



AGENDA

Blackduck City Council Meeting

6:00 PM - Monday, December 5, 2022
City Hall, 8 Summit Drive, Blackduck MN

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1. CALL TO ORDER	
a. Pledge of Allegiance	
b. Roll Call	
2. APPROVAL OF AGENDA	
3. CONSENT AGENDA	
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- ac. Final Approval - 2021 LMCIT Workers Compensation Insurance Premium Audit Adjustment - City of Blackduck 185 - 187
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- ad. Final Approval Needed - Month End Remittance Report for November 2022 188
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- ae. Final Approval Needed - ARPA Funds committed to Lift Station improvements - Invoice 19759 189 - 191
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- 4. 2022 TRUTH IN TAXATION PUBLIC HEARING - CHRISTINA REGAS, CITY ADMINISTRATOR
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 - a. Truth in Taxation Presentation - City Administrator, Christina Regas 193 - 215
[2022 Truth N Taxation presentation report](#)
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- 5. BLACKDUCK FORUM
Visitors may share their concerns with Council on any issue, which is not already on the agenda. Each person will have 3 minutes to speak. The Mayor reserves the right to limit an individual's presentation if it becomes redundant. The Mayor may also limit the number of individual presentations on any issue to accommodate the scheduled agenda items. All comments will be taken under advisement by the Council. No action will be taken at the time.
- 6. REPORTS OF COMMITTEES AND CITY STAFF
 - 6.1. Public Works Report - Mike Schwanke, Public Works Director
 - a. Council Consideration - Purchase of used vehicle for public works / street department
 - 6.2. Liquor Store Report - Shawnda Lahr, Director of Liquor Operations
 - 6.3. Law Enforcement Report - Robert Fraik, Interim Police Chief
 - a. November 2022 Police Department Call Report 216
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 - 6.4. Fire Department Report - Brian Larson, Fire Chief
 - 6.5. Golf Course Report - Misty Frenzel, Golf Course Director
 - 6.6. Library Report - Kelly Hanks, Head Librarian
- 7. ADMINISTRATOR'S REPORT
 - a. Approval Needed - Resolution 2022-20 - In the Matter of the orderly annexation between the City of Blackduck and Hines Township pursuant to Minnesota Statutes §414.0325 217 - 222
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h.	December 14, 2022 @ 11am - Blackduck Development Corporation Meeting - Blackduck City Hall	
i.	December 15, 2022 @ 10:30am - Blackduck Combined Maintenance & Police Facility Construction Meeting - Blackduck City Hall	
j.	December 15, 2022 @ 6pm - BAAI 2022 Truth in Taxation Meeting - Blackduck City Hall	
k.	December 19, 2022 @ 6pm - Blackduck City Council Work Session	
l.	December 21, 2022 @ 2pm - Blackduck Planning Commission Meeting - Blackduck City Hall	
m.	December 26, 2022 - Christmas Day Holiday Observed - City Hall Offices Closed	
n.	January 2, 2023 - New Year's Day Holiday Observed - City Hall Closed	
o.	January 9, 2023 @ 6pm - Blackduck City Council Regular Meeting - Blackduck City Hall	
8.	MAYOR AND/OR COUNCIL MEMBER REPORTS	
9.	COMMUNITY EVENTS/GOOD THINGS HAPPENING	
a.	December 21, 2022 @ Noon - Blackduck Chamber Meeting - Hungry Duck Restaurant	
b.	December 7, 2022 @ 5-7pm - Blackduck Chamber After Hours - Choice Therapy	247

[thumbnail Christmas Party Postcard - Made with PosterMyWall](#)

- c. Blackduck Area Chamber of Commerce Shop Local Holiday Promotion
[Blackduck Chamber Flyer 2022](#)

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10. ADJOURNMENT



MINUTES

Council - Public Hearing Meeting

6:00 PM - Monday, November 7, 2022

City Hall, 8 Summit Drive, Blackduck MN

The Council - Public Hearing of the City of Blackduck was called to order on Monday, November 7, 2022, at 6:00 PM, in the City Hall, 8 Summit Drive, Blackduck MN, with the following members present:

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

COUNCILORS EXCUSED:

STAFF PRESENT: City Administrator Christina Regas, Public Works Director Mike Schwanke, and Director of Liquor Operations Shawnda Lahr

OTHERS PRESENT: Brent Damman, Widseth; Miriam Osborn, Library Board member; Christina Christian resident, Amy Benedetti, resident; Rob Ingersoll, Blackduck History and Art Center

1 CALL TO ORDER

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

2 PUBLIC HEARING AGENDA

- a) Description of Project for Public Hearing - Tax Increment Spending Plan - Districts 1-4 & 1-6 - Todd Hagen, Ehlers
Hagen described the project details for the public hearing and took questions from the council and audience.

Hagen states the spending plan developed is broad and has descriptions of how the excess increment may be spent to incorporate new development within the City of Blackduck. Hagen states the spending plans provides about \$144,000 to provide for new development and may be used anywhere in the city limits but must assist in private development and create jobs by statute.

Mayor Gullette asked to confirm if the funds could be used 'anywhere' inside the city. Hagen confirmed.

Councilor Fredrickson asked if the spending plan was a temporary provision by the legislature that the increment could be used anywhere in the city. Hagen confirmed. Hagen further stated the increment does not need to be used for housing only - but limited in the spending plan to help private development and not public.

No further questions from the city council.

- b) General Questions & Answers from Public
Mayor Gullette asked the public for questions.

There were no questions.

Mayor Gullette asked a second and third time for questions from the public.

There were no questions.

3 ADJOURNMENT

- a)

1

Maxwell Gullette moved to adjourn the public hearing and open the regular council meeting at 6:08pm
Ronald Fredrickson seconded the motion.

Carried 5 to 0

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

Christina Regas, City Administrator

Maxwell Gullette, Mayor



MINUTES

Council Meeting

6:00 PM - Monday, November 7, 2022

City Hall, 8 Summit Drive, Blackduck MN

The Council of the City of Blackduck was called to order on Monday, November 7, 2022, at 6:08pm, in the City Hall, 8 Summit Drive, Blackduck MN, with the following members present:

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

COUNCILORS EXCUSED:

STAFF PRESENT: City Administrator Christina Regas, Public Works Director Mike Schwanke, and Director of Liquor Operations Shawnda Lahr

OTHERS PRESENT: Brent Dammann, Widseth; Miriam Osborn Library Board; Christina Christian, resident; Amy Benedetti, resident; Rob Ingersoll, Blackduck History and Art Center; Phil Patch, resident

1. CALL TO ORDER

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

2. APPROVAL OF AGENDA

- a.

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

Carried 5 to 0

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

3. CONSENT AGENDA

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

- a. October 10, 2022 Blackduck City Council Meeting Minutes

- b. October 19, 2022 Blackduck Planning Commission Meeting Minutes
- c. October 20, 2022 Blackduck Personnel Committee Meeting Minutes
- d. October 20, 2022 Blackduck Golf Board Meeting Minutes
- e. October 24, 2022 Blackduck City Council Special Meeting Minutes
- f. October 24, 2022 Blackduck City Council Work Session Minutes
- g. October 2022 Fund Balance Report **& Recommended operating transfers**
- h. ~~October 2022 Bill Report~~
- i. ~~October 2022 Sewer Income Statement~~
- j. October 2022 Water Income Statement
- k. October 2022 Pine Tree Park Income Statement
- l. October 2022 Golf Course Income Statement
- m. October 2022 Liquor Store Income Statement
- n. Final Approval - October 2022 Business Credit Card(s) Payment Batch
- o. Final Approval - September 2022 LG216 Lawful Gambling Monthly Rent Report - Blackduck Fire Relief Association
- p. Final Approval - 2022 MV Credit - MN Dept. of Revenue
- q. Final Approval - Month end remittance report for October 2022
- r. Final Approval - October new employees - Blackduck Fire Department volunteers
- s. Final Approval - MN Pump Works ARPA Funds payment for service to lift stations
- t. Final Approval - October 12, 2022 Potential Refunding of Existing Bonds Report, Ehlers Financial
- u. ~~Final Approval - LMCIT Irrigator Insurance Claim payment, Claim #LMC CP 233775~~
- v. Final Approval - General Corporate License 2023-01 - Northern Amusement
- w. Final Approval - General Corporate License - 2023-02 - Northern Amusement
- x. Final Approval - 2023 Intoxicating Liquor & Wine License - The Pond
- y. Final Approval - Combined Maintenance and Public Safety Facility Change Order #5 - snow guards
- z. ~~Final Approval - Final Pay Application 11 - Liquor Store Remodel & Addition Project - KA Construction~~
- aa. Final Approval - Combined Maintenance & Police Facility Field Report #10 & Progress Meeting #10
- ab. Final Approval - Pay request 7 - Combined Maintenance / Public Safety Facility - City of Blackduck & TNT Construction Group LLC
- ac. ~~Final Approval - Main Street redevelopment project invoice for reconstruction services - JD Construction invoice #164~~

Maxwell Gullette moved to approve the consent agenda removing items: 'h.'; 'i.'; 'u.'; 'z.'; and 'ac.' for further discussion by Councilor Fredrickson and Councilor Johnson Laurie Hamilton seconded the motion.

Carried 5 to 0

Maxwell Gullette
Nicholas Seitz

For
For

Donald Johnson	For
Laurie Hamilton	For
Ronald Fredrickson	For

ad.

ae. Consent Agenda Items Removed for discussion -

h. October Bill Report - Councilor Johnson requested clarification on payment to Ross Lewis Sign Co. for the purchase of new signage for Pine Tree Park and the Blackduck Golf Course. Regas stated the cost was split evenly between the campground and golf course funds of \$1800/each. Regas further stated the proposal was discussed at a recent work session and the council agreed to move forward before winter. Nothing further.

i. October 2022 Sewer Income Statement - Councilor Johnson asked where the revenue from the sewer discharge loads are recorded on the income statement. Regas reports the revenue is logged into the 'charges for service' code and year to date is at \$4,175. Nothing further.

u. Final Approval - LMCIT Irrigator Insurance claim payment, Claim #LMC CP 233775 - Councilor Fredrickson asked if the claim an if there were any additional funds that were not covered by the claim or was the bill final. Regas stated only the deductible was not covered of \$250. Fredrickson asked if there were any further bills. Regas stated no. Nothing further.

z. Final Approval - Final Pay Application 11 - Liquor Store remodel and addition project - KA Construction - Councilor Fredrickson asked the invoice was final payment for the 2021 project. Regas stated this was the final payment and that it was held over due to the entryway heater and other electrical items that were on back order during the project. Nothing further.

ac. Final Approval - Main Street redevelopment project invoice for reconstruction services - JD Construction invoice #164 - Councilor Fredrickson asked the invoice and estimate are for different services. Regas states the estimate was provide for comparison to the actual invoice to provide council information that the construction services were @ one-third as predicted. Regas stated that portion of the project came under-budget. Fredrickson stated that was really nice. Nothing further.

Ronald Fredrickson moved to approve consent agenda items 'h'; 'i'; 'u'; 'z'; and 'ac.' Laurie Hamilton seconded the motion.

Carried 5 to 0

Maxwell Gullette	For
Nicholas Seitz	For
Donald Johnson	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.

5. ORDINANCE REVISION READING

- a. Ordinance 2022-01 - Second and Final Reading - An Ordinance amending Chapter 15, Land Use and Subdivision Ordinance, to allow for administrative boundary line adjustments, lot combinations and parcel splits.
Administrator Regas summarized the Ordinance 2022-01 revision and stated there was no further questions from the public on the revisions.

6. REPORTS OF COMMITTEES AND CITY STAFF

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

6.1.1. Council Consideration - Combined Maintenance & Public Safety Facility Change Order(s) - Brent Damman, Widseth

Damman was present to discuss recent changes to the project and change orders drafted for the facility door hardware and alarm system. Dammon states how two cost proposals are being requested to approve. The door hardware changes require keypads for entrance to the police side and then keyed access between the public works side and police side. The alarm system proposal came about after the value engineering removed the sprinkler system that had the fire alarm system tied to the building but never an alternate system was not built back into the plans. Widseth states the pricing for the system was \$29,540 and the door hardware for \$5,794 - Widseth is proposing covering the shortfall of contingencies funding (\$15,270.25) for the two changes order proposals so the project can move forward.

