October - March.
- Assist the City through the funding process: progress steps, schedule, review resolutions.
- Survey Field Topography for project site area
- Prepare necessary permits for the proposed sanitary sewer: MPCA for sanitary sewer improvements, Beltrami County for the CSAH 47 R/W crossings, DNR Public Waters Crossing permit for Coburn Creek and work within wetlands
- Prepare Final Project Plans, Technical Specifications and Contract Documents
- Bidding service to include assistance with advertising the project, answering bidder questions, prepare bid result tabulation, evaluation and award recommendation.
- Prepare and assist with execution of construction contract documents

**Proposed Fees:**

Widseth's original Rehabilitation Design Services described above was a Total Lump Sum fee of \$48,000.00.

Widseth proposes to provide these engineering services described above on the total amended project, which include the original design fees along with the additional items for an overall lift station improvement project scope in accordance with the attached General Conditions and for the estimated budget fees outlined below:

|                                                                              |                             |
|------------------------------------------------------------------------------|-----------------------------|
| Task 1 – Project Coordination, Meetings                                      | \$3,000                     |
| Task 2 – Funding Applications, Public Hearing Mtgs,                          | \$8,200                     |
| Task 3 – Permit Applications                                                 | \$7,100                     |
| Task 3 – Field Topographic Survey                                            | \$6,750                     |
| Task 4a – Rehabilitation Eng. Design, Plans, Specifications (original scope) | \$46,000                    |
| Task 4b – LS Combination Eng. Design, Plans, Specifications                  | \$42,000                    |
| Task 5 – Bidding & Contracts                                                 | \$3,200                     |
| <b>Total Fee of Above-described work</b>                                     | <b>(Lump Sum) \$114,250</b> |

Construction related professional services will be provided in a separate proposal.

**Billing Method**

(X) Lump Sum  
(X) Hourly

**Billing Schedule**

(X) Monthly

**Additional Services:**

All other requested services not listed in the Proposed Scope of Services if mutually agreed to by the Owner and Widseth, will be considered an Additional Service. Widseth will provide these additional services on an hourly basis at our standard hourly rates.

**Extent of Agreement:**

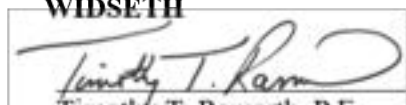
Your signature below and return of this document will indicate your agreement with this Letter Proposal and attachments and shall constitute an Agreement between Widseth and City of Blackduck. If this proposal meets your approval, please sign and return a copy of the executed agreement to our office and we will schedule our work accordingly. This proposal will remain valid for 30 days after the submission date.

If you have any questions or would like to discuss any items in more detail, please contact Joseph Pelawa, PE at 218-451-7096 or by e-mail at [Joseph.Pelawa@widseth.com](mailto:Joseph.Pelawa@widseth.com)

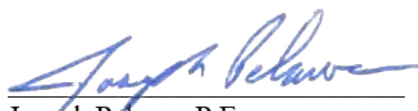
Thank you for this opportunity to provide professional services. Widseth is eager to contribute our expertise, and we look forward to bringing the project to completion.

Sincerely,

WIDSETH

  
Timothy T. Ramerth, P.E.  
President

9/8/2026  
(Date)

  
Joseph Pelawa, P.E.,  
Engineer/Manager

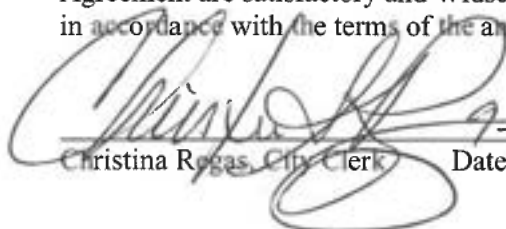
9/8/2026  
(Date)

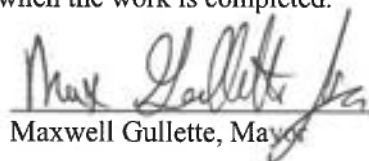
**Attachments**

- General Provisions
- Fee Schedule
- Proposed Lift Station Combination Map

.....

**Accepted by the City of Blackduck:** The above proposal and attached General Provisions of Professional Services Agreement are satisfactory and Widseth is authorized to do the work as specified. Payment will be made monthly in accordance with the terms of the annual fee schedule when the work is completed.

  
Christina Rogas, City Clerk      9-11-26  
Date

  
Maxwell Gullette, Mayor      9-11-26  
Date

# General Provisions of Professional Services Agreement

These General Provisions are intended to be used in conjunction with a letter-type Agreement or a Request for Services between Widseth Smith Nolting & Assoc., Inc., a Minnesota Corporation, hereinafter referred to as WIDSETH, and a CLIENT, wherein the CLIENT engages WIDSETH to provide certain Architectural, and/or Engineering services on a Project.

As used herein, the term "this Agreement" refers to (1) the WIDSETH Proposal Letter which becomes the Letter Agreement upon its acceptance by the Client, (2) these General Provisions and (3) any attached Exhibits, as if they were part of one and the same document. With respect to the order of precedence, any attached Exhibits shall govern over these General Provisions, and the Letter Agreement shall govern over any attached Exhibits and these General Provisions. These documents supersede all prior communications and constitute the entire Agreement between the parties. Amendments to this Agreement must be in writing and signed by both CLIENT and WIDSETH.

## ARTICLE 1. PERIOD OF SERVICE

The term of this Agreement for the performance of services hereunder shall be as set forth in the Letter Agreement. In this regard, any lump sum or estimated maximum payment amounts set forth in the Letter Agreement have been established in anticipation of an orderly and continuous progress of the Project in accordance with the schedule set forth in the Letter Agreement or any Exhibits attached thereto. WIDSETH shall be entitled to an equitable adjustment to its fee should there be an interruption of services, or amendment to the schedule.

## ARTICLE 2. SCOPE OF SERVICES

The scope of services covered by this Agreement shall be as set forth in the Letter Agreement or a Request for Services. Such scope of services shall be adequately described in order that both the CLIENT and WIDSETH have an understanding of the expected work to be performed.

If WIDSETH is of the opinion that any work they have been directed to perform is beyond the Scope of this Agreement, or that the level of effort required significantly exceeds that estimated due to changed conditions and thereby constitutes extra work, they shall notify the CLIENT of that fact. Extra work, additional compensation for same, and extension of time for completion shall be covered by a revision to the Letter Agreement or Request for Services and entered into by both parties.

## ARTICLE 3. COMPENSATION TO WIDSETH

A. Compensation to WIDSETH for services described in this Agreement shall be on a Lump Sum basis, Percentage of Construction, and/or Hourly Rate basis as designated in the Letter Agreement and as hereinafter described.

1. A Lump Sum method of payment for WIDSETH's services shall apply to all or parts of a work scope where WIDSETH's tasks can be readily defined and/or where the level of effort required to accomplish such tasks can be estimated with a reasonable degree of accuracy. The CLIENT shall make monthly payments to WIDSETH within 30 days of date of invoice based on an estimated percentage of completion of WIDSETH's services.
2. A Percentage of Construction or an Hourly Rate method of payment of WIDSETH's services shall apply to all or parts of a work scope where WIDSETH's tasks cannot be readily defined and/or where the level of effort required to accomplish such tasks cannot be estimated with any reasonable degree of accuracy. Under an Hourly Rate method of payment, WIDSETH shall be paid for the actual hours worked on the Project by WIDSETH technical personnel times an hourly billing rate established for each employee. Hourly billing rates shall include compensation for all salary costs, payroll burden, general, and administrative overhead and professional fee. In a Percentage of Construction method of payment, final compensation will be based on actual bids if the project is bid and WIDSETH's estimate to the CLIENT if the project is not bid. A rate schedule shall be furnished by WIDSETH to CLIENT upon which to base periodic payments to WIDSETH.
3. In addition to the foregoing, WIDSETH shall be reimbursed for items and services as set forth in the Letter Agreement or Fee Schedule and the following Direct Expenses when incurred in the performance of the work:
  - (a) Travel and subsistence.
  - (b) Specialized computer services or programs.
  - (c) Outside professional and technical services with cost defined as the amount billed WIDSETH.
  - (d) Identifiable reproduction and reprographic costs.
  - (e) Other expenses for items such as permit application fees, license fees, or other additional items and services whether or not specifically identified in the Letter Agreement or Fee Schedule.
4. The CLIENT shall make monthly payments to WIDSETH within 30 days of date of invoice based on computations made in accordance with the above charges for services provided and expenses incurred to date, accompanied by supporting evidence as available.

B. The CLIENT will pay the balance stated on the invoice unless CLIENT notifies WIDSETH in writing of the particular item that is alleged to be incorrect within 15 days from the date of invoice, in which case, only the disputed item will remain undue until resolved by the parties. All accounts unpaid after 30 days from the date of original invoice shall be subject to a service charge of 1 % per month, or the maximum amount authorized by law, whichever is less. WIDSETH shall be entitled to recover all reasonable costs and disbursements, including reasonable attorneys fees, incurred in connection with collecting amount owed by CLIENT. In addition, WIDSETH may, after giving seven days written notice to the CLIENT, suspend services and withhold deliverables under this Agreement until WIDSETH has been paid in full for all amounts then due for services, expenses and charges. CLIENT agrees that WIDSETH shall not be responsible for any claim for delay or other consequential damages arising from suspension of services hereunder. Upon payment in full by Client and WIDSETH's resumption of services, the time for performance of WIDSETH's services shall be equitably adjusted to account for the period of suspension and other reasonable time necessary to resume performance.

## ARTICLE 4. ABANDONMENT, CHANGE OF PLAN AND TERMINATION

Either Party has the right to terminate this Agreement upon seven days written notice. In addition, the CLIENT may at any time, reduce the scope of this Agreement. Such reduction in scope shall be set forth in a written notice from the CLIENT to WIDSETH. In the event of unresolved dispute over change in scope or changed conditions, this Agreement may also be terminated upon seven days written notice as provided above.

In the event of termination, and upon payment in full for all work performed and expenses incurred to the date of termination, documents that are identified as deliverables under the Letter Agreement whether finished or unfinished shall be made available by WIDSETH to the CLIENT pursuant to Article 5, and there shall be no further payment obligation of the CLIENT to WIDSETH under this Agreement except for payment of an amount for WIDSETH's anticipated profit on the value of the services not performed by WIDSETH and computed in accordance with the provisions of Article 3 and the Letter Agreement.

In the event of a reduction in scope of the Project work, WIDSETH shall be paid for the work performed and expenses incurred on the Project work thus reduced and for any completed and abandoned work, for which payment has not been made, computed in accordance with the provisions of Article 3 and the Letter Agreement.

## ARTICLE 5. DISPOSITION OF PLANS, REPORTS AND OTHER DATA

All reports, plans, specifications, field data and notes and other documents, including all documents on electronic media, prepared by WIDSETH or its consultants are Instruments of Service and shall remain the property of WIDSETH or its consultants, respectively. WIDSETH and its subconsultants retain all common law, statutory and other reserved rights, including, without limitation, copyright. WIDSETH and its subconsultants maintain the right to determine if production will be made, and allowable format for production, of any electronic media or data to CLIENT or any third-party. Upon payment in full of monies due pursuant to the Agreement, WIDSETH shall make hard copies available to the CLIENT, of all documents that are identified as deliverables under the Letter Agreement. If the documents have not been finished (including, but not limited to, completion of final quality control), then WIDSETH shall have no liability for any claims expenses or damages that may arise out of items that could have been corrected during completion/quality control. Any Instruments of Service provided are not intended or represented to be suitable for reuse by the CLIENT or others on extensions of the Project or any other project. Any modification or reuse without written verification or adaptation by WIDSETH for the specific purpose intended will be at CLIENT's sole risk and without liability or legal exposure to WIDSETH. CLIENT shall indemnify, defend and hold harmless WIDSETH from any and all suits or claims of third parties arising out of use of unfinished documents, or modification or reuse of finished documents, which is not specifically verified, adapted, or authorized in writing by WIDSETH. This indemnity shall survive the termination of this Agreement.

Should WIDSETH choose to deliver to CLIENT documents in electronic form, CLIENT acknowledges that differences may exist between any electronic files delivered and the printed hard-copy. Copies of documents that may be relied upon by CLIENT are limited to the printed hard-copies that are signed and/or sealed by WIDSETH. Files in electronic form are only for convenience of CLIENT. Any conclusion or information obtained or derived from such electronic documents will be at user's sole risk. CLIENT acknowledges that the useful life of some forms of electronic media may be limited because of deterioration of the media or obsolescence of the computer hardware and/or software systems. Therefore, WIDSETH makes no representation that such media will be fully usable beyond 30 days from date of delivery to CLIENT.

## ARTICLE 6. CLIENT'S ACCEPTANCE BY PURCHASE ORDER OR OTHER MEANS

In lieu of or in addition to signing the acceptance blank on the Letter Agreement, the CLIENT may accept this Agreement by permitting WIDSETH to commence work on the project or by issuing a purchase order signed by a duly authorized representative. Such purchase order shall incorporate by reference the terms and conditions of this Agreement. In the event of a conflict between the terms and conditions of this Agreement and those contained in the CLIENT's purchase order, the terms and conditions of this Agreement shall govern. Notwithstanding any purchase order provisions to the contrary, no warranties, express or implied, are made by WIDSETH.

## ARTICLE 7. CLIENT'S RESPONSIBILITIES

A. To permit WIDSETH to perform the services required hereunder, the CLIENT shall supply, in proper time and sequence, the following at no expense to WIDSETH:

1. Provide all program, budget, or other necessary information regarding its requirements as necessary for orderly progress of the work.
2. Designate in writing, a person to act as CLIENT's representative with respect to the services to be rendered under this Agreement. Such person shall have authority to transmit instructions, receive instructions, receive information, interpret and define CLIENT's policies with respect to WIDSETH's services.
3. Furnish, as required for performance of WIDSETH's services (except to the extent provided otherwise in the Letter Agreement or any Exhibits attached hereto), data prepared by or services of others, including without limitation, core borings, probes and subsurface explorations, hydrographic and geohydrologic surveys, laboratory tests and inspections of samples, materials and equipment; appropriate professional interpretations of all of the foregoing; environmental assessment and impact statements; property, boundary easement, right-of-way, topographic and utility surveys; property descriptions; zoning, deed and other land use restriction; and other special data not covered in the Letter Agreement or any Exhibits attached hereto.
4. Provide access to, and make all provisions for WIDSETH to enter upon publicly or privately owned property as required to perform the work.
5. Act as liaison with other agencies or involved parties to carry out necessary coordination and negotiations; furnish approvals and permits from all governmental authorities having jurisdiction over the Project and such approvals and consents from others as may be necessary for completion of the Project.
6. Examine all reports, sketches, drawings, specifications and other documents prepared and presented by WIDSETH, obtain advice of an attorney, insurance counselor or others as CLIENT deems necessary for such examination and render in writing, decisions pertaining thereto within a reasonable time so as not to delay the services of WIDSETH.
7. Give prompt written notice to WIDSETH whenever CLIENT observes or otherwise becomes aware of any development that affects the scope of timing of WIDSETH's services or any defect in the work of Construction Contractor(s), Consultants or WIDSETH.
8. Initiate action, where appropriate, to identify and investigate the nature and extent of asbestos and/or pollution in the Project and to abate and/or remove the same as may be required by federal, state or local statute, ordinance, code, rule, or regulation now existing or hereinafter enacted or amended. For purposes of this Agreement, "pollution" and "pollutant" shall mean any solid, liquid, gaseous or thermal irritant or contaminant, including smoke, vapor, soot, alkalis, chemicals and hazardous or toxic waste. Hazardous or toxic waste means any substance, waste pollutant or contaminant now or hereafter included within such terms under any federal, state or local statute, ordinance, code, rule or regulation now existing or hereinafter enacted or amended. Waste further includes materials to be recycled, reconditioned or reclaimed.

If WIDSETH encounters, or reasonably suspects that it has encountered, asbestos or pollution in the Project, WIDSETH shall cease activity on the Project and promptly notify the CLIENT, who shall proceed as set forth above. Unless otherwise specifically provided in the Letter Agreement, the services to be provided by WIDSETH do not include identification of asbestos or pollution, and WIDSETH has no duty to identify or attempt to identify the same within the area of the Project.

With respect to the foregoing, CLIENT acknowledges and agrees that WIDSETH is not a user, handler, generator, operator, treater, storer, transporter or disposer of asbestos or pollution which may be encountered by WIDSETH on the Project. It is further understood and agreed that services WIDSETH will undertake for CLIENT may be uninsurable obligations involving the presence or potential presence of asbestos or pollution. Therefore, CLIENT agrees, except (1) such liability as may arise out of WIDSETH's sole negligence in the performance of services under this Agreement or (2) to the extent of insurance coverage available for the claim, to hold harmless, indemnify and defend WIDSETH and WIDSETH's officers, subcontractor(s), employees and agents from and against any and all claims, lawsuits, damages, liability and costs, including, but not limited to, costs of defense, arising out of or in any way connected with the presence, discharge, release, or escape of asbestos or pollution. This indemnification is intended to apply only to existing conditions and not to conditions caused or created by WIDSETH. This indemnification shall survive the termination of this Agreement.

9. Provide such accounting, independent cost estimating and insurance counseling services as may be required for the Project, such legal services as CLIENT may require or WIDSETH may reasonably request with regard to legal issues pertaining to the Project including any that may be raised by Contractor(s), such auditing service as CLIENT may require to ascertain how or for what purpose any Contractor has used the moneys paid under the construction contract, and such inspection services as CLIENT may require to ascertain that Contractor(s) are complying with any law, rule, regulation, ordinance, code or order applicable to their furnishing and performing the work.

10. Provide "record" drawings and specifications for all existing physical features, structures, equipment, utilities, or facilities which are pertinent to the Project, to the extent available.
11. Provide other services, materials, or data as may be set forth in the Letter Agreement or any Exhibits attached hereto.

B. WIDSETH may use any CLIENT provided information in performing its services. WIDSETH shall be entitled to rely on the accuracy and completeness of information furnished by the CLIENT. If WIDSETH finds that any information furnished by the CLIENT is in error or is inadequate for its purpose, WIDSETH shall endeavor to notify the CLIENT. However, WIDSETH shall not be held responsible for any errors or omissions that may arise as a result of erroneous or incomplete information provided by CLIENT.

## ARTICLE 8. OPINIONS OF COST

Opinions of probable project cost, construction cost, financial evaluations, feasibility studies, economic analyses of alternate solutions and utilitarian considerations of operations and maintenance costs provided for in the Letter Agreement or any Exhibits attached hereto are to be made on the basis of WIDSETH's experience and qualifications and represent WIDSETH's judgment as an experienced design professional. It is recognized, however, that WIDSETH does not have control over the cost of labor, material, equipment or services furnished by others or over market conditions or contractors' methods of determining their prices, and that any evaluation of any facility to be constructed, or acquired, or work to be performed on the basis of WIDSETH's cost opinions must, of necessity, be speculative until completion of construction or acquisition. Accordingly, WIDSETH does not guarantee that proposals, bids or actual costs will not substantially vary from opinions, evaluations or studies submitted by WIDSETH to CLIENT hereunder.

## ARTICLE 9. CONSTRUCTION PHASE SERVICES

CLIENT acknowledges that it is customary for the architect or engineer who is responsible for the preparation and furnishing of Drawings and Specifications and other construction-related documents to be employed to provide professional services during the Bidding and Construction Phases of the Project, (1) to interpret and clarify the documentation so furnished and to modify the same as circumstances revealed during bidding and construction may dictate, (2) in connection with acceptance of substitute or equal items of materials and equipment proposed by bidders and Contractor(s), (3) in connection with approval of shop drawings and sample submittals, and (4) as a result of and in response to WIDSETH's detecting in advance of performance of affected work inconsistencies or irregularities in such documentation. CLIENT agrees that if WIDSETH is not employed to provide such professional services during the Bidding (if the work is put out for bids) and the Construction Phases of the Project, WIDSETH will not be responsible for, and CLIENT shall indemnify and hold WIDSETH, its officers, consultant(s), subcontractor(s), employees and agents harmless from, all claims, damages, losses and expenses including attorneys' fees arising out of, or resulting from, any interpretation, clarification, substitution acceptance, shop drawing or sample approval or modification of such documentation issued or carried out by CLIENT or others. Nothing contained in this paragraph shall be construed to release WIDSETH, its officers, consultant(s), subcontractor(s), employees and agents from liability for failure to perform in accordance with professional standards any duty or responsibility which WIDSETH has undertaken or assumed under this Agreement.

## ARTICLE 10. REVIEW OF SHOP DRAWINGS AND SUBMITTALS

WIDSETH may review and approve or take other appropriate action on the contractor's submittals or shop drawings for the limited purpose of checking for general conformance with information given and design concept expressed in the Contract Documents. Review and/or approval of submittals is not conducted for the purpose of determining accuracy and completeness of other details or for substantiating instructions for installation or performance of equipment or systems, all of which remain the exclusive responsibility of the contractor. WIDSETH's review and/or approval shall not constitute approval of safety precautions, or any construction means, methods, techniques, sequences or procedures. WIDSETH's approval of a specific item shall not indicate approval of an assembly of which the item is a component. WIDSETH's review and/or approval shall not relieve contractor for any deviations from the requirements of the contract documents nor from the responsibility for errors or omissions on items such as sizes, dimensions, quantities, colors, or locations. Contractor shall remain solely responsible for compliance with any manufacturer requirements and recommendations.

## ARTICLE 11. REVIEW OF PAY APPLICATIONS

If included in the scope of services, any review or certification of any pay applications, or certificates of completion shall be based upon WIDSETH's observation of the Work and on the data comprising the contractor's application for payment, and shall indicate that to the best of WIDSETH's knowledge, information and belief, the quantity and quality of the Work is in general conformance with the Contract Documents. The issuance of a certificate for payment or substantial completion is not a representation that WIDSETH has made exhaustive or continuous inspections, reviewed construction means and methods, verified any back-up data provided by the contractor, or ascertained how or for what purpose the contractor has used money previously paid by CLIENT.

#### **ARTICLE 12. REQUESTS FOR INFORMATION (RFI)**

If included in the scope of services, WIDSETH will provide, with reasonable promptness, written responses to requests from any contractor for clarification, interpretation or information on the requirements of the Contract Documents. If Contractor's RFI's are, in WIDSETH's professional opinion, for information readily apparent from reasonable observation of field conditions or review of the Contract Documents, or are reasonably inferable therefrom, WIDSETH shall be entitled to compensation for Additional Services for WIDSETH's time in responding to such requests. CLIENT may wish to make the Contractor responsible to the CLIENT for all such charges for additional services as described in this article.

#### **ARTICLE 13. CONSTRUCTION OBSERVATION**

If included in the scope of services, WIDSETH will make site visits as specified in the scope of services in order to observe the progress of the Work completed. Such site visits and observations are not intended to be an exhaustive check or detailed inspection, but rather are to allow WIDSETH to become generally familiar with the Work. WIDSETH shall keep CLIENT informed about the progress of the Work and shall advise the CLIENT about observed deficiencies in the Work. WIDSETH shall not supervise, direct or have control over any Contractor's work, nor have any responsibility for the construction means, methods, techniques, sequences or procedures selected by the Contractor nor for the Contractor's safety precautions or programs in connection with the Work. These rights and responsibilities are solely those of the Contractor. WIDSETH shall not be responsible for any acts or omissions of any Contractor and shall not be responsible for any Contractor's failure to perform the Work in accordance with the Contract Documents or any applicable laws, codes, regulations, or industry standards.

If construction observation services are not included in the scope of services, CLIENT assumes all responsibility for interpretation of the Contract Documents and for construction observation, and the CLIENT waives any claims against WIDSETH that are connected with the performance of such services.

#### **ARTICLE 14. BETTERMENT**

If, due to WIDSETH's negligence, a required item or component of the Project is omitted from the construction documents, WIDSETH shall not be responsible for paying the cost required to add such item or component to the extent that such item or component would have been required and included in the original construction documents. In no event, will WIDSETH be responsible for any cost or expense that provides betterment or upgrades or enhances the value of the Project.

#### **ARTICLE 15. CERTIFICATIONS, GUARANTEES AND WARRANTIES**

WIDSETH shall not be required to sign any documents, no matter by who requested, that would result in WIDSETH having to certify, guarantee or warrant the existence of conditions whose existence WIDSETH cannot ascertain. CLIENT agrees not to make resolution of any dispute with WIDSETH or payment of any amount due to WIDSETH in any way contingent upon WIDSETH signing such certification.

#### **ARTICLE 16. CONTINGENCY FUND**

CLIENT and WIDSETH agree that certain increased costs and changes may be required because of possible omissions, ambiguities or inconsistencies in the plans and specifications prepared by WIDSETH, and therefore, that the final construction cost of the Project may exceed the bids, contract amount or estimated construction cost. CLIENT agrees to set aside a reserve in the amount of 5% of the Project construct costs as a contingency to be used, as required, to pay for any such increased costs and changes. CLIENT further agrees to make no claim by way of direct or third-party action against WIDSETH with respect to any increased costs within the contingency because of such changes or because of any claims made by any Contractor relating to such changes.

#### **ARTICLE 17. INSURANCE**

WIDSETH shall procure and maintain insurance for protection from claims against it under workers' compensation acts, claims for damages because of bodily injury including personal injury, sickness or disease or death of any and all employees or of any person other than such employees, and from claims against it for damages because of injury to or destruction of property including loss of use resulting therefrom.

Also, WIDSETH shall procure and maintain professional liability insurance for protection from claims arising out of performance of professional services caused by any negligent act, error, or omission for which WIDSETH is legally liable.

Certificates of insurance will be provided to the CLIENT upon request.

#### **ARTICLE 18. ASSIGNMENT**

Neither Party to this Agreement shall transfer, sublet or assign any rights or duties under or interest in this Agreement, including but not limited to monies that are due or monies that may be due, without the prior written consent of the other party. Subcontracting to subconsultants, normally contemplated by WIDSETH as a generally accepted business practice, shall not be considered an assignment for purposes of this Agreement.

#### **ARTICLE 19. NO THIRD-PARTY BENEFICIARIES**

Nothing contained in this Agreement shall create a contractual relationship or a cause of action by a third-party against either WIDSETH or CLIENT. WIDSETH's services pursuant to this Agreement are being performed solely for the CLIENT's benefit, and no other party or entity shall have any claim against WIDSETH because of this Agreement.

#### **ARTICLE 20. CORPORATE PROTECTION**

It is intended by the parties to this Agreement that WIDSETH's services in connection with the Project shall not subject WIDSETH's individual employees, officers or directors to any personal legal exposure for the risks associated with this Project. Therefore, and notwithstanding anything to the contrary, CLIENT agrees that as the CLIENT's sole and exclusive remedy, any claim, demand or suit shall be directed and/or asserted only against WIDSETH, a Minnesota corporation, and not against any of WIDSETH's individual employees, officers or directors.

#### **ARTICLE 21. CONTROLLING LAW**

This Agreement is to be governed by the laws of the State of Minnesota.

#### **ARTICLE 22. ASSIGNMENT OF RISK**

In recognition of the relative risks and benefits of the project to both the CLIENT and WIDSETH, the risks have been allocated such that the CLIENT agrees, to the fullest extent permitted by law, to limit the liability of WIDSETH, employees of WIDSETH and sub-consultants, to the CLIENT and to all construction contractors, subcontractors, agents and assigns on the project for any and all claims, losses, costs, damages of any nature whatsoever or claims expenses from any cause or causes, so that total aggregate liability of WIDSETH, employees of WIDSETH and sub-consultants, to all those named shall not exceed WIDSETH's total fee received for services rendered on this project. Such claims and causes include, but are not limited to negligence, professional errors or omissions, strict liability, breach of contract or warranty.

#### **ARTICLE 23. NON-DISCRIMINATION**

WIDSETH will comply with the provisions of applicable federal, state and local statutes, ordinances and regulations pertaining to human rights and non-discrimination.

#### **ARTICLE 24. SEVERABILITY**

Any provision or portion thereof in this Agreement which is held to be void or unenforceable under any law shall be deemed stricken and all remaining provisions shall continue to be valid and binding between CLIENT and WIDSETH. All limits of liability and indemnities contained in the Agreement shall survive the completion or termination of the Agreement.

#### **ARTICLE 25. PRE-LIEN NOTICE**

**PURSUANT TO THE AGREEMENT WIDSETH WILL BE PERFORMING SERVICES IN CONNECTION WITH IMPROVEMENTS OF REAL PROPERTY AND MAY CONTRACT WITH SUBCONSULTANTS OR SUBCONTRACTORS AS APPROPRIATE TO FURNISH LABOR, SKILL AND/OR MATERIALS IN THE PERFORMANCE OF THE WORK. ACCORDINGLY, CLIENT IS ENTITLED UNDER MINNESOTA LAW TO THE FOLLOWING NOTICE:**

- (a) ANY PERSON OR COMPANY SUPPLYING LABOR OR MATERIALS FOR THIS IMPROVEMENT TO YOUR PROPERTY MAY FILE A LIEN AGAINST YOUR PROPERTY IF THAT PERSON OR COMPANY IS NOT PAID FOR ITS CONTRIBUTIONS.**
- (b) UNDER MINNESOTA LAW, YOU HAVE THE RIGHT TO PAY PERSONS WHO SUPPLIED LABOR OR MATERIALS FOR THIS IMPROVEMENT DIRECTLY AND DEDUCT THIS AMOUNT FROM OUR CONTRACT PRICE, OR WITHHOLD THE AMOUNTS DUE FROM US UNTIL 120 DAYS AFTER COMPLETION OF THE IMPROVEMENT UNLESS WE GIVE YOU A LIEN WAIVER SIGNED BY PERSONS WHO SUPPLIED ANY LABOR OR MATERIALS FOR THE IMPROVEMENT AND WHO GAVE YOU TIMELY NOTICE.**

## 2026 FEE SCHEDULE

| CLASSIFICATION                                                                      | RATE         |
|-------------------------------------------------------------------------------------|--------------|
| Engineer/Architect/Surveyor/Scientist/Wetland Specialist/Geographer/Project Manager |              |
| Level I                                                                             | \$145 / Hour |
| Level II                                                                            | \$170 / Hour |
| Level III                                                                           | \$200 / Hour |
| Level IV                                                                            | \$205 / Hour |
| Level V                                                                             | \$215 / Hour |
| Technician                                                                          |              |
| Level I                                                                             | \$105 / Hour |
| Level II                                                                            | \$125 / Hour |
| Level III                                                                           | \$145 / Hour |
| Level IV                                                                            | \$160 / Hour |
| Level V                                                                             | \$175 / Hour |
| Computer Systems Specialist                                                         | \$180 / Hour |
| Senior Funding Specialist                                                           | \$150 / Hour |
| Marketing Specialist                                                                | \$125 / Hour |
| Funding Specialist                                                                  | \$125 / Hour |
| Administrative Assistant                                                            | \$ 90 / Hour |

| OTHER EXPENSES                                                   | RATE          |
|------------------------------------------------------------------|---------------|
| Mileage (Federal Standard Rate) <i>subject to IRS Guidelines</i> | Cost          |
| Meals/Lodging                                                    | Cost          |
| Stakes & Expendable Materials                                    | Cost          |
| ATV 4-Wheeler Rental                                             | \$100 / Day   |
| ATV Side by Side Rental                                          | \$200 / Day   |
| Waste Water Sampler                                              | \$40 / Day    |
| ISCO Flow Recorder                                               | \$60 / Day    |
| Photoionization Detection Meter                                  | \$100 / Day   |
| Explosimeter                                                     | \$50 / Day    |
| Product Recovery Equipment                                       | \$35 / Day    |
| Survey-Grade GPS (Global Positioning System)                     | \$75 / Hour   |
| Mapping GPS (Global Positioning System)                          | \$150 / Day   |
| Lath & Hubs                                                      | \$150 / Day   |
| Soil Drilling Rig                                                | \$35 / Hour   |
| Groundwater Sampling Equipment                                   | \$125 / Day   |
| Hydrographic Survey System                                       | \$500 / Day   |
| Subcontractors                                                   | Cost plus 10% |

| REPRODUCTION COSTS                 |             |
|------------------------------------|-------------|
| Black & White Copies: 8-1/2" x 11" | \$0.10 Each |
| Black & White Copies: 11" x 17"    | \$0.50 Each |
| Black & White Copies: 24" x 36"    | \$3 Each    |
| Color Copies: 8-1/2" x 11"         | \$2 Each    |
| Color Copies: 11" x 17"            | \$4 Each    |
| Color Copies: 24" x 36"            | \$12 Each   |
| Color Plots: 42" x 48"             | \$22 Each   |

These rates are effective for only the year indicated and are subject to yearly adjustments which reflect equitable changes in the various components.