Councilor Johnson asked why Widseth is picking up the bill - was it because Widseth missed it. Dammon states no, but just to help the project move forward. Dammon states it should have been added in the value engineering and it was just missed and with the remaining contingency this will assist.

Fredrickson asked for the amounts again. Dammon states the Door add \$5794.00 and alarm add \$29,540 for a total of \$35,334; there is \$20,063 remaining in contingency so Widseth will pick up \$15,270.25.

Mayor Gullette states this is the end of the contingency funds now. Regas confirmed. Johnson states the city should be getting close to the end of the project. Dammon states TNT is on track for successful completion.

Mayor Gullette confirmed the reason for the keypad system. Dammon states it is for ease of entrance for the officers from the city department officers and the county deputies.

Maxwell Gullette moved to approve change order 6 & 7 for the door hardware and fire alarm system
Nicholas Seitz seconded the motion.

Carried 5 to 0

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

6.1.2. Report -

Schwanke states he has nothing to report from his department. Gullette asked about the details of the street light near Bogarts. Schwanke states the wind blew the light and it was hanging over the highway. Schwanke has plans to have it repaired. Nothing further.

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

6.2.1. Report -

Lahr reports having a successful deer opener weekend exceeding their best opener in 2019 of \$6,000 and \$30,000 over 2021 without the kitchen open during the remodel. Lahr states her staff is working very hard to make up revenue loss. Gullette provided compliments he has received on having staff return to assist when the business is busy beyond the staffing. Lahr states every business is not open as many hours as they would like to be and not open 7 days a week which makes staffing 7 days a week difficult. Fredrickson asked if business has increased since the Wednesday specials. Lahr states she has received good feedback. Nothing further.

6.3. POLICE AND FIRE REPORTS

- 6.3.1. Mayor Gullette asked if there are any updates or reports from police or fire. Regas states the fire department has hired 3 new volunteers from their open house in September but has no reports from the police department. Gullette requested the police department provide a monthly report in the packet so the council is aware of their activities. Regas stated should would send out the request to Interim Chief Fraik.

7. ADMINISTRATOR'S REPORT

- a. Council approval Needed - Resolution 2022-22 - Resolution acknowledging support for Phillip Patch to convey state rail bank property from the Minnesota Department of Transportation for private ownership - Phillip Patch
Patch provided his request for wanting ownership of state rail bank property and took questions from the council. Patch stated he heard the land may be available and he could benefit from owning it. Patch states the land is not something that could be built on but he would like to own it if the state allows. Patch states he would reroute his driveway in the property.

Nicholas Seitz moved to approve Resolution 2022-22 - Resolution acknowledging support for Phill Patch to convey state rail bank property from the Mn DOT for private ownership Laurie Hamilton seconded the motion.

Carried 5 to 0

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

- b. Council Consideration / Approval Requested - Donation Request Blackduck Area History and Art Center - Rob Ingersoll

Ingersoll was present to report on the Blackduck History and Art Center and request support from the City of Blackduck to donate funding for their liability and property insurance. Ingersoll reports on the past year activities of the center; where most of their funding stems from; and how the newsletter has been a success of what the center does to provide members updates on the center.

Ronald Fredrickson moved to approve a donation to the Blackduck History and Art Center for \$829.08 from the liquor rent fund for their property and liability insurance. Nicholas Seitz seconded the motion.

Carried 5 to 0

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

- c. Council Approval Needed - Resolution 2022-01 - Revision 4 - Resolution of annual appointments and designations for 2022 - Planning commission vacancy consideration

Laurie Hamilton moved to approve Resolution 2022-01 - Revision 4 - Resolution of annual appointments and designations for 2022 - Planning Commissioner vacancy consideration of Christie Christian Donald Johnson seconded the motion.

Carried 5 to 0

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

- d. Council Approval Needed - Resolution 2022-24 - Resolution adopting a spending plan for tax increment financing districts # 1-4 & #1-6

Laurie Hamilton moved to approve Resolution 2022-24 - Resolution adopting a spending plan for tax increment financing districts #1-4 & 1-6 Donald Johnson seconded the motion.

Carried 5 to 0

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

- e. Council Approval Needed - Resolution 2022-29 - Resolution Establishing a Meeting Schedule for 2023

Maxwell Gullette moved to approve Resolution 2022-29 - Resolution establishing a meeting schedule for 2023 Laurie Hamilton seconded the motion.

Carried 5 to 0

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

- f. Council Approval Needed - Ordinance 2022-01 - An Ordinance amending Chapter 15, land use and subdivision ordinance, to allow for administrative boundary line adjustments, lot combinations, and parcel splits

Laurie Hamilton moved to approve Ordinance 2022-01 - An ordinance amending Chapter 15, land use and subdivision ordinance, to allow for administrative boundary line adjustments, lot combinations, and parcel splits Ronald Fredrickson seconded the motion.

Carried 5 to 0

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

- g. Council Consideration Approval requested - Purchase Agreement between City of Blackduck and Deerwood Bank for real property located in Beltrami County, MN legally described as follows:
Lots 25, 26, 27, 28, and 29, Block 8, Blackduck, less the east 60 feet thereof, together with the north half of vacated alley abutting Lot 25; (17 Summit Avenue East)

Maxwell Gullette moved to NOT approve entering into a purchase agreement with Deerwood bank for the property at 17 Summit Ave. East for the Library project Donald Johnson seconded the motion.

Roll call vote was requested by Mayor Gullette

Carried 5 to 0

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

- h. November 9, 2022 @ 11am - Blackduck Development Corp Regular Meeting - Blackduck City Hall
- i. **November 11, 2022 - Veteran's Day - City Offices Closed**

- j. November 16, 2022 @ 2pm - Blackduck Planning Commission Meeting - Blackduck City Hall
- k. November 17, 2022 @ 10:30am - Combined Maintenance & Public Safety Facility Construction Meeting - Blackduck City Hall
- l. November 21, 2022 @ 6pm - Blackduck City Council Work Session - Blackduck City Hall
- m. **November 24, 2022 - Thanksgiving Holiday - City Offices Closed**
- n. **November 25, 2022 - Holiday observed for Thanksgiving - City offices closed**
- o. December 5, 2022 @ 6pm - City of Blackduck Truth in Taxation Public Hearing and Regular Council Meeting - Blackduck City Hall

8. 2023 GENERAL ELECTION

- a. November 8, 2022 - Minnesota State General Election *(includes municipal and school board)* Blackduck polls open 7am - 8pm
- b. November 14, 2022 @ 6pm - City of Blackduck Canvassing of General Election - Blackduck City Hall

9. MAYOR AND/OR COUNCIL MEMBER REPORTS

10. COMMUNITY EVENTS/GOOD THINGS HAPPENING

- a. November 16, 2022 @ Noon - Blackduck Area Chamber Meeting - The Pond

11. ADJOURNMENT

- a.

Nicholas Seitz moved to adjourn the regular council meeting 7:16pm Donald Johnson seconded the motion.

Carried 5 to 0

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

City Administrator, Christina Regas

Maxwell Gullette, Mayor



MINUTES

Council Meeting

6:00 PM - Monday, November 14, 2022

City Hall, 8 Summit Drive, Blackduck MN

The Council of the City of Blackduck was called to order on Monday, November 14, 2022, at 6:00 PM, in the City Hall, 8 Summit Drive, Blackduck MN, with the following members present:

COUNCILORS PRESENT: Mayor Maxwell Gullette, Councilor Nicholas Seitz, Councilor Donald Johnson, and Council member Ronald Fredrickson

COUNCILORS EXCUSED: Councilor Laurie Hamilton

STAFF PRESENT: City Administrator Christina Regas

OTHERS PRESENT:

1. CALL TO ORDER

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

2. APPROVAL OF AGENDA

- a.

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

Carried 4 to 0

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

3. CERTIFICATION OF 2022 MUNICIPAL ELECTION

- a. Review of 2022 Municipal Election Results - Certification of Canvassing Board
Presentation of Certification of Election of Candidates

Administrator Regas reviewed the results of the 2022 General Election with the City Council and the write-in results of the races. Certificates of Election were presented to Mayor Gullette and Council member Fredrickson.

- b. Approval Needed - Resolution 2022-25 - Resolution to certify results of the Tuesday, November 8th, 2022 Municipal Election

Ronald Fredrickson moved to approve Resolution 2022-25 - Resolution to certify results of the November 8th, 2022 General Election Nicholas Seitz seconded the motion.

Carried 4 to 0

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

4. ADJOURNMENT

a.

Nicholas Seitz moved to adjourn the Canvassing meeting at 6:15pm Donald Johnson seconded the motion.

Carried 4 to 0

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

City Administrator, Christina Regas

Maxwell Gullette, Mayor

Closed Session – Labor Negotiation Strategy:

The Kitchigami Regional Library Board will go into closed session during the meeting on November 17, 2022, scheduled to begin at 6:00 p.m. at KRLS Headquarters located at 310 2nd St. North, Pine River, MN, as permitted by Minnesota Statute § 13D.03 to discuss and consider labor negotiations strategy conducted pursuant to Minnesota Statute §§ 179A.01 to 179A.25.

Kitchigami Regional Library
Board Meeting November 17, 2022, 6 p.m.
Kitchigami Regional Headquarters Building, Pine River, MN

A G E N D A

1. Call to order
2. Pledge of Allegiance
3. Approval of Agenda
4. KRLS Oath of Office for new members (if required)
5. Closed session: Labor Negotiation Strategy
6. Consent Agenda
 - a. Minutes: September 2022, pg 4
 - b. Bills: October 2022, pg 7
 - c. Financial Statements: October 2022, pg 10
 - d. ACHF FRF FY21 (July-Sept 2022), pg 13
 - e. Director's Report, pg 15
7. Old Business
 - a. Union contract, pg 32
 - b. Newspaper Report, pg 33
 - c. Other
 - d. Public Input
8. New Business
 - a. Bills: October 2022, available at meeting
 - b. KRLS Financial Audit 2022, pg 34
 - c. 2023 Winter Reading Program Proposal, 53
 - d. Service Agreements: Pequot Lakes and Crosslake, pg 54
 - e. Election of Officers: 2023 Board Nominations Committee, pg 63
 - f. Policy Update
 - i. Vacation Policy, pg 64
 - ii. Materials Use and Fees, pg 68
 - g. Other
 - h. Public Input
9. Chair's Report
10. Adjournment

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

FUTURE BOARD MEETINGS

Thursday January 19, 2023
Thursday March 16, 2023
Thursday May 18, 2023

Thursday June 15, 2023
Thursday July 20, 2023
Thursday September 21, 2023

Thursday November 16, 2023



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

SCHEDULE OF REGULAR BOARD MEETINGS FOR 2023

Thursday	January 19, 2023	6:00 pm
Thursday	March 16, 2023	6:00 pm
Thursday	May 18, 2023	6:00 pm
Thursday	June 15, 2023	6:00 pm
Thursday	July 20, 2023	6:00 pm
Thursday	September 21, 2023	6:00 pm
Thursday	November 16, 2023	6:00 pm

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

2022 Kitchigami Regional Library Board Members (revised 9/7/22)

KRLS Director Melissa Whatley (whatley@krls.org)

BELTRAMI COUNTY

Reed Olson (County Commissioner)

Ph: 218-766-0383

E: reed.olson@co.beltrami.mn.us

Alternate: Richard D. Anderson (County Commissioner)

Ph: 218-766-3283; E: Richard@paulbunyan.net

CASS COUNTY

Scott Bruns (County Commissioner)

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

CROW WING COUNTY

Bill Brekken (County Commissioner)

Ph: 218-232-0257; E: bill.brekken@crowwing.us

Alternate: Steve Barrows (County Commissioner)

Ph: 218-820-8199; E: steve.barrows@crowwing.us

HUBBARD COUNTY

Tom Krueger (County Commissioner)

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

Alternate: Charlene Christenson (County Commissioner)

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

WADENA COUNTY

Murlyn Kreklau (County Commissioner)