## MINIMUM WAGE IN MINNESOTA

### Minimum-wage rate adjusted for inflation as of Jan. 1, 2027

Effective Jan. 1, 2027, Minnesota's minimum-wage rate will be adjusted for inflation to \$11.87 an hour for all employers in the state. The 90-day training wage for workers under age 20 will increase to \$9.68.

### Minimum-wage rates

[EMAIL US ►](#)[CALL US ►](#)

| Provision                                    | Amount as of Jan. 1, 2026 | Amount as of Jan. 1, 2027 |
|----------------------------------------------|---------------------------|---------------------------|
| State minimum wage                           | \$11.41 an hour           | \$11.87 an hour           |
| 90-day training wage (under 20 years of age) | \$9.31 an hour            | \$9.68 an hour            |

### Federal, state, local minimum-wage laws

- The state minimum-wage is higher than the federal minimum-wage, so employees who are covered by both laws must be paid the higher state minimum-wage.
- Minimum-wage rates apply to all hours worked, whether part time or full time.
- Employees must be paid at least the current minimum-wage rate, no matter how they are paid.
- St. Paul and Minneapolis both have minimum wage ordinances that may require a higher rate of pay. [Learn more](#) about city minimum wage requirements for [Minneapolis](#) and [St. Paul](#).

### Tip credit

- No employer may take a tip credit against minimum wages in Minnesota.
- An employee must be paid at least the minimum wage per hour, plus any tips the employee might earn.

### Resources

- [Minnesota's minimum wage laws](#)
- [Minnesota minimum-wage report](#), published December 2025
- [Workplace posters](#): Required to be displayed for employees and updated when Minnesota law changes.

### For more information

Contact us at [dli.laborstandards@state.mn.us](mailto:dli.laborstandards@state.mn.us), 651-284-5075 or 800-342-5354.

# **Proposed 2027 wage scales -DOL increase = .46**

| Points                            | Department     | Position                                      | City Administrator / Deputy Registrar | FT/PT/Seasonal<br>Benefited                              | FLSA Status | Hiring Range |         | Hiring Range Step 2<br>(6% over 1) | Hiring Range Step 3 (PT = 0%<br>over 2) (PT = 3% over 2) | Steps 4-TOR (Dept Head & PD = 6% increases over previous) (PT = 4%) (PT = 3%) |         |         |         |         |         |         |                 |  |  | Current 2026<br>Wage Held for<br>Key Staff |
|-----------------------------------|----------------|-----------------------------------------------|---------------------------------------|----------------------------------------------------------|-------------|--------------|---------|------------------------------------|----------------------------------------------------------|-------------------------------------------------------------------------------|---------|---------|---------|---------|---------|---------|-----------------|--|--|--------------------------------------------|
|                                   |                |                                               |                                       |                                                          |             | Step 1       | Step 1  |                                    |                                                          | Step 4                                                                        | Step 5  | Step 6  | Step 7  | Step 8  | Step 9  | Step 10 | Top of<br>Range |  |  |                                            |
| 483                               | Administration |                                               |                                       | FT / Benefited                                           | Exempt      | \$26.82      | \$28.43 | \$30.13                            | \$31.94                                                  | \$33.86                                                                       | \$35.89 | \$38.04 | \$40.33 | \$42.75 | \$45.31 | \$48.03 | \$45.34         |  |  |                                            |
| 353                               | Public Works   | Public Works Director -                       |                                       | FT / Benefited / Union                                   | Non-Exempt  | \$26.82      | \$28.43 | \$30.13                            | \$31.94                                                  | \$33.86                                                                       | \$35.89 | \$38.04 | \$40.33 | \$42.75 | \$45.31 | \$48.03 | \$45.31         |  |  |                                            |
| 353                               | Police         | Chief of Police                               |                                       | PT / Benefited                                           | Non-Exempt  | \$28.10      | \$29.79 | \$31.57                            | \$33.47                                                  | \$35.48                                                                       | \$37.60 | \$39.86 | \$42.25 | \$44.79 | \$47.47 | \$50.32 | 600.00/payroll  |  |  |                                            |
| 342                               | Liquor         | Director of Liquor Operations                 |                                       | FT / Benefited                                           | Non-Exempt  | \$24.51      | \$25.98 | \$27.54                            | \$29.19                                                  | \$30.94                                                                       | \$32.80 | \$34.77 | \$36.85 | \$39.07 | \$41.41 | \$43.89 | \$36.99         |  |  |                                            |
| 305                               | Public Works   | Water & Wastewater & Maintenance Worker -     |                                       | FT / Benefited / Union                                   | Non-Exempt  | \$23.67      | \$25.09 | \$26.60                            | \$27.66                                                  | \$28.77                                                                       | \$29.92 | \$31.11 | \$32.36 | \$33.65 | \$35.00 | \$36.40 | 33.38 & 28.77   |  |  |                                            |
| 244                               | Police         | Patrol Officer                                |                                       | FT / Benefited                                           | Non-Exempt  | \$23.67      | \$25.09 | \$26.60                            | \$28.19                                                  | \$29.88                                                                       | \$31.68 | \$33.58 | \$35.59 | \$37.73 | \$39.99 | \$42.39 |                 |  |  |                                            |
| 244                               | Police         | Patrol Officer - <i>Experience lead</i>       |                                       | PT                                                       | Non-Exempt  | \$23.67      | \$25.09 | \$26.60                            | \$28.19                                                  | \$29.88                                                                       | \$31.68 | \$33.58 | \$35.59 | \$37.73 | \$39.99 | \$42.39 | \$25.83         |  |  |                                            |
| 291                               | Liquor         | Assistant Liquor Store Manager                |                                       | FT / Benefited                                           | Non-Exempt  | \$19.54      | \$20.71 | \$21.96                            | \$22.83                                                  | \$23.75                                                                       | \$24.70 | \$25.68 | \$26.71 | \$27.78 | \$28.89 | \$30.05 | \$24.21         |  |  |                                            |
| 218                               | Liquor         | Lead Bartender                                |                                       | FT / Benefited                                           | Non-Exempt  | \$15.10      | \$16.01 | \$16.97                            | \$17.65                                                  | \$18.35                                                                       | \$19.08 | \$19.85 | \$20.64 | \$21.47 | \$22.33 | \$23.22 |                 |  |  |                                            |
| 256                               | Administration | Deputy Clerk / Admin Asst. / Deputy Registrar |                                       | FT / Benefited / Union                                   | Non-Exempt  | \$20.90      | \$22.15 | \$23.48                            | \$24.42                                                  | \$25.40                                                                       | \$26.42 | \$27.47 | \$28.57 | \$29.71 | \$30.90 | \$32.14 | \$33.84         |  |  |                                            |
| 291                               | Golf           | Golf Course Director                          |                                       | FT / Benefited                                           | Exempt      | \$19.54      | \$20.71 | \$21.96                            | \$23.27                                                  | \$24.67                                                                       | \$26.15 | \$27.72 | \$29.38 | \$31.14 | \$33.01 | \$34.99 | \$28.73         |  |  |                                            |
| 173                               | Liquor         | Bartender                                     |                                       | PT                                                       | Non-Exempt  | \$12.55      | \$13.30 | \$13.70                            | \$14.11                                                  | \$14.54                                                                       | \$14.97 | \$15.42 | \$15.88 | \$16.36 | \$16.85 | \$17.36 |                 |  |  |                                            |
| 153                               | Liquor         | Liquor Store Clerk                            |                                       | FT / Benefited                                           | Non-Exempt  | \$15.10      | \$16.01 | \$16.97                            | \$17.65                                                  | \$18.35                                                                       | \$19.08 | \$19.85 | \$20.64 | \$21.47 | \$22.33 | \$23.22 | \$19.26         |  |  |                                            |
| 153                               | Liquor         | Liquor Store Clerk                            |                                       | PT                                                       | Non-Exempt  | \$12.55      | \$13.30 | \$13.70                            | \$14.11                                                  | \$14.54                                                                       | \$14.97 | \$15.42 | \$15.88 | \$16.36 | \$16.85 | \$17.36 |                 |  |  |                                            |
| 134                               | Liquor         | Cook                                          |                                       | FT / Benefited                                           | Non-Exempt  | \$15.10      | \$16.01 | \$16.97                            | \$17.65                                                  | \$18.35                                                                       | \$19.08 | \$19.85 | \$20.64 | \$21.47 | \$22.33 | \$23.22 | \$19.82         |  |  |                                            |
| 134                               | Liquor         | Cook                                          |                                       | PT                                                       | Non-Exempt  | \$14.32      | \$15.18 | \$15.63                            | \$16.10                                                  | \$16.59                                                                       | \$17.08 | \$17.60 | \$18.12 | \$18.67 | \$19.23 | \$19.81 |                 |  |  |                                            |
| 210                               | Golf           | Golf Course Head Grounds Keeper               |                                       | FT / Seasonal                                            | Non-Exempt  | \$14.32      | \$15.18 | \$16.09                            | \$16.73                                                  | \$17.40                                                                       | \$18.10 | \$18.82 | \$19.58 | \$20.36 | \$21.17 | \$22.02 | \$19.25         |  |  |                                            |
| 210                               | Public Works   | Public Works Summer Maintenance               |                                       | PT / Seasonal                                            | Non-Exempt  | \$12.55      | \$13.30 | \$13.70                            | \$14.11                                                  | \$14.54                                                                       | \$14.97 | \$15.42 | \$15.88 | \$16.36 | \$16.85 | \$17.36 | \$15.00         |  |  |                                            |
| 173                               | Golf           | Golf Course Club House Clerk                  |                                       | PT / Seasonal                                            | Non-Exempt  | \$12.55      | \$13.30 | \$13.70                            | \$14.11                                                  | \$14.54                                                                       | \$14.97 | \$15.42 | \$15.88 | \$16.36 | \$16.85 | \$17.36 |                 |  |  |                                            |
| 173                               | Golf           | Golf Course Grounds Maintenance               |                                       | PT / Seasonal                                            | Non-Exempt  | \$12.55      | \$13.30 | \$13.70                            | \$14.11                                                  | \$14.54                                                                       | \$14.97 | \$15.42 | \$15.88 | \$16.36 | \$16.85 | \$17.36 |                 |  |  |                                            |
| updated 9/16/2026                 |                |                                               |                                       | Wage Scales Step 1 begin with 2026 Step 1 + DOL increase |             |              |         |                                    |                                                          |                                                                               |         |         |         |         |         |         |                 |  |  |                                            |
| 2027 Department of Labor Increase |                |                                               |                                       | 0.46                                                     |             |              |         |                                    |                                                          |                                                                               |         |         |         |         |         |         |                 |  |  |                                            |

**INTOXICATING LIQUOR & WINE  
ON / OFF SALE LICENSE**



License is hereby Granted to

**The City of Blackduck  
TO SELL AT RETAIL**

**Intoxicating Liquor & Wine**

**FOR CONSUMPTION ON / OFF THE PREMISES LOCATED AT**

**The Pond**

In the City of Blackduck, County of Beltrami, State of Minnesota  
for the period commencing January 1st, 2027 and terminating December 31st, 2027  
at midnight.

WITNESS THE GOVERNING BODY of the CITY OF BLACKDUCK and the seal thereof this 5th day of October, 2026  
The Council of the City of Blackduck

Attest:  
Administrator

by  
Mayor

**INTOXICATING LIQUOR & WINE  
CITY ON SALE LICENSE**

License is hereby Granted to

**The City of Blackduck  
TO SELL AT RETAIL**

**Intoxicating Liquor & Wine**

**FOR CONSUMPTION ON THE PREMISES LOCATED AT**

**Blackduck Municipal Golf Course**

In the City of Blackduck, County of Beltrami, State of Minnesota  
for the period commencing January 1st, 2027 and terminating December 31st, 2027  
at midnight.

WITNESS THE GOVERNING BODY of the CITY OF BLACKDUCK and the seal thereof this 5th day of October, 2026  
The Council of the City of Blackduck

Attest:  
Administrator

by  
Mayor



# Final Council Approval for the Following

## New Employees:

| <b>Name:</b>       | <b>Position:</b> | <b>Date of Hire:</b> | <b>Wage:</b> |
|--------------------|------------------|----------------------|--------------|
| <b>Kari Gilge</b>  | Club House       | 09/14/2026           | \$15.00      |
| <b>Ryker Patch</b> | Greens           | 09/14/2026           | \$14.25      |
|                    |                  |                      |              |

August 12, 2026



City of Blackduck  
8 Summit Ave NE  
Blackduck, MN 56630

Attn: Christina Regas, City Administrator

Subject: Proposal – Geotechnical Exploration and Review  
Proposed Blackduck Lift Station  
Blackduck, Minnesota

American Engineering Testing (AET) is pleased to submit a proposal for the geotechnical exploration, and review for use in the planning and development of the proposed Lift Station project in Blackduck, Minnesota. Our proposal is based on our email correspondence with Widseth on August 11, 2026. In this proposal, we present our understanding of the project, an outline of the scope of services we are to provide, and the lump sum fee for our services.

## PROJECT INFORMATION

### Project Description

We understand the project will include construction of a new lift station located just north of the intersection of CSAH 47 and CSAH 39 in Blackduck, Minnesota. We anticipate the structure will consist of precast concrete construction supported upon standard mat foundations.

### Site Field Exploration

Based on the information provided, we propose the following scope of services:

- We will advance one (1) boring to a depth of 30 feet below grade in the proposed lift station footprint, one (1) boring to a depth of 20 feet below grade and one (1) boring to a depth of 14 feet below grade in the proposed pipe path. The borings will be advanced with hollow stem auger (HSA) borings using a truck- or track-mounted geotechnical drill rig. The boreholes will be backfilled in accordance with local regulations.
- We will install one (1) temporary monitoring well at the lift station location at commencement of drilling, and check water levels at end of the day. The temporary well will be removed and abandoned in accordance with local regulations.

We assume existing grounds are relatively level with minimal, if any, obstruction which would prevent direct access to the proposed boring locations by our track mounted drill. We also assume that there will be no obstructions negating site access such as trees, brush, overhead power lines or other obstructions limiting equipment access. Finally, we assume the geotechnical exploration will be performed during a period lacking inclement weather.

3095 42<sup>nd</sup> Street N. | Fargo, ND 58102  
830 S. 48<sup>th</sup> Street | Grand Forks, ND 58201  
Phone Office: 701-232-1822 | [teamAET.com](mailto:teamAET.com) | AA/EEO

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Before we drill, we will contact Gopher State One Call to locate public underground utilities. Gopher State One Call does not locate private underground utilities or structures. Examples of private utilities include, but are not limited to, propane lines, sewer laterals, sprinkler systems, site lighting, and electric and data lines between buildings. The client/property owner(s) are responsible for locating all private underground utilities and structures. Please provide us with any maps, plans, and records showing the location of all private utilities and structures.

We can provide you with names and contact information for private utility locators. These companies usually charge a fee for their services. Also, please note that private locators cannot guarantee that all private utilities will be located. For the private locator to be accurate and effective, the property owner must provide maps, plans and records showing the location of all private utilities and structures. The client/property owner must also provide a knowledgeable site representative to meet with the private locator and AET personnel.

AET shall be entitled to rely upon the accuracy of all location information supplied by any source. We will not be responsible for any damages to underground utilities or structures not located or incorrectly identified by the property owner, any maps, plans or records, or public or private utility locator providers. This is particularly important as the overall planning of the project develops, evolves and progresses.

We will drill the borings using hollow stem augers, and sampling by split-barrel sampler and thin wall tube methods (ASTM D1586 & D1587). Our crew will keep field logs noting the methods of drilling and sampling, the Standard Penetration Values (N-values, "blows per foot"), preliminary soil classification, and observed groundwater levels. We will collect samples at 2½-foot intervals to 20 feet, then at 5-foot interval thereafter to the planned termination depths. Representative portions of recovered samples will be collected in sample jars to prevent moisture loss and submitted to our laboratory for review, testing, and final classification.

We will backfill the boreholes to comply with State requirements. Even after backfilling, some sloughing of the backfill may occur, resulting in a potential tripping hazard. We assume that the property owner will backfill and repair any boreholes that may slough after our exploration is complete. AET cannot accept any liability associated with injury or loss after we leave the site.

### **Laboratory Testing**

We will initiate routine laboratory testing by reviewing each recovered soil sample to assess the major and minor soil components, while also noting the color, degree of saturation, and lenses or seams in the samples. Laboratory testing may include natural moisture contents and unit weight and No. 200 washes of native soils.

On completion of testing, we will visually/manually classify each sample on the basis of texture and plasticity in accordance with the Unified Soil Classification System and prepare the boring logs.

## **Geotechnical Reports**

We will prepare a report for each site in which we will present logs of the test borings, laboratory test results, a review of engineering properties of the on-site soils, and our geotechnical engineering opinions and recommendations. We anticipate the following geotechnical design areas will be evaluated.

- Earthwork for Foundations and Slabs
  - Site preparation
  - Excavation characteristics
  - Structural fill criteria
  - Required compaction and moisture conditioning
  - Wet weather construction
  - Cold weather construction
  - Suitability of the on-site soils for use as subgrade
- Trenching
  - Backfill and compaction
  - Dewatering recommendations
- Typical Shallow Foundation Design
  - Suitable foundation types
  - Allowable foundation bearing pressure
  - Total and differential settlement estimates
  - Lateral foundation base sliding friction coefficients
  - Frost depth
- Concrete Slabs-on-grade
  - Minimum slab support section
  - Modulus of subgrade reaction
  - Vapor retarder use
- Lateral Earth Pressure Considerations
  - Static equivalent fluid pressures
- Drainage Recommendations
  - Surface drainage
  - Foundation/subsurface drainage
- Additional Recommended Services
  - Geotechnical design continuity
  - Plan and specification review
  - Geotechnical observation during construction

Recommendations will include earthwork considerations, directional boring concerns, utility trenching, shallow foundations, concrete slabs-on-grade, lateral earth pressure considerations, and drainage considerations.



## SCHEDULE AND FEES

Weather and site access permitting, AET anticipates our field work can be scheduled approximately 4 weeks from receiving an authorization to proceed, provided weather does not cause delays. The geotechnical reports will be issued approximately 2-3 weeks after completion of site work.

Our fees for the scope of services described above for the Lift Station will be charged on a ***lump sum basis of \$9,100***. Our fees for additional drilling will be invoiced at \$28 per foot, to a maximum of 50-foot depth, and \$32 per foot thereafter. Please note, our fees will be in effect for thirty (30) days after issuance of this proposal, after which they will be subject to review and adjustment where necessary. Should subsurface conditions warrant a change in scope, i.e., additional services such as more exploration or laboratory testing, we will request any fee changes prior to exceeding the proposed budget.

## TERMS AND CONDITIONS

All AET Services are provided subject to the Terms and Conditions set forth in the enclosed "Environmental/Geotechnical Service Agreement — Terms and Conditions," which, upon acceptance of this proposal, are binding upon you as the Client requesting Services, and your successors, assignees, joint ventures and third-party beneficiaries. Please be advised that additional insured status is granted upon acceptance of the proposal.



## ACCEPTANCE

AET requests written acceptance of this proposal in the Proposal Acceptance box below, but the following actions shall constitute your acceptance of this proposal together with the Terms and Conditions and Amendments: 1) issuing an authorizing purchase order for any of the Services described above, 2) authorizing AET's presence on site, or 3) written or electronic notification for AET to proceed with any of the Services described in this proposal. Please indicate your acceptance of this proposal by signing below and returning a copy to us. When you accept this proposal, you represent that you are authorized to accept on behalf of the Client.

## CLOSING

AET appreciates the opportunity to provide this service for you and we look forward to working with you on this project. If you have questions or need additional information, please contact us.

Sincerely,  
**American Engineering Testing, Inc.**

A handwritten signature in black ink, appearing to read 'Mark Blixt'.

Mark Blixt, PE  
Geotechnical Engineer

Josh Holmes, PE  
Principal Engineer

Attachments: Environmental/Geotechnical Service Agreement – Terms and Conditions  
Certificate of Insurance  
W9

### ACCEPTANCE AND AUTHORIZATION:

SIGNATURE: A handwritten signature in black ink, appearing to read 'Max Gullette Jr.'.

PRINTED NAME: Max Gullette Jr.

COMPANY: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE NUMBER AND EMAIL: \_\_\_\_\_

DATE: \_\_\_\_\_

### INVOICING INFORMATION (Provide Company AP Department Information, if present.)

AP CONTACT NAME: \_\_\_\_\_

BILLING/MAILING ADDRESS: \_\_\_\_\_

AP PHONE NUMBER AND INVOICE EMAIL: \_\_\_\_\_

P.O. NO./ PROJECT NO.: \_\_\_\_\_

## **SECTION 1 - RESPONSIBILITIES**

**1.1** – This Service Agreement – Terms and Conditions ("terms and conditions") is applicable to all services ("Services") provided by American Engineering Testing, Inc. (AET). As used herein "Services" refer to the scope of Services described in the proposal submitted by AET to Client. The proposal, these terms and conditions and any appendices attached hereto shall comprise the agreement ("Agreement") between AET and Client for Services described in the proposal and are binding upon the Client, its successors, assignees, joint ventures and third-party beneficiaries. **AET requests written acceptance of the Agreement, but the following actions shall also constitute Client's acceptance of the Agreement: 1) issuing an authorizing purchase order, task order, service order, or any other documentation for any of the Services, 2) authorizing AET's presence on site, or 3) written or electronic notification for AET to proceed with any of the Services.** Issuance of a purchase order, task order or service order by Client which contains separate terms and conditions will not take precedence or modify the terms and conditions contained in this Service Agreement AND THE TERMS AND CONDITIONS OF THIS SERVICE AGREEMENT AND ANY CORRESPONDING PROPOSAL ISSUED BY AET SHALL GOVERN UNLESS AUTHORIZED IN WRITING IN ADVANCE BY AET.

**1.2** - Prior to AET performing Services, Client will provide AET with all information that may affect the cost, progress, safety and performance of the Services. This includes, but is not limited to, information on proposed and existing construction, all pertinent sections of contracts between Client and their client and/or Owner which contain flow-down provisions to AET, if they are included, site safety plans or other documents which may control or affect AET's Services. If new information becomes available or changes are made during AET's Services, Client will provide such information to AET in a timely manner. Failure of Client to timely notify AET of changes to the project including, but not limited to, location, elevation, loading, or configuration of the structure or improvement will constitute a release of any liability of AET. Client will provide a representative for timely answers to project-related questions by AET.

**1.3** - AET observes and tests earthwork and other construction operations and materials, and may provide opinions, conclusions and recommendations regarding the same. However, AET's Services do not relieve the contractors of their contractual responsibility to perform their work in accordance with approved plans, specifications and building code requirements.

**1.4** - AET personnel do not have authority to accept, reject, direct or otherwise approve the work of the contractor. AET cannot stop work or waive or alter the requirements of the project documents. Any authority given to AET by Client must be in writing prior to the start of Services.

**1.5** - AET does not perform construction management, general contracting or surveying services and our involvement with the project does not constitute any assumption of those responsibilities.

**1.6** - Services performed by AET often include sampling at specific locations. Client acknowledges the limitations inherent in sampling. Variations in conditions occur between and beyond sampled/tested locations. The passage of time, natural occurrences and direct or indirect human activities at the site or distant from it may alter the actual conditions. Client assumes all risks associated with such variations.

**1.7** - AET is not responsible for interpretations or modifications of AET's recommendations by other persons.

**1.8** - Should change in conditions be alleged, Client agrees to notify AET before evidence of alleged change is no longer accessible for evaluation.

**1.9** - Test borings and/or cone penetration test soundings to a proper depth below foundation grade and the base of suitable bearing soils are recommended to explore the deeper unseen soil and ground water conditions. Judgments made by AET personnel regarding the suitability of materials and ground water conditions below the bottom of an excavation are limited if sufficiently deep test borings/soundings are not provided by the Client prior to our observations and judgments. AET's opinions, conclusions and recommendations are qualified to that extent.

**1.10** – Pricing in the proposal assumes use of these terms and conditions. AET reserves the right to amend pricing if Client requests modifications to the Agreement or use of Client's alternate contract format. Any contract amendments made after Client has authorized the Services shall be applicable only to Services performed after the effective date of such amendment. The proposal and these terms and conditions, including terms of payment, shall apply to all Services performed prior to the effective date of such amendment.

**1.11** – The AET proposal accompanying these terms and conditions is valid for thirty (30) days after the proposal issuance date to the Client. Any attempt to authorize Services after the expiration date is subject to AET's right to revise the proposal as necessary.

## **SECTION 2 – ON CALL SERVICES**

**2.1** - If AET's Services are performed on an on-call basis at the direction of the Client or its authorized representatives, Client acknowledges the inherent limitations associated with performing engineering judgments and testing Services on an on-call basis, including without limitation, the inability to completely evaluate, document or judge work and conditions not directly observed or tested by AET. AET's opinions, conclusions, and recommendations are qualified to the extent of those limitations.

**2.2** - Density tests of fill soils represent conditions only at the locations and elevations tested and do not necessarily represent conditions laterally, above or below. AET can only provide judgments regarding the engineered fill system to adequately support the design construction loadings by monitoring the filling process on a continuous basis for consistency of soil type, moisture content, lift thickness, and compaction effort.

**2.3** – AET requires a minimum of 24 hours' notice of the need for Services. AET will not be liable for claims, damages, or delays related to failure of Client to provide adequate advance notice to AET.

## **SECTION 3 - SAFETY**

**3.1** - Client shall inform AET of any known or suspected hazardous materials or unsafe conditions at the site. Client or its authorized representative(s) is responsible for the safety of the jobsite. If, during the course of AET's Services, such materials or conditions are discovered, AET reserves the right to take measures to protect AET personnel and equipment or to immediately terminate Services. Client shall be responsible for payment of such additional protection costs.

**3.2** - AET shall only be responsible for safety of AET employees at the site; the safety of all others shall be Client's or other persons' responsibility.

## **SECTION 4 - SAMPLES**

**4.1** - Client shall inform AET of any known or suspected hazardous materials prior to submittal to AET. All samples obtained by or submitted to AET remain the property of the Client during and after the Services. Any known or suspected hazardous material samples will be returned to the Client at AET's discretion.

**4.2** - Non-hazardous samples will be held for thirty (30) days and then discarded unless, within thirty (30) days of the report date, the Client requests in writing that AET store or ship the samples. Storage and shipping costs shall be borne solely by Client.

#### **SECTION 5 - PROJECT RECORDS**

The original project records prepared by AET will remain the property of AET. AET shall retain these original records for a minimum of three years following submission of the report, during which period the project records can be made available to Client at AET's office at reasonable times.

#### **SECTION 6 - STANDARD OF CARE**

AET performs its Services consistent with the level of care and skill normally performed by other firms in the profession at the time of this service and in this geographic area, under similar budgetary constraints.

#### **SECTION 7 - INSURANCE**

AET maintains insurance with coverage and minimum limits shown below. AET will furnish certificates of insurance to Client upon request.

##### **7.1 –**

|                                               |                                                                                                                  |
|-----------------------------------------------|------------------------------------------------------------------------------------------------------------------|
| Workers' Compensation<br>Employer's Liability | Statutory Limits<br>\$100,000 each accident<br>\$500,000 disease policy limit<br>\$100,000 disease each employee |
| Commercial General Liability                  | \$1,000,000 each occurrence<br>\$1,000,000 aggregate                                                             |
| Automobile Liability                          | \$1,000,000 each accident                                                                                        |
| Professional/Pollution Liability Insurance    | \$1,000,000 per claim<br>\$1,000,000 aggregate                                                                   |

**7.2** - Commercial General Liability insurance will include coverage for Products/Completed Operations extending one (1) year after completion of AET's Services as outlined in our proposal, Property Damage, Personal Injury, and Contractual Liability coverage applicable to AET's indemnity obligations under this Agreement.

**7.3** - Automobile Liability insurance shall include coverage for all owned, hired and non-owned automobiles.

**7.4** - Professional/Pollution Liability Insurance is written on a claims-made basis and coverage will be maintained for one (1) year after completion of AET's Services as outlined in our proposal. Renewal policies during this period shall maintain the same retroactive date.

**7.5** - **To the extent permitted by applicable state law, and upon Client's signing of the proposal, which includes these Terms and Conditions, and return of the same to AET, or Client provided forms of acceptance as defined in Section 1.1; Client and Owner shall be named an "additional insured" on AET's Commercial General Liability Policy (Form CG D4 14, which includes blanket coverage for the Additional Insured on a Primary and Non-Contributory basis). Client and Owner shall also be named an "additional insured" on a Primary and Non-contributory basis on AET's Automobile Liability Policy (Form CA T4 74). Any other endorsement, coverage or policy requirement may result in additional charges.**

**7.6** - AET will maintain insurance coverage required by this Agreement at its sole expense, provided such insurance is reasonably available, with insurance carriers licensed to do business in the state in which the project is located and having a current A.M. Best rating of no less than A minus (A-). Such insurance shall provide for thirty (30) days prior written notice to Client for notice of cancellation or material limitations for the policy or ten (10) days' notice for non-payment of premium.

**7.7** - AET reserves the right to charge Client for AET's costs for additional coverage requirements unknown on the date of the proposal, e.g., coverage limits or policy modification including waiver of subrogation, additional insured endorsements and other project specific requirements.

#### **SECTION 8 - DELAYS**

If delays to AET's Services are caused by Client or Owner, other parties, strikes, natural causes, pandemic, weather, or other items beyond AET's control, a reasonable time extension for performance of the Services shall be granted, and AET shall receive an equitable fee adjustment.

#### **SECTION 9- PAYMENT, INTEREST AND BREACH**

**9.1** - Invoices are due net thirty (30) days from the date of receipt of an undisputed invoice. Invoices will be paid without reductions for bond or retention. Client will inform AET of invoice questions or disagreements within fifteen (15) days of invoice date; unless so informed, invoices are deemed correct.

**9.2** - Invoices remaining unpaid for sixty (60) days shall constitute a material breach of this Agreement, permitting AET, in its sole discretion and without limiting any other legal or equitable remedies for such breach, to terminate performance of this Agreement and be relieved of any associated duties to the Client or other persons. Further, AET may withhold from Client data and reports in AET's possession. If Client fails to cure such breach, all reports associated with the unpaid invoices shall immediately upon demand be returned to AET and Client may neither use nor rely upon such reports or the Services.

**9.3** - AET reserves the right to pursue any unpaid invoice utilizing available remedies at law. AET explicitly reserves its Mechanic Lien or Bond Claim rights for nonpayment of an undisputed invoice. Client is responsible for paying AET expenses and attorney fees related to collection of past due invoices.

**9.4** - AET reserves the right to charge a 2.5% fee on any payment made using a credit card or debit card.

## **SECTION 10 - CHANGE ORDERS**

AET's proposal associated with this project may provide an estimated cost for the work. If the proposal amount is a time and material estimate, or if changes occur affecting the project scope, estimated quantities, project schedule or other unforeseen conditions, AET will communicate with Client and request a change order. However, nothing in this agreement shall be construed in any way as a waiver of payment by Client to AET for Services authorized under this agreement. Approval of a change order may be in writing, by electronic communication, or any directive for additional Services.

## **SECTION 11 - MEDIATION**

**11.1** - Except for enforcement of AET's rights to payment for Services rendered or to assert and/or enforce its lien rights, including without limitation assertion and enforcement of mechanic's lien rights and foreclosure of the same, Client and AET agree that any claim, dispute or other matter in question arising out of or related to this Agreement shall be subject to mediation as a condition precedent to arbitration or the institution of legal or equitable proceedings by either party; provided however that if either party fails to respond to a request for mediation within sixty (60) days, the party requesting mediation may without further notice, proceed to arbitration or the institution of legal or equitable proceedings.

**11.2** - Mediation shall be in accordance with the Construction Industry Mediation Rules of the American Arbitration Association. Request for mediation shall be in writing and the parties shall share the mediator's fee and any filing fees equally and each party shall pay their own legal fees. The mediator shall be acceptable to both parties and shall have experience in commercial construction matters.