Ph: 218-837-5352

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

Alternate: Sheldon Monson (County Commissioner)

Ph: 218-640-3278

E: Sheldon.monson@co.wadena.mn.us

CITY OF BEMIDJI

Lynn Eaton

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

Alternate: Jorge Prince

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CITY OF BLACKDUCK

Laurie Hamilton

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E: laurie.hamilton@blackduckmn.com

CITY OF BRAINERD

Gabe Johnson

Ph: 218-831-3623; E: gjohnson@ci.brainerd.mn.us

CITY OF CASS LAKE

Mike Hanson

Ph: 218-547-1121; E: casslakecouncil5@gmail.com

CITY OF LONGVILLE

Phyllis Eck

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

Alternate: Neil Tobiason

Ph: 763-442-5066

CITY OF PARK RAPIDS

Thomas Conway

Ph: 218-390-5748; E: tom.conway@lambweston.com

CITY OF PINE RIVER

Brent Norman

Ph: 218-536-0668; E: nscleaners@gmail.com

CITY OF WADENA

George Deiss

Ph: 218-639-2097; E: gdeiss@wadena.org

Alternate: Wade Miller

Ph: 218-631-6060; E: wademille@arvig.net

CITY OF WALKER

Mary Beth Hansen

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

2022 KITCHIGAMI REGIONAL LIBRARY BOARD COMMITTEES

(Revised 11/4/2022)

Board Officers

Chair	Tom Conway
Vice-Chair	Tom Krueger
Treasurer	George Deiss
Secretary	Bill Brekken

BUDGET COMMITTEE

Tom Conway, Chair
Reed Olson
Murlyn Kreklau
Bill Brekken
Tom Krueger
Scott Bruns

PERSONNEL COMMITTEE

Tom Conway, Chair
Tom Krueger
Reed Olson
Non-voting staff members:
Carrie Huston
Jodi Schultz
Sheri Brumback
Tami Beto
Terria Rohloff
Laurel Hall

UNION NEGOTIATION COMMITTEE

Tom Conway, Chair
Reed Olson
Neal Gaalswyk

AUDIT COMMITTEE

Tom Conway, Chair
George Deiss, Treasurer

OUTREACH COMMITTEE

Committee of the Whole
Non-voting staff members:
Val McCormic
KRLS Director

STRATEGIC PLANNING / POLICY COMMITTEE

Tom Conway, Chair
Brent Norman
Murlyn Kreklau
Non-voting staff members:
Carrie Huston
Jodi Schultz
Sheri Brumback
Tami Beto
Terria Rohloff
Laurel Hall

INTERNET / ELECTRONIC RESOURCES COMMITTEE

Tom Conway, Chair
Bill Brekken
Reed Olson
Non-voting staff members:
Renee Frethem
Leann Willenbring
Sheri Brumback

EXTERNAL BOARDS

NORTHERN LIGHTS LIBRARY NETWORK

Governing Board Members:

Delegates: Reed Olson
George Deiss

NWLinks

Delegate: KRLS Director

**Kitchigami Regional Library System
Board Meeting September 22, 2022 6:00 p.m.
Kitchigami Headquarters Building, Pine River, MN**

Board members present: Scott Bruns, Bill Brekken, Tom Krueger, Murlyn Kreklau, Lynn Eaton, Neil Tobiason, Tom Conway, Brent Norman, George Deiss

Board members present virtually: Mary Beth Hanson (Walker, MN)

Board members absent: Reed Olson, Laurie Hamilton, Gabe Johnson, Mike Hanson

Others present non-voting: Staff members: KRLS Director Melissa Whatley, Carol Christensen, Terria Rohloff
Other: Doug Host of CliftonLarsonAllen LLP, Connie Ford, Mary Koep

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

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

Consent Agenda Request by Tom Kruger to pull item 5f Director's Report from the consent agenda. **Motion by Lynn Eaton, seconded George Deiss, to approve the Consent Agenda items A-E:**

- a. Minutes: July 2022
- b. Bills: August – September 2022
- c. Financial Statements: July – August 2022
- d. ACHF FRF FY21 (July – Sept 2022)
- e. ACHF FY23 Budget Application Revision

Motion carried unanimously.

Director's Report Tom Krueger requested further information about KRLS periodicals. Discussion. **Motion by Bill Brekken, seconded by Tom Krueger, to request KRLS Director come up with a system to evaluate periodical collections of libraries to ensure KRLS is giving patrons a balanced political viewpoint. Motion carried by Bruns, Brekken, Krueger, Kreklau, Tobiason, Conway, Norman, Deiss, and Hanson in favor; and Eaton against.**

Motion by George Deiss, seconded by Murlyn Kreklau, to approve the Director's Report. Motion carried unanimously.

2021 Audit Doug Host of CliftonLarsonAllen LLP presented on the KRLS 2021 Audit. **Motion by Lynn Eaton, seconded by George Deiss, to approve the KRLS 2021 Audit. Motion carried unanimously.**

FY2023 City / County Budgets Director Whatley requested guidance from the KRLS Board, especially when cities and counties approve less than requested. Discussion.

Personnel Policy Manual

Chair Conway reported that without approval of the updated policies, it would be difficult to come to an agreement on a labor union contract. Discussion. **Motion by George Deiss, seconded by Brent Norman, to override the current KRLS policy and perform the first and second reading of the KRLS Personnel Policy manual at the September 22, 2022 meeting. Motion carried unanimously.**

Motion by Lynn Eaton, seconded by George Deiss, to approve the KRLS Personnel Policy manual as presented. Motion carried unanimously.

Regional Policy Manual

Motion by Brent Norman, seconded by George Deiss, to override the current KRLS policy and perform the first and second reading of the KRLS Regional Policy manual at the September 22, 2022 meeting. Motion carried unanimously.

Motion by George Deiss, seconded by Murlyn Kreklau, to make the following revisions to the KRLS Regional Policy manual:

1. Collection Development policy - strike "ultimate" from the phrase "The ultimate responsibility for the selection of library materials rests with the Director..." and strike "Accuracy of Information".
2. Holiday and Seasonal Décor policy - strike "are secular in nature" from the phrase "Branch libraries of KRLS may decorate to reflect the various holidays and seasonal celebrations of the community provided that these decorations are secular in nature and recognize the diversity of the individuals and communities we serve".

Motion carried by Bruns, Brekken, Krueger, Kreklau, Tobiason, Conway, Norman, Deiss, and Hanson in favor; and Eaton against.

Motion by George Deiss, seconded by Brent Norman, to approve the KRLS Regional Policy manual. Motion carried unanimously.

CD Renewals

Motion by Bill Brekken, seconded by George Deiss, to confirm the renewal of CD 6443 Automation, Repair and Replacement which matured 8/5/22 for 6 months at First National Bank in Walker, MN. Motion carried unanimously.

Motion by Tom Krueger, seconded by Lynn Eaton, to designate the financial institution with the highest interest rate for CDs the day of Maturity 10/18/22 for another 6 months; and to cash out the Loan Security/SRP CD 17245 and the Summer Reading CD 17242 and retain \$12,300.00 to cover the Summer Reading Program expenses and then combine balances of the two CDs into a new Summer Reading CD; and to zero the C/F-Loan Security Reserve and transfer \$12,300.00 to the Fund Balance and transfer the rest to the C/F Summer Reading Program Reserve. Motion carried unanimously.

Capital Appropriation Fund	Motion by Lynn Eaton, seconded by Tom Krueger, to approve the creation of a Capital Appropriation Fund of \$1,160,969.00 retroactive to January 2022. <u>Motion carried unanimously.</u>
Regional Library Telecommunications Aid (RLTA) FY2022 Final Report	Motion by Tom Krueger, seconded by Lynn Eaton, to approve the RLTA FY2022 Final Report as presented and requisite signatures for the submission to the State. <u>Motion carried unanimously.</u>
Regional Library Telecommunications Aid (RLTA) FY2023 Application	Motion by Tom Krueger, seconded by Lynn Eaton, to approve the RLTA FY2023 Application with corrections and requisite signatures for the submission to the State. <u>Motion carried unanimously.</u>
Regional Library Basic System Support (RLBSS) Report of Results Accomplished FY2022	Motion by Tom Krueger, seconded by Lynn Eaton, to approve the RLBSS FY2022 Report of Results Accomplished FY2022 as presented and requisite signatures for the submission to the State. <u>Motion carried unanimously.</u>
American Rescue Plan Act (ARPA) Grant Application	Motion by Murlyn Kreklau, seconded by Scott Bruns, to approve the submission of the ARPA Grant Application as presented. <u>Motion carried unanimously.</u>
Arts and Cultural Heritage Fund (ACHF) FY2021 Completion Report	Motion by Lynn Eaton, Tom Krueger, to approve the ACHF FY2021 Completion Report as presented with the necessary signatures for submission to the State. <u>Motion carried unanimously.</u>
Arts and Cultural Heritage Fund (ACHF) FY2022 Interim Report	Motion by Lynn Eaton, seconded by Brent Norman, to approve the ACHF FY2022 Interim Report as presented for submission to the State. <u>Motion carried unanimously.</u>
Chair's Report	Chair Conway notified the Board that union negotiations are close to completion with hopes to bring a labor contract to the Board in November.

Motion by Tom Krueger, seconded by Murlyn Kreklau, to adjourn at 7:33 p.m. Motion carried unanimously.

Minutes respectively submitted by Administrative Assistant Carol Elizabeth Christensen.

Minutes signed by Board Secretary, Bill Brekken _____

Date _____

**KITCHIGAMI REGIONAL LIBRARY SYSTEM
CHECK REGISTER
October 7, 2022**

Check Number	Name	GL Account Title	Amount
23871	ALLEGRA MARKETING	HQ SUPPLIES	220.00
23872	AMAZON CAPTIAL SERVICES	LIBRARY SUPPLIES, WADENA	25.89
23873	APG MEDIA OF MINNESOTA	HIRING Ads & INTERVIEWS, WALKER	26.40
23874	ARVIG	PHONES, WD, CL, WK, LV	168.81
23875	BENNET, HARPER	LEGACY FUND EXPENSE	1,275.00
23876	CENTURY LINK	PHONES, WD, BJ, BR	372.31
23877	CHRISTENSEN, CAROL	REIMBURSEMENT, ALL STAFF DAY SUPPLIES	84.01
23878	CITY OF PINE RIVER	HQ WATER	29.50
23879	CLIFTON LARSON ALLEN LLP	PROFESSIONAL FEES	2,572.50
23880	COMPAS INC	LEGACY FUND EXPENSE	2,650.00
23881	DEERWOOD TECHNOLOGIES	CONTRACTED NETWORK SUPPORT	12,876.32
23882	DEISS, GEORGE	BOARD MEETING TRAVEL	67.50
23883	DIAMOND BUILDT LLC PROPERTY CARE	PROPERTY MAINTENANCE	255.00
23884	DS ERICKSON	GRANISHMENTS PAYABLE	514.28
23885	EATON, LYNN	BOARD MEETING TRAVEL	71.25
23886	GALE, CENGAGE LEARNING INC	BOOKS, BL, PK, WK, SHARED	779.64
23887	HOOPLA BY MIDWEST TAPE	E-RESOURCES	5,524.11
23888	INFOUSA MARKETING, INC	PERIODICALS FOR BRAINERD LIBRARY	385.00
23889	KLINE, PATRICIA	DELIVERY TRAVEL REIMBURSEMENT	45.63
23890	KOEP, MARY	BOARD MEETING TRAVEL	40.00
23891	KREKLAU, MURLYN	BOARD MEETING TRAVEL	46.25
23892	KRUEGER, THOMAS	BOARD MEETING TRAVEL	37.50
23893	MIDWEST TAPE	VIDEO/DVD/SOUND REGION WIDE	5,969.08
23894	MINNESOTA CLEANING SOLUTIONS LLC	CUSTODIAL SERVICE FOR BRAINERD	130.00
23895	MN PEIP	EMPLOYER PAID HEALTH INSURANCE	18,585.57
23896	NW-LINKS	DATA LINES & NW LINKS MEMBERSHIP FEE	13,202.26
23897	OFFICE SHOP	OFFICE SUPPLIES, COPIER CONTRACTS	247.67
23898	PAUL BUYNAN COMMUNICATIONS	PHONES, BEMIDJI & BLACKDUCK	79.11
23899	PINE CONE PRESS-CITIZEN	HIRING AD FOR OUTREACH ASSISTANT	40.00
23900	PITNEY BOWES	POSTAGE METER RENTAL	240.00
23901	QUINLIVAN & HUGHES, P.A.	PROFESSIONAL FEES	3,623.40
23902	REGENTS OF THE UMN	OFFICE SUPPLIES	128.00
23903	RITEWAY	OFFICE SUPPLIES	300.49
23904	ROCHESTER TELECOM SYSTEMS INC	PHONES, REGION WIDE LONG DISTANCE	94.58
23905	RODENBURG LAW FIRM	GARNISHMENTS PAYABLE	110.00
23906	SOUTHEASTER LIBRARIES COOPERATING	CRPLSA DATA BASE	2,569.00
23907	SOUTHEASTER LIBRARIES COOPERATING	CRPLSA MEMBERSHIP DUES	2,490.00
23908	TOBIASON, NEIL	BOARD MEETING TRAVEL	31.25
23909	WASTE PARTNERS	HQ GARBAGE	80.18
23910	WHATLEY, MELISSA	DIRECTOR TRAVEL	83.75
TOTAL A/P CHECK RUN			\$ 76,071.24