## **SECTION 12 - LITIGATION REIMBURSEMENT**

Except for matters relating to non-payment of fees, which is governed by Section 10 hereof, payment of attorney's fees and costs associated with lawsuits or arbitration of disputes between AET and Client, which are dismissed or are judged substantially in either party's favor, shall be paid by the non-prevailing party. Applicable costs include, but are not limited to, attorney and expert witness fees, court costs, and other direct costs.

## **SECTION 13 - MUTUAL INDEMNIFICATION**

**13.1** - Subject to the limitations contained in Sections 14 and 17, AET agrees to indemnify Client from and against damages and costs to the extent caused by AET's negligent performance of the Services.

**13.2** - Client agrees to indemnify AET from and against damages and costs to the extent caused by the intentional acts or negligence of the Client, Owner, Client's contractors and subcontractors or other third parties.

**13.3** - If Client has an indemnity agreement with other persons or entities relating to the project for which AET's Services are performed, the Client shall include AET as an Additional Insured.

**13.4** - AET's indemnification to the Client, including any indemnity required or implied by law, is limited solely to losses or damages caused by its failure to meet the standard of care and only to the extent of its negligence.

## **SECTION 14 - NON-SOLICITATION**

Each party to this Agreement (a "Party") agrees that it will not encourage, induce, or actively solicit any employee of the other party to leave their employment for any reason, provided that neither Party is precluded from (a) hiring any such employee who has been terminated by a Party or its subsidiaries prior to commencement of employment discussions between a Party and such employee, or (b) soliciting any such employee by means of a general advertisement or through an employment agency that does not specifically pursue the employee, or (c) hiring employees or former employees of the other Party who contact the Party on its own accord. This Non-Solicitation provision shall be effective and enforceable for six (6) months following termination of this Agreement.

## **SECTION 15- MUTUAL WAIVER OF CONSEQUENTIAL DAMAGES**

Except as specifically set forth herein and to the extent permitted by applicable law, Client and AET waive against each other, and each other's officers, directors, members, subcontractor, agents, assigns, successors, partners, and employees any and all claims for or entitlement to special, incidental, indirect, punitive, or consequential damages arising out of, resulting from, or in any way related to the Services provided by AET under this Agreement. This mutual waiver of consequential damages includes, but is not limited to, the following: loss of profits; loss of revenue; rental costs/expenses incurred; loss of income; loss of use of property, equipment, materials or services; loss of opportunity; loss of rent; loss of good will; loss of financing; loss of credit; diminution of value; loss of business and reputation; loss of management or employee productivity or the services of such persons; increased financing costs; cost of substitute facilities; cost of substitute goods/property/equipment; cost of substitute services; and/or cost of capital. This mutual waiver is applicable, without limitation, to all consequential damages due to either party's termination of this Agreement in accordance with the provisions of the Agreement and related documents and shall survive any such termination.

## **SECTION 16 - LIMITATION OF LIABILITY**

To the fullest extent permitted by applicable law, the total aggregate liability of AET and its officers, directors, partners, employees, subcontractors, agents, and sub-consultants, to Client and/or Client's employees, officers, directors, members, agents, assigns, successors, or partners, or anyone claiming through Client, for any and all injuries, damages, claims, losses, or expenses (including attorney's fees and costs) arising out of, resulting from or in any way related to Services provided by AET from any cause or causes, including, but not limited to, its negligence, professional errors and omissions, strict liability, breach of contract, or breach of warranty shall not exceed the total compensation in excess of costs received by AET for Services or \$50,000, whichever is less. The limitation of liability set forth herein does not apply to claims arising solely out of or related to the willful or intentional acts of AET.

## **SECTION 17 - POSTING OF NOTICES ON EMPLOYEE RIGHTS**

Effective June 21, 2010, prime contracts with a value of \$100,000 or more and signed by federal contractors on projects with any agency of the United States government must comply with 29 CFR Part 471, which requires physical posting of a notice to employees of their rights under Federal labor laws. The required notice may be found at 29 Code of Federal Regulations Part 471, Appendix A to Subpart A. The regulation also has a "flow-down" requirement for subcontractors under the prime agreement for subcontracts with a value of \$10,000 or more. AET requires strict compliance of its subcontractors working on federal contracts subject to this regulation. The regulation has specific requirements for location of posting and language(s) for the poster.

## **SECTION 18 - TERMINATION**

After 7 days' written notice, either party may elect to terminate work for justifiable reasons. In this event, the Client shall pay AET for all Services performed, including demobilization and reporting costs to complete the Services.

## **SECTION 19 - SEVERABILITY**

Any provisions of this Agreement later held to violate a law or regulation shall be deemed void, and all remaining provisions shall continue in force. However, Client and AET will in good faith attempt to replace an invalid or unenforceable provision with one that is valid and enforceable, and which comes as close as possible to expressing the intent of the original provision.

## **SECTION 20 - GOVERNING LAW**

This Agreement shall be construed in accordance with the Laws of the State of Minnesota without regard to its conflicts of law provisions.

## **SECTION 21 - ENTIRE AGREEMENT**

This Agreement, including these terms and conditions and attached proposal and appendices, is the entire agreement between AET and Client. Regardless of method of acceptance of this Agreement by the Client, this Agreement supersedes any written or oral agreements, including purchase/work orders or other Client agreements submitted to AET after the start of our Services. Any modifications to this Agreement must be mutually acceptable to both parties and accepted in writing. No considerations will be given to revisions to AET's terms and conditions or alternate contract format submitted by the Client as a condition for payment of AET's accrued Services.

## **SECTION 22 - SITE ACCESS, UNDERGROUND FACILITIES AND CONSTRUCTION STAKING (CONSTRUCTION)**

**22.1** - Client will furnish AET safe and legal site access.

**22.2** - With the exception of public utilities which AET will contact state "call before you dig" notification centers (e.g. Gopher State One call in Minnesota), Client will mark or cause to be marked the location of all other underground utilities and structures (Facilities) that service or are located on the site. AET shall be entitled to rely upon the accuracy of all location information supplied by any source.

**22.3** - Client shall hold harmless, indemnify and defend AET from all claims, damages, losses, fines, penalties and expenses (including attorney's fees) arising out of or related to the following: a) Facilities that are not shown or vary from the locations shown on any plans or drawings, b) Facilities that are not located by or vary from the locations marked by Client, governmental or quasi-governmental locator programs, or private utility locating services, or c) any other Facilities that are not disclosed or vary from locations provided by the Client. The obligation to defend AET shall be independent of the obligation to indemnify and hold harmless AET and shall be with independent counsel acceptable to AET.

**22.4** - The location and elevation of a proposed structure or facility shall be staked (with offsets) and controlled by surveying or GPS equipment by others. AET's measurements are made in relation to that information. The reliability of any opinions, conclusions, and recommendations based on those measurements is strictly dependent on the accuracy of the staking or GPS information provided by others.

**22.5** - During construction, observations and testing Services are based on the positioning of the formwork by the contractor or its subcontractor. AET will not be responsible for any errors or damages resulting from improper location or positioning of the formwork.

**22.6** - Client acknowledges that in the normal course of its Services, AET may unavoidably alter existing site conditions or affect the environment in the area being studied. AET will take reasonable precautions to minimize alterations to the site or existing materials. Restoration of the site is the responsibility of the Client.

## **SECTION 23 UNDERGROUND UTILITIES AND STRUCTURES AND FACILITIES (GEOTECH)**

**23.1** - Public Utilities: AET's sole responsibility under this section will be to contact the state "call before you dig" notification center (e.g. Gopher State One Call in Minnesota), if such an entity exists, for location information of public utilities only. AET shall have no obligation to proceed with the work until Client has fully complied with all the requirements of this Section 23.

**23.2** - Private Utilities and all other Equipment or Facilities: Client will mark or cause to be marked the location of all other Facilities, Equipment and/or Utilities that service or are located on the site including but not limited to private utilities. AET shall be entitled to rely upon the accuracy of all location information supplied by any source including the Client.

**23.3** - Client acknowledges that location data may be incorrect or that some Facilities, Equipment or Utilities may not be capable of location and Client fully acknowledges and accepts this risk and waives any claims against AET for damages or claims arising out of or in any way related to incorrect locations of Utilities, Equipment or Facilities incapable of location.

**23.4** - Client shall waive as against AET and further hold harmless, indemnify and defend AET from all claims, damages, losses, fines, penalties and expenses (including attorney's fees) by any third parties arising out of or related to the following: a) Facilities and utilities that are not shown or vary from the locations shown on any plans or drawings, b) Facilities and utilities that are not located by or vary from the locations marked by Client, governmental or quasi-governmental locator programs, or private utility locating services, or c) any other Facilities or utilities that are not disclosed or vary from locations provided by the Client. The obligation to defend AET shall be independent of the obligation to indemnify and hold harmless AET and shall be with independent counsel acceptable to AET.



# CERTIFICATE OF LIABILITY INSURANCE

1/1/2027

DATE (MM/DD/YYYY)

12/17/2025

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

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

| <b>PRODUCER</b> Lockton Companies, LLC<br>DBA Lockton Insurance Brokers, LLC in CA<br>CA license #0F15767<br>444 W. 47th St., Ste. 900<br>Kansas City MO 64112-1906<br>(816) 960-9000 kcasu@lockton.com |        | <b>CONTACT</b><br>NAME:<br>PHONE:<br>FAX:<br>E-MAIL:<br>ADDRESS:                                                                                                                                                                                                                                                                                                                                                                                                                                               |  |                               |        |                                          |       |                                                           |       |                                         |       |            |  |            |  |            |  |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|-------------------------------|--------|------------------------------------------|-------|-----------------------------------------------------------|-------|-----------------------------------------|-------|------------|--|------------|--|------------|--|
| <b>INSURED</b> 1562985 AMERICAN ENGINEERING TESTING, INC.<br>550 CLEVELAND AVE. N<br>ST. PAUL, MN 55114-1804                                                                                            |        | <table border="1"> <thead> <tr> <th>INSURER(S) AFFORDING COVERAGE</th> <th>NAIC #</th> </tr> </thead> <tbody> <tr> <td>INSURER A: The Phoenix Insurance Company</td> <td>25623</td> </tr> <tr> <td>INSURER B: Travelers Property Casualty Company of America</td> <td>25674</td> </tr> <tr> <td>INSURER C: Continental Casualty Company</td> <td>20443</td> </tr> <tr> <td>INSURER D:</td> <td></td> </tr> <tr> <td>INSURER E:</td> <td></td> </tr> <tr> <td>INSURER F:</td> <td></td> </tr> </tbody> </table> |  | INSURER(S) AFFORDING COVERAGE | NAIC # | INSURER A: The Phoenix Insurance Company | 25623 | INSURER B: Travelers Property Casualty Company of America | 25674 | INSURER C: Continental Casualty Company | 20443 | INSURER D: |  | INSURER E: |  | INSURER F: |  |
| INSURER(S) AFFORDING COVERAGE                                                                                                                                                                           | NAIC # |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |  |                               |        |                                          |       |                                                           |       |                                         |       |            |  |            |  |            |  |
| INSURER A: The Phoenix Insurance Company                                                                                                                                                                | 25623  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |  |                               |        |                                          |       |                                                           |       |                                         |       |            |  |            |  |            |  |
| INSURER B: Travelers Property Casualty Company of America                                                                                                                                               | 25674  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |  |                               |        |                                          |       |                                                           |       |                                         |       |            |  |            |  |            |  |
| INSURER C: Continental Casualty Company                                                                                                                                                                 | 20443  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |  |                               |        |                                          |       |                                                           |       |                                         |       |            |  |            |  |            |  |
| INSURER D:                                                                                                                                                                                              |        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |  |                               |        |                                          |       |                                                           |       |                                         |       |            |  |            |  |            |  |
| INSURER E:                                                                                                                                                                                              |        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |  |                               |        |                                          |       |                                                           |       |                                         |       |            |  |            |  |            |  |
| INSURER F:                                                                                                                                                                                              |        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |  |                               |        |                                          |       |                                                           |       |                                         |       |            |  |            |  |            |  |

**COVERAGES** **CERTIFICATE NUMBER:** 22217726 **REVISION NUMBER:** XXXXXXXX

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

| INSR | TYPE OF INSURANCE                                                                                                                                                                                                                                                                                                                                                     | ADDL SUBR | POLICY NUMBER | POLICY EFF            | POLICY EXP | LIMITS   |                                                                                                                                                                                                                                                   |
|------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|---------------|-----------------------|------------|----------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| A    | <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY<br><input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR<br><input checked="" type="checkbox"/> CONT. LIAB/XCU<br>GEN'L AGGREGATE LIMIT APPLIES PER:<br><input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC<br>OTHER: | N         | N             | P-630-0B963389-PHX-26 | 1/1/2026   | 1/1/2027 | EACH OCCURRENCE \$ 2,000,000<br>DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000<br>MED EXP (Any one person) \$ 25,000<br>PERSONAL & ADV INJURY \$ 2,000,000<br>GENERAL AGGREGATE \$ 4,000,000<br>PRODUCTS - COMP/OP AGG \$ 4,000,000<br>\$ |
| B    | AUTOMOBILE LIABILITY<br><input checked="" type="checkbox"/> ANY AUTO<br><input type="checkbox"/> OWNED AUTOS ONLY<br><input type="checkbox"/> HIRED AUTOS ONLY<br><input type="checkbox"/> SCHEDULED AUTOS<br><input type="checkbox"/> NON-OWNED AUTOS ONLY                                                                                                           | N         | N             | 810-B8961693-26-43-G  | 1/1/2026   | 1/1/2027 | COMBINED SINGLE LIMIT (Ea accident) \$ 2,000,000<br>BODILY INJURY (Per person) \$ XXXXXXXX<br>BODILY INJURY (Per accident) \$ XXXXXXXX<br>PROPERTY DAMAGE (Per accident) \$ XXXXXXXX<br>\$ XXXXXXXX                                               |
| B    | <input checked="" type="checkbox"/> UMBRELLA LIAB<br><input type="checkbox"/> EXCESS LIAB<br>DED RETENTION \$                                                                                                                                                                                                                                                         | N         | N             | CUP-C0212610-26-43    | 1/1/2026   | 1/1/2027 | EACH OCCURRENCE \$ 5,000,000<br>AGGREGATE \$ 5,000,000<br>\$ XXXXXXXX                                                                                                                                                                             |
| B    | WORKERS COMPENSATION AND EMPLOYERS' LIABILITY<br>ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)<br>If yes, describe under DESCRIPTION OF OPERATIONS below                                                                                                                                                                                | N         | N/A           | UB-B8969168-26-43-G   | 1/1/2026   | 1/1/2027 | <input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER<br>E.L. EACH ACCIDENT \$ 1,000,000<br>E.L. DISEASE - EA EMPLOYEE \$ 1,000,000<br>E.L. DISEASE - POLICY LIMIT \$ 1,000,000                                         |
| C    | PROFESSIONAL LIABILITY INCL. POLLUTION INCIDENT                                                                                                                                                                                                                                                                                                                       | N         | N             | ECH254066939          | 1/1/2026   | 1/1/2027 | EACH CLAIM/AGGREGATE \$5,000,000/\$5,000,000                                                                                                                                                                                                      |

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

## CERTIFICATE HOLDER

22217726  
EVIDENCE OF INSURANCE

## CANCELLATION

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

AUTHORIZED REPRESENTATIVE

*Jays M. Amello*

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**Request for Taxpayer  
Identification Number and Certification**

Go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9) for instructions and the latest information.

Give form to the  
requester. Do not  
send to the IRS.

**Before you begin.** For guidance related to the purpose of Form W-9, see *Purpose of Form*, below.

|                                                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                                                                                                                                                                                                                                                     |
|--------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Print or type.<br>See Specific Instructions on page 3. | 1 Name of entity/individual. An entry is required. (For a sole proprietor or disregarded entity, enter the owner's name on line 1, and enter the business/disregarded entity's name on line 2.)<br><b>AMERICAN ENGINEERING TESTING, INC.</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                                                                                                                                                                                                                                                                     |
|                                                        | 2 Business name/disregarded entity name, if different from above.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                                                                                                                                                                                                                                                     |
|                                                        | 3a Check the appropriate box for federal tax classification of the entity/individual whose name is entered on line 1. Check only one of the following seven boxes.<br><input type="checkbox"/> Individual/sole proprietor <input type="checkbox"/> C corporation <input checked="" type="checkbox"/> S corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate<br><input type="checkbox"/> LLC. Enter the tax classification (C = C corporation, S = S corporation, P = Partnership)<br>Note: Check the "LLC" box above and, in the entry space, enter the appropriate code (C, S, or P) for the tax classification of the LLC, unless it is a disregarded entity. A disregarded entity should instead check the appropriate box for the tax classification of its owner.<br><input type="checkbox"/> Other (see instructions) | 4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):<br>Exempt payee code (if any)<br>Exemption from Foreign Account Tax Compliance Act (FATCA) reporting code (if any)<br>(Applies to accounts maintained outside the United States.) |
|                                                        | 3b If on line 3a you checked "Partnership" or "Trust/estate," or checked "LLC" and entered "P" as its tax classification, and you are providing this form to a partnership, trust, or estate in which you have an ownership interest, check this box if you have any foreign partners, owners, or beneficiaries. See instructions <input type="checkbox"/>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                                                                                                                                                                                                                                     |
|                                                        | 5 Address (number, street, and apt. or suite no.). See instructions.<br><b>550 CLEVELAND AVENUE</b><br>6 City, state, and ZIP code<br><b>ST. PAUL, MN 55114</b><br>7 List account number(s) here (optional)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | Requester's name and address (optional)                                                                                                                                                                                                                                             |

**Part I Taxpayer Identification Number (TIN)**

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

**Note:** If the account is in more than one name, see the instructions for line 1. See also *What Name and Number To Give the Requester* for guidelines on whose number to enter.

|                                |   |   |   |   |   |   |   |     |
|--------------------------------|---|---|---|---|---|---|---|-----|
| Social security number         |   |   |   |   |   |   |   |     |
|                                |   |   | - |   |   |   |   |     |
| or                             |   |   |   |   |   |   |   |     |
| Employer identification number |   |   |   |   |   |   |   |     |
| 4                              | 1 | - | 0 | 9 | 7 | 7 | 5 | 2 1 |

**Part II Certification**

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

**Certification instructions.** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and, generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

|           |                                                      |                      |
|-----------|------------------------------------------------------|----------------------|
| Sign Here | Signature of U.S. person<br><i>Phil Chwialkowski</i> | Date<br>1   1   2026 |
|-----------|------------------------------------------------------|----------------------|

**General Instructions**

Section references are to the Internal Revenue Code unless otherwise noted.

**Future developments.** For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9).

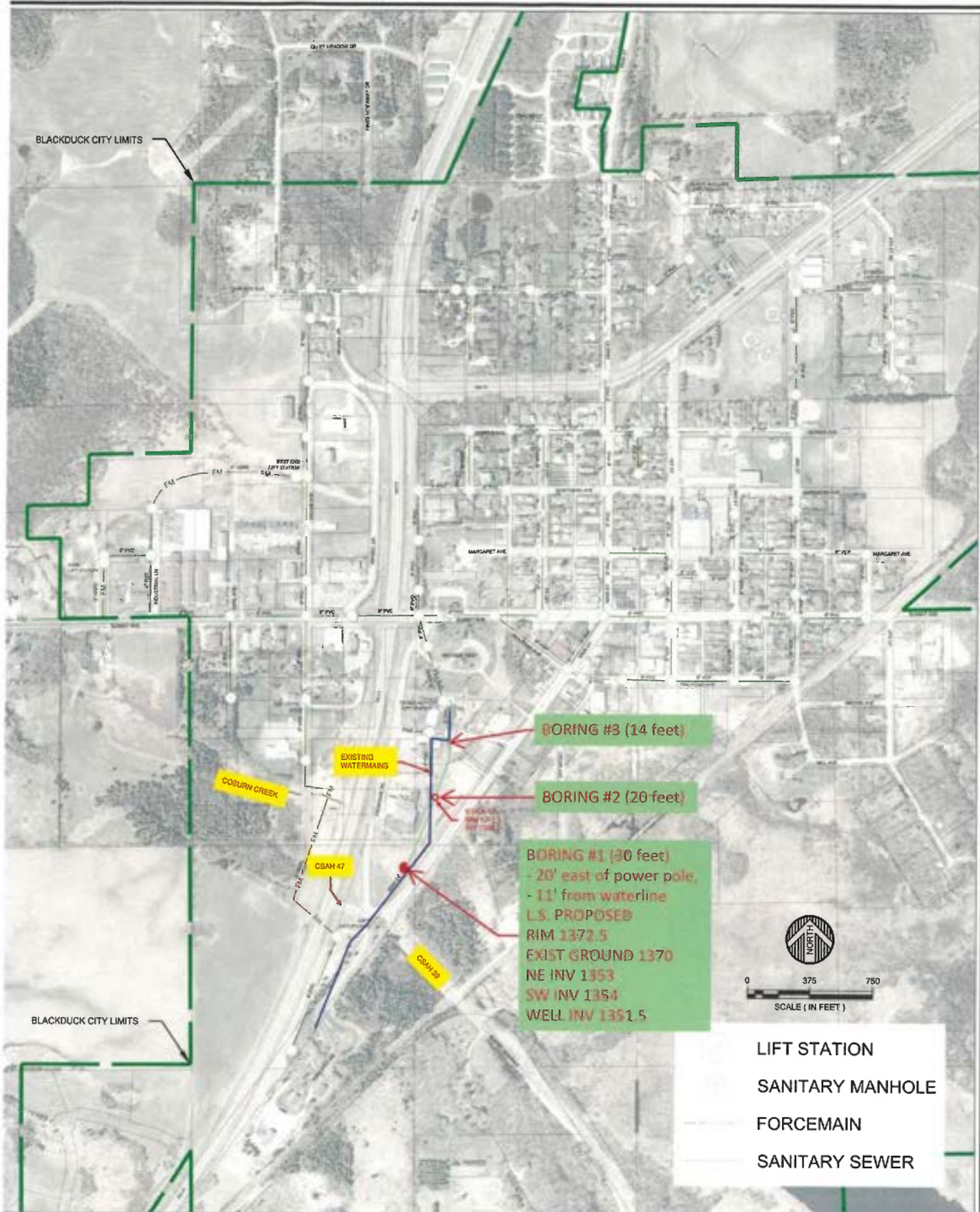
**What's New**

Line 3a has been modified to clarify how a disregarded entity completes this line. An LLC that is a disregarded entity should check the appropriate box for the tax classification of its owner. Otherwise, it should check the "LLC" box and enter its appropriate tax classification.

New line 3b has been added to this form. A flow-through entity is required to complete this line to indicate that it has direct or indirect foreign partners, owners, or beneficiaries when it provides the Form W-9 to another flow-through entity in which it has an ownership interest. This change is intended to provide a flow-through entity with information regarding the status of its indirect foreign partners, owners, or beneficiaries, so that it can satisfy any applicable reporting requirements. For example, a partnership that has any indirect foreign partners may be required to complete Schedules K-2 and K-3. See the Partnership Instructions for Schedules K-2 and K-3 (Form 1065).

**Purpose of Form**

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS is giving you this form because they



## City of Blackduck and Blackduck Fire Relief Association

Pension Accounting Report  
2026 GASB 68 for the City  
2025 GASB 67 for the Relief Association

Valuation Date: December 31, 2025  
Measurement Date: December 31, 2025



September 22, 2026

# City of Blackduck and Blackduck Fire Relief Association

Pension Accounting Report - 2026 GASB 68 for the City, 2025 GASB 67 for the Relief Association

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## Introduction and Summary

### Introduction and Certification

#### **Purposes of the valuation**

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

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

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

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

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

#### **Changes from the prior valuation**

The plan's funded status decreased from 174.2% to 166.19% since the prior valuation. This change is primarily due to the benefit level increase and the decreased discount rate.

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

**Introduction and Summary**

## Introduction and Certification (continued)

**Actuarial certification**

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

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

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



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

September 22, 2026

L/D/C/R: 4/bjm/emk/ses

v.03/30/2026

## Introduction and Summary

### Summary of Results

|                                                 | Valuation Date     |              |
|-------------------------------------------------|--------------------|--------------|
|                                                 | 12/31/2025         | 12/31/2023   |
| <b>A. Participants</b>                          |                    |              |
| 1. Active members                               | 22                 | 21           |
| 2. Inactive members entitled to future benefits | 1                  | 2            |
| 3. Retirees/disabled                            | 0                  | 0            |
| 4. Surviving spouses/beneficiaries              | 0                  | 0            |
| 5. Total                                        | 23                 | 23           |
|                                                 |                    |              |
|                                                 | Fiscal Year Ending |              |
|                                                 | 12/31/2026         | 12/31/2025   |
| <b>B. Funded Status</b>                         |                    |              |
| 1. Total Pension Liability                      | \$ 367,778         | \$ 334,621   |
| 2. Plan Fiduciary Net Position (assets)         | 611,194            | 582,902      |
| 3. Net Pension Liability (1. - 2.)              | \$ (243,416)       | \$ (248,281) |
| 4. Funded Percent (2. / 1.)                     | 166.19%            | 174.20%      |
| 5. Liability Discount Rate                      | 4.50%              | 5.25%        |
| <b>C. Accounting Expense</b>                    | \$ 51,314          | \$ 26,488    |

## Financial Statements

## Statement of Changes in Fiduciary Net Position

|                                                   | Measurement Period Ending       |               |
|---------------------------------------------------|---------------------------------|---------------|
|                                                   | 12/31/2025                      | 12/31/2024    |
|                                                   | <i>applied to the</i>           |               |
|                                                   | Fiscal Year Ending <sup>1</sup> |               |
|                                                   | 12/31/2025                      | 12/31/2024    |
|                                                   | 12/31/2026                      | 12/31/2025    |
| <b>Additions</b>                                  |                                 |               |
| Contributions                                     |                                 |               |
| State aid                                         | \$ 35,330                       | \$ 28,475     |
| City contributions                                | -                               | -             |
| Outside donations and other income                | -                               | -             |
| Member contributions                              | -                               | -             |
| Total contributions                               | 35,330                          | 28,475        |
| Investment income                                 |                                 |               |
| Net appreciation in fair value of investments     | 23,226                          | 12,134        |
| Interest and dividends                            | 4,631                           | 6,665         |
| Less investment expense                           | (10)                            | (9)           |
| Net investment income                             | 27,847                          | 18,790        |
| Other additions (e.g. receivables)                | -                               | 900           |
| <b>Total additions</b>                            | <b>63,177</b>                   | <b>48,165</b> |
| <b>Deductions</b>                                 |                                 |               |
| Benefit payments                                  |                                 |               |
| Annuity payments to retirees and beneficiaries    | -                               | -             |
| Lump sums                                         | (32,935)                        | -             |
| Refunds                                           | -                               | -             |
| Total                                             | (32,935)                        | -             |
| Administrative expense                            | (1,950)                         | (599)         |
| Other deductions (e.g. payables)                  | -                               | -             |
| <b>Total deductions</b>                           | <b>(34,885)</b>                 | <b>(599)</b>  |
| <b>Net increase in net position</b>               | <b>28,292</b>                   | <b>47,566</b> |
| <b>Net position restricted for pensions</b>       |                                 |               |
| Beginning of year                                 | 582,902                         | 535,336       |
| End of year                                       | \$ 611,194                      | \$ 582,902    |
| <b>Investment return for the measurement year</b> | <b>4.94%</b>                    | <b>3.49%</b>  |

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

**Notes to Financial Statements**

## Changes in Net Pension Liability

|                                                                                    | Increase (Decrease)            |                                    |                                          |
|------------------------------------------------------------------------------------|--------------------------------|------------------------------------|------------------------------------------|
|                                                                                    | Total Pension Liability<br>(a) | Plan Fiduciary Net Position<br>(b) | Net Pension Liability<br>(c) = (a) - (b) |
| <b>Balance at previous fiscal year end<br/>(Measured at 12/31/2024)</b>            | <b>\$ 334,621</b>              | <b>\$ 582,902</b>                  | <b>\$ (248,281)</b>                      |
| <b>Changes for the year:</b>                                                       |                                |                                    |                                          |
| Service cost                                                                       | 15,955                         | -                                  | 15,955                                   |
| Interest                                                                           | 17,541                         | -                                  | 17,541                                   |
| Differences between expected and actual experience                                 | (7,724)                        | -                                  | (7,724)                                  |
| Changes of assumptions                                                             | 6,447                          | -                                  | 6,447                                    |
| Changes of benefit terms                                                           | 33,873                         | -                                  | 33,873                                   |
| Contributions - State and local                                                    | -                              | 35,330                             | (35,330)                                 |
| Contributions - donations and other income                                         | -                              | -                                  | -                                        |
| Contributions - member                                                             | -                              | -                                  | -                                        |
| Net investment income                                                              | -                              | 27,847                             | (27,847)                                 |
| Other additions                                                                    | -                              | -                                  | -                                        |
| Benefit payments                                                                   | (32,935)                       | (32,935)                           | -                                        |
| Administrative expense                                                             | -                              | (1,950)                            | 1,950                                    |
| Other deductions                                                                   | -                              | -                                  | -                                        |
| <b>Net changes</b>                                                                 | <b>33,157</b>                  | <b>28,292</b>                      | <b>4,865</b>                             |
| <b>Balance at current fiscal year end<sup>1</sup><br/>(Measured at 12/31/2025)</b> | <b>\$ 367,778</b>              | <b>\$ 611,194</b>                  | <b>\$ (243,416)</b>                      |

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

|                                            | Total Pension Liability<br>(a) | Plan Fiduciary Net Position<br>(b) | Net Pension Liability<br>(c) = (a) - (b) |
|--------------------------------------------|--------------------------------|------------------------------------|------------------------------------------|
| <b>1% decrease in Discount Rate (3.5%)</b> | <b>\$ 374,910</b>              | <b>\$ 611,194</b>                  | <b>\$ (236,284)</b>                      |
| <b>Current Discount Rate (4.5%)</b>        | <b>367,778</b>                 | <b>611,194</b>                     | <b>(243,416)</b>                         |
| <b>1% increase in Discount Rate (5.5%)</b> | <b>360,685</b>                 | <b>611,194</b>                     | <b>(250,509)</b>                         |

<sup>1</sup>The City has elected to use the GASB 68 "lookback" method where assets and liabilities are measured up to a year prior to fiscal year-end, but applied to the current fiscal year. The Relief Association should apply these results to its FYE2025 financial statements, but the City should use the results for its FYE2026 GASB 68 accounting.