**KITCHIGAMI REGIONAL LIBRARY SYSTEM
PAYROLL CHECKS
Payroll for September (16th-30st) 2022**

Pay Day	Check Numbers	Account	Amount
10/7/2022	45648-45719	Direct Deposits	45,329.71
		Paper Checks	1,152.82
		Minnesota Withholding Tax	1,876.27
		Federal Withholding Tax	12,849.49
		Garnishments	624.28
		PERA-Public Employee Retirement Association	7,979.61
		Total Payroll Expense	\$ 69,812.18

AMOUNT EXPENSED \$ 145,883.42

**KITCHIGAMI REGIONAL LIBRARY SYSTEM
CHECK REGISTER
October 25, 2022**

Check Number	Name	GL Account Title	Amount
23911	ALLEGRA MARKETING	LEGACY FUND EXPENSE	59.10
23912	AMAZON CAPITAL SERVICES	OFFICE SUPPLIES, LEGACY, ARR BLACKDUCK	99.86
23913	ARVIG	PHONES, PARK RAPIDS	45.17
23914	BAKER & TAYLOR L4409322	BOOKS REGION WIDE	18,572.24
23915	BAKER & TAYLOR L4409332	BOOKS REGION WIDE	2,046.97
23916	BAKER & TAYLOR L4409342	BOOKS PINE RIVER	7.36
23917	BAKER & TAYLOR L4409362	BOOKS WALKER, MOBILE LIBRARY	17.33
23918	BIBLIOTHECA, LLC	E-RESOURCES	4,622.09
23919	CALE, TAWNY	LEGACY FUND EXPENSE	2,125.00
23920	CANON FINANCIAL SERVICES	COPIER LEASE FOR PINE RIVER LIBRARY	85.10
23921	CENTER POINT LARGE PRINT	SHARED COLLECTION	321.24
23922	DAKOTA MAILING	OFFICE SUPPLIES	180.74
23923	DEERWOOD TECHNOLOGIES, INC	CONTRACTED NETWORK SUPPORT	3,259.23
23924	DIAMOND BUILT	PROPERTY R&M	180.00
23925	DS ERICKSON	GARNISHMENT PAYABLE	514.28
23926	FAMILY MARKET	STAFF DAY, HQ LIBRARY SUPPLIES, CUSTODIAL	210.72
23927	FORUM COMMUNICATIONS	HIRING ADS, DELIVERY, BRAINERD, PARK RAPIDS	1,201.34
23928	FRETHER, RENEE	ALL STAFF DAY TRAVEL	66.88
23929	GALE, CENGAGE LEARNING INC	BOOKS, REGION WIDE	1,330.04
23930	GALLO, ARA	ALL STAFF DAY TRAVEL	83.75
23931	HANKS, KELLY	ALL STAFF DAY TRAVEL	123.75
23932	HAUTALA, BETH	LEGACY FUND EXPENSE	500.00
23933	KIMBER CREEK FORD	MOBILE LIBRARY R&M	22.99
23934	KLINE, PAT	ADMINISTRATION TRAVEL REIMBURSEMENT	167.50
23935	LEE, PATRICIA JAMIE	LEGACY FUND EXPENSE	1,930.00
23936	MINNESOTA POWER	HQ ELECTRICITY	378.68
23937	NCPERS GROUP LIFE INSURANCE	EMPLOYEE PAID LIFE INSURANCE	208.00
23938	NESBERG, ALAYNA	ALL STAFF DAY TRAVEL	80.00
23939	NIKLAUS, MARY	ALL STAFF DAY TRAVEL	56.25
23940	NORENBERG, BETH	ALL STAFF DAY TRAVEL	63.75
23941	NORMAN, LILLIAN	LEGACY FUND EXPENSE	440.00
23942	OFFICE SHOP	LIBRARY SUPPLIES QTRLY ORDER REGION WIDE	6,288.46
23943	PAUL'S LARGE GARAGE	DELIVERY VAN R&M DEDUCTABLE	500.00
23944	PENWORTHY	BOOKS, PARK RAPIDS	720.00
23945	PINE RIVER SANITARY DISTRICT	HQ SEWER	42.00
23946	QUINLIVAN & HUGHES, P.A.	PROFESSIONAL FEES	1,222.00
23947	RODENBURG LAW FIRM	GARNISHMENT PAYABLE	110.00
23948	SCHULTZ, JODI	ALL STAFF DAY TRAVEL	56.25
23949	SEBCO BOOKS	BOOKS, WADENA	403.34
23950	SONENSTAH, DONNA	LEGACY FUND EXPENSE	150.00
23951	STUMBOH, HACIBER EUGENIA	VOIDED/REPRINTED SEE #23963 BELOW	
23952	SYNCB/AMAZON	BOOKS, REGION WIDE	967.80
23953	TDS TELECOM 587-2171	PHONE, ADMINISTRATION	192.76
23954	TDS TELECOM 587-3001	PHONE, ADMINISTRATION	50.06
23955	TDS TELECOM 587-4639	PHONE, PINE RIVER LIBRARY	100.29
23956	VERIZON WIRELESS	PHONES, ADMIN & HOT SPOTS REGION WIDE	2,924.78
23957	VERIZON	MOBILE LIBRARY REMOTE ACCESS	65.02
23958	VISA, PRSB VISA COMMUNITY CARD	(SEE PAGE 3 FOR DETAILS)	5,499.95
23959	WARREN, SHERILYN	ALL STAFF DAY TRAVEL	80.00
23960	WILLENBRING	T&D PARK RAPIDS, EVALUATION 101	56.25
23961	XCEL ENERGY	HQ HEAT	75.43
23962	ZOOBEAN	SUMMER READING PROGRAM	3,333.00
23963	STUMBOH, HACIBER EUGENIA	LEGACY FUND EXPENSE	625.00
TOTAL A/P CHECK RUN			<u>\$ 62,461.75</u>
PETTY CASH ACCOUNT October 2022			
9531	GREAT RIVER REGIONAL LIBRARY	ALL STAFF DAY TRAVEL FOR GUEST SPEAKER	113.75
9532	BORMAN, ALICIA	ALL STAFF DAY GUEST SPEAKER FROM GRRL	50.00
9533	FIRST LUTHERAN CHURCH	ALL STAFF DAY SPACE RENTAL	150.00
TOTAL INSTANT CHECKS			<u>\$ 313.75</u>

**KITCHIGAMI REGIONAL LIBRARY SYSTEM
Payroll for October (1st-15th) 2022**

Pay Day	Check Numbers	Account	Amount
10/25/2022	45720-45793	Direct Deposits	44,663.16
		Paper Checks	1,205.10
		Minnesota Withholding Tax	1,739.79
		Federal & FICA Withholding Tax, Current payroll	12,386.76
		Federal & FICA Withholding Tax, 2020 Appeal Denied	23,860.54
		Garnishments Withholding	624.28
		PERA-Public Employee Retirement Association	7,814.47
		Total Payroll Expense	<u>\$ 92,294.10</u>

AMOUNT EXPENSED PAGE 1	\$ 145,883.42
AMOUNT EXPENSED PAGE 2	\$ 155,069.60
AMOUNT EXPENSED OCT 2022	\$ 300,953.02

September 15th - October 14th 2022

571.13

972.58

3,002.22

\$ 5,499.95 done

5,499.95

KITCHIGAMI REGIONAL LIBRARY
BALANCE SHEET
October 31, 2022

ASSETS	
Current Assets	
Petty Cash Checking PRSD	1,022.25
Main Checking PRSB	486,905.34
Money Market PRSB	3,995,586.79
Special Money Market PRSB	686,227.13
Kitchigami Endowment Fund	153,292.00
Accounts Receivable	57,238.00
Interest Receivable	542.86
Prepaid Insurance	7,307.03
Prepaid Health Insurance	16,637.28
Prepaid Materials	77,224.35
Investment - Certificates of Deposit	528,195.77
TOTAL Current Assets	6,010,178.80
Fixed Assets	
Land	30,000.00
Buildings	650,368.00
A/D Buildings	(321,241.36)
Vehicles	176,647.71
A/D Vehicles	(153,926.32)
Furniture, Fixtures, and Equipment	336,537.00
A/D Furniture, Fixtures, and Equipment	(318,449.73)
Legacy Equipment	1,269.00
A/D Legacy Equipment	(1,269.00)
Shared Collections	227,145.99
Book, Mobile Library	325,366.87
A/D Books	(325,168.82)
Intangible Assets	19,916.00
Accumulated Amortization	(16,597.33)
Sound, Mobile Library	31,527.00
Video, Mobile Library	119,577.87
TOTAL Fixed Assets	781,702.88
TOTAL ASSETS	6,791,881.68
Current Liabilities	
Accounts Payable	100,014.95
Contracts Payable	28,200.00
Accounts Payable Salaries	62,268.57
Federal & FICA Withholding Payable	13,147.46
PERA Life Insurance Withholding Payable	(104.00)
Deferred Revenue	210,341.30
TOTAL Current Liabilities	413,868.28
TOTAL LIABILITIES	413,868.28
CAPITAL	
Investment in Fixed Assets	746,313.15
C/F Building Repair & Maintenance Reserve	40,967.53
C/F Automation, HQ Reserve	413,127.34
R/F ARR Branch Reserves	250,685.87
C/F Capital Appropriation Fund	1,160,969.00
C/F Building Reserve	93,204.29
C/F HQ Gift	277.00
C/F Accounting Software Reserve	25,873.62
C/F Summer Reading Program Reserve	54,145.97
C/F Sue Tricker Memorial Outreach Reserve	204,383.27
C/F Outreach Reserve	59,330.17
C/F Vehicle Reserve	133,086.40
C/F Gates Grants Reserve	19,819.47
C/F Crow Wing County Reserve	163,481.85
R/F RLTS Reserve	89,353.08
C/F Endowment MN Community Fund	156,592.00
FUND BALANCE, General Funds	3,405,441.95
Year-to-Date Earnings	(639,038.56)
TOTAL CAPITAL	6,378,013.40
TOTAL LIABILITIES & CAPITAL	6,791,881.68