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

|                                                                                 | <u>Outflows</u>  | <u>Inflows</u>   |
|---------------------------------------------------------------------------------|------------------|------------------|
| <b><u>Summary of Deferred Outflows/Inflows</u></b>                              |                  |                  |
| A. Difference between expected and actual liability                             | \$ -             | \$ 18,416        |
| B. Change of assumptions                                                        | 8,271            | -                |
| C. Net difference between projected and actual investment earnings <sup>1</sup> | 20,628           | -                |
| D. Contributions to the plan subsequent to the measurement date <sup>2</sup>    | TBD              | N/A              |
| E. Total                                                                        | <u>\$ 28,899</u> | <u>\$ 18,416</u> |

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

| <u>Year ended:</u> | <u>Future recognition</u> |
|--------------------|---------------------------|
| 2027               | \$ 10,487                 |
| 2028               | 1,878                     |
| 2029               | 281                       |
| 2030               | (1,339)                   |
| 2031               | (585)                     |
| Thereafter         | (239)                     |
|                    | <u>\$ 10,483</u>          |

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

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

## Notes to Financial Statements

### Significant Assumptions and Methods Used to Measure the Total Pension Liability

|                                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|--------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Plan type                      | Single Employer                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| Discount rate                  | 4.50%                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| Expected return on plan assets | 4.50%                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| Inflation rate                 | 2.50%                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| Actuarial cost method          | Entry age normal in accordance with the requirements of GASB 67/68                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| Asset valuation method         | Market value of assets                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| Mortality                      | <p>Healthy Pre-retirement: Pub-2010 Public Safety Employee mortality tables with projected mortality improvements based on scale MP-2021.</p> <p>Healthy Post-retirement: Pub-2010 Healthy Retired Public Safety mortality tables with projected mortality improvements based on scale MP-2021. Male rates are adjusted by a factor of 1.10.</p> <p>Disabled: Pub-2010 Public Safety Disabled Retiree mortality tables with projected mortality improvements based on scale MP-2021. Male rates are adjusted by a factor of 1.17.</p> |

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

## Schedules of Required Supplementary Information

## Schedule of Changes in Net Pension Liability and Related Ratios

|                                                                   | Fiscal Year Ending December 31 |                     |
|-------------------------------------------------------------------|--------------------------------|---------------------|
|                                                                   | 2026                           | 2025                |
| <b>Total Pension Liability (TPL, actuarial accrued liability)</b> |                                |                     |
| Service cost                                                      | \$ 15,955                      | \$ 14,296           |
| Interest                                                          | 17,541                         | 15,534              |
| Differences between expected and actual experience                | (7,724)                        | -                   |
| Changes of assumptions                                            | 6,447                          | -                   |
| Changes of benefit terms                                          | 33,873                         | 23,205              |
| Benefit payments, including member contrib refunds                | (32,935)                       | -                   |
| <b>Net change in total pension liability</b>                      | <b>33,157</b>                  | <b>53,035</b>       |
| <b>Total Pension Liability - beginning of year</b>                | <b>334,621</b>                 | <b>281,586</b>      |
| <b>Total Pension Liability - end of year</b>                      | <b>\$ 367,778</b>              | <b>\$ 334,621</b>   |
| <b>Plan Fiduciary Net Position (FNP, assets)</b>                  |                                |                     |
| Contributions - State and local                                   | \$ 35,330                      | \$ 28,475           |
| Contributions - donations and other income                        | -                              | -                   |
| Contributions - member                                            | -                              | -                   |
| Net investment income                                             | 27,847                         | 18,790              |
| Other additions                                                   | -                              | 900                 |
| Benefit payments, including member contrib refunds                | (32,935)                       | -                   |
| Administrative expense                                            | (1,950)                        | (599)               |
| Other changes                                                     | -                              | -                   |
| <b>Net change in plan fiduciary net position</b>                  | <b>28,292</b>                  | <b>47,566</b>       |
| <b>Plan Fiduciary Net Position - beginning of year</b>            | <b>582,902</b>                 | <b>535,336</b>      |
| <b>Plan Fiduciary Net Position - end of year</b>                  | <b>\$ 611,194</b>              | <b>\$ 582,902</b>   |
| <b>Net Pension Liability (NPL) - end of year</b>                  | <b>\$ (243,416)</b>            | <b>\$ (248,281)</b> |
| <b>FNP as a percentage of the TPL</b>                             | <b>166.19%</b>                 | <b>174.20%</b>      |

## Schedules of Required Supplementary Information

### Schedule of Contributions

|                                            | Fiscal Year Ending December 31 |      |
|--------------------------------------------|--------------------------------|------|
|                                            | 2026                           | 2025 |
| Actuarially determined contribution (ADC)  | N/A                            | N/A  |
| Contributions in relation to the ADC       | N/A                            | N/A  |
| Contribution deficiency (excess)           | N/A                            | N/A  |
| Payroll for reporting period (fiscal year) | N/A                            | N/A  |
| Contributions as a percent of payroll      | N/A                            | N/A  |

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

### Schedule of Investment Returns<sup>1</sup>

|                                                                    | Fiscal Year Ending December 31 |       |
|--------------------------------------------------------------------|--------------------------------|-------|
|                                                                    | 2026                           | 2025  |
| Annual money-weighted rate of return,<br>net of investment expense | TBD                            | 4.94% |

<sup>1</sup>Per GASB 68 paragraph 46 the amounts shown in these schedules are for the actual fiscal year ends and are not from an earlier measurement date. If an amount is not known at the time of this report then a "TBD" is shown and the employer can include the actual amount when it is available.

## Supporting Calculations

## Calculation of Pension Expense

|                                                                                   | Measurement Period Ending |                   |
|-----------------------------------------------------------------------------------|---------------------------|-------------------|
|                                                                                   | 12/31/2025                | 12/31/2024        |
|                                                                                   | <i>applied to the</i>     |                   |
|                                                                                   | Fiscal Year Ending        |                   |
|                                                                                   | <u>12/31/2026</u>         | <u>12/31/2025</u> |
| A. Service cost                                                                   | \$ 15,955                 | \$ 14,296         |
| B. Interest cost                                                                  | 17,541                    | 15,534            |
| C. Current period benefit changes                                                 | 33,873                    | 23,205            |
| D. Employee contributions                                                         | -                         | -                 |
| E. Projected earnings on pension plan investments                                 | (29,568)                  | (28,286)          |
| F. Pension plan administrative expense                                            | 1,950                     | 599               |
| G. Other changes in fiduciary net position                                        | -                         | (900)             |
| H. Recognition of difference between expected and actual experience               | (4,389)                   | (3,342)           |
| I. Recognition of assumption changes                                              | 1,552                     | 678               |
| J. Recognition of net difference between projected and actual investment earnings | 14,400                    | 4,704             |
| K. Total pension expense (sum of A. through J.)                                   | <u>\$ 51,314</u>          | <u>\$ 26,488</u>  |

## Supporting Calculations

### Calculation of Interest Cost and Projected Plan Earnings for Pension Expense

|                                                               | Measurement Period Ending |                  |
|---------------------------------------------------------------|---------------------------|------------------|
|                                                               | 12/31/2025                | 12/31/2024       |
|                                                               | <i>applied to the</i>     |                  |
|                                                               | Fiscal Year Ending        |                  |
|                                                               | 12/31/2026                | 12/31/2025       |
| <b><u>Interest cost calculation</u></b>                       |                           |                  |
| A. Total Pension Liability at beginning of measurement year   | \$ 334,621                | \$ 281,586       |
| B. Service cost                                               | 15,955                    | 14,296           |
| C. Benefit payments, including refund of member contributions | (32,935)                  | -                |
| D. Discount rate at beginning of measurement year             | 5.25%                     | 5.25%            |
| <b>E. Interest cost</b>                                       | <b>\$ 17,541</b>          | <b>\$ 15,534</b> |
| <b><u>Projected plan earnings calculation</u></b>             |                           |                  |
| A. Fiduciary Net Position at beginning of measurement year    | \$ 582,902                | \$ 535,336       |
| B. Time-weighted cash flows                                   | (19,694)                  | 3,453            |
| C. Expected return on assets at beginning of measurement year | 5.25%                     | 5.25%            |
| <b>D. Projected plan earnings</b>                             | <b>\$ 29,568</b>          | <b>\$ 28,286</b> |
| <b><u>Investment (gain) or loss</u></b>                       |                           |                  |
| A. Projected plan earnings                                    | \$ 29,568                 | \$ 28,286        |
| B. Actual plan investment earnings                            | 27,847                    | 18,790           |
| <b>C. Investment (gain) or loss</b>                           | <b>\$ 1,721</b>           | <b>\$ 9,496</b>  |

## Supporting Calculations

## Schedule of Amortizations

## Liability Experience (Gains) and Losses

| Fiscal Year | Initial Deferred (Inflow)/Outflow | Initial Amortization Period | Unrecognized Amount | Remaining Amortization Period | Current Year Amortization |
|-------------|-----------------------------------|-----------------------------|---------------------|-------------------------------|---------------------------|
| 2020        | \$ (8,444)                        | 9.06                        | \$ (1,920)          | 2.06                          | \$ (932)                  |
| 2021        | -                                 | N/A                         | -                   | N/A                           | -                         |
| 2022        | (14,110)                          | 8.79                        | (6,085)             | 3.79                          | (1,605)                   |
| 2023        | -                                 | N/A                         | -                   | N/A                           | -                         |
| 2024        | (6,149)                           | 7.64                        | (3,734)             | 4.64                          | (805)                     |
| 2025        | -                                 | N/A                         | -                   | N/A                           | -                         |
| 2026        | (7,724)                           | 7.38                        | (6,677)             | 6.38                          | (1,047)                   |
| Subtotal    |                                   |                             | \$ (18,416)         |                               | \$ (4,389)                |

## Assumption Changes

| Fiscal Year | Initial Deferred (Inflow)/Outflow | Initial Amortization Period | Unrecognized Amount | Remaining Amortization Period | Current Year Amortization |
|-------------|-----------------------------------|-----------------------------|---------------------|-------------------------------|---------------------------|
| 2020        | \$ 18                             | 9.06                        | \$ 4                | 2.06                          | \$ 2                      |
| 2021        | -                                 | N/A                         | -                   | N/A                           | -                         |
| 2022        | 4,523                             | 8.79                        | 1,948               | 3.79                          | 515                       |
| 2023        | -                                 | N/A                         | -                   | N/A                           | -                         |
| 2024        | 1,229                             | 7.64                        | 746                 | 4.64                          | 161                       |
| 2025        | -                                 | N/A                         | -                   | N/A                           | -                         |
| 2026        | 6,447                             | 7.38                        | 5,573               | 6.38                          | 874                       |
| Subtotal    |                                   |                             | \$ 8,271            |                               | \$ 1,552                  |

## Supporting Calculations

## Schedule of Amortizations (continued)

## Investment (Gains) and Losses

| Fiscal Year | Initial Deferred (Inflow)/Outflow | Initial Amortization Period | Unrecognized Amount | Remaining Amortization Period | Current Year Amortization |
|-------------|-----------------------------------|-----------------------------|---------------------|-------------------------------|---------------------------|
| 2022        | \$ 5,379                          | 5.00                        | \$ -                | -                             | \$ 1,075                  |
| 2023        | 43,049                            | 5.00                        | 8,609               | 1.00                          | 8,610                     |
| 2024        | 12,360                            | 5.00                        | 4,944               | 2.00                          | 2,472                     |
| 2025        | 9,496                             | 5.00                        | 5,698               | 3.00                          | 1,899                     |
| 2026        | 1,721                             | 5.00                        | 1,377               | 4.00                          | 344                       |
| Subtotal    |                                   |                             | \$ 20,628           |                               | \$ 14,400                 |

**Basis for Calculations**

## Summary of Participant Data

|                                                                          | <u>December 31, 2025</u> | <u>December 31, 2023</u> |
|--------------------------------------------------------------------------|--------------------------|--------------------------|
| <b>A. Active members</b>                                                 |                          |                          |
| 1. Number                                                                | 22                       | 21                       |
| 2. Average age                                                           | 44.4                     | 45.2                     |
| 3. Average years of service                                              | 13.0                     | 12.6                     |
| <b>B. Inactive members entitled to future benefits</b>                   |                          |                          |
| 1. Number                                                                | 1                        | 2                        |
| 2. Average age                                                           | 54.7                     | 50.6                     |
| 3. Average years of service                                              | 16.0                     | 13.5                     |
| <b>C. Inactive members or beneficiaries currently receiving benefits</b> |                          |                          |
| 1. Number                                                                |                          |                          |
| a. Retirees                                                              | -                        | -                        |
| b. Surviving spouses/beneficiaries                                       | -                        | -                        |
| c. Total                                                                 | -                        | -                        |
| 2. Average age                                                           | N/A                      | N/A                      |
| 3. Total annual benefits being paid                                      | \$ -                     | \$ -                     |
| 4. Average annual benefit being paid                                     | N/A                      | N/A                      |
| <b>D. Total number of participants (A.1. + B.1. + C.1.c.)</b>            | 23                       | 23                       |

## Basis for Calculations

### Summary of Plan Provisions

|                                              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
|----------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>A. Eligibility</b>                        | Active or probationary member of the Relief Association.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>B. Service</b>                            | Completed months.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b>C. Lump Sum Pension</b>                   | <p>The later of age 50 or after completion of 20 years of service.</p> <p>The lump sum pension is based on completed months of service. The current lump sum pension is based on \$1,500 per year of service plus a Supplemental Benefit of 10% of the regular lump sum distribution, but not more than \$1,000.</p> <p>If a member is both age 50 and has completed 10 years of service, but not 20 years of service, the lump sum pension will be reduced by 4% for each year of service less than 20 years.</p>                                                                                             |
| <b>D. Deferred Lump Sum Pension</b>          | <p>Termination prior to age 50 with at least 10 years of service.</p> <p>The deferred lump sum pension payable at age 50 is based on the lump sum pension formula and service at date of termination reduced for less than 20 years of service.</p> <p>During the time that a member is on the deferred pension roll, the association shall add to the amount payable to such member interest compounded annually, at the rate earned on the assets of the Special Fund, but not to exceed 5% per year.</p> <p>If a member dies before payment, the benefit will be paid to the participant's beneficiary.</p> |
| <b>E. Disability Lump Sum Pension</b>        | The disability pension payable immediately is based on the lump sum pension formula and service at date of disability without regard to vesting.                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b>F. Survivor Benefit</b>                   | Years of service (not less than 5) times the lump sum rate in effect at the time of death, payable to named beneficiary plus a Supplemental Survivor Benefit in the amount of 20% of the total benefit paid, but not more than \$2,000.                                                                                                                                                                                                                                                                                                                                                                        |
| <b>G. Plan Changes Since Prior Valuation</b> | The lump sum benefit amount increased from \$1,350 to \$1,500.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |

## Basis for Calculations

### Summary of Actuarial Methods

|                                                               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
|---------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>A. Actuarial Cost Method</b>                               | The Entry Age Normal level percent of pay cost method. Under this method, the service cost for an individual participant is the level percentage of pay required to accumulate the funds needed to pay the participant's projected benefits by their assumed retirement age, beginning on the date of entry and ending at last age with any future benefits. The portion of the PVB allocated to past service is called the Actuarial Accrued Liability (AAL) or the Total Pension Liability (TPL).                                                                                                                                                             |
| <b>B. Amortization Method</b>                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| Investment Gains and Losses                                   | Straight-line amortization over a closed 5-year period.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| Effects of Assumption Changes and Experience Gains and Losses | Straight-line amortization over a closed period equal to the average of the expected remaining service lives of all members (i.e., active employees and terminated/retired members) that are provided with pensions through the pension plan.                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b>C. Data Methods</b>                                        | <p>The Relief Association provided census and financial information for the valuation and we have relied on this data in preparing the results in this report. The data was reviewed for reasonableness and consistency, but we have not performed a complete audit. If any of the information is inaccurate or incomplete, then the results may be materially different and the calculations may need to be revised.</p> <p>To the extent that census data was collected as of a date later than December 31, 2025, we have assumed that it is reasonably representative of the plan census on the valuation date and used it with only minor adjustments.</p> |
| <b>D. Asset Method</b>                                        | Market value of assets as of the measurement date.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |

## Basis for Calculations

### Summary of Actuarial Methods (continued)

#### E. Liability

##### Measurement Method

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

Liabilities in this report were calculated as of the current measurement date per GASB 67 and 68 option (a) above.

Valuation date (census) December 31, 2025

Measurement date (assets and liabilities) December 31, 2025

Measurement period January 1, 2025 to December 31, 2025

Reporting date (fiscal year end)

GASB 67 purposes (Fire Relief) December 31, 2025

GASB 68 purposes (City) December 31, 2026

#### F. Models Used

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

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

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

Other models used in this actuarial valuation include:

- Expected investment return model based on the Horizon Actuarial Services 2026 Survey of Capital Market Assumptions and the fund's asset allocation.

**Basis for Calculations**

## Discount Rate Development

GASB 67 and 68 require that the liability discount rate be the single rate that reflects the following:

- A. The long-term expected rate of return on pension plan investments that are expected to be used to finance the payment of benefits, to the extent that (1) the pension plan's fiduciary net position is projected to be sufficient to make projected benefit payments and (2) pension plan assets are expected to be invested using a strategy to achieve that return; and
- B. A yield or index rate for 20-year, tax-exempt general obligation municipal bonds with an average rating of AA/Aa or higher (or equivalent quality on another rating scale), to the extent that the conditions in A. are not met.

The liability discount rate was developed using the alternative method described in paragraph 43 of GASB 67, which states that "if the evaluations required by paragraph 41 can be made with sufficient reliability without a separate projection of cash flows into and out of the pension plan, alternative methods may be applied in making the evaluations." We believe that the plan's current overfunded status, combined with statutory funding requirements, provide sufficient reliability that projected plan assets will be adequate to pay future retiree benefits. Therefore, we have used the plan's long-term expected investment return as the liability discount rate.

## Basis for Calculations

### Long-Term Expected Investment Return

GASB 67 and 68 require the development of an assumption regarding the long-term expected rate of return on plan assets. The process utilized for this actuarial valuation is described below.

The long-term expected rate of return on pension plan investments was determined using a building-block method in which best-estimates of expected future real rates of return (expected returns, net of pension plan investment expense and inflation) are developed for each major asset class. These asset class estimates are combined to produce the portfolio long-term expected rate of return by weighting the expected future real rates of return by the current asset allocation percentage (or target allocation, if available) and by adding expected inflation (2.5%). All results are then rounded to the nearest quarter percentage point.

The best-estimates of expected future asset class returns were published in the 2026 Survey of Capital Market Assumptions produced by Horizon Actuarial Services. These expected returns, along with expected asset class standard deviations and correlation coefficients, are based on Horizon's annual survey of investment advisory firms. The expected inflation assumption was developed based on an analysis of historical experience blended with forward-looking expectations available in market data.

Best-estimates of geometric real and nominal rates of return for each major asset class included in the pension plan's asset allocation as of the measurement date are summarized in the following table:

| <b>Asset Class</b>                                  | <b>Assumed<br/>Allocation at<br/>Measurement Date</b> | <b>Long-Term Expected<br/>Real Rate of Return</b> | <b>Long-Term Expected<br/>Nominal Rate of Return<sup>1</sup></b> |
|-----------------------------------------------------|-------------------------------------------------------|---------------------------------------------------|------------------------------------------------------------------|
| Domestic equity                                     | 7.00%                                                 | 4.58%                                             | 7.08%                                                            |
| International equity                                | 9.00%                                                 | 4.67%                                             | 7.17%                                                            |
| Fixed income                                        | 0.00%                                                 | 2.66%                                             | 5.16%                                                            |
| Real estate and alternatives                        | 0.00%                                                 | 4.19%                                             | 6.69%                                                            |
| Cash and equivalents                                | 84.00%                                                | 1.10%                                             | 3.60%                                                            |
| Total <sup>2</sup>                                  | 100.00%                                               |                                                   | 4.41%                                                            |
| Reduced for assumed investment expense <sup>3</sup> |                                                       |                                                   | 0.03%                                                            |
| Net assumed investment return (rounded to ¼%)       |                                                       |                                                   | 4.50%                                                            |

<sup>1</sup>Nominal rates of return are equal to real rates of return plus the assumed inflation rate.

<sup>2</sup>Portfolio total expected return is weighted average of arithmetic asset class returns, with adjustment to reflect geometric averages. It is not equal to the weighted average of the asset class geometric returns shown above.

<sup>3</sup>Assumed investment expenses include investment management fees.

## Basis for Calculations

### Summary of Actuarial Assumptions

#### A. Economic Assumptions

|                                                                 |       |
|-----------------------------------------------------------------|-------|
| Discount Rate                                                   | 4.50% |
| Expected long-term rate of return on assets                     | 4.50% |
| Index rate for 20-year, tax-exempt municipal bonds <sup>1</sup> | 4.83% |
| Inflation Rate <sup>2</sup>                                     | 2.50% |
| Lump Sum Benefit Increase Rate <sup>3</sup>                     | N/A   |

<sup>1</sup>The municipal bond index rate is used in the discount rate determination. It is based on the Bond Buyer 20 Bond GO Index at the December 31, 2025 measurement date.

<sup>2</sup>Per GASB 68 instructions, the inflation rate is used to allocate costs under the Entry Age Normal level percent of pay cost method for plans whose benefits are not pay-related.

<sup>3</sup>GASB rules require that accrued liabilities be based on the terms of the plan in effect on the measurement date. Therefore, we have not reflected any future lump sum multiplier increases even though the Relief Association may have a history of regular benefit increases. Potential increases are contingent on future benefit agreements and statutory average available financing requirements. Any future increases will be reflected at the time they are approved.

## Basis for Calculations

### Summary of Actuarial Assumptions (continued)

#### B. Demographic Assumptions

**Mortality** Rates used in the 2024 PERA of Minnesota Public Employees Police & Fire Plan experience study as described below.

Healthy Pre-retirement: Pub-2010 Public Safety Employee mortality tables with projected mortality improvements based on scale MP-2021.

Healthy Post-retirement: Pub-2010 Healthy Retired Public Safety mortality tables with projected mortality improvements based on scale MP-2021. Male rates are adjusted by a factor of 1.10.

Disabled: Pub-2010 Public Safety Disabled Retiree mortality tables with projected mortality improvements based on scale MP-2021. Male rates are adjusted by a factor of 1.17.

**Withdrawal** Service rates used in the 2024 PERA of Minnesota Public Employees Police & Fire Plan experience study up to retirement eligibility. The rates are as follows:

| Service | Rate  |
|---------|-------|
| 0       | 8.00% |
| 1       | 5.00% |
| 2       | 3.25% |
| 3-5     | 2.75% |
| 6       | 2.50% |
| 7-10    | 2.25% |
| 11-12   | 2.00% |
| 13      | 1.75% |
| 14-19   | 1.50% |
| 20      | 1.25% |
| 21+     | 1.00% |

#### Retirement

**Active members** We have assumed 50% of active members will retire when reaching retirement eligibility (later of age 50 and 20 years of service); then 50% retire each subsequent year until 100% retirement at the earlier of age 65 or 30 years of service.

| Age   | With less than 20<br>years of service | With 20-29<br>years of service | With 30 years of<br>service |
|-------|---------------------------------------|--------------------------------|-----------------------------|
| 50-64 | 0%                                    | 50%                            | 100%                        |
| 65    | 100%                                  | 100%                           | 100%                        |

**Vested terminated** The later of current age and age 50.

## Basis for Calculations

### Summary of Actuarial Assumptions (continued)

#### B. Demographic Assumptions (continued)

Disability Age-related rates used in the 2024 PERA of Minnesota Public Employees Police & Fire Plan experience study. All incidences are assumed to be duty-related. The rates are as follows:

| Age | Rate  |
|-----|-------|
| 20  | 0.11% |
| 25  | 0.18% |
| 30  | 0.51% |
| 35  | 0.90% |
| 40  | 1.35% |
| 45  | 1.55% |
| 50  | 1.97% |
| 55  | 2.19% |
| 60  | 2.56% |

Beneficiary information 100% of members are assumed to have a beneficiary who would be eligible for survivor benefits.

Spouse age difference Females are assumed to be 3 years younger than males.

Form of payment All future retirees are assumed to elect a lump sum payment.

#### C. Changes Since Prior Valuation

- The expected investment return and discount rate decreased from 5.25% to 4.50% to reflect updated capital market assumptions.
- The disability, mortality, and withdrawal assumptions were updated from the rates used in the July 1, 2023 Minnesota PERA Police & Fire Plan actuarial valuation to the rates used in the 2024 PERA of Minnesota Public Employees Police & Fire Plan experience study.

## Basis for Calculations

### Selection of Actuarial Assumptions

The Actuarial Standards Board (ASB) provides coordinated guidance for measuring pension and retiree group benefit obligations through a series of Actuarial Standards of Practice (ASOPs). ASOP No. 27, Selection of Actuarial Assumptions for Measuring Pension Obligations, requires that the actuary disclose the rationale used in selecting each assumption and any changes to assumptions.

The following tables summarize the rationale for selecting the actuarial assumptions. As of the report date, there were no known changes in circumstances occurring after the measurement date that would have affected actuarial assumptions selected as of the measurement date.

| Economic Assumptions           |                                                                                                                                                                                                                                                                                                                                             |
|--------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Assumption                     | Rationale for Selecting Assumption                                                                                                                                                                                                                                                                                                          |
| Discount rate                  | Per GASB guidance, the single rate that produces the same present value of expected benefit payments as (1) the expected long-term rate of return on plan assets during the period when projected assets are sufficient to pay future retiree benefits, and (2) the 20-year municipal bond rate after assets are projected to be exhausted. |
| Expected return on plan assets | Based on blend of expected asset class returns and current asset allocation. See the Long-Term Expected Investment Return section of this report for more details.                                                                                                                                                                          |
| Inflation rate                 | Based on analysis of historical CPI-U and 30-year TIPS data, the Federal Open Market Committee target inflation rate, and the 2026 Survey of Capital Market Assumptions produced by Horizon Actuarial Services.                                                                                                                             |
| Municipal bond index rate      | Publicly available spot rate which meets the specified GASB 67/68 criteria.                                                                                                                                                                                                                                                                 |

**Basis for Calculations**

## Selection of Actuarial Assumptions (continued)

| Non-Economic Assumptions           |                                                                                                                         |
|------------------------------------|-------------------------------------------------------------------------------------------------------------------------|
| Assumption                         | Rationale for Selecting Assumption                                                                                      |
| Mortality                          | Rates used in the most recent PERA of Minnesota Public Employees Police & Fire Plan experience study.                   |
| Retirement                         | Due to limited plan-specific data, based on plan's earliest retirement age with allowance for some delayed retirements. |
| Termination of Employment          | Rates used in the most recent PERA of Minnesota Public Employees Police & Fire Plan experience study.                   |
| Disability                         | Rates used in the most recent PERA of Minnesota Public Employees Police & Fire Plan experience study.                   |
| Form of Payment                    | Based on recent plan experience.                                                                                        |
| Percentage Married and Spouse Ages | Based on standard pension plan assumptions. These assumptions have an insignificant impact on plan costs.               |

## Basis for Calculations

### Important Notices

#### Purpose and Scope of the Valuation

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

#### Assumptions and Methods

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

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

#### Actuarial Measurement Changes

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

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

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

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

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

**Impact of Legislative Changes**

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

## Glossary of Selected Terms

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

**Actuarial Cost Method** - the method used to allocate pension liability costs between past, current, and future years.

**Actuarial Present Value of Benefits** - the present value of all future projected benefits for the current participant group, assuming all actuarial assumptions are exactly met.

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

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

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

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

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

**Long-Term Expected Investment Return** - the assumed long-term return expected to be earned by the pension investments.

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

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

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

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

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

**Total Pension Liability (TPL)** - the portion of the Actuarial Present Value of Benefits which is normal costs.

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



# PROJECT ESTIMATION

WILSON AND SON FIELD SERVICES, LLC  
3694 DIVISION STREET WEST  
BEMIDJI, MN 56601  
CELL: 701-269-1665

|                             |                     |
|-----------------------------|---------------------|
| COMPANY NAME:               | COMPANY ADDRESS:    |
| CITY OF BLACKDUCK           | 8 SUMMIT AVE NE     |
|                             | BLACKDUCK, MN 56630 |
| PROJECT NAME:               |                     |
| WELL #8 PROTECTION FENCE 6' |                     |

|                |                  |
|----------------|------------------|
| COMPANY PHONE: | COMPANY CONTACT: |
| 218-835-4803   | CHRISTINA        |

|          |
|----------|
| DATE:    |
| 09/21/26 |

## SCOPE OF WORK:

INSTALL APPROX 180' OF 6' GALV FENCING AND A 20' DD GATE  
SET CORNER AND GATE POSTS INTO CONCRETE FOOTINGS 14" X 4'  
DRIVE LINE POSTS 3'  
TWIST TIE MESH TO FRAMING

## MATERIALS:

6' 11GA 2" KT MESH FITTINGS  
4" GATE POSTS HARDWARE  
2-1/2" CORNER POSTS CONCRETE  
2" LINE POSTS 20' DD GATE  
1-5/8" TOP RAIL TWIST TIES  
7GA TENSION WIRE BARBWIRE

## LABOR:

MAN HOURS: 3 MEN RATE: TOTAL:

|                |    |          |            |
|----------------|----|----------|------------|
| FIELD: REMOVAL | 0  | \$95.00  | \$0.00     |
| FIELD: INSTALL | 64 | \$95.00  | \$6,080.00 |
| MISC: BOBCAT   | 0  | \$150.00 | \$0.00     |
| RENTAL:        |    |          | \$0.00     |
| RENTAL:        |    |          | \$0.00     |
| TOTAL:         |    |          | \$6,080.00 |

**NOTES:** THIS BID DOES NOT INCLUDE OPENERS OR RELATED PRODUCTS. IT DOES NOT COVER PRIVATE UTILITIES LOCATING OR SURVEY. IT IS THE RESPONSIBILITY OF THE PROPERTY OWNER TO ENSURE PRIVATE UTILITIES AND SURVEY MARKS ARE CORRECT. ANY CHANGE ORDERS MAY CAUSE ADDITIONAL FEES AND CAUSE A REBID. PRICES ARE GUARANTEED FOR FIVE (5) DAYS FROM BID DATE. IF PREVAILING WAGE IS REQUIRED THE BID WOULD HAVE TO BE ADJUSTED TO FIT. AS OF TIME OF BID WE HAVE NOT BEEN INFORMED OF THE NEED FOR PREVAILING WAGE

BID ACCEPTED BY: Mike Schwank 9/25/26 BID ACCEPTED BY WWFS:

## COSTS:

\$3,598.73

## TOTAL MATERIALS:

\$3,598.73

## TOTAL LABOR:

\$6,080.00

## SUB TOTAL:

\$9,678.73

## SHIPPING:

\$250.00

## TAX: N/A

## PERMIT:

## JOB TOTAL:

\$9,928.73

**From:** [Joseph Pelawa](#)  
**To:** [Christina Regas](#); [Michael Schwanke](#)  
**Cc:** [Ryan Zemek](#); [Steve Emery](#); [Tim Ramerth](#)  
**Subject:** FW: Confirmation - MPFA 2027 Intended Use Plan Requests - Sanitary Sewer Collection Improvements  
**Date:** Tuesday, September 22, 2026 4:05:01 PM  
**Attachments:** [image001.png](#)  
[Proposed WAT and SAN Replacements Blackduck 2020-10247 .pdf](#)

---

[EXTERNAL]

Christina,

For your records.

From conversations with Pam Foster, MPCA on submitting this during the IUP comment period which will be soon.

Submitted the 2027 IUP request today. PS03 Sanitary Sewer Collection Improvements. This project is planned to proceed along with the water distribution improvement project since many of the lines are in the same streets/areas of town.

This is one of the steps to see if project could be placed on 2027 IUP list for alternate funding consideration through PFA.

**The Blackduck (279582) - Rehab collection and treatment project is listed on the MPCA Project Priority List scoring 60 points.**

This Sanitary Sewer Collection Improvements would be a subproject (PS03) of the overall system rehabilitation.

We are still planning to submit to DEED-SCDP which is due end of October and get the preliminary engineering report to USDA-RD.

Thank You

**Joseph Pelawa, PE**

Civil Engineer

[218-451-7096](tel:218-451-7096)

315 5th Street NW Suite 1

Bemidji, MN 56601

**WIDSETH**

[Widseth.com](http://Widseth.com)

**50 Best Places to Work** (*Prairie Business Magazine, 2026*)

---

**From:** Smartsheet Forms <forms@app.smartsheet.com>

**Sent:** Tuesday, September 22, 2026 3:49 PM

**To:** Joseph Pelawa <Joseph.Pelawa@widseth.com>

**Subject:** Confirmation - MPFA 2027 Intended Use Plan Requests



Thank you for submitting your entry. A copy is included below for your records.