**KITCHIGAMI REGIONAL LIBRARY
INCOME STATEMENT
2022**

	<i>September</i>	<i>October</i>	<i>Year-to-Date</i>	<i>Budget</i>	<i>Budget Balance</i>	<i>% Received</i>
STATE AND FEDERAL FUNDS						
State RBSS			278,621.29	675,421.00	396,799.71	41.25%
State RLTA Cat 1			10,626.60	34,232.00	23,605.40	31.04%
State MN LINKS						
State RLTA Cat 3			65,331.10	70,000.00	4,668.90	93.33%
NW-LINKS Library System Funds			24,875.75			
Misc. State Funds			-	10,000.00	10,000.00	0.00%
State CARES Act Grant			-			
Legacy Funds	21,406.83	10,703.41	85,365.98	97,510.00	12,144.02	87.55%
Federal Covid Retention Funds						
TOTAL STATE AND FEDERAL FUNDS	21,406.83	10,703.41	464,820.72	887,163.00	447,218.03	52.39%
COUNTY GOVERNMENTS						
Beltrami County		204,340.50	408,681.00	408,681.00	-	100.00%
Cass County		193,513.50	387,027.00	387,027.00	-	100.00%
Crow Wing County			254,563.50	509,127.00	254,563.50	50.00%
Hubbard County			108,375.00	216,750.00	108,375.00	50.00%
Wadena County 2nd half 2021 plus			100,189.00	104,151.00	3,962.00	96.20%
TOTAL COUNTY GOVERNMENTS	-	#####	1,258,835.50	1,625,736.00	366,900.50	77.43%
CITY GOVERNMENTS						
Bemidji		66,602.00	133,204.00	133,204.00	-	100.00%
Blackduck		8,000.00	16,000.00	16,000.00	-	100.00%
Brainerd			39,250.00	78,500.00	39,250.00	50.00%
Cass Lake			8,200.00	8,200.00	-	100.00%
Longville		4,950.00	9,900.00	9,900.00	-	100.00%
Park Rapids			23,750.00	47,500.00	23,750.00	50.00%
Pine River			12,000.00	12,000.00	-	100.00%
Wadena		37,000.00	74,000.00	74,000.00	-	100.00%
Walker Levy * 2021			14,765.00	15,117.00	352.00	97.67%
TOTAL CITY GOVERNMENTS	-	#####	331,069.00	394,421.00	63,352.00	83.94%
AUTOMATION RR						
Bemidji			5,647.00	5,647.00	-	100.00%
Blackduck			350.00	350.00	-	100.00%
Brainerd			4,659.00	4,659.00	-	100.00%
Cass Lake			300.00	300.00	-	100.00%
Longville			289.00	289.00	-	100.00%
Park Rapids			3,601.00	3,601.00	-	100.00%
Pine River			255.00	255.00	-	100.00%
Wadena			1,374.00	1,374.00	-	100.00%
Walker			406.00	406.00	-	100.00%
TOTAL AUTOMATION RR	-	-	16,881.00	16,881.00	-	100.00%
OTHER INCOME						
Interest	1,189.43	3,161.10	12,029.73	15,000.00	2,970.27	80.20%
Endowment Income			5,188.28	4,933.00	(255.28)	105.17%
NLLN Grant for E-Resources			5,000.00	5,000.00	-	100.00%
Donations Region Wide	3,100.00	2,323.04	38,583.13	15,000.00	(23,583.13)	257.22%
Branch Sales & Fees	1,956.84	2,028.60	17,973.95	25,000.00	7,026.05	71.90%
Winter Reading Program			1,635.66		(1,635.66)	
Inter Library Loan	15.00	30.00	346.97		(346.97)	
Miscellaneous	5.00	648.30	1,154.75		(1,154.75)	
Over/Short	24.54	18.75	230.98		(230.98)	
TOTAL OTHER INCOME	6,290.81	8,209.79	82,143.45	64,933.00	(17,210.45)	126.50%
TOTAL INCOME BEFORE TRANSFERS	27,697.64	533,319.20	2,153,749.67	2,989,134.00	860,260.08	72.05%
TRANSFERS FROM FUNDS				334,019.00		
TOTAL INCOME				3,323,153.00		

**KITCHIGAMI REIONAL LIBRARY
EXPENSE STATEMENT
2022**

	<i>September</i>	<i>October</i>	<i>Year-to-Date</i>	<i>Budget</i>	<i>Budget Balance</i>	<i>% Spent</i>
PERSONNEL						
Wages and Benefits	154,288.59	136,915.68	1,440,348.20	1,877,548.00	437,199.80	77%
Health Plan + Supplement	19,327.14	20,253.64	202,530.88	240,000.00	37,469.12	84%
Training & Development	530.59	(50.00)	5,494.95	14,450.00	8,955.05	38%
Hiring Ads & Interviews	22,332.01	1,267.74	32,720.87	8,000.00	(24,720.87)	409%
TOTAL PERSONNEL	196,478.33	158,387.06	1,681,094.90	2,139,998.00	458,903.10	79%
LIBRARY MATERIALS						
Books, Collections & Processing	16,094.29	22,922.26	180,427.00	307,967.00	127,540.00	59%
Video/DVD/Sound	2,872.28	5,791.93	51,693.41	79,373.00	27,679.59	65%
Periodicals		387.00	16,657.50	15,925.00	(732.50)	105%
Hot Spots	3,216.85	2,746.83	25,883.78	40,000.00	14,116.22	65%
E-Resources	9,650.75	10,146.20	85,753.77	153,422.00	67,668.23	56%
Data Based Platforms		2,490.00	10,889.92	20,000.00	9,110.08	54%
TOTAL LIBRARY MATERIALS	31,834.17	44,484.22	371,305.38	616,687.00	245,381.62	60%
LIBRARY OPERATIONS						
Postage/Meter Rental	8.70	1,374.65	5,650.03	6,000.00	349.97	94%
Telecommunications	1,445.71	1,346.06	14,267.44	18,855.00	4,587.56	76%
Supplies	27.62	7,295.78	24,704.64	11,500.00	(13,204.64)	215%
Copier Contracts/Leases	311.06	216.55	1,586.72	1,000.00	(586.72)	159%
Data Lines NW Links		13,202.26	28,088.26	50,000.00	21,911.74	56%
ARR Reserve Expenses	27,117.84	55.98	38,523.37	5,500.00	(33,023.37)	700%
Capital Grant Expense			84,001.33		(84,001.33)	
Contracted Network Support & Software	13,825.75	16,135.55	140,575.98	127,000.00	(13,575.98)	111%
Network Infrastructure,			44,544.80		(44,544.80)	
ILS Maintenance			92,083.53	95,713.00	3,629.47	96%
Summer Reading Program		3,333.00	15,539.43	14,495.00	(1,044.43)	107%
Promotion			416.18		(416.18)	
Inter Library Loans	30.00		178.88		(178.88)	
TOTAL LIBRARY OPERATIONS	42,766.68	42,959.83	490,160.59	330,063.00	(160,097.59)	149%
DELIVERY & STAFF VAN						
Mileage/Route Expense	873.31	874.21	10,276.09	21,475.00	11,198.91	48%
Insurance			2,780.01	3,000.00	219.99	93%
Repairs and Maintenance/Rentals	1,628.40	3,646.22	9,338.46	4,420.00	(4,918.46)	211%
Capital Van Replacement Transfer			-	2,400.00	2,400.00	0%
TOTAL DELIVERY & STAFF VAN	2,501.71	4,520.43	22,394.56	31,295.00	8,900.44	72%
MOBILE VEHICLE, Regional Outreach						
Mileage/Route Expense	829.56	571.13	6,225.26	10,000.00	3,774.74	62%
Insurance			2,840.58	3,000.00	159.42	95%
Repairs and Maintenance	1,325.22	22.99	1,418.98	1,000.00	(418.98)	142%
TOTAL MOBIL LIBRARY VEHICLE	2,154.78	594.12	10,484.82	14,000.00	3,515.18	75%
HEADQUARTERS FACILITY						
Utilities	680.17	605.79	8,065.02	7,600.00	(465.02)	106%
Insurance-Contents & Liability			6,280.00	7,200.00	920.00	87%
Building Repair & Maintenance	20.00	480.30	40,579.93	6,400.00	(34,179.93)	634%
TOTAL HEADQUARTERS FACILITY	700.17	1,086.09	54,924.95	21,200.00	(33,724.95)	259%
KRL BOARD & ADMINISTRATION						
Board Meetings		293.75	1,958.26	7,000.00	5,041.74	28%
Special Projects	1,489.68	1,919.92	4,408.35	11,000.00	6,591.65	40%
Legacy Fund Expenses	724.10	9,774.00	82,275.99	97,510.00	15,234.01	84%
Membership Dues		2,569.00	3,264.00	2,000.00	(1,264.00)	163%
Professional Fees	8,623.75	7,417.90	48,022.29	28,000.00	(20,022.29)	172%
Board Insurance			3,320.00	3,000.00	(320.00)	111%
Software/Fees	160.96	160.96	4,317.29	4,900.00	582.71	88%
TOTAL KRL BOARD	10,998.49	22,135.53	147,566.18	153,410.00	5,843.82	96%
OTHER						
Administration Travel	260.00	251.25	6,096.54	6,500.00	403.46	94%
Associate Service Crosslake			5,000.00	5,000.00	-	100%
Associate Service Pequot Lakes			5,000.00	5,000.00	-	100%
Banking Fees	11.30	5.00	191.96		(191.96)	
Miscellaneous, (Income) or Expense			(659.00)		659.00	
Late Fees & (Discounts Saved)			(772.65)		772.65	
TOTAL OTHER	271.30	256.25	14,856.85	16,500.00	1,643.15	90%
TOTAL EXPENSES	287,705.63	274,423.53	2,792,788.23	3,323,153.00	530,364.77	84%
TOTAL INCOME	27,697.64	533,319.20	2,153,749.67	2,989,134.00	835,384.33	72%
EXCESS (DEFICIT) OVER EXP.	(260,007.99)	258,895.67	(639,038.56)	(334,019.00)		
TRANSFERS APPROVED				334,019.00		

6d Arts and Cultural Heritage Fund (ACHF) FY22 FRF July - September 2022

The ACHF Financial Reporting Form (FRF) claim number 4 for Legacy funds is attached for Board information.

Carryover expenses from programs funded in part by FY21 grant are included in the report.

A combination of in-person programs and take and make art kits funded by ACHF occurred during the July to September quarter of 2022. Two of our branches hosted the exhibit “Exploring the Fiber Heritage of Minnesota”, which celebrated the fiber heritage of Minnesota by showcasing local fiber producers and artists. Free craft kits and demonstrations of a variety of skills were available. Over 330 people attended the events in Bemidji and Brainerd.

Legacy funded programs for July through September 2022:

Local programs

- “The Impossible Road Trip” book talk with author Eric Dregni – 7/13/22 – Bemidji
- “Exploring the Fiber Heritage of Minnesota” – 7/16/22 – Bemidji
- Summer Crafting Series hosted by Donna Sonenstahl – 6/21-22/22, 7/19-20/22, 8/16-17/22 – Pine River
- “Let’s Create” Kits by Lillian Norman – ongoing – Wadena
- Take and Make Jewelry Kits by Tom Kulju – 9/2022 and 11/2022 – Longville
- Fluid Painting hosted by Harper Bennett – 9/13-14/2022 – Walker

STATE OF MINNESOTA - MN Department of Education

Cumulative Report

Grantee: Kitchigami Regional Library System
Fund Source: Arts & Cultural Heritage - Library Legacy
Project Title: FY22 Funds
Grant ID: 5735

Grant Period: 9/15/2021-6/30/2024 Grant Total: \$106,511.48
Expenditures Through: 6/30/2022 Claim Number: 4
Current Reimbursement Period Dates 07/01/2022 Thru 09/30/2022

Return/Mail To: Deb Rose
MN Department of Education
Grant Services Division
1500 Highway 36 W
Roseville, MN 55113

Financial Reporting Form

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

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

Code\Description	Grants				
	Budget	Expended	Cur. Balance	Cur. Expended	New Balance
Adm Administration	\$5,325.57	\$0.00	\$5,325.57	\$3,338.61	\$1,986.96
Statewide initiative (up to 10%)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Other (estimate of expenses are in application)	\$101,185.91	\$0.00	\$101,185.91	\$0.00	\$101,185.91
	\$106,511.48	\$0.00	\$106,511.48	\$3,338.61	\$103,172.87

Amount To Be Paid \$3,338.61
Apply To Advance \$0.00
Amount To Be Paid on this request \$3,338.61

Previous Amount Remaining To Be Paid \$0.00
Outstanding Advance Amount \$0.00

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

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

Carol Christensen 10/26/2022
Completed By Date

Melissa Whatley 10/26/2022
Authorized By Date

Notes:

6e Director's Report

Technical Services Manager

Kiet Huynh joined the KRLS team as the Technical Services Manager on November 7th. Since starting he has jumped right into projects like managing the circulating hotspot collection and troubleshooting e-resource issues that have come up. Kiet and I plan to visit the branch libraries soon to introduce him in-person and give him an opportunity to hear from the branch managers to see their locations and equipment. Please join me in welcoming Kiet to our team!

2021 Minnesota State Parks Library Program Report

KRLS has participated in the statewide program in partnership with the MN DNR since its inception in 2021. Our library branches in Bemidji, Blackduck, Brainerd, Cass Lake, Park Rapids, Pine River, and Wadena offer passes for free entry to any of Minnesota's State Parks. Highlights for our region in the 2021 report include: Park Rapids Area Library had the fourth highest average statewide checkout rate, 217 passes were checked out from our libraries, and the program was renewed and expanded through 2025.

RLBSS FY2023

We have not yet received RLBSS updated calculations for FY2023 from the state. There's been a delay in learning the ANTC numbers for a few counties, and that information is necessary to calculating RLBSS. Once those numbers are received, the board will get an updated application to approve for submission to the state.

All Staff Day

Staff from the KRLS regional libraries and headquarters met in Pine River on October 10 for All Staff Day. Highlights included a keynote speaker, 3 breakout sessions, recognition awards, and drawings of donated items. Over 60 employees participated in the event and indicated that meeting coworkers from other branches was what they liked most about the event.

2022 Minnesota Library Association (MLA) Conference

9 staff from around the region attended the MN Library Association Conference in Duluth October 27-28 to connect with and learn from their statewide colleagues. Thank you for supporting this effort by budgeting for staff training and development funds used for this purpose.

2021 Minnesota State Parks Library Program Report

Evaluating effectiveness and implementation of the program's first year

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Report Snapshot

- ❖ 1,960 state park library pass check-outs statewide over 12 months.
- ❖ June through October were most popular months for using the pass.
- ❖ Highest average monthly check-out rate across all libraries was 62% (July) and lowest was 6% (January). This is consistent with normal state park visitation patterns.
- ❖ Majority of survey respondents that used the pass might not purchase an annual state park vehicle permit (66.9%), but intend to visit the park again (98.8%) and will use the library pass again (95.7%).
- ❖ Overwhelmingly positive feedback from libraries and users alike, including 100% of survey respondents using the park library pass thought the program should continue.
- ❖ Main areas for improvement included making more passes available at more libraries and to help solve transportation concerns.
- ❖ Based on this feedback, the program will be renewed and expanded through 2025.

Program History

In 2017 and 2018, Minnesota State Parks and Trails tested two pilot library programs in White Bear Lake and St. Peter library systems. These pilot programs followed a national trend of state parks providing free entry through a permit that is available for checkout at local libraries. These programs have gained much popularity nationally and there was notable demand in Minnesota for a similar program.

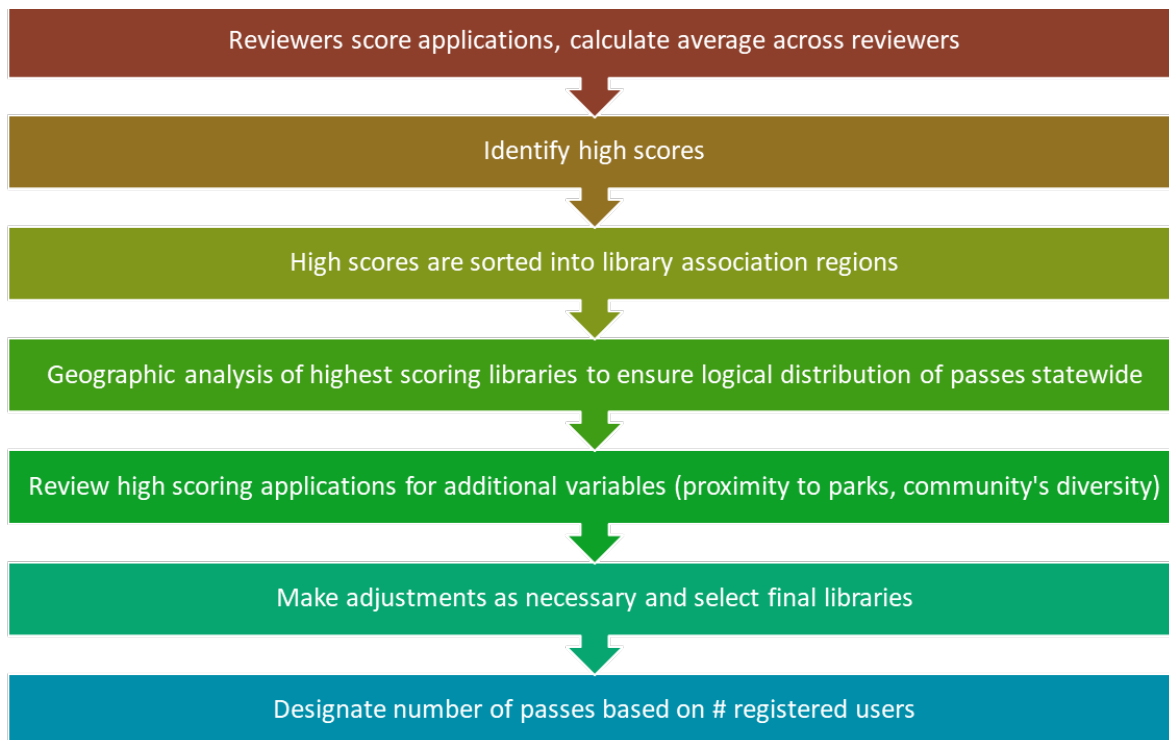
Based on key findings from these pilot efforts, the DNR decided to expand the program statewide in partnership with the Council of Regional Public Library System Administrators (CRPLSA), who oversee public libraries in the state (except for several unaffiliated sites). The DNR decided to focus on serving lower income communities, where the financial barriers of paying an entry fee to state parks would be most challenging. Through a competitive grant application process, DNR identified 71 libraries with 122 park passes to launch the first-ever Minnesota State Park Library Program in June of 2021.

2021 Program Overview

Library Selection Process

Individual library sites were encouraged to submit applications to participate. Eligibility criteria required them to be in a county with a median household income of \$58,000 or less and/or where more than 40 percent of residents are eligible for free and reduced lunch. Of 143 libraries that applied statewide, 71 libraries were selected to participate. A list of participating libraries for June 2021-June 2022 is available in Exhibit A.

The below graphic provides a more detailed look at the library selection process.



Evaluation

The first statewide pilot program needed to demonstrate that passes were getting used, that there were minimal concerns related to display of passes in the parks, and easy implementation for both libraries and the DNR. And most importantly, it was necessary to understand if users were satisfied.

Use of State Park Library Passes in First Year

To evaluate if and how often the passes were used, library staff provided a monthly report of circulation numbers for each of their passes.

By Library or Library System

Libraries with highest average check-out rates throughout the year were mainly in more populated areas or in locations that prioritized promotion of the program. These numbers underscore the potential for increasing advertising efforts in the future, at least in locations outside of the metro. It is also important to note that these are averages for the entire year, and do not reflect the seasonal ups and downs.

Library or System	Total Checkouts	# Passes	Average check-out rate for the year
Duluth Public Library	117	4	56.3%
Mahnomen Public Library	28	1	53.8%
Spring Valley Public Library	28	1	53.8%
Park Rapids Public Library	53	2	51.0%
North Mankato Taylor Library	79	3	50.6%
Brainerd Public Library	95	4	45.7%
Winona Public Library	68	3	43.6%
Bagley Public Library	22	1	42.3%
Traverse des Sioux Regional Library; Muir Public Library; Watonwan County Library; Waseca Public Library	86	4	41.3%
Detroit Lakes Public Library	42	2	40.4%
Albert Lea Public Library	41	2	39.4%
Ada Public Library	20	1	38.5%
St. Paul Public Libraries: Rice Street Library; Riverview Library; Rondo Community Library; Sun Ray Library; Arlington Hills Library	296	15	37.9%
Silver Bay Public Library	39	2	37.5%
Nobles County Library	35	2	33.7%
East Central Regional Library: Mille Lacs Lake Community; Pine City; Sandstone; Mora; Princeton; Aitkin; Hinckley; McGregor; Milaca	168	10	32.3%
Great River Regional Library: Foley Public Library; Little Falls Public Library; Long Prairie Public Library; Staples Public Library; Upsala Public Library	82	5	31.5%

Library or System	Total Checkouts	# Passes	Average check-out rate for the year
Cloquet Public Library	32	2	30.8%
Austin Public Library	31	2	29.8%
Crookston Public Library	30	2	28.8%
<u>Pioneerland Library System</u> : Benson Public Library; Canby Public Library; Granite Falls Public Library; Montevideo Public Library; Ortonville Public Library; Willmar Public Library; Fairfax Public Library	118	8	28.4%
<u>Hennepin County Libraries</u> : East Lake Library (HCL); Franklin Library (HCL); Hosmer Library (HCL); North Regional Library (HCL); Webber Park (HCL)	161	11	28.1%
North St. Paul Library (Ramsey County Library)	55	4	26.4%
Wadena Public Library	27	2	26.0%
Grand Marais Public Library	24	2	23.1%
Pine River Public Library	11	1	21.2%
Virginia Public Library	21	2	20.2%
Bemidji Public Library	29	3	18.6%
Blooming Prairie Public Library	9	1	17.3%
Douglas County Library	26	3	16.7%
Fergus Falls Public Library	24	3	15.4%
Owatonna Public Library	23	3	14.7%
International Falls Public Library	15	2	14.4%
Ely Public Library	6	1	11.5%
Browns Valley Public Library	3	1	5.8%
Pelican Rapids Public Library	5	2	4.8%
Blackduck Community Library	2	1	3.8%
<u>Northwest Regional Library</u> : Godel Memorial Public Library; Greenbush Library; Grygla Library; Hallock Public Library; Karlstad Library; Roseau Public Library; Red Lake Falls Library; Thief River Falls Public Library; Warroad Library	9	5	3.5%
TOTAL	1960	122	30.9%

By Month

Over the pilot program period, the passes were checked out 1,960 times. Understandably, higher check-out rates occurred in warmer months. However, the sharp decline in check-out rates during the winter should not be cause for alarm; it is extremely consistent with overall state park visitation numbers in those same months. Nevertheless, increased promotional opportunities could help with wintertime usage.

Month	Number of Cumulative Checkouts	Check-out Rate	Percent of Total Checkouts	Percent of State Park Visitation for Same Months
June 2021	293	56%	15%	16%
July 2021	331	62%	17%	19%
August 2021	261	49%	13%	16%
September 2021	303	58%	15%	14%
October 2021	231	43%	12%	12%
November 2021	84	16%	4%	4%
December 2021	40	7%	2%	2%
January 2022	34	6%	2%	2%
February 2022	42	9%	2%	2%
March 2022	54	10%	3%	2%
April 2022	77	15%	4%	3%
May 2022	210	39%	11%	8%
Total	1960	---	100%	100%

Transfers, Renewals, and Reservations

Several of the library systems that did not anticipate significant demand problems for the passes elected to offer transfers, renewals, or reservations of the pass. Based on the data, it seemed that there were relatively few transfers and nearly no renewals (which is aligned with the intention of the program to offer opportunities to as many people who want/need it as possible).

However, the *opportunity to hold or reserve passes in several systems was very helpful and increased patron satisfaction*. Most popular months for reserving or holding passes were predictably the warmer months. Libraries should continue to monitor reservations to see if it is causing the same patrons to use the passes repeatedly and therefore reducing opportunities for others to check-out the pass.