## MPFA 2027 Intended Use Plan Requests

**Start date  
verification** Yes

**System Type** Clean Water

**Does your  
project  
appear on  
the 2026 IUP?** No

**Choose your  
CW project  
from the PPL** Blackduck (279582) - Rehab collection and treatment

**Is this a new  
phase  
(subproject)  
of an existing  
PPL project?** Yes

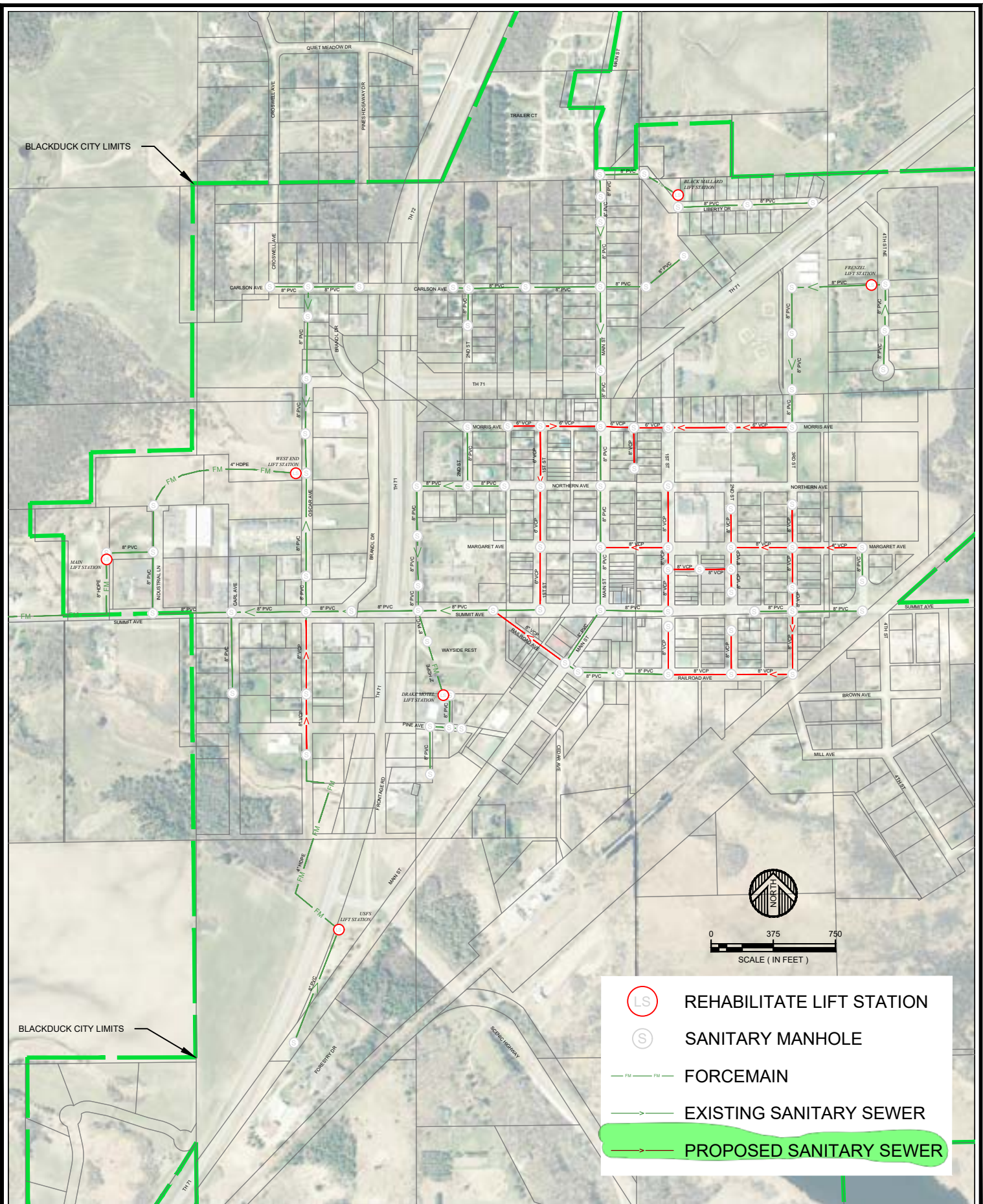
**Please  
choose the  
appropriate  
subproject  
number** PS03

**Will you be  
procuring  
engineering  
services for  
this project  
via a  
competitive  
process?** Unknown

|                                                   |                                                                          |
|---------------------------------------------------|--------------------------------------------------------------------------|
| <b>Your Name</b>                                  | Joseph Pelawa                                                            |
| <b>Your Phone Number</b>                          | 17632862114                                                              |
| <b>Your email</b>                                 | <a href="mailto:Joseph.Pelawa@Widseth.com">Joseph.Pelawa@Widseth.com</a> |
| <b>Name of City Official</b>                      | Michael Schwanke                                                         |
| <b>Estimated Project Cost</b>                     | \$4,410,000                                                              |
| <b>Today's Date</b>                               | 2026-09-22                                                               |
| <b>Estimate: Plans &amp; Specs to MPCA or MDH</b> | 2027-04-02                                                               |
| <b>Estimate: Bid Advertising begins</b>           | 2027-05-10                                                               |
| <b>Estimate: Bid Opening</b>                      | 2027-06-21                                                               |
| <b>Estimate: Construction Start</b>               | 2027-07-06                                                               |
| <b>Estimate: Construction End</b>                 | 2028-08-31                                                               |
| <b>Is this an LSLR Project?</b>                   | No                                                                       |
| <b>LSLR Combined Project?</b>                     | No                                                                       |
| <b>DW Combined</b>                                | No                                                                       |

**project?**

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LS

REHABILITATE LIFT STATION

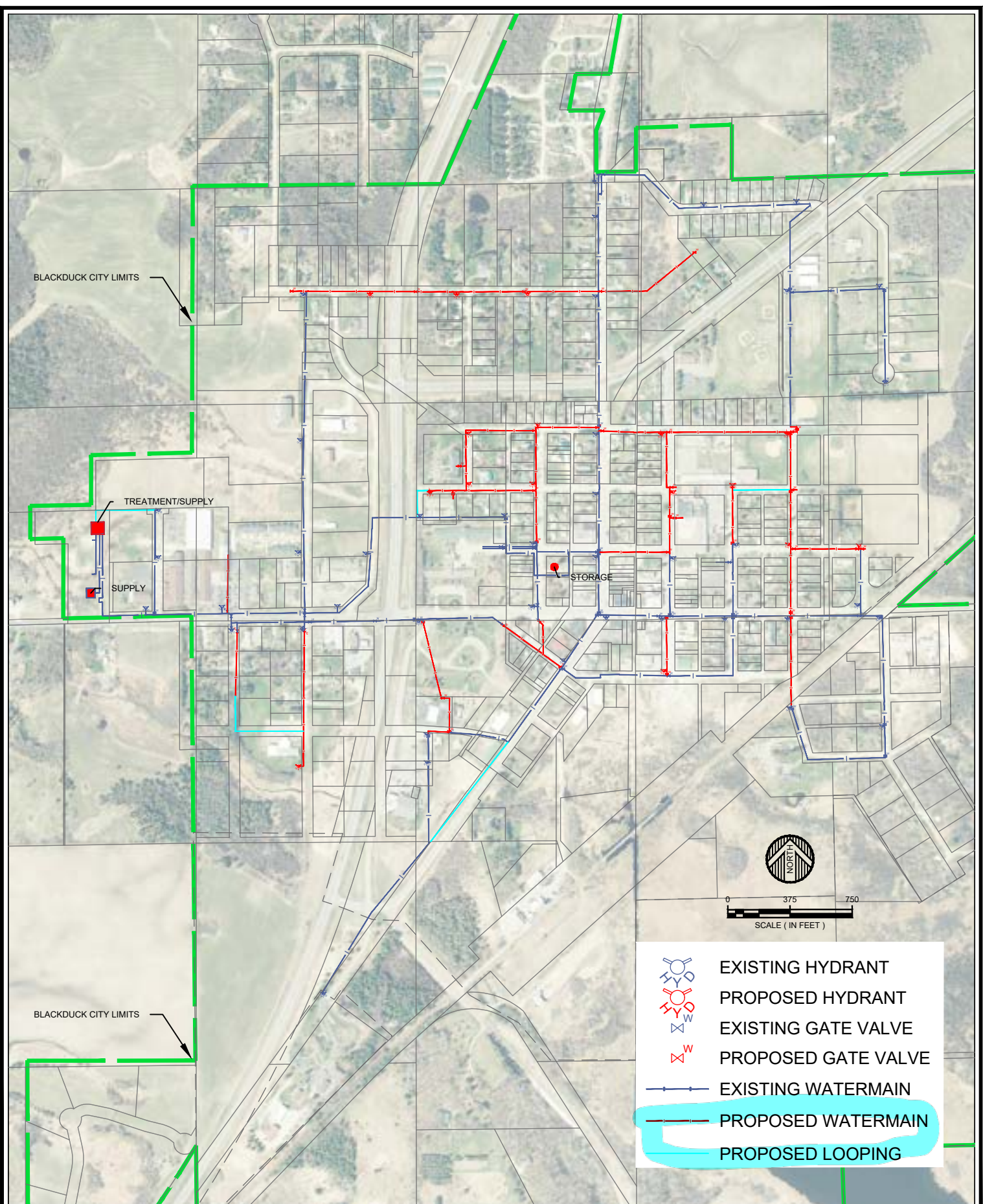
S

SANITARY MANHOLE

FORCEMAIN

EXISTING SANITARY SEWER

PROPOSED SANITARY SEWER





EXISTING HYDRANT



PROPOSED HYDRANT



EXISTING GATE VALVE



PROPOSED GATE VALVE



EXISTING WATERMAIN



PROPOSED WATERMAIN



PROPOSED LOOPING

**From:** [Joseph Pelawa](#)  
**To:** [Christina Regas](#); [Michael Schwanke](#)  
**Cc:** [Ryan Zemek](#); [Steve Emery](#); [Tim Ramerth](#)  
**Subject:** FW: Confirmation - MPFA 2027 Intended Use Plan Requests - Lift Station Rehabilitation  
**Date:** Tuesday, September 22, 2026 9:37:41 AM  
**Attachments:** [image001.png](#)

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[EXTERNAL]

Christina,

For your records.

From conversations with Pam Foster, MPCA on submitting this during the IUP comment period which will be soon.

Submitted the 2027 IUP request today. PS01 Lift Station Rehabilitation.

This is one of the steps to see if project could be placed on 2027 IUP list for alternate funding consideration through PFA.

**The Blackduck (279582) - Rehab collection and treatment project is listed on the MPCA Project Priority List scoring 60 points.**

This Lift Station Rehabilitation/Combination would be a subproject (PS01) of the overall system rehabilitation.

We are still planning to submit to DEED-SCDP which is due end of October and get the preliminary engineering report to USDA-RD.

Thank You

**Joseph Pelawa, PE**

Civil Engineer

[218-451-7096](tel:218-451-7096)

315 5th Street NW Suite 1

Bemidji, MN 56601

**WIDSETH**

[Widseth.com](http://Widseth.com)

**50 Best Places to Work** (*Prairie Business Magazine, 2026*)

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**From:** Smartsheet Forms <forms@app.smartsheet.com>

**Sent:** Tuesday, September 22, 2026 8:57 AM

**To:** Joseph Pelawa <Joseph.Pelawa@widseth.com>

**Subject:** Confirmation - MPFA 2027 Intended Use Plan Requests

Thank you for submitting your entry. A copy is included below for your records.

## MPFA 2027 Intended Use Plan Requests

**Start date  
verification** Yes

**System Type** Clean Water

**Does your  
project  
appear on  
the 2026 IUP?** No

**Choose your  
CW project  
from the PPL** Blackduck (279582) - Rehab collection and treatment

**Is this a new  
phase  
(subproject)  
of an existing  
PPL project?** Yes

**Please  
choose the  
appropriate  
subproject  
number** PS01

**Will you be  
procuring  
engineering  
services for  
this project  
via a  
competitive  
process?**

**Your Name** Joseph Pelawa

|                                                   |                                                                          |
|---------------------------------------------------|--------------------------------------------------------------------------|
| <b>Your Phone Number</b>                          | 17632862114                                                              |
| <b>Your email</b>                                 | <a href="mailto:Joseph.Pelawa@Widseth.com">Joseph.Pelawa@Widseth.com</a> |
| <b>Name of City Official</b>                      | Michael Schwanke                                                         |
| <b>Estimated Project Cost</b>                     | \$2,200,000                                                              |
| <b>Today's Date</b>                               | 2026-09-22                                                               |
| <b>Estimate: Plans &amp; Specs to MPCA or MDH</b> | 2027-01-04                                                               |
| <b>Estimate: Bid Advertising begins</b>           | 2027-02-08                                                               |
| <b>Estimate: Bid Opening</b>                      | 2027-03-26                                                               |
| <b>Estimate: Construction Start</b>               | 2027-05-10                                                               |
| <b>Estimate: Construction End</b>                 | 2027-12-31                                                               |
| <b>Is this an LSLR Project?</b>                   | No                                                                       |
| <b>LSLR Combined Project?</b>                     | No                                                                       |
| <b>DW Combined project?</b>                       | No                                                                       |



September 22, 2026

The Honorable Max Gullette  
Mayor, City of Blackduck  
PO Box 380  
Blackduck, MN 56630-0380

RE: Blackduck Wastewater Treatment Plant  
Facility Plan Preliminary Approval  
Permit No. MN0052302  
MPCA Project No. 279582

Dear Mayor Gullette:

The Minnesota Pollution Control Agency (MPCA) is pleased to inform you that we are hereby granting preliminary approval of your facility plan.

The proposed plan is the background study for the eventual construction and operation of a Class D Wastewater Treatment Facility, which is designed to treat 125,000 gallons per day average design flow with a five-day carbonaceous biochemical oxygen demand (CBOD<sub>5</sub>) strength of 204 milligrams per liter. The stabilization pond system consists of two primary cells of 5.0 acres each and one secondary cell of 13.1 acres, all measured at the four-foot depth level. The stabilization pond system provides a total detention time of 240 days at design flow. The level of treatment will be governed by the provisions in the corresponding State Disposal System (SDS) Permit No. MN0052302. The approval is pursuant to Minn. Stat. chs. 115 and 116, as amended. The legal description of the location of the proposed facility is T149N, R31W, Section 011, Blackduck, Beltrami County, Minnesota.

The facility plan and related information indicate that the selected alternative for this project will consist of replacing all Vitrified clay pipe (VCP) sanitary sewer mains within the city, rehabilitating all pump stations, adding a backup generator for Main Pump Station and two portable generators for other pump stations. Treatment system improvements include replacing the four center pivot irrigators, two solid set irrigation guns, and expand the land application site to include an additional 40 acres, installing a subsurface drainage system for the expanded land application site and refurbish the irrigation (effluent) pump station and upgrade controls for irrigation. Project also includes rehabilitating the Wastewater Treatment Facility control structures and piping and adding riprap higher on the embankment slopes above the current riprap and providing SCADA control for entire system.

The proposed project is described in detail in the facility plan titled, "Facility Plan Municipal Water and Wastewater Systems City of Blackduck" by Widseth Smith Nolting & Associates, Inc. Baxter, Minnesota, project number WSN Project Number. 2020-10247, signed and dated in March 2026.

The following items are not considered loan fundable for the reasons stated:

1. Storm sewer related items. This includes storm sewers that are not a necessary component of a wastewater conveyance and treatment system.
2. Water mains, water wells, and other water supply items. This includes water supply systems that are not a necessary component of a wastewater treatment system.
3. Portions of street, curb and gutter, and sidewalks that are not a result of the construction of sanitary sewers. Reconstruction fundability should be limited to the width of the pipe trench necessary to install the sanitary sewer. In areas where both sewer and water are installed, the reconstruction costs should be divided proportionally between sewer and water costs.

This constitutes a formal decision in accordance with Minn. R. 7077.2000. Any request for review or reconsideration of this decision must be submitted within 45 days of the date of this letter. For clarification concerning Disputes Procedures, please contact your review engineer.

Our records indicate that you have not submitted a National Pollutant Discharge Elimination System (NPDES)/State Disposal System (SDS) Permit application for this project. An application should be submitted immediately to the Minnesota Pollution Control Agency. Any questions relating to permit requests should be directed to: Emily Carlson [emily.carlson@state.mn.us](mailto:emily.carlson@state.mn.us) 218-846-8138.

This preliminary approval is given when there is reasonable assurance that the treatment system, when constructed, will comply with the regulations and criteria of the MPCA. Final approval of the facility plan is contingent upon completion of the environmental review process and issuance of a NPDES/SDS permit.

Any questions regarding this approval should be directed to: Vinod Sathyaseelan  
[vinod.sathyaseelan@state.mn.us](mailto:vinod.sathyaseelan@state.mn.us) 218-846-8135.

Sincerely,

*Vinod Sathyaseelan*

*This document has been electronically signed.*

Vinod Sathyaseelan  
Engineer  
Municipal Division

VS:lr

cc: Joseph Pelawa P.E., WSN Engineering (electronic)  
Chad Kolstad, MPFA (electronic)  
Melissa Ralph, MPFA (electronic)  
Pam Foster, MPCA (electronic)  
Gabe Posteuca, MPCA (electronic)  
Julie Henderson, MPCA (electronic)  
Activity ID APP20110001 @ 371

# Office of the Minnesota Secretary of State

## Minnesota Assumed Name/Annual Renewal

*Minnesota Statutes, Section 5.34*



Annual Renewal Year: 2026

Annual Renewal Filing Date: 9/24/2026

Assumed Name: Blackduck Municipal Liquor Store - The Pond

Original Filing Number: 1590114800029

Home Jurisdiction: Minnesota

Filing Party Information:

|                                            |                          |                                           |
|--------------------------------------------|--------------------------|-------------------------------------------|
| Party Type:                                | Name:                    | Address:                                  |
| <b>Applicant</b>                           | <b>City of Blackduck</b> | <b>224 FRONTAGE RD BLACKDUCK MN 56630</b> |
| <b>Mailing Address</b>                     |                          | <b>PO BOX 380 BLACKDUCK MN 56630 0380</b> |
| <b>Principal Place of Business Address</b> |                          | <b>224 Frontage Rd Blackduck MN 56630</b> |



**Work Item 1670257600028**  
**Original File Number 1590114800029**

STATE OF MINNESOTA  
OFFICE OF THE SECRETARY OF STATE  
FILED  
**09/24/2026 11:59 PM**

A handwritten signature in black ink that reads "Steve Simon". The signature is written in a cursive, flowing style.

Steve Simon  
Secretary of State

Kitchigami Regional Library  
**Special Board Meeting September 30, 2026, 8:00 a.m.**  
Kitchigami Regional Headquarters Building, Pine River, MN

**A G E N D A**

Chair Tom Krueger called a meeting of the whole that is scheduled for Wednesday, September 30, 2026, at 8:00 a.m., to be located at KRLS Headquarters and via Zoom for the following purpose:

1. Call to order and Pledge of Allegiance
2. Interviews
3. Lunch
4. Deliberation
5. Adjournment

Please contact Svetlana Lang at 218-587-2171 x 224 or [langs@krls.org](mailto:langs@krls.org) if you are unable to attend.

# Kitchigami Regional Library System

## Library Director Finalists

**Jake Fejedelem** brings 25 years of experience in library technology and operations across public institutions and private-sector organizations. He has served as Renville County Librarian with Pioneerland Library System since June 2017, representing more than nine years of service. Previously, he spent two years as Technology Librarian at Austin Public Library in Austin, Minnesota, two years as Practice Manager at Pet Rehab and Pain Clinic in Chesterfield, Missouri, and nearly three years as IT Manager at St. Louis County Library in St. Louis, Missouri. Mr. Fejedelem holds a Master of Library and Information Science and a Bachelor of Political Science from Kent State University, as well as an associate degree in Veterinary Technology from Hickey College.

**Ara Gallo** brings approximately eight years of experience in Minnesota government and public library service. Since 2024, he has served as an NGO/Tribal Grants Specialist with the Minnesota Board of Water and Soil Resources. Previously, he spent one year as a Revenue Collection Officer with the Minnesota Department of Revenue in St. Paul and five years as Assistant Branch Manager at the Bemidji Public Library in Bemidji, Minnesota. Mr. Gallo holds a Master of Science in Library and Information Science from the University of Southern Mississippi, a Master of Education from Buffalo State University, and bachelor's degrees in Education and History from Bemidji State University.

**Megan Lysford** brings nearly a decade of experience in public, academic, regional, and military libraries. She has worked at Northwest Regional Library since January 2024, serving first as Automation Coordinator and, since March 2024, as Director. Previously, she spent five months with Metro State University as a Librarian/Community Faculty, nearly one year with Bemidji State University as a Librarian/Assistant Professor, two years with Kitchigami Regional Library System as a Technical Services Manager, one and a half years with the North Dakota University System's ODIN consortium as a Technical Support Specialist, nearly one year with Grand Forks Public Library as a Community Engagement Librarian, one year with Grand Forks Air Force Base as a Supervisory Librarian, and one and a half years with Watertown Regional Library as a Special Services Librarian. Ms. Lysford holds a Master of Science in Information and Library Studies from the University of Strathclyde and a Bachelor of Arts in Political Science from the University of North Dakota.

**Sherilyn Warren** brings more than 30 years of public library experience, including over 20 years in management and supervisory roles. She has served as Regional Branch Manager with Kitchigami Regional Library System since 2025, following 10 years as Branch Manager in Bemidji. Previously, she spent six years as a Branch Manager with the Volusia County Library System in DeBary, Florida, and also served as Head Librarian and Reference and Young Adult Librarian in Daytona Beach, Florida. Earlier in her career, she spent eight years as a Media Specialist with the Circle of Life School in White Earth, Minnesota. Ms. Warren holds a Master of Library and Information Science from the University of Southern Mississippi, a Master of Science in Education—Educational Media from Nova Southeastern University, and a Bachelor of Arts in English from the University of Minnesota Morris.



## POLICY

The Blackduck Police Department recognizes domestic abuse as a serious problem in society. This agency aims to protect victims of domestic abuse by ensuring its peace officers understand domestic abuse statutes and approach domestic abuse situations with sensitivity and understanding. Peace officers will utilize this policy when responding to incidents of domestic abuse. This agency will aggressively enforce the laws without bias or prejudice.

## DEFINITIONS

**Child:** has the meaning given to it in [MN Statute 260C.007, subdivision 4](#).

**Complainant:** refers to an individual making a complaint or reporting a crime.

**Domestic Abuse:** has the meaning given to it in [MN Statute 518B.01, subdivision 2\(a\)](#).

**Domestic Abuse No Contact Order (DANCO):** refers to an order issued by a judge under [MN Statute 629.75](#) in criminal court. DANCOs may be issued as a pretrial condition of release and/or as a condition of probation. Violating a DANCO is a crime.

**Domestic Abuse Program:** means a public or private intervention project or advocacy program which provides support and assistance to the victims of domestic abuse.

**Domestic Call:** refers to a call for service or a request for service made to a law enforcement agency regarding a domestic disturbance.

**Family or Household Member(s):** has the meaning given to it in [MN Statute 518B.01, subdivision 2\(b\)](#).

**Harassment:** has the meaning given to it in [MN Statute 609.749, subdivision 2\(c\)](#).

**Harassment Restraining Order (HRO):** refers to an order issued by a judge under [MN Statute 609.748](#) in civil court where a petitioner requests a court order prohibiting another person from having contact with them. The petitioner of an HRO does not have to be a family or household member to the respondent. Violating an HRO is a crime.

**Order for Protection (OFP):** refers to an order issued by a judge under [MN Statute 518B.01, subdivision 5](#), in civil court. Violating an OFP is a crime.

**Petitioner:** refers to an individual who initiates legal proceedings by filing a petition with the court.

**Primary Aggressor:** refers to the person who, based on the totality of the circumstances, is determined to be the primary perpetrator of domestic abuse, as opposed to a person who used force in self-defense or who has been primarily subject to abuse.



**Qualified Domestic Violence-Related Offense (QDVRO):** has the meaning given to it in [MN Statute 609.02, subdivision 16](#).

**Respondent:** refers to the person against whom a court action or protective order is sought.

**Stalking:** has the meaning given to it in [MN Statute 609.749, subdivision 5](#).

## PROCEDURE

### RECEIVING A DOMESTIC REQUEST FOR SERVICE

**Receiving a Domestic Request for Service.** Domestic requests for service are considered high priority calls and must be treated accordingly by dispatchers and officers. Dispatchers must assign, minimally, two officers to a known or suspected domestic abuse call. If only one officer is available, reasonable attempts must be made to obtain another officer. After receiving a domestic call, [officers] must respond promptly according to the information they received (e.g., is the situation active/ongoing, is the incident being reported several days after the event, or are the victim(s) in a safe location away from the suspect). Domestic requests for service may be received via text message to 911 or by other means.

**Information to be Obtained.** The dispatcher receiving a domestic request for service should attempt to collect pertinent information from the caller and relay the information to the responding officers. The dispatcher receiving a domestic abuse call should attempt to gather the following information:

- the nature of the incident,
- the address of the incident, including apartment number (if applicable),
- the telephone number(s) by which the caller can be reached,
- whether weapons are involved or present in the dwelling,
- whether someone is injured and the nature of the injury,
- whether alcohol or drugs are involved,
- information about the suspect (e.g., presence, description, direction of flight, mode of travel, etc.),
- the relationship between the caller and the suspect,
- whether there have been previous calls involving the caller and suspect,
- whether there is an active order for protection (OFP), harassment restraining order (HRO), or criminal pre-trial or probationary domestic abuse no contact order (DANCO),
- whether children are present, and
- whether there are non-English speaking, mobility impaired, or hearing-impaired individuals present.

If the caller is the victim, the dispatcher should attempt to keep the caller on the telephone for as long as possible and tell the caller when they can expect the peace officers to arrive. If the caller is a witness to an incident in progress, the dispatcher should attempt to keep the caller on the phone and should relay ongoing information provided by the caller to the responding officers. Dispatchers should ask callers if it is safe for them to talk and if so, for how long.

If, for any reason, the dispatcher is unable to remain on the line with the caller and the responding officers are some distance away from the call location, the dispatcher should attempt to periodically call the



complainant back, if the caller said it is okay to do so, to check on their well-being. If the complainant was available by telephone, but later becomes unreachable or the dispatcher encounters a persistent busy signal, that information should be relayed to the responding officers.

## RESPONDING TO A DOMESTIC CALL

**Driving to the Scene.** Peace officers must respond directly and without unreasonable delay to the scene. Officers should evaluate tactical considerations related to the use of emergency lights and sirens when responding.

**Initial Contact.** Upon arriving at the scene of a domestic abuse call, the responding officers must identify themselves as peace officers, explain their presence, and request entry into the home. The officers must ask to speak with the individuals involved in the situation. When reasonable, practical, and safe to do so, officers should separate (sight/sound) all individuals involved prior to taking any statements. If the person who called the law enforcement agency is someone other than the subject of the call, the officer should not reveal the caller's name. The officer must ensure all occupants inside or at the call location are safe to the extent they are able.

**Entry.** If refused entry, the officers should be persistent about seeing and speaking alone with the complainant. If access to the complainant is refused the officers should request dispatch contact the caller via phone. If access is still refused and the officers have reason to believe someone is in imminent danger, officers are permitted to force entry. If the officers are refused entry, and have no legal grounds to force entry, but have reasonable grounds to believe a crime has been committed, the officers may apply for a search warrant.

**First Aid.** After securing the scene, responding peace officers shall provide first aid and offer EMS (as applicable). Officers may preemptively request EMS and put them on standby while responding to the scene in an effort to minimize medical personnel response time.

## INVESTIGATION

After securing the scene and providing any necessary first aid, peace officers must begin an investigation and assess the evidence to determine if there is probable cause that evidences a crime has been committed. During the investigation, when feasible, officers must attempt to interview the parties directly involved as well as any witnesses to the incident as necessary for the investigation. If the witness, victim, or suspect is a child, officers should consider whether an interview should take place at another location or be handled by another organization. Officers must collect and/or document any evidence at that scene. As part of the evidence collection process, officers must consider:

- taking photos of the scene,
- photographing the condition of clothing of the individuals involved,
- photographing any property damage,
- photographing physical injuries or the presence of petechiae (peace officers should be aware that injuries appear differently on different complexions and under flash photography),
- completing a lethality assessment (as applicable),
- recording and documenting excited utterances made by the victim and/or the suspect,
- documenting the demeanor of the victim and/or the suspect,



- collecting medical records including the victim's statements to paramedics, nurses and doctors,
- recording interviews with witnesses including children who may have been present,
- documenting evidence of any prior domestic abuse related incidents,
- documenting any existing OFPs, HROs or DANCOs, and
- documenting any other existing court order restricting contact between the suspect and victim.

When establishing probable cause, peace officers may consider their observations as well as any statements made by the parties/witnesses involved.

**Suspect Gone on Arrival.** If there is probable cause to make an arrest, officers should make reasonable attempts to locate and arrest the suspect. Officers should consider checking the suspect's place of employment and residences the suspect is known to frequent (e.g., the residences of family/friends or other properties the suspect may own).

## ARREST CONSIDERATIONS

Arrest determinations must be based on probable cause that evidences a crime has been committed. Officers shall not base arrest determinations on the following factors:

- the ownership/tenancy rights of either party or the fact the incident occurred in a private place,
- belief that the victim will not cooperate with criminal prosecution or that the arrest may not lead to a conviction,
- verbal assurances that the abuse will stop,
- disposition of previous police calls or criminal cases involving the same victim or suspect,
- denial by either party that the abuse occurred when there is evidence of domestic abuse and probable cause has been established,
- lack of a court order restraining or restricting the suspect,
- concern about reprisals against the victim,
- adverse financial consequences that might result from the arrest, or
- chemical dependency or intoxication of the parties.

**Primary Aggressor and Dual Arrests.** The Blackduck Police Department discourages dual arrest, however, such arrests are not explicitly prohibited. When there are allegations that each party assaulted the other, the peace officer shall determine whether there is sufficient evidence to conclude one of the parties is the primary aggressor. Such a determination should be based on, minimally, the following:

- the comparative extent of the injuries inflicted,
- the presence of fear of physical injury because of past or present threats,
- were actions taken in self-defense or to protect oneself,
- patterns of power of control (financial/technological/psychological),
- the history of domestic abuse perpetrated by one party against the other, or
- the existence or previous existence of an order for protection.



In situations where the primary aggressor is identifiable, but charges also seem appropriate for the other individual involved, a report should be sent for consideration of charges to the prosecutor's office in lieu of a physical (dual) arrest. In their report, officers should explain how the officer identified a specific individual as the primary aggressor. In extreme cases or for instances in which a primary aggressor cannot be identified, a dual arrest may be made. In the event a dual arrest is made, when feasible, officers should transport the individuals in separate vehicles.

**Victims Declining Arrest or Prosecution.** If an officer establishes probable cause and determines a domestic abuse crime has been committed, they may make an arrest. The arrest may be made regardless of a victim's request not to arrest or prosecute the suspect. When an officer encounters a victim who wishes to decline charges, the officer should explain to the victim that arrest and prosecutorial determinations are given to law enforcement and prosecutors by state statute. Officers can offer to include a victim's request to decline charges in their report, however, victims should be made aware prosecutorial determinations will be made by the prosecuting attorney's office based on evidence.

**Warrantless Probable Cause Arrest for Fifth Degree Assault or Domestic Assault.** In general, officers cannot effect probable cause arrests for misdemeanors that did not occur in their presence. This is not the case for crimes of domestic assault. According to [MN Statute 629.341](#), peace officers are immune from civil liability when making a domestic abuse arrest so long as they act in good faith and exercise due care when making the arrest determination. For misdemeanor offenses, according to MN Statute [629.341](#), peace officers may arrest a person anywhere, without a warrant, if the [officer] has probable cause to believe that, within the preceding 14 days excluding the day probable cause was established, the individual assaulted, threatened (with a dangerous weapon), or committed an act intended to cause fear in another of immediate body harm or death if the victim is a "family or household member."

According to [MN Statute 629.72](#), notwithstanding any other law or rule, an arresting officer may not issue a citation in lieu of effecting the arrest of an individual being charged or arrested for harassing or stalking, domestic abuse, a violation of an order for protection, or a violation of a domestic abuse no contact order.

**Level of Arrest for Fifth Degree Assault and Domestic Assault: Misdemeanor, Gross Misdemeanor and Felony.** Officers should be aware there are many domestic abuse related crimes that are eligible for enhancement based on an individual's previous criminal convictions. Fifth Degree Assault and Domestic Assault are deemed misdemeanor offenses. When enhancement factors are present, these offenses may be charged as a gross misdemeanor or felony.

- *Gross Misdemeanors*
  - [MN Statute 609.224, subdivision 2\(a\)](#). Assault in the Fifth Degree provides for an enhancement to a gross misdemeanor violation when the offense is against the same victim within ten years of a qualified domestic violence-related offense (QDVRO) conviction or adjudication of delinquency in Minnesota, or any similar law of another state.
  - If the charge is Domestic Assault ([MN Statute 609.2242](#)) and the victim is a family or household member and the crime occurs within ten years of a QDVRO conviction or adjudication of delinquency of any of the above offenses against any family or household member, the same gross misdemeanor enhancement applies. The prior conviction need not be against a member of the same family or household.



- If there is a prior conviction for assault or threats of violence against any person within two years, a gross misdemeanor may also be charged.
- *Felonies*
  - If a person commits Fifth Degree Assault against the same victim within ten years of the first of any combination of two or more QDVRO convictions or adjudications of delinquency, the assault becomes a felony. The same enhancement applies to Fifth Degree Assault against any victim occurring within three years of the first of two or more of these convictions.
  - Domestic assault against a family or household member is also enhanceable under the same circumstances except that the prior convictions may be against any family or household member.
  - According to [MN Statute 609.2247, subdivision 2](#), whoever assaults a family or household member by strangulation is guilty of a felony.

## REPORTS AND FORMS

Peace officers must write a report after responding to a domestic call. If the officer did not arrest or seek an arrest warrant even though an arrest was authorized, a detailed explanation of the reasons for the officer's decision not to arrest must be documented. The report must then be forwarded to the prosecutor's office for consideration of formal charges. Domestic abuse related reports must, when feasible or applicable, include the following information:

- detailed statements from the victim, suspect, and any witnesses,
- a description of injuries,
- information about past abuse,
- a summary of the lethality assessment,
- a description of the scene,
- identification of the primary aggressor if applicable,
- information on the existence of any language barriers,
- the identification of elderly victims or those with disabilities,
- a summary of prior convictions relevant to charging enhancements,
- a general summary of the suspect's criminal history, and
- a list of evidence.

If necessary, a domestic call must be turned over to the appropriate investigator for further follow-up when needed. If an arrest is made, the officer must examine the defendant's criminal history record and, if there is evidence of a QDVRO conviction, advise the prosecutor's office of any potential charging enhancements. If there is probable cause to warrant charges on an individual not determined to be the primary aggressor, the peace officer must thoroughly document all relevant information in the report and refer it to the prosecutor for review and consideration of criminal charges.

## LETHALITY/RISK ASSESSMENT

Domestic abuse situations often involve heightened emotional responses from the individuals involved because of not only the present circumstances, but the historical context. Historical context is especially



important for assessing the potential risk of future domestic violence against an individual victim. Lethality/risk assessments are a tool officers can use to explore a victim's/suspect's abuse history and gauge the risk of future abuse. Officers should complete a lethality/risk assessment, approved by the agency, and include the assessment with their report. The assessment should be sent to the prosecuting attorney's office for review. Minimally, the following questions should be included in the agency's assessment.

- Does the suspect have access to a firearm, or is there a firearm in the home?
- Has the suspect ever used or threatened to use a weapon against you or your children/family members?
- Has the suspect ever attempted to strangle you, cut off the circulation in your neck, or impede your breathing in any way. This may include covering your mouth and/or nose.
- Has the suspect ever threatened or tried to kill you?
- Has physical violence increased in frequency or severity in recent months?
- Has the suspect ever forced or coerced you to have sexual relations against your will?
- Does the suspect control or try to control most or all your daily activities?
- Does the suspect monitor or surveil most or all your daily activities?
- Is the suspect constantly or violently jealous?
- Has the suspect ever threatened to commit suicide?
- Do you believe the suspect will assault you again?
- Has the suspect assaulted you in the past?
- Do you believe the suspect will try to kill you?
- Are there any pending or prior OFPs, HROs, or other criminal or civil cases involving the suspect?
- Has the suspect previously violated an OFP, HRO, DANCO, or other order in which you were the petitioner or protected party?

The questions included in the agency's assessment should be evidence informed – meaning that the questions are derived from practical experience and/or research. Agencies are encouraged to develop an assessment referral protocol. Minimally, the protocol, should include referring the assessment to the prosecuting attorney's office and a local advocacy program. After an assessment is completed, officers should inform the victim of the outcome, or score, of the assessment. Officers should ask the victim if they would like assistance contacting a victim's rights advocacy center for assistance.

## **OTHER DOMESTIC ABUSE RELATED CRIMES**

### **STALKING**

It is a felony to engage in stalking with respect to a single victim or one or more members of a single household which the actor knows or has reason to know would cause the victim under the circumstances to feel terrorized or to fear bodily harm and which does cause this reaction on the part of the victim. Stalking charges should be considered when, within a 5-year period, an individual commits or attempts to commit two or more of the criminal acts described in [MN Statute 609.749, subdivision 5\(b\)\(1\) through \(17\)](#).

Reports on incidents of stalking must include historical information about/between the individuals involved as well as the emotions the conduct stirred, if any, in the victim(s). This information is necessary to demonstrate patterns of behavior and to satisfy the elements of the crime. Such information is especially



important when one of the acts being used to bring forth a charge of stalking was previously attempted but not charged or, possibly, previously reported. Examples of stalking behaviors include, but are not limited to:

- Surveillance
  - Waiting for the victim outside of their office, gym, or other frequented locations.
  - Using tracking software on the victim's devices.
  - Going through the victim's mail or trash.
  - Attaching a tracking device on the victim's vehicle or home.
- Life Invasion
  - Repeated unwanted contact via telephone, text messages, emails, etc.
  - Sending or leaving unwanted gifts.
  - Initiating contact through third parties.
  - Harassing the victim's friends or family.
- Intimidation
  - Using a weapon as a threat.
  - Forcing confrontations.
  - Threatening to harm or kill the victim, themselves, friends, family, pets, or others the victim cares about.
  - Threatening to share or post private information, photos, or videos of the victim.
- Interference
  - Spreading rumors about the victim.
  - Ruining or attempting to ruin the victim's reputation.
  - Taking and/or sharing photos or videos of the victim without their consent.
  - Posting deepfake photos or videos online of the victim.

For additional information regarding stalking behaviors, [officers] can refer to the Stalking Prevention Awareness and Resource Center's (SPARC) [website](#) and [law enforcement information sheet](#).

## HARASSMENT

A person commits a harassment crime if they:

- directly or indirectly, or through third parties, manifest a purpose or intent to injure the person, property, or rights of another by the commission of an unlawful act;
- follow, monitor, or pursue another, whether in person or through any available technological or other means;
- return to the property of another if the actor is without claim of right to the property or consent of one with authority to consent;
- repeatedly make telephone calls, send text messages, or induce a victim to make telephone calls to the actor, whether or not conversations ensue;
- make or cause the telephone of another repeatedly or continuously to ring;
- repeatedly mail or deliver or causes the delivery by any means, including electronically, of letters, telegrams, messages, and packages, through assistive devices for people with vision impairments or hearing loss, or any communication made through any available technologies or other objects;



- knowingly make false allegations against a peace officer concerning the officer's performance of official duties with intent to influence or tamper with the officer's performance of official duties; or
- use another's personal information, without consent, to invite, encourage or solicit a third party to engage in a sexual act with the person.

Harassment crimes are elevated to a gross misdemeanor if the conduct was committed with the intent to kill, injure, harass, or intimidate another person if the conduct 1) places the other person in reasonable fear that the person's family or household members will be subject to substantial bodily harm, 2) places the person in reasonable fear that the person's family or household members will be subject to substantial bodily harm, or 3) causes or would reasonably be expected to cause substantial emotional distress to the other person. Harassment crimes may also be elevated to a felony if the provisions of [MN Statute 609.749, subdivision 3 or 4](#) are met.

Acts constituting a violation of harassment or stalking, when committed in two or more counties, may be prosecuted in any county in which one of the acts was committed for all acts in violation of [MN Statute 609.749](#).

## **VIOLATION OF COURT ORDERS**

Peace officers must verify whether any of the following orders discussed herein exist before, during, or after an arrest (OFP, HRO, or DANCO). Methods of verification include visually inspecting a paper or digital copy of the order or obtaining verification from the court or law enforcement agency that issued or served the order. If there is an active court order and the suspect violated the order, the officer's incident report must include information regarding the order, such as the name of the county where the order was originally issued and the court file number. In the report, officers should explicitly identify what provision the suspect violated in the court order.

**Order for Protection (OFP).** A peace officer must arrest and take into custody, without a warrant, any person who the peace officer has probable cause to believe violated a condition of an OFP granted by the court pursuant to [MN Statute 518B.01](#). Such an arrest must be made even if the violation of the order did not take place in the presence of the peace officer. A violation of an OFP is a misdemeanor but the charge is enhanceable to a gross misdemeanor if the offense occurred within ten years of a previous QDVRO conviction or adjudication. OFP violation charges are enhanceable to a felony if 1) the individual violated the OFP within ten years of the first of two or more previous QDVRO conviction/adjudication or 2) the individual violated the OFP while possessing a dangerous weapon as defined in [MN Statute 609.02, subdivision 6](#).

According to [MN Statute 518B.01, subdivision 18\(a\)\(2\)](#), an OFP is not voided if the respondent was invited by the petitioner to the petitioner's residence. Likewise, an OFP is not void if the petitioner initiates contact with the respondent. There is not a time limitation to effect a warrantless arrest for a violation of an OFP.

**Harassment Restraining Order (HRO).** A peace officer must arrest and take into custody a person who the peace officer has probable cause to believe has violated a harassment restraining order granted by the court pursuant to [MN Statute 609.748, subdivisions 4 and 5](#), if the [officer] can establish probable cause and verify the existence of the order. A person who violates an HRO is guilty of a misdemeanor. This offense is enhanceable to a gross misdemeanor if the violation occurs within ten years of a QDVRO conviction. Per



MN Statute 609.748, subdivision 6(d), the offense is enhanceable to a felony if the person knowingly violates the order:

- within 10 years of the first of two or more previous qualified domestic violence-related offense convictions or adjudications;
- because of the victim's or another's actual or perceived race, color, religion, sex, sexual orientation, disability (as defined in MN Statute 363A.03, subdivision 12), age, or national origin;
- by falsely impersonating another;
- while possessing a dangerous weapon;
- with intent to influence or otherwise tamper with a juror or a judicial proceeding or with intent to retaliate against a judicial officer, as defined in MN Statute 609.415, subdivision 3, or a prosecutor, defense attorney, or officer of the court, because of that person's performance of official duties in connection with a judicial proceeding; or
- against a victim under the age of 18, if the respondent is more than 36 months older than the victim.

**Domestic Abuse No Contact Order (DANCO).** A peace officer must arrest, without a warrant, and take into custody a person who the peace officer has probable cause to believe has violated a DANCO issued pursuant to MN Statute 629.75. The arrest must be made even if the violation did not occur in the presence of the peace officer. A pretrial DANCO is sometimes continued at the time of sentencing with a new DANCO issued as a condition of probation. This DANCO may be valid for the full probationary period indicated in the order. The court may rescind a DANCO at any time. A victim's production of a copy of a court order, that appears valid, absent contrary evidence, provides a prima facie basis for arrest whenever there is probable cause to believe a violation of the order has occurred.

When investigating a domestic abuse incident, peace officers must, when applicable, consider whether additional crimes have been committed. Other crimes that should be considered are trespassing, criminal damage to property, disorderly conduct, witness tampering, burglary, and/or assault.

## CRIME VICTIM RIGHTS AND SERVICES

If for some reason it is not possible to effect the arrest of a suspect during a domestic abuse incident (for example, the suspect fled the scene), officers should, when feasible, consider staying at the scene until the likelihood for further violence has been substantially reduced or eliminated. If the suspect is gone on arrival, officers are encouraged to talk to the victim about how to safely contact law enforcement if the suspect returns or their whereabouts are determined. Officers are encouraged to provide guidance to victims on how to ensure their own immediate safety (e.g. staying with a family member or friend, having a family member stay with them, or staying at a shelter). If a domestic advocacy program exists in the area, the responding [officer] should initiate contact on behalf of the victim with their permission. MN Statute 629.342 provides that when a peace officer does not make an arrest, the peace officer must provide immediate assistance to the victim, which includes obtaining any necessary medical treatment, and provide the victim a notice of rights pursuant to MN Statute 629.341, subdivision 3.

**Assistance to Non-English-Speaking Victims or Victims with Communication Disabilities.** The peace officer shall use the resource list established by this law enforcement agency to contact a person to assist in cases where the individuals involved in the domestic call, including the witnesses, are non-English-speaking, hearing-impaired, or have other communication limitations. The officer should avoid the use of friends,



family, or neighbors as the primary interpreter for the investigation. Consideration: Is there a bilingual speaking officer who could assist?

**Notice of Crime Victim's Rights.** The peace officer must give the victim of a domestic abuse incident a copy of the agency's crime victim notification form. Officers are encouraged to verify the victim understands the victim's rights information they have been provided. The agency will routinely review the form to ensure it is current and in compliance with all applicable MN laws. The Department of Public Safety, Office of Justice Programs, produces the crime victim's rights notice and serves as the contact for victim's rights information.

**Services.** The peace officer or agency should contact the local domestic abuse program as soon as possible on all domestic abuse situations for which there is probable cause for an arrest and provide the name, phone number, and address of the victim and a brief factual account of the events that transpired. This section shall not apply if the dissemination of certain data is prohibited by the Minnesota Government Data Practices Act.

**Child Victims.** If a child is present during a domestic abuse incident or if the child is the victim of domestic abuse, the responding officer must determine whether the child has been subject to physical abuse, psychological abuse, sexual abuse, or neglect as defined by [MN Statute 260E.03](#). If a peace officer finds a child in an environment which endangers the child's health or welfare or which will endanger the child's welfare, the child should be taken into protective custody pursuant to [MN Statute 260C.175](#). When cases involve children, officers must comply with the reporting requirements of [MN Statute 260E, Reporting of Maltreatment of Minors](#). If the child has been injured, the officer must escort the child to the nearest hospital for treatment. This can be accomplished by following EMS transport, riding with EMS transport, or by the officer transporting the child as appropriate.

## STATUTORY REFERENCES

- [CHAPTER 13](#) – Government Data Practices
- [CHAPTER 260E](#) – Reporting of Maltreatment of Minors
- [MN STATUTE 260C.175](#) – Taking Child Into Custody
- [MN STATUTE 518B.01](#) – Domestic Abuse Act
- [MN STATUTE 609.185](#) – Murder in the First Degree
- [MN STATUTE 609.19](#) – Murder in the Second Degree
- [MN STATUTE 609.195](#) – Murder in the Third Degree
- [MN STATUTE 609.20](#) – Manslaughter in the First Degree
- [MN STATUTE 609.205](#) – Manslaughter in the Second Degree
- [MN STATUTE 609.221](#) – Assault in the First Degree
- [MN STATUTE 609.222](#) – Assault in the Second Degree
- [MN STATUTE 609.223](#) – Assault in the Third Degree
- [MN STATUTE 609.2231](#) – Assault in the Fourth Degree
- [MN STATUTE 609.224](#) – Assault in the Fifth Degree
- [MN STATUTE 609.2242](#) – Domestic Assault
- [MN STATUTE 609.2245](#) – Female Genital Mutilation; Penalties
- [MN STATUTE 609.2247](#) – Domestic Assault by Strangulation
- [MN STATUTE 609.25](#) – Kidnapping



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- [MN STATUTE 609.255](#) – False Imprisonment
- [MN STATUTE 609.342](#) – Criminal Sexual Conduct in the First Degree
- [MN STATUTE 609.343](#) – Criminal Sexual Conduct in the Second Degree
- [MN STATUTE 609.344](#) – Criminal Sexual Conduct in the Third Degree
- [MN STATUTE 609.345](#) – Criminal Sexual Conduct in the Fourth Degree
- [MN STATUTE 609.3451](#) – Criminal Sexual Conduct in the Fifth Degree
- [MN STATUTE 609.3458](#) – Sexual Extortion
- [MN STATUTE 609.377](#) – Malicious Punishment of a Child
- [MN STATUTE 609.3775](#) – Child Torture
- [MN STATUTE 609.582](#) – Burglary
- [MN STATUTE 609.713](#) – Threats of Violence
- [MN STATUTE 609.748](#) – Harassment; Restraining Order
- [MN STATUTE 609.749](#) – Harassment; Stalking; Penalties
- [MN STATUTE 609.78](#) – Emergency Telephone Calls and Communications
- [MN STATUTE 617.261](#) – Nonconsensual Dissemination of Private Sexual Images
- [MN STATUTE 617.262](#) – Nonconsensual Dissemination of a Deep Fake Depicting Intimate Parts or Sexual Acts
- [MN STATUTE 629.341](#) – Allowing Probable Cause Arrests for Domestic Violence; Immunity from Liability
- [MN STATUTE 629.75](#) – Domestic Abuse no Contact Order
- [ADMINISTRATIVE RULE 6700.1615](#) – Required Agency Policies



## CHARGING TABLE

The table below was created to assist [officers] with their probable cause arrest determinations. The table identifies which crimes a previous QDVRO conviction acts as an enhancement for. To determine the offense level and corresponding statute, start on the left side of the table by identifying the offense, then move to the right. [Officers] should confirm the information in this table with statute to verify the statute.

*"Qualified domestic violence-related offense" refers to a violation of or an attempted violation of an order for protection, first-degree murder, second-degree murder, third-degree murder, first-degree manslaughter, second-degree manslaughter, first-degree assault, second-degree assault, third-degree assault, fourth-degree assault, fifth-degree assault, domestic assault, female genital mutilation, domestic assault by strangulation, kidnapping, false imprisonment, first-degree criminal sexual conduct, second-degree criminal sexual conduct, third-degree criminal sexual conduct, fourth-degree criminal sexual conduct, sexual extortion, malicious punishment of a child, burglary in the first degree, threats of violence, violation of harassment restraining order, harassment, stalking, interference with an emergency call, nonconsensual dissemination of private sexual images, violation of domestic abuse no contact order, and similar laws of other states, the United States, the District of Columbia, tribal lands, and United States territories.*

| Offense                        | Victim                     | Conviction Look Back Period | Previous Conviction w/in Look Back Period or Qualifying Element | Offense Level     | Statute            |
|--------------------------------|----------------------------|-----------------------------|-----------------------------------------------------------------|-------------------|--------------------|
| 5 <sup>th</sup> Degree Assault | Any Victim                 |                             |                                                                 | Misdemeanor       | 609.224, sub. 1    |
|                                |                            | w/in previous 3 years       | QDVRO                                                           | Gross Misdemeanor | 609.224, sub. 2(b) |
|                                |                            | w/in previous 3 years       | QDVRO (x2)                                                      | Felony            | 609.224, sub. 4(b) |
|                                | Same Victim                | w/in previous 10 years      | QDVRO                                                           | Gross Misdemeanor | 609.224, sub. 2(a) |
|                                |                            | w/in previous 10 years      | QDVRO (x2)                                                      | Felony            | 609.224, sub. 4(a) |
| Domestic Assault               | Family or Household Member |                             |                                                                 | Misdemeanor       | 609.2242, sub. 1   |
|                                |                            | w/in previous 10 years      | QDVRO                                                           | Gross Misdemeanor | 609.2242, sub. 2   |
|                                |                            | w/in previous 10 years      | QDVRO (x2)                                                      | Felony            | 609.2242, sub. 4   |

|                                      |                            |                        |                                                             |                   |                        |
|--------------------------------------|----------------------------|------------------------|-------------------------------------------------------------|-------------------|------------------------|
| Violation of an Order for Protection | Family or Household Member |                        |                                                             | Misdemeanor       | 518B.01, sub. 14(b)    |
|                                      |                            | w/in previous 10 years | QDVRO                                                       | Gross Misdemeanor | 518B.01, sub. 14(c)    |
|                                      |                            | w/in previous 10 years | QDVRO (x2)                                                  | Felony            | 518B.01, sub. 14(d)(1) |
|                                      |                            |                        | *** commits act while possessing a dangerous weapon ***     | Felony            | 518B.01, sub. 14(d)(2) |
|                                      |                            |                        |                                                             | Misdemeanor       | 609.748, sub. 6(b)     |
|                                      |                            | w/in previous 10 years | QDVRO                                                       | Gross Misdemeanor | 609.748, sub. 6(c)     |
|                                      |                            | w/in previous 10 years | QDVRO (x2)                                                  | Felony            | 609.748, sub. 6(d)(1)  |
|                                      |                            |                        | ***because of actual or perceived protected class status*** | Felony            | 609.748, sub. 6(d)(2)  |



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|                                             |                                                             |  |                                                         |        |                       |
|---------------------------------------------|-------------------------------------------------------------|--|---------------------------------------------------------|--------|-----------------------|
| Violation of a Harassment Restraining Order | Any Victim                                                  |  | ***by falsely impersonating another***                  | Felony | 609.748, sub. 6(d)(3) |
|                                             |                                                             |  | ***while possessing a dangerous weapon***               | Felony | 609.748, sub. 6(d)(4) |
|                                             |                                                             |  | ***intent to affect juror, judicial proceeding, etc.*** | Felony | 609.748, sub. 6(d)(5) |
|                                             | Victim under 18 and respondent is more than 36 months older |  |                                                         | Felony | 609.748, sub. 6(d)(6) |

|                                 |                           |                       |                                                                                                                                                              |                   |                 |
|---------------------------------|---------------------------|-----------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------|-----------------|
| Malicious Punishment of a Child | A Child                   |                       | ***less than substantial bodily harm***                                                                                                                      | Gross Misdemeanor | 609.377, sub. 2 |
|                                 |                           | w/in previous 5 years | 1 <sup>st</sup> – 5 <sup>th</sup> Degree Assault, Domestic Assault, 1 <sup>st</sup> – 4 <sup>th</sup> Degree Criminal Sexual Conduct, or Threats of Violence | Felony            | 609.377, sub. 3 |
|                                 |                           |                       | ***substantial bodily harm***                                                                                                                                | Felony            | 609.377, sub. 5 |
|                                 |                           |                       | ***great bodily harm***                                                                                                                                      | Felony            | 609.377, sub. 6 |
|                                 | A Child Under 4 Years Old |                       | ***harm to head, eyes, neck, or multiple bruises to the child's body***                                                                                      | Felony            | 609.377, sub. 4 |

|            |                                                        |                        |                                                             |                   |                         |
|------------|--------------------------------------------------------|------------------------|-------------------------------------------------------------|-------------------|-------------------------|
| Harassment | Any Victim                                             |                        |                                                             | Gross Misdemeanor | 609.749, sub. 2(c)(1-8) |
|            |                                                        | w/in previous 10 years | QDVRO                                                       | Felony            | 609.749, sub. 4(a)      |
|            |                                                        |                        | ***because of actual or perceived protected class status*** | Felony            | 609.749, sub. 3(a)(1)   |
|            |                                                        |                        | ***by falsely impersonating another***                      | Felony            | 609.749, sub. 3(a)(2)   |
|            |                                                        |                        | ***while possessing a dangerous weapon***                   | Felony            | 609.749, sub. 3(a)(3)   |
|            |                                                        |                        | ***intent to affect juror, judicial proceeding, etc.***     | Felony            | 609.749, sub. 3(a)(4)   |
|            | Victim Under 18 and actor is more than 36 months older |                        |                                                             | Felony            | 609.749, sub. 3(a)(5)   |
|            |                                                        |                        | ***sexual or aggressive intent***                           | Felony            | 609.749, sub. 3(b)      |



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MN Rules 6700.2701  
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## **I. POLICY**

The primary purpose of this policy is to ensure officers and any member of the Blackduck Police Department respects the sanctity of life when making decisions regarding vehicle pursuits. Vehicle pursuits expose innocent citizens, law enforcement officers and fleeing violators to the risk of serious injury or death. The intent of this policy is to provide officers with guidance in balancing the safety of the public, safety of other officers and themselves, and law enforcement's duty to apprehend violators of the law, while minimizing the potential for pursuit related crashes.

## **II. GUIDING PRINCIPLES**

- A decision to pursue should be based upon the totality of information and circumstances reasonably known to the officer at the time the decision is made, recognizing that law enforcement must often make immediate decisions with partial information.
- The safety of all persons involved in or by a police pursuit is of primary importance. It also must balance the risks of the pursuit to the public and peace officers with the consequences of failing to pursue (Minn. Stat. § 626.8458 Sub. 2 (1)).
- No officer will be disciplined for terminating a pursuit.
- Officers, when responding to an emergency call or pursuing a fleeing vehicle shall, when approaching a stop sign or red light, slow down as necessary for safety, but may proceed cautiously if they sound a siren or display at least one red light to the front (Minn. Stat. §169.03(2)).
- The speed limitations do not apply to an authorized emergency vehicle responding to an emergency call or vehicle pursuit, although this does not relieve the driver of an authorized emergency vehicle from the duty to drive with due regard for the safety of persons using the street, nor does it protect the driver of an authorized emergency vehicle from the consequence of a reckless disregard of the safety of others (Minn. Stat. §169. 177). Officer(s) should consider reducing their speeds and ensuring that the way is clear before proceeding thru an intersection or other locations where there is an increased likelihood of a collision with another vehicle or pedestrian. Evaluation of vehicle speeds should take into consideration public safety, officer safety and the safety of the occupants of the fleeing vehicle.
- Involved officers should frequently re-evaluate factors and conditions to assess the continuation of the pursuit.



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### III. DEFINITIONS

- A. Pursuit:** An active attempt by a sworn member operating a patrol unit or specialty unmarked unit to apprehend a driver of a motor vehicle who, having been given a visual and audible signal by a peace officer directing said driver to bring their vehicle to a stop, increases speed, extinguishes motor vehicle headlights or taillights, refuses to stop the vehicle, or uses other means with intent to attempt to elude a peace officer (Minn. Stat. §609.487).
- B. ~~Termination~~ of a Pursuit:** A pursuit is ~~terminated~~ when the pursuing officer(s) notify dispatch, turn off their emergency lights and sirens, and reduce speed to the posted speed limit.
- C. Divided Highway:** Any highway that is separated into two or more roadways by:
1. A physical barrier, or
  2. A clearly indicated dividing section constructed so as to impede vehicular traffic.
- D. Channeling:** To direct vehicular traffic into a progressively narrowing passageway or lane location on the roadway.
- E. Compelling Path:** The use of channeling technique with a modified roadblock located at its narrowed end. The compelling path differs from a termination roadblock in that the driver or any vehicle traveling the path has an exit option at the narrowed end.
- F. Pursuit Intervention Technique (PIT):** A driving maneuver designed to stop a fleeing motorist by applying precision vehicle-to-vehicle-contact resulting in a predictable spin of the suspect's vehicle, bringing it to a stop.
- G. Flee:** The term "flee" means to increase speed, extinguish motor vehicle headlights or taillights, refuse to stop the vehicle, or use other means with intent to attempt to elude a peace officer following a signal given by any peace officer to the driver of a motor vehicle (Minn. Stat. § 609.487 Subd. 1).
- H. Primary Unit:** The law enforcement unit that initiates a pursuit or any other unit that assumes control of the pursuit.
- I. Support Units:** The primary responsibility is to remain in close proximity to the pursuing vehicle(s) so that officers are immediately available to render aid or assistance to anyone who may require it as a result of the pursuit. Support officers may also assume responsibility for radio traffic, and do not take over/assume control of the pursuit.

**Commented [CR1]:** Change language to 'Discontinued'

**Commented [CR2]:** Change language to 'discontinued'



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- J. Other Assisting Units:** Units not actively involved in the pursuit itself but assisting by deploying stop sticks, blocking intersections, compelling paths, or otherwise working to minimize risk.
- K. Ramming:** The deliberate act of **impacting** a fleeing offender's vehicle with another vehicle to functionally damage or otherwise force the violator to stop.
- L. Portable Tire Deflation Device:** A device that extends across the roadway and is designed to puncture the tires of the fleeing offender's pursued vehicle.
- M. Blocking or vehicle intercept:** A slow-speed coordinated maneuver where two or more law enforcement vehicles simultaneously intercept and block the movement of a suspect vehicle, the driver of which may be unaware of the impending enforcement stop, with the goal of containment and preventing a pursuit. Blocking is not a moving or stationary roadblock.
- N. Boxing-in:** A tactic designed to stop a violator's vehicle by surrounding it with law enforcement vehicles and then slowing all vehicles to a stop.
- O. Paralleling:** The practice of non-pursuing squad vehicles driving on streets nearby to the active pursuit, in a manner parallel to the pursuit route. Parallel driving does not exempt officers from obeying traffic laws. Minn. Stat. § 169.14, subd. 1.

**Commented [CR3]:** Changed language to 'colliding with'

#### **IV. PROCEDURE**

**A. Pursuit Considerations – Minn. Stat §626.8458 Subd. 2 (2).**

1. Pursuit is justified when the need for immediate apprehension or the risk to public safety outweighs the risk created as a result of the pursuit.
2. Factors to be considered when weighing risks:
  - Severity of the offense (in cases of non-violent offenses, officers should consider terminating the pursuit).
  - Speed of the pursuit
  - Area of the pursuit (including the geographical area, time of day, amount of vehicular and pedestrian traffic)
  - Divided highways and one-way roads (Minn. Stat. § 169.03 Subd. 3)
  - Approach to intersections that are controlled by traffic signals, signs, or other location where there is an increased likelihood of a collision (Minn. Stat. §169.03)
  - Environmental conditions (weather, visibility, road surface conditions)
  - Special hazards (school zones, road construction, parades, special events)
  - The ability to identify the offender at a later time
  - Age of the suspect and occupants
  - Other persons in or on the suspect vehicle



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3. Standards applied to the ongoing evaluation of a pursuit, as well as the decision to continue a pursuit shall include the following considerations:
  - o The immediate need to apprehend the offender outweighs the risk created by the pursuit.
  - o The dangers created by the pursuit exceed the dangers posed by allowing the offender to escape.
  - o Involved officers should frequently re-evaluate factors and conditions to assess the continuation of the pursuit.

**B. Procedures & Tactics for an Officer Engaging in a Pursuit– Minn. Stat. § 626.8458 Subd. 2 (3)**

1. Emergency vehicles shall be driven in a safe manner and with due regard for public safety.
2. Emergency vehicles operating in emergency mode are permitted to violate certain traffic regulations, when necessary, as long as the operator continues to exercise due care in vehicle operation.

**C. Responsibilities of the Primary Unit – Minn. Stat. § 626.8458 Subd. 2 (4)**

The driver of the primary unit shall notify dispatch of the pursuit and shall provide at least the following critical information to dispatch when possible:

- o Travel direction/location/traffic and road conditions
  - o Reason for initial contact (specific violations)
  - o Identity of fleeing driver, if known
  - o Plate number, if available, and/or vehicle description
  - o Speed of fleeing vehicle
1. Provide relevant evolving information to dispatch
  2. No officer will intentionally make vehicle-to-vehicle contact unless this action is in conformance with agency policy on use of force (see agency policy on use of force)
  3. Roadblocks must conform to the agency's policy on use of force
  4. Only law enforcement vehicles with emergency lights and siren will be used as pursuit vehicles
  5. Unmarked and low-profile agency vehicles may engage in pursuits until a marked vehicle can take over as the primary vehicle. Officers shall not become engaged in pursuits while operating a non-departmental (private) motor vehicle or departmental vehicles not equipped with required emergency equipment.



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**D. Procedures & Tactics for support units**

1. Officers are authorized to use emergency equipment at intersections along the pursuit path to clear intersections of vehicular and pedestrian traffic to protect the public.
2. When possible, non-pursuing personnel needed at the termination of the pursuit should respond in a non-emergency manner, obeying all non-emergency traffic laws.
3. All participating units should operate under emergency conditions.

**E. Supervision of Pursuit Activities**

1. The use of a detached supervisor that is not directly involved in the pursuit, when available, should be considered.

Based on the known information the supervisor, when available, shall monitor the pursuit in order to take appropriate action to continue or terminate the pursuit (Minn. Stat. §626.8458 Subd. 2 (4)).

2. Procedures regarding control over pursuit activities should include:
  - o Verbally acknowledge they are monitoring the pursuit.
  - o Assess critical information necessary to evaluate the continuation of the pursuit. Evaluate and ensure pursuit is within policy.
  - o Direct that the pursuit should be discontinued if it is not justified to continue under the guidelines of this policy or for any other reason.
  - o Communicate to all involved units if the pursuit should be terminated
3. Options to keep in mind during a pursuit include, but are not limited to:
  - o Parallel pursuits
  - o Channeling techniques
  - o Creating a compelling path
  - o Air support
  - o Spike strips or other tire deflation device
  - o Pursuit Intervention Techniques (PIT)
  - o Blocking or Vehicle Intercept
  - o Boxing-in
  - o Other apprehension or GPS tracking methods - Minn. Stat. §626.8458 Subd 2 (3)
4. ***Post-pursuit chain of command notifications are required and shall be identified in each agency's policy.*** At conclusion of the pursuit the Chief of Police will be notified and is responsible to review body camera and squad camera footage. *(If there is no supervisor the Blackduck Police Department will follow the supervision of the Beltrami County Sheriff's Office or the Bemidji Police Department).*



#### **F. Dispatch Responsibilities**

Upon notification that a pursuit has been initiated, Dispatch will be responsible for the following (Minn. Stat. § 626.8458 Subd. 2 (4) :

- Coordinate pursuit communications of the involved units and personnel.
- Notify and coordinate with other involved or affected agencies as practicable.
- Ensure that a supervisor, if available, is notified of the pursuit.
- Assign an incident number and log all pursuit activities.
- Broadcast pursuit updates as well as other pertinent information as necessary.