Other library staff comments

Library staff shared comments as part of the monthly reporting form. Here are some common themes:

- More passes should be available, then we could promote the pass without concern it would become constantly unavailable
- Patrons have provided overwhelmingly positive feedback and appreciate the opportunity
- The process for check-out and returns is easy and staff appreciate that
- Some confusion earlier on about whether the pass included camping costs (it does not), and so that had to be clarified

- Interest in sharing best practices about use of holds and reservation for the passes, for systems that have this flexibility: Specifically, about technology options and logistical processes (either through Lib Cal or other tools libraries have at their disposal)

Visitor Survey Data

A voluntary online survey was created to collect feedback from users of the state park library program (a paper version is also available). Because of data privacy issues related to the library cataloguing system, we were unable to directly send surveys to users. As a result, the survey responses make up less than 10 percent of the number of check-outs (and does not account for repeat check-outs). As such, this information should be considered anecdotal until we determine a more scientifically reliable way to collect responses from library pass users.

Highlights

- 100% of respondents think we should continue offering state park library passes into the future.
- 98.8% of respondents want to visit a state park again, but 66.9% said they wouldn't or didn't know if they would buy an annual park permit in the future. *That means many people who want to visit a state park again might not want to or be able to without the option of using a pass from the library.*
- Popular activities among respondents using the pass were low-cost activities that don't require a lot of equipment or skills to participate in: hiking/walking, photographing nature, picnicking, sightseeing, etc.
- Most respondents had been to a state park previously

Full Results

The below questions provide a more detailed description of the feedback received from users in the online survey.

Did they visit a park and where did they go?

Did you visit a state park or recreation area with the library pass?

[More Details](#)

Yes, one park	111
Yes, more than one park	54
No	17
I don't know	4



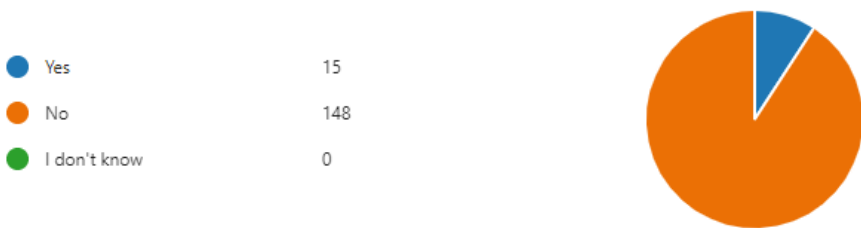
Most popular state parks visited by library park pass users

1. Itasca State Park
2. Forestville/ Mystery Cave State Park
3. Whitewater State Park
4. Jay Cooke State Park
5. Great River Bluffs and Gooseberry Falls State Parks

First time park visitors

Was this your first time visiting a state park?

[More Details](#)



Most popular activities during library park pass visit

1. Hiking/walking
2. Sightseeing
3. Photographing nature
4. Bird or wildlife watching
5. Picnicking and looking at kiosks or visitor center exhibits

Ease of checking out a state park library pass

- 89% Easy
- 9% Somewhat Easy
- 2% Neutral
- 0% Difficult, Somewhat Difficult, or I don't know

Future plans after using the state park library pass

The pass seems to be having its intended impact – of providing access to state parks for people who may not visit otherwise. Despite the finding that most of the responses are from people who have previously been to a state park, we don't know how often or when they visited. *From the below information, we might glean that people will come back, but most likely only if they can still use the library pass. That means we are providing opportunities to visit nature that might otherwise not occur.*

	Yes	No	I don't know
Visit a state park again	98.8%	-	1.2%
Purchase an annual state parks vehicle permit	33.1%	10.1%	56.8%
Use the library's park pass again	95.7%	-	4.3%

Survey Respondent Demographics

Age

- 50 percent of respondents were age 55 or older (with 31% being 65 and up). Several open-ended comments suggested these people might be retired individuals on fixed incomes or people wanting to take their grandchildren for a visit (but might not otherwise be a frequent park user).
- 27 percent of the respondents were between ages 35 and 54.
- 22 percent of the respondents were between ages 18 and 34.

Race and Origin

About 88 percent of respondents self-identified as white race or origin. No other group made up any sort of notable representation, however this is consistent with state park visitation demographic information as of 2017.

Income

- 69 percent of respondents had a household annual income of \$74,999 or less.
 - \$50,000-\$74,999 was the most frequently reported income category.
- 46 percent of respondents had a household annual income of \$49,999 or less.

Highlighted Comments

Overwhelmingly, we received positive feedback and encouragement from respondents about their satisfaction and excitement with and about the program.

Noteworthy ideas:

- Address transportation concerns for people that do not own cars
- Consider paired discount of camping or lodging
- Add more libraries and more passes; if funding is an issue, allow outside groups to purchase additional passes
- Translate materials about the library program into other languages like Spanish and Somali
- Serves the purpose of a “park sample” for people who do not want to commit to an annual pass or even daily pass
- Interest in being able to reserve (where not available) for certain dates
- Ability to print out the pass at home (to save gas money with the trip)

Additional comments included (exact quotes):

- *“It would be nice to reserve some of the passes to make it easier to plan camping.”*
- *“It would be nice to be able to use it for camping or staying in a cabin (at least one night).”*
- *“A state park pass is not in our budget. This was a wonderful opportunity to enjoy hiking in beautiful southeast Minnesota. Thank you!”*
- *“Please keep offering this and allow libraries more passes!”*
- *“It’s a great program and, as a new retiree on a fixed income, really appreciated!”*
- *“If a library doesn’t qualify for this program because of the criteria...could you consider allowing the “friends of the library” or community member donors to purchase this type of check-out passes for their library? And thank you again for this program...my kids and I had the best trip ever going to all the parks – it was fantastic!”*
- *“This is an outstanding program to help acquaint folks to the wonders of the great outdoors. We are fortunate to have resources so readily available. While I’m fortunate enough to have transportation to nearby state parks, others who would best benefit by this program may not have that luxury. Ft. Snelling is somewhat available via public transport, but what about Afton or Lake Maria? How would one who depends on public transport get to those facilities? What happens in outstate communities? Again, I think this is a great idea that needs to consider ideas to get people to the parks. A partnership with MNDOT perhaps?”*
- *“We got to see a white deer at Father Hennepin State Park. It was an awesome experience, and we wouldn’t have gone if we didn’t have the pass.”*

- *“We purchased a pass to camp but invited our daughter’s family to join us with the free pass. They loved it and purchased a pass last week to camp again at the same state park. It was a nice test with no obligation and proved so enjoyable to go again. It was super easy to request as well. Thank you!”*

Questions or Comments

To discuss findings in this report further, please contact Arielle Courtney, DNR Parks & Trails Division Partnership Development Consultant at 651-259-5609 or Arielle.courtney@state.mn.us.

Exhibit A: List of 2021 Participating Libraries

LIBRARY NAME	ADDRESS	REGIONAL LIBRARY SYSTEM
ADA PUBLIC LIBRARY	107 4th Ave E. Ada, MN 56510	Lake Agassiz Regional Library
AITKIN PUBLIC LIBRARY	110 First Ave NE. Aitkin, MN 56431	East Central Regional Library
ALBERT LEA PUBLIC LIBRARY	211 E Clark Street Albert Lea, MN 56007	Southern Libraries Cooperating
ARLINGTON HILLS LIBRARY	1200 Payne Ave. Saint Paul, MN 55130	St. Paul Public Library (MELSA)
AUSTIN PUBLIC LIBRARY	323 4th Ave. NE Austin, MN 55912	Southern Libraries Cooperating
BAGLEY PUBLIC LIBRARY	79 Spencer Ave SW. Bagley, MN 56621	Lake Agassiz Regional Library
BEMIDJI PUBLIC LIBRARY	509 America Ave NW, Bemidji, MN 56601	Kitchigami Regional Library
BENSON PUBLIC LIBRARY	200 N 13th Street Benson, MN 56215	Pioneerland Library System
BLACKDUCK COMMUNITY LIBRARY	72 1st St SE, Blackduck, MN 56630	Kitchigami Regional Library
BLOOMING PRAIRIE PUBLIC LIBRARY	138 Highway Ave. South PO Box 187 Blooming Prairie, MN 55917	Southern Libraries Cooperating
BRAINERD PUBLIC LIBRARY	416 S 5th St, Brainerd, MN 56401	Kitchigami Regional Library
BROWNS VALLEY PUBLIC LIBRARY	15 Third St. S. Browns Valley, MN 56219	Viking Library System
CANBY PUBLIC LIBRARY	110 Oscar Ave N. Canby, MN 56220	Pioneerland Library System
CLOQUET PUBLIC LIBRARY	320 14th St. Cloquet, MN 55720	Arrowhead Regional Library System
CROOKSTON PUBLIC LIBRARY	110 Ash N. Crookston, MN 56716	Lake Agassiz Regional Library
DETROIT LAKES PUBLIC LIBRARY	1000 Washington Ave, Detroit Lakes, MN 56501	Lake Agassiz Regional Library
DOUGLAS COUNTY LIBRARY	720 Fillmore St. Alexandria, MN 56308	Viking Library System
DULUTH PUBLIC LIBRARY	520 W. Superior St. Duluth, MN 55802	Arrowhead Regional Library System
EAST LAKE LIBRARY	2727 E Lake St, Minneapolis, MN 55406	Hennepin County Library (MELSA)
ELY PUBLIC LIBRARY	224 E Chapman Street, Ely, MN 55731	Arrowhead Regional Library System
FAIRFAX PUBLIC LIBRARY	101 1st Street SE. Fairfax, MN 55332	Pioneerland Library System
FERGUS FALLS PUBLIC LIBRARY	205 E. Hampden Ave. Fergus Falls, MN 56537	Viking Library System
FOLEY PUBLIC LIBRARY	251 North 4th Ave. Foley, MN 56329	Great River Regional Library Association
FRANKLIN LIBRARY	1314 E Franklin Ave, Minneapolis, MN 55404	Hennepin County Library (MELSA)
GODEL MEMORIAL PUBLIC LIBRARY	314 E Johnson Ave. Warren, MN 56762	Northwest Regional Library
GRAND MARAIS PUBLIC LIBRARY	104 2nd Avenue West, Grand Marais, MN 55604	Arrowhead Regional Library System

LIBRARY NAME	ADDRESS	REGIONAL LIBRARY SYSTEM
GRANITE FALLS PUBLIC LIBRARY	155 7th Ave. Granite Falls, MN 56241	Pioneerland Library System
GREENBUSH LIBRARY	234 Main Street North, Greenbush, MN 56726	Northwest Regional Library
GRYGLA LIBRARY	127 Main Ave, Grygla, MN 56727	Northwest Regional Library
HALLOCK PUBLIC LIBRARY	163 3rd St S. Hallock, MN 56728	Northwest Regional Library
HINCKLEY PUBLIC LIBRARY	106 First Street SE, Hinckley, MN 55037	East Central Regional Library
HOSMER LIBRARY	347 E 36th St, Minneapolis, MN 55408	Hennepin County Library (MELSA)
INTERNATIONAL FALLS PUBLIC LIBRARY	750 4th St. International Falls, MN 56649	Arrowhead Regional Library System
KARLSTAD LIBRARY	104 1st St S, Karlstad, MN 56732	Northwest Regional Library
LITTLE FALLS PUBLIC LIBRARY	108 NE 3rd Street Little Falls, MN 56345	Great River Regional Library Association
LONG PRAIRIE PUBLIC LIBRARY	42 Third Street North Ste. 1 Long Prairie, MN 56347	Great River Regional Library Association
MAHNOMEN PUBLIC LIBRARY	203 Main Street South, Mahnomen, MN 56557	Lake Agassiz Regional Library
MCGREGOR PUBLIC LIBRARY	111 E Center Ave, McGregor, MN 55760	East Central Regional Library
MILACA COMMUNITY LIBRARY	235 1 st St. East, Milaca, MN 56353	East Central Regional Library
MILLE LACS LAKE COMMUNITY LIBRARY	285 Second Ave. S. Isle, MN 56342	East Central Regional Library
MONTEVIDEO PUBLIC LIBRARY	224 S 1st Street, Montevideo, MN 56265	Pioneerland Library System
MORA PUBLIC LIBRARY	200 Maple Ave. W. Mora, MN 55051	East Central Regional Library
MUIR PUBLIC LIBRARY	36 Main Street, North, PO Box 218, Winnebago, MN 56098	Traverse de Sioux Regional Library Association
NOBLES COUNTY LIBRARY	407 12th St. Worthington, MN 56187	Plum Creek Library System
NORTH MANKATO TAYLOR LIBRARY	1001 Belgrade Ave, North Mankato, MN 56003	Traverse de Sioux Regional Library Association
NORTH REGIONAL LIBRARY	1315 Lowry Ave N, Minneapolis, MN 55411	Hennepin County Library (MELSA)
NORTH ST. PAUL	2300 N St Paul Dr, North St Paul, MN 55109	Ramsey County Library (MELSA)
ORTONVILLE PUBLIC LIBRARY	412 2nd St NW. Ortonville, MN 56278	Pioneerland Library System
OWATONNA PUBLIC LIBRARY	105 N. Elm Ave. Owatonna, MN 55060	Southern Libraries Cooperating
PARK RAPIDS PUBLIC LIBRARY	210 1st St W, Park Rapids, MN 56470	Kitchigami Regional Library
PELICAN RAPIDS PUBLIC LIBRARY	25 West Mill St. Pelican Rapids, MN 56572	Viking Library System
PINE CITY PUBLIC LIBRARY	300 Fifth St. Pine City, MN 55063	East Central Regional Library
PINE RIVER PUBLIC LIBRARY	212 Park Ave, Pine River, MN 56474	Kitchigami Regional Library