#### **G. Factors Influencing the Termination of a Pursuit:**

1. **The driver of the primary unit and the supervisor shall continually evaluate the risks and likelihood of a successful apprehension of the suspect and shall consider terminating the pursuit under the following conditions.**
  - a. The officer deems the conditions of the pursuit too risky for the safe continuation of the pursuit.
  - b. A supervisor orders it terminated.
  - c. Information is communicated that indicates the pursuit is out of compliance with policy.
  - d. Communication is broken.
  - e. Visual contact is lost for a reasonable period of time or the direction of travel cannot be determined.
2. The suspect is known and could be apprehended later, and delaying apprehension does not create a substantial known risk of injury or death to another.

#### **H. Interjurisdictional Pursuit – Minn. Stat. § 626.8458 Subd. 2 (5).**

1. The primary unit shall update critical information to the dispatcher before leaving its jurisdiction.
2. The primary law enforcement vehicle shall remain the primary vehicle in other jurisdictions unless the controlling pursuit authority transfers its authority to another jurisdiction.
3. Upon receiving notification the pursuit is entering another agency's jurisdiction, the dispatcher shall forward all critical information possessed by the dispatcher to that agency.
4. When a pursuit enters this law enforcement agency's jurisdiction:
  - The dispatcher shall update the critical information to the shift supervisor or other authorized individual identified by the law enforcement agency.



City of Blackduck Police Department  
Police Pursuit Policy  
MN Rules 6700.2701  
Adopted: March 2007 Updated: October 2026

- The controlling pursuit authority shall determine if the pursuit is in conformance with policy and shall provide appropriate direction to their units.

5. When a pursuit enters another agency's jurisdiction, the primary officer or supervisor, taking into consideration distance traveled, unfamiliarity with the area and other pertinent facts, should determine whether to request the other agency to assume the pursuit. Unless entry into another jurisdiction is expected to be brief, it is generally recommended that the primary officer or supervisor ensure that notification is provided to the dispatcher and to each outside jurisdiction into which the pursuit is reasonably expected to enter, regardless of whether such jurisdiction is expected to assist (Minn. Stat. § 626.8458 Subd. 2 (5)).

If a pursuit from another agency enters the Department's jurisdiction, Dispatch should update the on-duty supervisor. No pursuit will continue into another state unless permission is received from a supervisor, if available and as soon as is practical. Prior to, or as soon as possible after crossing the state line, the dispatcher will notify the appropriate out of state authority to coordinate the pursuit and the channels to be used for communications.

**I. ~~Fresh pursuit outside state boundaries~~**

~~Subject to the conditions identified under H.5. above the officer may continue the pursuit across state lines with those states, which grant reciprocity. This would include North Dakota, South Dakota, Iowa, and Wisconsin (Minn. Stat. §626.65, Uniform Law on Fresh Pursuit, Reciprocal.)~~

**Commented [CR4]:** Interstate Pursuits

**J. Air Support**

1. When available, aircraft assistance should be requested. Once the air unit has established visual contact with the pursued vehicle, it should assume control over the pursuit. The primary and secondary ground units should consider whether the participation of an aircraft warrants their continued involvement in the pursuit (Minn. Stat. § 626.8458 Subd. 2 (4)). The air unit should coordinate the activities of resources on the ground, report progress of the pursuit and provide officers and supervisors with details of upcoming traffic congestion, road hazards or other pertinent information to evaluate whether to continue the pursuit. If ground units are not within visual contact and the air unit determines that it is unsafe to continue the pursuit, the air unit should recommend terminating the pursuit.

**Commented [CR5]:** No pursuit will continue into another state unless agency personnel have received permission from their on-duty supervisor - if available and practical. Prior to, or as soon as possible after crossing the state line, the dispatcher must notify the appropriate out of state authority to coordinate the pursuit and the channels to be used for communications. So long as the conditions in this paragraph are met, agency personnel may continue a pursuit across state lines if the state has reciprocity. These states include North Dakota, South Dakota, Iowa, and Wisconsin.

**K. Pursuit Summary Report**

1. The primary officer and the supervisor shall file a pursuit summary report.



City of Blackduck Police Department  
Police Pursuit Policy  
MN Rules 6700.2701  
Adopted: March 2007 Updated: October 2026

2. To ensure compliance with Minn. Stat. § 626.5532, the chief law enforcement officer shall ensure the completion of the State pursuit report form and forward it to the Commissioner of Public Safety within 30 days following the pursuit.
3. As required in Minn. Stat. §626.5532, the report must contain the following elements:
  - a) the reason(s) for, and the circumstances surrounding the pursuit;
  - b) the alleged offense;
  - c) the length of the pursuit in distance and time;
  - d) the outcome of the pursuit;
  - e) any injuries or property damage resulting from the pursuit; and
  - f) any pending criminal charges against the driver.
  - g) other information deemed relevant by the Commissioner of Public Safety.

**L. Care and Consideration of Victims**

If during a pursuit an officer observes or is made aware of an injury to an individual, the officer shall immediately notify the dispatcher to have the appropriate emergency units respond. Rendering assistance includes, but is not limited to:  
Minn. Stat. §626.8458 Subd. 2 (6)

- Calling an ambulance
- Rendering first aid until the officers are no longer needed at the injury scene
- Summoning additional units to the scene for assistance with the injured persons and/or traffic control

**M. Use of Firearms**

The use of firearms to disable a pursued vehicle is not generally an effective tactic and involves all the dangers associated with discharging firearms. Officers should not discharge firearms during an ongoing pursuit unless the conditions and circumstances meet the requirements authorizing the use of deadly force. Nothing in this section shall be construed to prohibit any officer from using a firearm to stop a suspect from using a vehicle as a deadly weapon.

**N. Capture of Suspects**

Proper self-discipline and sound professional judgment are the keys to a successful conclusion of a pursuit and apprehension of evading suspects shall be consistent with the agency use of force policy and Minn. Stat. §609.06.

**O. Evaluation and Critique**

After each pursuit, the supervisor and law enforcement agency units involved with the pursuit will evaluate the pursuit and make recommendations to the chief law enforcement officer on ways to improve the agency's pursuit policy and tactics.



City of Blackduck Police Department  
Police Pursuit Policy  
MN Rules 6700.2701  
Adopted: March 2007 Updated: October 2026

**P. Training**

In accordance with POST requirements, all sworn members shall be given initial and periodic updated training in the department's pursuit policy and safe emergency vehicle operation tactics.

In accordance with Minn. Stat. §626.8458, the chief law enforcement officer shall provide in-service training in emergency vehicle operations and in the conduct of police pursuits to every peace officer and part-time peace officer employed by the agency who the chief law enforcement officer determines may be involved in a police pursuit given the officer's responsibilities.

This training shall comply with learning objectives developed and approved by the board and shall minimally consist of at least eight hours of classroom and skills-based training every five years. Continual training should also be considered for those officers authorized to use the PIT maneuver, tire deflation device deployment, GPS tracking, and related pursuit intervention procedures, tactics, and technologies.

If the chief law enforcement officer determines an officer will not be involved in police pursuits, the CLEO must notify POST of the officer's exemption status.

## Jon's Refuse Solutions, Inc.

1222 Railroad St SE, Bemidji, MN 56601

Ph. 218-751-5689 Email. [contact@jonsrefuse.com](mailto:contact@jonsrefuse.com)



Friday, September 25, 2026

City Administrator

Christina Regas

Blackduck, MN 56630

218-835-4803

[christina.regas@blackduckmn.com](mailto:christina.regas@blackduckmn.com)

Christina,

Our price quote for the City of Blackduck includes all taxes and there will be no additional fees, including overage charges on your monthly invoice. Beltrami County solid waste fees will be an additional charge on your monthly bill. There will be no fee to deliver containers to the site and no fee to pick up containers at end of service. No contract is required unless you request one.

### **Pond Liquor - 224 Frontage Rd SE**

1 - 8 yd container - Single Stream Recycling - Tip every other week - Friday route \$60.00

1 - 6 yd container - MSW - Tip 2x per week - Tuesday/Friday routes \$240.00

### **Blackduck Beach - 20181 Teepee Hill Ln NE**

1 - 2 yd container - MSW - Tip every other week - Seasonal - Friday route \$40.00

### **City of Blackduck Campground - 21024 Pine Tree Park Rd NE**

2 - 4 yd containers - MSW - Tip 1x per week - Seasonal - Friday route \$200.00

### **Blackduck Golf Course - 20857 Blackduck Lake Rd NE**

1 - 4 yd container - MSW - Tip 1x per week - Seasonal - Friday route \$85.00

\$625.00 per month

### **Blackduck Woodcarver**

1 - 6 yd container - MSW - Tip 1x on call - Friday route \$100.00

### **Backwoods Bash**

1 - 6 yd container - MSW - Tip 1x on call - Friday route \$100.00

Thank you,

Braken Boden

Jon's Refuse Solutions, Inc.

*Christina Regas* 09/25/2026 Page 228 of 257

9/28/26

For the city of blackduck,  
I Collin Green place a  
bid of \$4,500 dollars, to  
assemble and install the  
shelving units for the  
blackduck library.



City of Blackduck

SEP 28 2026



City of Blackduck Analytics Report

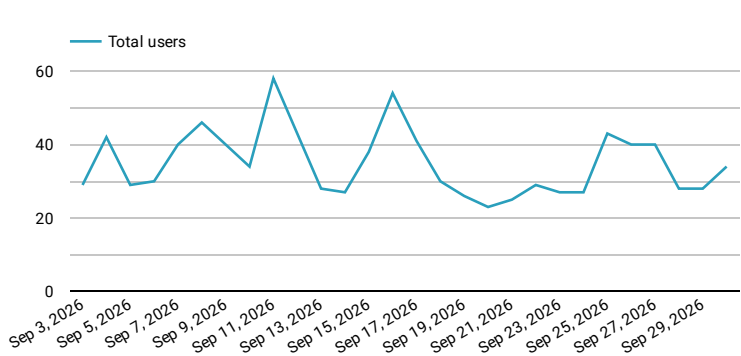
Country ▾

Region ▾

Device category ▾

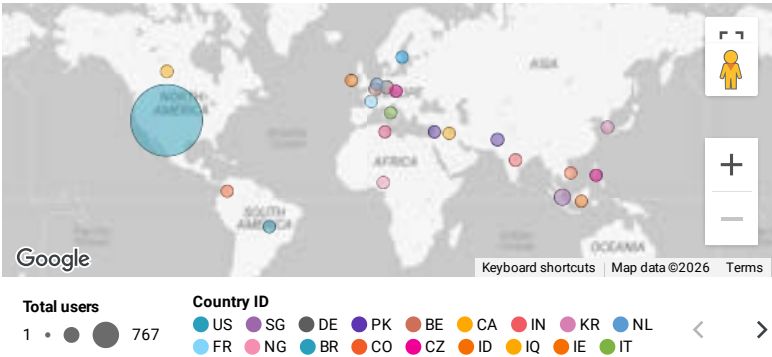
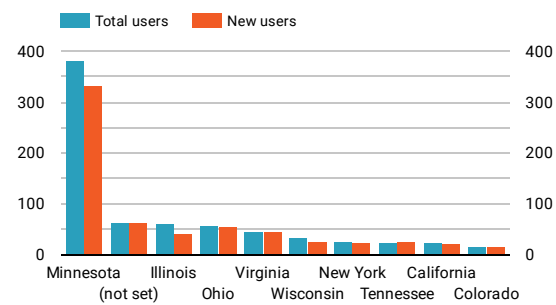
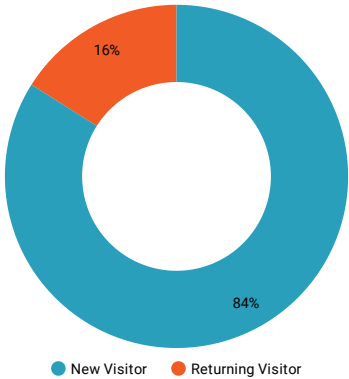
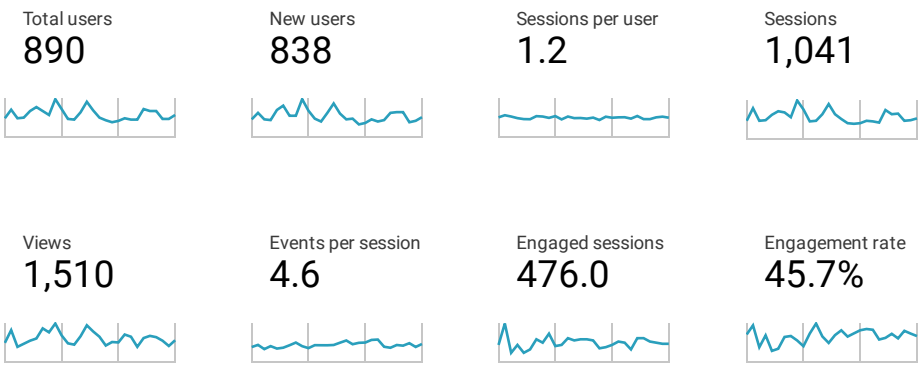
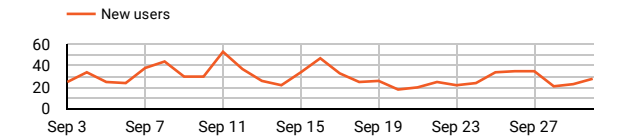
Session campaign ▾

Sep 1, 2026 - Sep 30, 2026 ▾



| First user source | Total users ▾ | New users |
|-------------------|---------------|-----------|
| 1. (direct)       | 404           | 399       |
| 2. google         | 404           | 364       |
| 3. bing           | 35            | 32        |
| 4. duckduckgo     | 13            | 13        |

1 - 17 / 17 < >

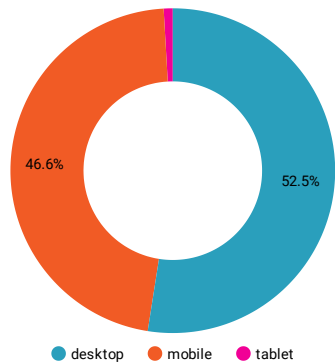


| Region       | Total users ▾ | New use... |
|--------------|---------------|------------|
| 1. Minnesota | 383           | 333        |
| 2. (not set) | 62            | 62         |
| 3. Illinois  | 59            | 42         |
| 4. Ohio      | 56            | 55         |
| 5. Virginia  | 43            | 43         |
| 6. Wisconsin | 35            | 25         |
| 7. New York  | 25            | 24         |
| 8. Tennessee | 24            | 25         |

1 - 87 / 87 < >

| Country          | Total users ▾ | New users |
|------------------|---------------|-----------|
| 1. United States | 767           | 716       |
| 2. Singapore     | 54            | 54        |
| 3. Germany       | 16            | 16        |
| 4. Pakistan      | 9             | 8         |
| 5. Belgium       | 7             | 7         |

1 - 23 / 23 < >



| Device category | Total users ▾ |
|-----------------|---------------|
| 1. desktop      | 467           |
| 2. mobile       | 415           |
| 3. tablet       | 8             |

|    | Page path    | Views ▾ | Average Engagment Time |
|----|--------------|---------|------------------------|
| 1. | /            | 463     | 00:00:19               |
| 2. | /campground/ | 169     | 00:00:31               |
| 3. | /rentals/    | 98      | 00:00:27               |
| 4. | /contact-us/ | 76      | 00:00:20               |
| 5. | /city-hall/  | 68      | 00:00:25               |
| 6. | /dining/     | 67      | 00:00:25               |
| 7. | /lodging/    | 60      | 00:00:42               |

1 - 41 / 41 < >

|     | Query                           | Average Position | Clicks | Impressions | Site CTR |
|-----|---------------------------------|------------------|--------|-------------|----------|
| 1.  | blackduck mn                    | 4.59             | 42     | 898         | 4.68%    |
| 2.  | city of blackduck               | 5.59             | 21     | 29          | 72.41%   |
| 3.  | blackduck minnesota             | 4.99             | 12     | 140         | 8.57%    |
| 4.  | black duck minnesota            | 3.19             | 10     | 198         | 5.05%    |
| 5.  | black duck mn                   | 5.14             | 8      | 200         | 4%       |
| 6.  | blackduck dmv                   | 1                | 7      | 34          | 20.59%   |
| 7.  | blackduck                       | 3.63             | 6      | 3,542       | 0.17%    |
| 8.  | pine tree park blackduck mn     | 1                | 6      | 11          | 54.55%   |
| 9.  | blackduck city hall             | 1                | 5      | 23          | 21.74%   |
| 10. | city of blackduck mn            | 1                | 5      | 7           | 71.43%   |
| 11. | blackduck campground            | 1                | 4      | 5           | 80%      |
| 12. | blackduck bowling lanes menu    | 4.87             | 3      | 76          | 3.95%    |
| 13. | black duck camping              | 4.75             | 2      | 4           | 50%      |
| 14. | blackduck mn restaurants        | 4.92             | 2      | 37          | 5.41%    |
| 15. | non emergency police            | 8.26             | 2      | 34          | 5.88%    |
| 16. | where is blackduck minnesota    | 4.4              | 2      | 25          | 8%       |
| 17. | black duck, mn                  | 2.2              | 1      | 10          | 10%      |
| 18. | black duck lake mn              | 6.21             | 1      | 29          | 3.45%    |
| 19. | black duck hotel                | 4                | 1      | 8           | 12.5%    |
| 20. | blackduck golf course           | 3.91             | 1      | 306         | 0.33%    |
| 21. | blackduck lake                  | 13.62            | 1      | 55          | 1.82%    |
| 22. | blackduck lanes                 | 7.18             | 1      | 39          | 2.56%    |
| 23. | blackduck municipal golf course | 21.33            | 1      | 18          | 5.56%    |
| 24. | blackduck police department     | 1                | 1      | 5           | 20%      |
| 25. | blackduck restaurants           | 2.63             | 1      | 38          | 2.63%    |

1 - 100 / 873 < >



# Joint Powers Agreement

## State of Minnesota

### Federal Background Checks

ORI – MNJMN0005  
SWIFT Contract # 295614

This Agreement is between the State of Minnesota, acting through its commissioner of Public Safety on behalf of the Bureau of Criminal Apprehension ("BCA"), and the City of Blackduck on behalf of its Fire Department ("Governmental Unit").

#### Recitals

- 1 Under Minnesota Statutes § 471.59, the BCA and Governmental Unit are empowered to engage in such agreements as are necessary to exercise their powers.
- 2 The BCA is the State Identification Bureau for the State of Minnesota and is responsible for fingerprint identification services including submission of civil, fingerprint-based background checks to the Federal Bureau of Investigation ("FBI") subsequent to conducting Minnesota records checks.
- 3 The Governmental Unit has a state statute, Minnesota Statutes, § 299F.035, that has been approved by the United States Attorney General as compliant with Public Law 92-544.
- 4 The Governmental Unit wants to access federal data in support of its duties to conduct background checks as provided by law.
- 5 The purpose of this Joint Powers Agreement is to memorialize the requirements for Governmental Unit to obtain access and the limitations that apply to the information that Governmental Unit obtains.

#### Agreement

- 1 **Term of Agreement**
  - 1.1 **Effective Date.** This Agreement is effective on the date the BCA obtains all required signatures under Minnesota Statutes § 16C.05, subdivision 2.
  - 1.2 **Expiration Date.** This Agreement expires five years from the date it is effective.
- 2 **Agreement Between the Parties**
  - 2.1 **Request Submission.** For those individuals for whom a Minnesota and federal fingerprint-based background check will be conducted, the Governmental Unit will collect fingerprints or direct those individuals to the BCA for fingerprint processing. If the Governmental Unit collects the fingerprints, the Governmental Unit will forward the fingerprints and other documentation to the BCA. The fingerprints will be captured so they meet the requirements of National Institute of Standards and Technology Special Publication 500-290. The Governmental Unit will ensure that all fields required on the fingerprint card are completed. Fingerprints received by the Governmental Unit will be forwarded to the BCA using a secure method.
  - 2.2 **Request Processing.** On receipt of fingerprints that conform to the requirements of Clause 2.1, the BCA will conduct a check of the Minnesota criminal history repository

for any records that match the fingerprints submitted. Any results of a fingerprint match in Minnesota will be returned to the Governmental Unit with the federal results.

The BCA will also forward the fingerprints to the FBI for processing. The BCA will receive the response from the FBI, redact any data the Governmental Unit is not entitled to receive and forward the results to the Governmental Unit.

- 2.3 Policies.** The FBI and BCA have laws and policies on access, use, audit, dissemination, screening (pre-employment), security, training, and use of the criminal history results. These FBI and BCA policies, as amended and updated from time to time, are incorporated into this Agreement by reference. The policies are available at <https://bcanextest.x.state.mn.us//noncrim/launchpad/index.pl>. Governmental Unit has created its own policies to ensure that Governmental Unit's employees and contractors comply with all applicable requirements. Governmental Unit ensures this compliance through appropriate enforcement.
- 2.4 Limitations on Access.** BCA agrees that it will comply with applicable state and federal laws when making information accessible. Governmental Unit agrees that it will comply with applicable state and federal laws when accessing, using, disseminating, and storing data. Each party is responsible for its own compliance with the most current applicable state and federal laws.
- 2.5 Requirement to Update Information.** The parties agree that if there is a change to any of the information, whether required by law or this Agreement, the party will send the new information to the other party in writing within 30 days of the change.
- 2.6 Compliance with Personnel Security Requirements.** Per Minnesota Statutes § 299C.46, employees of a Governmental Unit who review results of background checks will be required to take security awareness training and pass a federal, fingerprint-based background check. Any information technology staff who support the work of Governmental Unit and who have physical or logical access to criminal history information will also be required to take security awareness training and pass a federal, fingerprint-based background check and may need to sign a security addendum certification. All required training by Governmental Unit employees will be completed prior to reviewing or handling background checks.

### 3 Payment

Governmental Unit will pay the BCA for all services performed under this Agreement. For each background check that is processed by BCA, Governmental Unit will pay the fee identified at <https://dps.mn.gov/divisions/bca/bca-divisions/criminal-justice-information-services/background-checks/background-check-fees>. There is an additional \$10.00 fee if the fingerprints are taken at BCA.

### 4 Authorized Representatives

BCA's Authorized Representative is the person below, or her successor:

Name: Katie Meiers, Deputy Superintendent  
 Address: Dept. of Public Safety; Bureau of Criminal Apprehension  
 1430 Maryland Avenue East  
 Saint Paul, MN 55106  
 Telephone: 651-793-2425  
 Email Address: [kathryn.meiers@state.mn.us](mailto:kathryn.meiers@state.mn.us)

Governmental Unit's Authorized Representative is the person below, or her successor:

Name: Christina Regas, City Administrator  
Address: 8 Summit Ave E  
Blackduck, MN 56630  
Telephone: 218-835-4810  
Email Address: [christina.regas@blackduckmn.com](mailto:christina.regas@blackduckmn.com)

**5 Assignment, Amendments, Waiver, and Agreement Complete**

- 5.1 Assignment.** Neither party may assign nor transfer any rights or obligations under this Agreement.
- 5.2 Amendments.** Any amendment to this Agreement, except that described in Clause 2.5 above, must be in writing and will not be effective until it has been signed and approved by the same parties who signed and approved the original agreement, or their successors in office.
- 5.3 Waiver.** If either party fails to enforce any provision of this Agreement, that failure does not waive the provision or the right to enforce it.
- 5.4 Agreement Complete.** This Agreement contains all negotiations and agreements between the BCA and the Governmental Unit. No other understanding regarding this Agreement, whether written or oral, may be used to bind either party.

**6 Liability**

The BCA and the Governmental Unit agree each party will be responsible for its own acts and behavior and the results thereof to the extent authorized by law and shall not be responsible or liable for the acts of any others and the results thereof. The BCA's liability shall be governed by provisions of the Minnesota Torts Claims Act, Minnesota Statutes § 3.736, and other applicable law. The Governmental Unit's liability shall be governed by the Minnesota Municipal Tort Claims Act, Minnesota Statutes Chapter 466, and other applicable law.

**7 Audits**

- 7.1** Under Minnesota Statutes § 16C.05, subdivision 5, the Governmental Unit's books, records, documents, internal policies and accounting procedures and practices relevant to this Agreement are subject to examination by the BCA, State Auditor, or Legislative Auditor, as appropriate, for a minimum of six (6) years from the end of this Agreement. The examination shall be limited to the books, records, documents, and accounting procedures and practices that are relevant to this Agreement.
- 7.2** Under applicable state and federal law and policy, the Governmental Unit's records are subject to examination by the BCA and the FBI to ensure compliance with laws, regulations and policies about access, use, and dissemination of data.

**8 Government Data Practices**

- 8.1 BCA and Governmental Unit.** The BCA and Governmental Unit must comply with the Minnesota Government Data Practices Act, Minnesota Statutes Chapter 13, as it applies to all data accessible under this Agreement, and as it applies to all data created, collected, received, stored, used, maintained, or disseminated by the Governmental Unit under this Agreement. The remedies of Minnesota Statutes §§ 13.08 and 13.09 apply to the release of the data referred to in this clause by either the BCA or the Governmental Unit.

**9 Investigation of Alleged Violations; Sanctions**

For purposes of this clause, "Individual User" means an employee or contractor of

Governmental Unit.

**9.1 Investigation.** Governmental Unit and BCA agree to cooperate in the investigation and possible prosecution of suspected violations of federal law, state law, and policies and procedures referenced in this Agreement. When BCA becomes aware that a violation may have occurred, BCA will inform Governmental Unit of the suspected violation, subject to any restrictions in applicable law. When Governmental Unit becomes aware that a violation has occurred, Governmental Unit will inform BCA subject to any restrictions in applicable law.

**9.2 Sanctions.**

**9.2.1** Under this Agreement, Governmental Unit must determine if and when an involved Individual User is disciplined due to inappropriate use of data. Governmental Unit may decide to suspend or terminate access and the decision must be made as soon as alleged violation is discovered, after notice of an alleged violation is received, or after an investigation has occurred. Governmental Unit must report the status of the Individual User's access to BCA without delay. BCA reserves the right to temporarily suspend or eliminate an Individual User's access to data and will notify Governmental Unit if an Individual User is affected.

**9.2.2** If the BCA determines the Governmental Unit has jeopardized the integrity of the information, BCA may temporarily stop providing some or all the information under this Agreement until the failure is remedied to the BCA's satisfaction. If Governmental Unit's failure is continuing or repeated, Clause 11.1 does not apply and BCA may terminate this Agreement immediately.

**10 Venue**

Venue for all legal proceedings involving this Agreement, or its breach, must be in the appropriate state or federal court with competent jurisdiction in Ramsey County, Minnesota.

**11 Termination**

**11.1 Termination.** The BCA or the Governmental Unit may terminate this Agreement at any time, with or without cause, upon 30 days' written notice to the other party's Authorized Representative.

**11.2 Termination for Insufficient Funding.** Either party may immediately terminate this Agreement if it does not obtain funding from the Minnesota Legislature, or other funding source; or if funding cannot be continued at a level sufficient to allow for the payment of the services covered here. Termination must be by written notice to the other party's authorized representative. The Governmental Unit is not obligated to pay for any services that are provided after notice and effective date of termination. However, the BCA will be entitled to payment, determined on a pro rata basis, for services satisfactorily performed to the extent that funds are available. Neither party will be assessed any penalty if the agreement is terminated because of the decision of the Minnesota Legislature, or other funding source, not to appropriate funds. Notice of the lack of funding must be provided within 30 days of the affected party receiving that notice.

**12 E-Verify Certification (In accordance with Minnesota Statutes § 16C.075)**

For services valued in excess of \$50,000, Governmental Unit certifies that as of the date of services performed by the BCA, Governmental Unit and all its subcontractors will have implemented or be in the process of implementing the federal E-Verify Program for all newly hired employees in the United States who will perform work on behalf of the

Governmental Unit. Governmental Unit is responsible for collecting all subcontractor certifications and may do so utilizing the *E-Verify Subcontractor Certification Form* available at <http://www.mmd.admin.state.mn.us/doc/EVerifySubCertForm.doc>. All subcontractor certifications must be kept on file with Governmental Unit and made available to the BCA upon request.

### 13 Continuing Obligations

The following clauses survive the expiration or cancellation of this Agreement: 6. Liability; 7. Audits; 8. Government Data Practices; 9. Investigation of Alleged Violations; Sanctions; and 10. Venue.

**BCA and the Governmental Unit indicate their agreement and authority to execute this Agreement by signing below.**

#### GOVERNMENTAL UNIT

Governmental Unit certifies that the appropriate person(s) has(have) executed this Agreement on behalf of the Governmental Unit and its jurisdictional government entity as required by applicable articles, laws, by-laws, resolutions, or ordinances.

By and Title: Max J. Goulette Mayor Date 9-8-26  
Governmental Unit maxwell.goulette@blackdickson.com

By and Title: Christina Regan City Administrator Date 9-8-26  
Governmental Unit christina.regan@blackdickson.com

By and Title: \_\_\_\_\_ Date \_\_\_\_\_  
Governmental Unit

By and Title: \_\_\_\_\_ Date \_\_\_\_\_  
Governmental Unit

By and Title: \_\_\_\_\_ Date \_\_\_\_\_  
Governmental Unit

#### DEPARTMENT OF PUBLIC SAFETY, BUREAU OF CRIMINAL APPREHENSION

Signed by: Katie Meiers Deputy Superintendent of MNJIS Date 9/14/2026  
By and Title: D659A92D40E4491... (with delegated authority) Date

#### COMMISSIONER OF ADMINISTRATION

As delegated to the Office of State Procurement

DocuSigned by: Sara Freedland Sara Freedland Date 9/15/2026  
By: 9879A511B468482...

Admin ID# 103518

DPS/BCA NCJA Federal Background Check JPA

5

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

City of Blackduck  
OCT 02 2026  
City of Blackduck  
SEP 21 2026  
Deputy Registrar #180

## 2027 Pond Cleaning Contract

15 hours weekly cleaning billed at the end of the month. I'm asking for a raise to \$24 a hour. I do provide the vacuum and a floor scrubber.

Duties - sweeping, mopping, vacuuming, dusting, taking out the bathroom garbage. Scrubbing the hallway floor. Also ordering all necessary items needed for cleaning



Melissa Tindell

Sept. 21, 2026

Amendment to above contract for 2027:

City of Blackduck agrees to services and requests services for 3 years beginning January 1, 2027 and expiring December 31, 2029.

Christina Regas 10/02/2026  
City Administrator



Melissa Tindell



Keep this portion of the page for your records

|                          |                   |
|--------------------------|-------------------|
| Employer name:           | CITY OF BLACKDUCK |
| Employer account number: | 7987852           |
| Payment due:             | 2893.34           |

Make checks payable to:  
Minnesota Paid Leave fund

Send check and voucher to:  
Minnesota Paid Leave  
PO Box 64181  
SAINT PAUL, MN, 55164-0181

The fastest and easiest way to make a payment is through your online employer account. To access your account, go to [ui.mn.gov](http://ui.mn.gov), select **Employers & Agents**, then choose **Employer Login**.

- We also accept check payments. To ensure timely processing:
1. Write your employer account number in the memo line of the check.
  2. Detach the payment voucher at the bottom of this page. Include it in the same envelope as your check.
  3. Mail your payment at least five days before the due date.

- Do NOT:
- Mail cash.
  - Include more than one check or voucher per envelope.
  - Write on, staple, or attach other documents to the voucher.



804

Employer  
account  
number 7987852

Paid Leave payment

|                                    |             |                        |
|------------------------------------|-------------|------------------------|
| Employer name<br>CITY OF BLACKDUCK |             |                        |
| Address<br>PO BOX 380              |             |                        |
| City<br>BLACKDUCK                  | State<br>MN | ZIP code<br>56630-0380 |

Check  
amount 2893 34

Make checks payable to **Minnesota Paid Leave fund** and  
mail to: Minnesota Paid Leave, PO Box 64181, SAINT PAUL, MN, 55164-0181



# CITY OF BLACKDUCK

## Payments

10/05/26 10:53 AM

Page 1

Current Period: October 2026

Payment Batch Q32026PdLv

\$2,893.34

Refer 479 MN PAID LEAVE FUND

Ck# 016374 10/5/2026

Cash Payment G 101-21719 MN Paid Leave

Quarterly MN Paid Leave

\$2,893.34

Invoice

Transaction Date 10/5/2026

DW Checking

10100

Total

\$2,893.34

### Fund Summary

101 GENERAL FUND

10100 DW Checking

\$2,893.34

\$2,893.34

Pre-Written Checks

\$2,893.34

Checks to be Generated by the Computer

\$0.00

Total

\$2,893.34



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

October 2, 2026

**City of Blackduck**

Christina Regas, Administrator  
8 Summit Ave NE  
Blackduck, MN 56630

To: Property/Parcel Owner  
PIN: ~~8100373.00; 81.00374.00; 81.00493.00; 81.00492.00~~

RE: Proposed City Wastewater Lift Station Improvements  
Blackduck, MN

This letter is to invite you to a "Neighborhood Informational Meeting" to discuss the Wastewater Lift Station Improvements:

1. Design of plans and specifications
  - a. Main, West and Liberty lift station rehabilitations.
  - b. Combining Drake and Forestry lift stations and proposed sanitary infrastructure prepared over this fall and winter.
2. Winter 2026-2027 Permit approvals
3. Fall 2026-Spring 2027 Funding assistance applications
  - a. Project Schedule would be driven by the identified potential funding assistance sources
4. Project bidding and construction depending upon funding availability and schedule
5. Project Construction - Could be as early as Summer/Fall 2027
6. Closeout and acceptance

The City Council will cover the proposed project, process and its ramifications to the adjacent property owners.

**The Neighborhood Informational Meeting is scheduled for 5:30 p.m. Monday October 19, 2026, at the City Hall located at 8 Summit Ave. NE, Blackduck, MN 56630.**

This Neighborhood Meeting notice will also be posted on the city posting board.

Sincerely,

Christina Regas  
City Administrator  
[christina.regas@blackduckmn.com](mailto:christina.regas@blackduckmn.com)  
218-835-4810

[www.blackduckmn.com](http://www.blackduckmn.com)

Phone: (218) 835-4803 Fax: (218) 835-4801 Email: [city@paulbunyan.net](mailto:city@paulbunyan.net)

*"The City Of Blackduck Is An Equal Opportunity Provider"*

City of Blackduck  
Wastewater Lift Station Improvements  
Property Owner Notice Mailing List

WIDSETH 2026-10907  
09/25/26

Blackduck City Hall @ 8 Summit Ave., Blackduck, MN 56630

PROPERTY OWNER INFORMATIONAL MEETING  
October 19, 2026

| Number | PIN | Owner Name | Site Address | Owner Mailing Address | CITY, STATE ZIP | GIS Calculated Acres |
|--------|-----|------------|--------------|-----------------------|-----------------|----------------------|
|--------|-----|------------|--------------|-----------------------|-----------------|----------------------|

| PARCEL ID                           |           | PROPERTY OWNER NAME           |                    | PROPERTY SITE   |                         |
|-------------------------------------|-----------|-------------------------------|--------------------|-----------------|-------------------------|
| #                                   | NUMBER    | PROPERTY OWNER NAME           | ADDRESS            | MAILING ADDRESS | CITY, STATE ZIP         |
| LIFT STATION RELOCATION/COMBINATION |           |                               |                    |                 |                         |
| 1                                   | 810048800 | SCOTT A GRENNELL              | 156 PINE AVE SW    | PO BOX 482      | BLACKDUCK MN 56630-0482 |
| 2                                   | 810048900 | MYSTICAL ENTERPRISES INC      | 172 PINE AVE SW    | 172 PINE AVE SW | BLACKDUCK MN 56630      |
| 3                                   | 810049000 | GEORGE A ZALESKI              | 149 PINE AVE SW    | PO BOX 122      | BLACKDUCK MN 56630      |
| 4                                   | 810049100 | CARL L ADAMS JR               | 165 PINE AVE SW    | PO BOX 637      | BLACKDUCK MN 56630-0637 |
| 5                                   | 810037300 | CITY OF BLACKDUCK             | 224 FRONTAGE RD SW | PO BOX 380      | BLACKDUCK MN 56630      |
| 6                                   | 810037400 | CITY OF BLACKDUCK             | "                  | PO BOX 380      | BLACKDUCK MN 56630      |
| 7                                   | 810049300 | CITY OF BLACKDUCK             | "                  | PO BOX 380      | BLACKDUCK MN 56630      |
| 8                                   | 810049200 | CITY OF BLACKDUCK             | "                  | PO BOX 380      | BLACKDUCK MN 56630      |
| 9                                   | 810049301 | LEEVEES FOODS PARTNERSHIP LLP | 288 FRONTAGE RD    | PO BOX 957      | DEVILS LAKE ND 58301    |
| 10                                  | 810049400 | LEEVEES FOODS PARTNERSHIP LLP | 288 FRONTAGE RD    | PO BOX 957      | DEVILS LAKE ND 58301    |
| 11                                  | 810037401 | LEEVEES FOODS PARTNERSHIP LLP | 288 FRONTAGE RD    | PO BOX 957      | DEVILS LAKE ND 58301    |
| 12                                  | 810037500 | LEEVEES FOODS PARTNERSHIP LLP | 288 FRONTAGE RD    | PO BOX 957      | DEVILS LAKE ND 58301    |
| 13                                  | 810037501 | KAYLA SMISCHNEY               | 264 FRONTAGE RD    | PO BOX 314      | BLACKDUCK MN 56630      |
| 14                                  | 810045000 | UNITED STATES OF AMERICA      | 417 FORESTRY DR SW |                 | BLACKDUCK MN 56630      |
| 15                                  |           |                               |                    |                 |                         |

LIFT STATION REHABILITATION: WEST LIBERTY

|       |           |                             |                              |                  |                           |                    |      |                      |
|-------|-----------|-----------------------------|------------------------------|------------------|---------------------------|--------------------|------|----------------------|
| #REF! | 810049700 | OAK ST INVESTMENT GRADE-NET | LEASE FUND SERIES 2020 + LLC | 393 BRANDL DR NW | 150 N RIVERSIDE PLZ FL 37 | CHICAGO IL 60606   | 1.14 | Dollar General       |
| #REF! | 810049600 | OAK ST INVESTMENT GRADE-NET | LEASE FUND SERIES 2020 + LLC | 393 BRANDL DR NW | 150 N RIVERSIDE PLZ FL 37 | CHICAGO IL 60606   | 0.95 | Dollar General       |
| #REF! | 810049800 | TROY J GABRELCHIK TRUSTEE   | T&K GABRELCHIK RYC TRUST AC  | 279 BRANDL DR NW | 256 2ND ST NW             | BLACKDUCK MN 56630 | 1.92 |                      |
| #REF! | 810054900 | MWD HOLDINGS BLACKDUCK LLC  |                              | 107 OSCAR AVE NW | 230 OHIO ST SUITE 200     | OSHKOSH WI 54902   | 3.34 |                      |
| #REF! | 810049900 | BRIAN RICHARD LARSON        |                              | 108 OSCAR AVE NW | PO BOX 554                | BLACKDUCK MN 56630 | 1.17 | 24745 ONE MILE RD NE |

*D&K Builders, LLC*  
*20239 Birchmont Beach Rd NE*  
*Bemidji MN 56601*

Contractor License #: BC731186  
[DKbuilders2017@gmail.com](mailto:DKbuilders2017@gmail.com)  
Derek Lindberg - [320.241.0533](tel:320.241.0533)  
Kyle Kelm - [218.766.6539](tel:218.766.6539)

Hello,

Estimate to reside the 2 large gables & front small gable on the Pond.

Includes:

Remove existing siding on the 2 large gable ends & front small gable at the pond.  
Install new siding see options below.

6 options:

1.

Remove existing siding on the 2 large gable ends & front small gable at the Pond.  
Install new LP Duel Blend (wood tone) horizontal siding

\*No soffit/fascia



Total \$16,900.00

2.

Remove existing siding on the 2 large gable ends & front small gable at the Pond.

Install new LP Duel Blend (wood tone) 12" Shakes

\*No soffit/fascia



Total: \$27,700.00

3.

Remove existing siding on the 2 large gable ends & front small gable at the Pond.  
Install new LP Duel Blend (wood tone) Board & Batten siding

\*No soffit/fascia



Total: \$19,200.00

4.

Remove existing siding on the 2 large gable ends & front small gable at the Pond.  
Install new LP Solid color horizontal siding

\*No soffit/fascia



Total: \$15,200.00

5.

Remove existing siding on the 2 large gable ends & front small gable at the Pond.  
Install new LP Solid color 12" Shakes

\*No soffit/fascia



Total: \$18,100.00

6.

Remove existing siding on the 2 large gable ends & front small gable at the Pond.

Install new LP Solid Color Board & Batten siding

\*No soffit/fascia



Total: \$16,100.00

\*Permits not included.

\*No electrical included

\*Price subject to change.

Thank you for your time and consideration. Please let me know if you have any questions.

Thank you,  
D&K Builders

Accounts due at job completion or 20 days of Billing Date.

A 1.5% per month service charge will be added to all accounts over 30 days past the Billing Date.

Upon receipt of payment in full, a signed Lien Waiver will be sent if requested.

Delinquent accounts over 60 days are subject to any & all Legal Means of Recovery.

# 2025-2026 Blackduck Public Library Revenue and Expenses

updated 9/24/2026

| Date       | Description of Expense/Revenue                                                 | Revenue      | Expense      | Balance      |
|------------|--------------------------------------------------------------------------------|--------------|--------------|--------------|
| 4/1/2025   | KRLS Project Funding                                                           | \$57,583.00  |              | \$57,583.00  |
| 7/1/2025   | GHI - first half                                                               |              | \$29,000.00  | \$28,583.00  |
| 9/1/2025   | GHI - 25% of last half                                                         |              | \$14,500.00  | \$14,083.00  |
| 10/1/2025  | Bessler Electric - update lighting                                             |              | \$6,975.00   | \$7,108.00   |
| 8/1/2025   | LOST June 2025                                                                 | \$385.87     |              | \$7,493.87   |
| 9/1/2025   | LOST July 2025                                                                 | \$9,557.87   |              | \$17,051.74  |
| 10/1/2025  | LOST - August 2025                                                             | \$10,853.81  |              | \$27,905.55  |
| 10/1/2025  | LOST - September 2025                                                          | \$9,850.76   |              | \$37,756.31  |
| 11/1/2025  | VARI- circulation desk order                                                   |              | \$546.82     | \$37,209.49  |
| 11/1/2025  | Pinnacle - commitment new logo - Invoice #89906                                |              | \$1,100.00   | \$36,109.49  |
| 3/20/2026  | Clarity Glass - Invoice #19406                                                 |              | \$11,412.00  | \$24,697.49  |
| 11/2025    | 2025 Front Door Levy Funds                                                     | \$7,000.00   |              | \$31,697.49  |
| 9/1/2025   | DOE Grant reimbursement #1 - (see Q3 2025)                                     | \$21,475.00  |              | \$53,172.49  |
| 12/2/2025  | Amazon - TV Cart for MP Room                                                   |              | \$239.19     | \$52,933.30  |
| 12/3/2025  | The Library Store - Quote #945042 - Invoice 945042 pd                          |              | \$8,864.54   | \$44,068.76  |
| 10/1/2025  | Amazon - DVD shelving, bathroom cabinet, chairmats                             |              | \$416.44     | \$43,652.32  |
| 12/10/2025 | LOST - October 2025                                                            | \$8,410.95   |              | \$52,063.27  |
| 1/23/2026  | Friends of the Library Donation (Shelving offset)                              | \$18,782.34  |              | \$70,845.61  |
| 12/29/2025 | DOE Grant Reimbursement #2 - TV cart, #945042, vari (see Q4 2025)              | \$7,829.56   |              | \$78,675.17  |
| 1/2/2026   | Balance of GHI contract Check#15441                                            | \$14,500.00  |              | \$93,175.17  |
| 1/5/2026   | Northwoods Lumber - Building supplies misc.                                    | \$234.66     |              | \$93,409.83  |
| 1/12/2026  | LOST - November 2025                                                           | \$8,190.01   |              | \$101,599.84 |
| 1/13/2026  | Granger - baby changing table & mirror bathroom                                |              | \$654.18     | \$101,954.02 |
| 1/26/2026  | GHI - Library additions (remaining flooring, counters, cabinets)               | \$15,059.75  |              | \$116,993.77 |
| 2/10/2026  | The Library Store - Quote #944032 - pd 30% down 2/10/26                        | \$18,866.23  |              | \$135,860.00 |
| 2/10/2026  | GHI - December 2025                                                            | \$7,931.58   |              | \$143,791.58 |
| 3/3/2026   | DOE Grant Reimbursement #3 - GHI & Granger (see Q1 2026)                       | \$30,213.93  |              | \$174,005.51 |
| 3/12/2026  | LOST - January 2026                                                            | \$9,795.35   |              | \$183,800.86 |
| 3/10/2026  | Bessler Electric - wire new ADA opener on new door                             | \$86.51      |              | \$183,887.37 |
| 4/13/2026  | LOST - February 2026                                                           | \$8,446.84   |              | \$192,334.21 |
| 5/5/2026   | The Library Store Invoice 786248 - Exterior Book Return                        | \$6,158.00   |              | \$198,492.21 |
| 5/8/2026   | LOST - March 2026                                                              | \$7,232.42   |              | \$205,724.63 |
| 5/18/2026  | DL Seamless Gutters Invoice                                                    | \$5,572.00   |              | \$211,296.63 |
| 6/3/2026   | The Library Store - Invoice #789304 balance on shelving                        | \$44,021.21  |              | \$255,317.84 |
| 6/8/2026   | LOST - April 2026                                                              | \$8,197.79   |              | \$263,515.63 |
| 6/16/2026  | Bessler Electric - Invoice #SD12966 wire new signage                           | \$355.70     |              | \$263,871.33 |
| 7/10/2026  | LOST - May 2026                                                                | \$7,434.10   |              | \$271,305.43 |
| 8/4/2026   | Ross Lewis Invoice for New Signage                                             |              | \$7,084.00   | \$264,221.43 |
| 8/6/2026   | DOE Grant Reimbursement #4 - Bessler, Library Store, DL Seamless (See Q2 2026) | \$12,626.51  |              | \$276,847.94 |
| 8/6/2026   | LOST - June 2026                                                               | \$10,174.89  |              | \$287,022.83 |
| 9/10/2026  | LOST - July 2026                                                               | \$11,486.68  |              | \$298,509.51 |
| 9/9/2026   | Pierce Concrete - Invoice #082426                                              |              | \$17,610.00  | \$280,899.51 |
| 9/21/2026  | DK Builders - invoice for siding #192126                                       |              | \$13,300.00  | \$267,599.51 |
| 9/8/2026   | Northwoods Lumber - Building supplies misc.                                    |              | \$210.18     | \$267,389.33 |
| 9/14/2026  | JPHI - Invoice 20829 extent exterior water spicket for new siding              | \$159.17     |              | \$267,548.50 |
|            |                                                                                | \$273,459.26 | \$217,635.58 | \$55,912.92  |
|            | Friends of the Library Donation (Shelving offset)                              | \$18,782.34  |              | \$74,695.26  |
|            | KRLS Project Funding                                                           | \$57,583.00  |              | \$132,278.26 |
|            | DOE Grant Funding                                                              | \$72,145.00  |              | \$204,423.26 |
|            | Sales Tax Funding                                                              | \$117,948.92 |              | \$322,372.18 |
|            | Levy for Door                                                                  | \$7,000.00   |              | \$329,372.18 |
|            |                                                                                |              |              | \$55,823.68  |

LOST Receipts to Date \$100,000.00

|                                   |                     |                          |  |                                              |
|-----------------------------------|---------------------|--------------------------|--|----------------------------------------------|
| Jun-25                            | \$385.87            |                          |  |                                              |
| Jul-25                            | \$9,557.87          |                          |  |                                              |
| Aug-25                            | \$10,853.81         |                          |  |                                              |
| Sep-25                            | \$9,850.76          |                          |  |                                              |
| Oct-25                            | \$8,410.95          |                          |  |                                              |
| Nov-25                            | \$8,190.01          |                          |  |                                              |
| Dec-25                            | \$7,931.58          |                          |  |                                              |
| Jan-26                            | \$27,905.55         |                          |  |                                              |
| Feb-26                            | \$8,446.84          |                          |  |                                              |
| Mar-26                            | \$7,232.42          |                          |  |                                              |
| Apr-26                            | \$8,197.79          |                          |  |                                              |
| May-26                            | \$7,434.10          |                          |  |                                              |
| Jun-26                            | \$10,174.89         |                          |  |                                              |
| Jul-26                            | \$11,486.68         |                          |  |                                              |
|                                   | <b>\$117,948.92</b> |                          |  |                                              |
|                                   |                     |                          |  | <b>-\$17,948.92 est. balance to receive</b>  |
| DOE Reimbursement Request Q4 2025 |                     |                          |  |                                              |
| Vari                              | \$546.82            | ck#15612                 |  |                                              |
| Amazon                            | \$239.19            | ck#15612                 |  |                                              |
| Library Store                     | \$7,043.55          | ck#15405                 |  |                                              |
|                                   |                     |                          |  | <b>\$7,829.56</b>                            |
| DOE Reimbursement Request Q2 2026 |                     |                          |  |                                              |
| Bessler Electric                  | \$896.51            | ck#15718                 |  |                                              |
| Library Store                     | \$6,158.00          | ck#15864                 |  |                                              |
| DL Seamless                       | \$5,572.00          | ck#15891                 |  |                                              |
|                                   |                     |                          |  | <b>\$12,626.51</b>                           |
| DOE Reimbursement Request Q4 2026 |                     |                          |  |                                              |
| Vari                              | \$0.00              |                          |  |                                              |
| Bessler Electric                  | \$255.70            | ck#16050                 |  |                                              |
| Ross Lewis                        | \$7,084.00          | ck#16229                 |  |                                              |
|                                   |                     |                          |  | <b>\$0.00</b>                                |
|                                   | \$24,949.70         | <b>not requested yet</b> |  |                                              |
|                                   |                     |                          |  | <b>\$72,145.00 Total Grant Reimbursement</b> |

|                                             |                 |
|---------------------------------------------|-----------------|
| PENDING COMPLETION RENOVATION NOTES:        | Estimated Costs |
| Complete removal of tree and retaining wall | \$500.00        |
| Shelving Assembly by contractor             | \$4,500.00      |
| Hot Water heater with installation          |                 |
| Kitchenette area remodel                    | \$5,000.00      |



# CITY OF BLACKDUCK

## PUBLIC FUNDS REQUEST FORM

PO BOX 380 BLACKDUCK, MN 56630

City of Blackduck  
JUL 14 2026  
Deputy Registrar #180

Organization or Group Requesting Public Funding:

Madden McKean Foundation

What type of project will the Public Funds used for:

Scholarships to graduating Seniors from  
Blackduck School.  
Funding for youth activities.

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

Youth  
Blackduck will be enhanced by  
this financial support that will  
be given to them.

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

Thus far the Madden Foundation has awarded  
\$20,000 in youth support in Blackduck.

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

Blackduck Fire Dept.  
Sound Up Grant - Bettronic Electric  
We hold a funding raising golf tournament.

Date Funds are being requested:

When Available

Date the project starts and completes:

Ongoing -

See opposite side of form for Conditions for Requesting Public Funds



# CITY OF BLACKDUCK

## RESOLUTION NO: 2026-17

### Resolution Establishing a Meeting Schedule for 2027

**BE IT RESOLVED**, that the regular meetings of the Blackduck City Council shall commence at 6:00pm and the meeting schedule for the Blackduck City Council for the year 2027 is as follows:

|           |    |      |                |
|-----------|----|------|----------------|
| January   | 11 | 2027 | Monday         |
| February  | 8  | 2027 | Monday         |
| March     | 8  | 2027 | Monday         |
| April     | 5  | 2027 | Monday         |
| May       | 10 | 2027 | Monday         |
| June      | 7  | 2027 | Monday         |
| July      | 6  | 2027 | <u>Tuesday</u> |
| August    | 9  | 2027 | Monday         |
| September | 7  | 2027 | <u>Tuesday</u> |
| October   | 4  | 2027 | Monday         |
| November  | 8  | 2027 | Monday         |
| December  | 6  | 2027 | Monday         |

Adopted by the City Council this 5<sup>th</sup> day of October 2026.

---

Maxwell Gullette, Mayor

---

Christina Regas, City Administrator



# CITY OF BLACKDUCK

## ORDINANCE #2026-03

### AN INTERIM ORDINANCE AUTHORIZING STUDIES AND IMPOSING A MORATORIUM ON DATA CENTER DEVELOPMENT

The City Council of the City of Blackduck does ordain as follows:

#### **Section 1. Purpose.**

- (a) The City Council recognizes that data centers have become increasingly prevalent due to growing demand for cloud computing, artificial intelligence, data storage, and related technologies. The city is aware data centers may create significant impacts on electrical infrastructure, water resources, land use patterns, noise levels, emergency services, transportation systems, and environmental sustainability.
- (b) The City's existing zoning and development regulations may not adequately address the unique impacts associated with large-scale data center facilities. It is in the best interests of the public to place a City-wide moratorium on Data Centers to provide City staff and consultants, if so hired, with a meaningful opportunity to study whether and how the city should amend its official controls to effectively regulate Data Centers moving forward.
- (c) The City Council finds that allowing applications for new data centers to proceed during such study period could result in development that is inconsistent with future regulations intended to protect the public health, safety, and welfare.
- (d) The City is authorized to protect the public health, safety, and welfare through the exercise of its zoning, land use, and police powers; and Minnesota Statutes Section 462.355 allows the City to adopt a temporary moratorium to allow the City gather technical information, review infrastructure capacity, and evaluate whether amendments to the City's Comprehensive Plan, Zoning Ordinance, utility regulations, and development standards are necessary.

**Section 2. Moratorium.** A temporary moratorium is hereby imposed on the acceptance, processing, review, approval, issuance, or granting of any application, permit, license, rezoning request, conditional use permit, site plan approval, subdivision approval, building permit, or other land use entitlement for the construction, expansion, or establishment of any new data center facility within the City. For purposes of this Ordinance, a "Data Center" shall mean a facility or group of facilities used primarily to house computer systems and associated components, such as telecommunication and storage systems that are used for the storage, management, processing, transmission, or distribution of digital data through

computer servers, networking equipment, systems, services, appliances, and/or other associated components related to digital data operations. A Data Center may also include accessory and appurtenant facilities, such as offices, air handlers, power generators, water cooling systems and water storage facilities, utility substations, and other associated infrastructure necessary to support sustained digital data operations.

**Section 3. Duration.** The moratorium established by this Ordinance shall remain in effect for a period of 12 months from the effective date of this Ordinance unless repealed or modified by action of the City Council.

**Section 4. Scope.** This moratorium shall apply to all new data center developments and any expansion of an existing data center that would increase building area, electrical demand, water consumption, or operational capacity.

**Section 5. Purpose of Study.** During the moratorium period, City staff shall evaluate and make recommendations regarding appropriate zoning districts for data center development, electrical infrastructure capacity and utility impacts, water usage and conservation requirements; and any other matters deemed relevant by the City Council.

**Section 6. Effective Date.** This ordinance shall be effective from and after its passage and publication.

Passed by the City Council of Blackduck, Minnesota this 5th day of October, 2026.

\_\_\_\_\_  
Maxwell Gullette, Mayor

Attested:\_\_\_\_\_  
Christina Regas, City Administrator



A GREAT PLACE FOR FAMILIES

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

## **NOTICE OF CITY OF BLACKDUCK NEIGHBORHOOD INFORMATION MEETING**

Notice is hereby given that the City of Blackduck will hold a Neighborhood Informational meeting to begin at 5:30pm Monday, October 19, 2026.

The purpose of this meeting will be to discuss the Wastewater Lift Station Improvements Project.

Posted this 5<sup>th</sup> day of October 2026.

Christina Regas, City Administrator

[www.blackduckmn.com](http://www.blackduckmn.com)

Phone: (218) 835-4803 Fax: (218) 835-4801 Email: [city@paulbunyan.net](mailto:city@paulbunyan.net)

*"The City Of Blackduck Is An Equal Opportunity Provider"*



A GREAT PLACE FOR FAMILIES

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

October 5, 2026

## Public Notice

The Blackduck City Council has called for a special meeting to be held on Monday, November 9, 2026 at 6:00pm proceeding the regular council meeting. The special meeting will be held at Blackduck City Hall, 8 Summit Ave NE, Blackduck, MN.

The purpose of this special meeting is to canvass election results from the 2026 Municipal Election.

Attest:

Christina Regas  
Blackduck City Administrator

[www.blackduckmn.com](http://www.blackduckmn.com)

Phone: (218) 835-4803 Fax: (218) 835-4801 Email: [city@paulbunyan.net](mailto:city@paulbunyan.net)

*"The City Of Blackduck Is An Equal Opportunity Provider"*



**UNITED WAY**  
**Bemidji Area**  
Beltrami • Clearwater • Hubbard

**NORTHERN  
BELTRAMI**

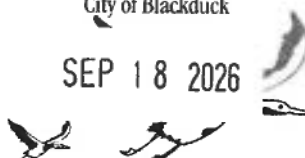


September 2026

City of Blackduck

SEP 18 2026

City of Blackduck,



A dedicated, small community with a shared goal can change lives, one small step at a time.

I first became involved with United Way in 2021, when I joined my coworkers from Northwoods Lumber in preparing for the Thanksgiving Meal program. It was such a meaningful and rewarding experience to see firsthand how volunteers coming together can make a positive impact in our local communities.

That experience made me want to find other ways to get involved. I joined United Way LINC (Lead. Impact. Network. Change.), which gave me the opportunity to take a closer look at the many community resources available to those in need. Since then, I have seen the countless ways that United Way makes a difference right here in Blackduck and Kelliher.

Working at Northwoods Lumber in Blackduck, we act as a drop-off site for United Way's Coats for the Community and Stuff A Bus School Supply Drive. I see firsthand the generosity of our community as they donate warm winter coats and school supplies, and I know those donations are going directly to children and families in our area who need them.

I've also seen the impact of Backpack Buddies, a weekend food pack program for children. Local volunteers come together to fill bags with nutritious food and snacks so children have something to eat over the weekend while they are away from school.

United Way was also instrumental in bringing Boys & Girls Club to Blackduck. I have watched this program become a place where our children can learn, create, build friendships and simply know that there are people in the community who believe in them. Investing in our children is one of the most important things we can do.

United Way reminds us that we don't have to solve every problem ourselves. When each of us gives a little – our time, our resources or our talents – we create something bigger than any of us could create alone. I believe in the Blackduck and Kelliher communities and the power we hold when we work together for a common cause.

Together, we can make a difference.

With gratitude,

*Meghan Lien*

Meghan Lien  
Northwoods Lumber





**UNITED WAY**  
Bemidji Area  
Beltrami • Clearwater • Hubbard

# NORTHERN BELTRAMI IMPACT REPORT

## GRANT FUNDING

Since 2020, United Way has provided local funding and support to the following agencies:

- Adult Day Services
- Bemidji Community Food Shelf
- Blackduck Area Food Shelf
- Boys & Girls Club Blackduck Branch
- Community Resource Connections
- Justice North
- Kelliher Area Food Shelf
- North Country Food Bank
- Northwoods Caregivers

## UNITED WAY PROGRAMS

### IMAGINATION LIBRARY

**75 CHILDREN**



ages 0-5 receive a free book every month through Dolly Parton's Imagination Library.

### BACKPACK BUDDIES

**113 CHILDREN**

received weekend food packs through Backpack Buddies.

### COATS FOR THE COMMUNITY

**150+ WINTER ITEMS**

were distributed through Coats for the Community in Blackduck.

### WHEELS TO WORK

**7 FAMILIES**

received vehicle repair services through Wheels to Work.

### STUFF A BUS

**14 CHILDREN**

in Blackduck Schools received school supplies and backpacks.

### HOLIDAY GIFTS FOR KIDS

**NEW IN 2026**

United Way is happy to carry on the tradition of Blackduck Area Toys for Kids.

## FOOD ACCESS



Since 2021, United Way has been invested in increasing food access in Blackduck and Kelliher, including partnering with local organizations to bring mobile food pantries and free community food drops to both communities. Over the past year, volunteers in each town stepped up, and Blackduck and Kelliher have now opened their own all volunteer-run food shelves. United Way is proud to support both through local grant and start-up funding.



## BOYS & GIRLS CLUB BLACKDUCK BRANCH

In partnership with the Boys & Girls Club of the Bemidji Area, the United Way and Blackduck School District helped launch a new Blackduck Branch, which opened at the start of the 2024 school year. The branch offers all day programming on Mondays, after school programming Tuesday through Friday, and a summer program that served 57 children in summer 2026. Kids are building confidence, trying new things, and learning what it means to show up for each other. This initiative provides crucial support and opportunities for Blackduck youth and their families.

[www.UnitedWayBemidji.org](http://www.UnitedWayBemidji.org)



[www.VolunteerBemidji.org](http://www.VolunteerBemidji.org)

# HOW FUNDING WORKS:



## ASSET LIMITED INCOME CONSTRAINED EMPLOYED

ALICE® is an acronym for Asset Limited, Income Constrained, Employed, and it's a way of understanding families, neighbors, and colleagues who work hard, earn above the Federal Poverty Level, but don't make enough to afford a basic household survival budget. ALICE workers include childcare providers, home health aides, cashiers, retail clerks, waiters, nonprofit professionals and others – those working low-wage jobs, with little or no savings and one emergency from poverty. As members of the United Ways of Minnesota, our organizations recently joined the United for ALICE network – a national movement to raise awareness about this growing but often hidden population in our communities.

During our annual campaign, our focus is on ALICE. We are committed to ensuring ALICE families have the resources and opportunities they need to thrive.

For more information, visit [www.UnitedForAlice.org](http://www.UnitedForAlice.org)

### WHO IS ALICE?

**ASSET LIMITED**

ALICE has no safety net in times of crisis.

**INCOME CONSTRAINED**

ALICE's income falls short of essentials.

**EMPLOYED**

ALICE is working, yet not earning enough.

## FOREVER FUND

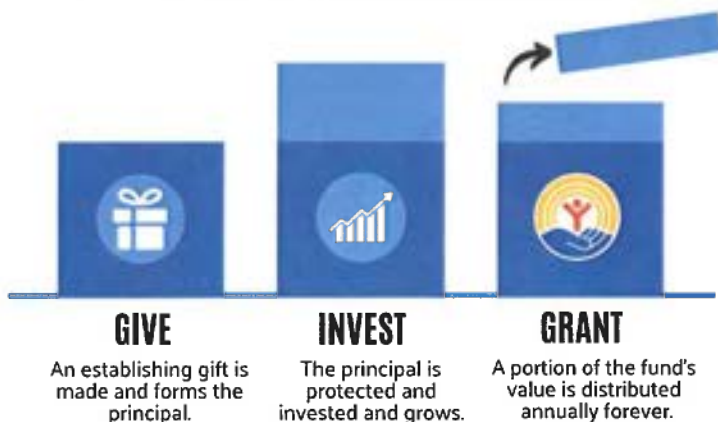
The Forever Fund was created to serve as the backbone of our community, by providing long-term funding to our local United Way.

This fund serves two purposes, 1) Emergency community funding, when needed; and 2) Support funding for United Way to ensure their work is sustainable over time.

The Forever Fund is both a financial safety net and a resource for times of community crisis. By contributing to the Forever Fund, you are investing in the long-term well-being of our community. The fund will provide essential resources in Healthy Community, Youth Opportunity, and Financial Security.

Your contribution to the Forever Fund is tax-deductible! And, depending on how you give, maximum tax benefits may be realized.

## HOW DOES THE FOREVER FUND WORK?



[www.UnitedWayBemidji.org/ForeverFund](http://www.UnitedWayBemidji.org/ForeverFund)