LIBRARY NAME	ADDRESS	REGIONAL LIBRARY SYSTEM
PRINCETON PUBLIC LIBRARY	100 4th Ave. S. Princeton, MN 55371	East Central Regional Library
RED LAKE FALLS LIBRARY	105 Champagne Ave SW, Red Lake Falls, MN 56750	Northwest Regional Library
RICE STREET LIBRARY	1011 Rice Street Saint Paul, MN 55117	St. Paul Public Library (MELSA)
RIVERVIEW LIBRARY	1 E. George St. Saint Paul, MN 55107	St. Paul Public Library (MELSA)
RONDO COMMUNITY LIBRARY	461 N. Dale Saint Paul, MN 55103	St. Paul Public Library (MELSA)
ROSEAU PUBLIC LIBRARY	121 Center St E. Roseau, MN 56751	Northwest Regional Library
SANDSTONE PUBLIC LIBRARY	119 North Fourth St. PO Box 599 Sandstone, MN 55072	East Central Regional Library
SILVER BAY PUBLIC LIBRARY	9 Davis Dr. Silver Bay, MN 55614	Arrowhead Regional Library System
SPRING VALLEY PUBLIC LIBRARY	121 West Jefferson Street, Spring Valley, MN 55975	Southern Libraries Cooperating
STAPLES PUBLIC LIBRARY	122 6th St. NE Staples, MN 56479	Great River Regional Library Association
SUN RAY LIBRARY	2105 Wilson Ave. Saint Paul, MN 55119	St. Paul Public Library (MELSA)
THIEF RIVER FALLS PUBLIC LIBRARY	102 First St E. Thief River Falls, MN 56701	Northwest Regional Library
UPSALA PUBLIC LIBRARY	117 Main St. Upsala, MN 56384	Great River Regional Library Association
VIRGINIA PUBLIC LIBRARY	215 5th Street S. Virginia, MN 55792	Arrowhead Regional Library System
WADENA PUBLIC LIBRARY	304 1st St SW, Wadena, MN 56482	Kitchigami Regional Library
WARROAD LIBRARY	202 Main Ave NE, Warroad, MN 56763	Northwest Regional Library
WASECA PUBLIC LIBRARY	408 North State Street Waseca, MN 56093	Traverse de Sioux Regional Library Association
WATONWAN COUNTY LIBRARY	125 5th St. S. Saint James, MN 56081	Traverse de Sioux Regional Library Association
WEBBER PARK	4440 N Humboldt Ave, Minneapolis, MN 55412	Hennepin County Library (MELSA)
WILLMAR PUBLIC LIBRARY	410 5th St SW. Willmar, MN 56201	Pioneerland Library System
WINONA PUBLIC LIBRARY	151 W. 5th Street, Winona, MN 55987	Southern Libraries Cooperating

KRLS Checkouts

January - October 2022

Location	2021	2022	Percent Change
Bemidji	87,051	86,802	-0.29%
Blackduck	6,566	6,545	-0.32%
Brainerd	101,956	141,843	39.12%
Cass Lake	3,673	4,459	21.40%
Longville	9,909	8,942	-9.76%
Park Rapids	41,743	44,999	7.80%
Pine River	15,833	23,406	47.83%
Wadena	33,566	30,917	-7.89%
Walker	13,933	14,275	2.45%

Mobile Locations

Backus	468	599	27.99%
Bay Lake	161	228	41.61%
Becida	360	34	-90.56%
Garrison	804	615	-23.51%
Hackensack	171	145	-15.20%
Laporte	146	127	-13.01%
Leader	483	523	8.28%
Menahga	3,696	3,373	-8.74%
Nevis	940	970	3.19%
Nimrod	508	432	-14.96%
Nisswa	366	325	-11.20%
Remer	677	720	6.35%
Sebeka	1,107	1,170	5.69%

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Associate Locations

Crosslake	845	1,191	40.95%
Pequot Lakes	3,131	2,687	-14.18%

TOTAL	328,093	375,327	14.40%
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Electronic Resources January-October 2022

cloudLibrary	2021	2022	Percent change
Checkouts: eBooks	55,281	48,251	-13%
Checkouts: eAudio	35,268	33,937	-4%
New Patrons	914	785	-14%

Ancestry Library

Searches	929	11079	1093%
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hoopla

	2021	2022	
Checkouts: eBooks	3,028	8107	168%
Checkouts: Comics	240	365	52%
Checkouts: Movies	722	1118	55%
Checkouts: eAudio	5,001	13376	167%
Checkouts: Music	166	279	68%
Checkouts: Television	473	1070	126%
New Patrons	1307	1681	29%

ELM: EBSCO	2021	2022	Percent change
Sessions	171		-100%
Searches	770		-100%

ELM: Britannica

Sessions	503	626	24%
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Flipster

Online View	909	865	-5%
Downloads	3135	2801	-11%

7a Union Contract

Action Request: That the Board approve the contract and the required signatures for the union contract agreement between AFSCME Council 65 Local Union 210 and KRLS

7b Newspaper Report

Action Request: For Board Information

A report on the balance of newspapers throughout KRLS will be available at the board meeting in response to a request made by the board at the September board meeting.

8b KRLS Financial Audit

Action Request: For Board information and approval of the requisite signatures for 2022 audit services

The attached Statement of Work and Master Services Agreement is from CliftonLarsonAllen LLP (CLA) regarding the 2022 KRLS audit.



Master Services Agreement

Kitchigami Regional Library System
310 2nd Street North
Pine River, MN 56474
MSA Date: October 26, 2022

This master service agreement (“MSA”) documents the terms, objectives, and the nature and limitations of the services CliftonLarsonAllen LLP (“CLA,” “we,” “us,” and “our”) will provide for Kitchigami Regional Library System (“you,” or “your”). The terms of this MSA will apply to the initial and each subsequent statement of work (“SOW”), unless the MSA is changed in a communication that you and CLA both sign or is terminated as permitted herein.

1. Scope of Professional Services

CLA will provide services as described in one or more SOW that will reference this MSA. The SOW will describe the scope of professional services; the nature, limitations, and responsibilities related to the specific services CLA will provide; and the fees for such services.

If modifications or changes are required during CLA’s performance of requested services, or if you request that we perform any additional services, we will provide you with a separate SOW for your signature. Such SOW will advise you of the additional fee and time required for such services to facilitate a clear understanding of the services.

Our services cannot be relied upon to disclose all errors, fraud, or noncompliance with laws and regulations. Except as described in the scope of professional services section of this MSA or any applicable SOW, we have no responsibility to identify and communicate deficiencies in your internal controls as part of any services.

2. Management responsibilities

You acknowledge and understand that our role is to provide the services identified in an SOW and that management, and any other parties engaging CLA, have responsibilities that are fundamental to our undertaking to perform the identified services.

3. Fees and terms

See the applicable SOW for the fees for the services.

Work may be suspended if your account becomes 90 days or more overdue and will not be resumed

until your account is paid in full. If we elect to terminate our services for nonpayment, our engagements will be deemed to have been completed even if we have not completed the services. You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket expenditures through the date of termination.

Payments may be made utilizing checks, Bill.com, your online banking platform, CLA's electronic payment platform, or any other client initiated payment method approved by CLA. CLA's electronic online bill pay platform claconnect.com/billpay accepts credit card and Automated Clearing House (ACH) payments. Instructions for you to make direct bank to bank wire transfers or ACH payments will be provided upon request.

4. Other Fees

You also agree to compensate us for any time and expenses, including time and expenses of legal counsel, we may incur in responding to discovery requests or participating as a witness or otherwise in any legal, regulatory, or other proceedings that we are asked to respond to on your behalf.

5. Finance charges and collection expenses

You agree that if any statement is not paid within 30 days from its billing date, the unpaid balance shall accrue interest at the monthly rate of one and one-quarter percent (1.25%), which is an annual percentage rate of 15%. In the event that any collection action is required to collect unpaid balances due us, reasonable attorney fees and expenses shall be recoverable.

6. Dispute Resolution

Any disagreement, controversy, or claim ("Dispute") that may arise out of any aspect of our services or relationship with you shall be submitted to non-binding mediation by written notice ("Mediation Notice") to the other party. In mediation, we will work with you to resolve any differences voluntarily with the aid of an impartial mediator.

The mediation will be conducted as specified by the mediator and agreed upon by the parties (i.e., you and CLA). The parties agree to discuss their differences in good faith and to attempt, with the assistance of the mediator, to reach an amicable resolution of the Dispute.

Each party will bear its own costs in the mediation. The fees and expenses of the mediator will be shared equally by the parties.

7. Limitation of remedies

These limitation of remedies provisions are not applicable for any audit or examination services provided to you.

Our role is strictly limited to the services described in an SOW, and we offer no assurance as to the results or ultimate outcomes of any services or of any decisions that you may make based on our communications with you. You agree that it is appropriate to limit the liability of CLA, its partners, principals, directors, officers, employees, and agents (each a "CLA party").

You further agree that you will not hold CLA or any other CLA party liable for any claim, cost, or

damage, whether based on warranty, tort, contract, or other law, arising from or related to this MSA, the services provided under an SOW, the work product, or for any plans, actions, or results of an SOW, except to the extent authorized by this MSA. In no event shall any CLA party be liable to you for any indirect, special, incidental, consequential, punitive, or exemplary damages, or for loss of profits or loss of goodwill, costs, or attorney fees.

The exclusive remedy available to you shall be the right to pursue claims for actual damages that are directly caused by acts or omissions that are breaches by a CLA party of our duties owed under this MSA and the specific SOW thereunder, but any recovery on any such claims shall not exceed the fees actually paid by you to CLA pursuant to the SOW that gives rise to the claim.

8. Governing Laws, Jurisdiction, and Venue

The MSA is made under and shall be governed by the laws of the state of Minnesota, without giving effect to choice of law principles. This includes dispute resolution and limitation of remedies.

9. Time limitations

The nature of our services makes it difficult, with the passage of time, to gather and present evidence that fully and fairly establishes the facts underlying any dispute that may arise between you and any CLA party. The parties (you and CLA) agree that, notwithstanding any statute or law of limitations that might otherwise apply to a dispute, including one arising out of this MSA or the services performed under an SOW, for breach of contract or fiduciary duty, tort, fraud, misrepresentation or any other cause of action or remedy, any action or legal proceeding by you against any CLA party must be commenced as provided below, or you shall be forever barred from commencing a lawsuit or obtaining any legal or equitable relief or recovery. An action to recover on a dispute shall be commenced within these periods ("Limitation Period"), which vary based on the services provided, and may be modified as described in the following paragraph:

Service	Time after the date we deliver the services or work product*
Audit, review, examination, agreed-upon procedures, compilation, and preparation services other than those related to prospective financial information	24 months
All Other Services	12 months

* pursuant to the SOW on which the dispute is based

If the MSA is terminated or your ongoing relationship with CLA is terminated, then the applicable Limitation Period is the lesser of the above periods or 12 months after termination of MSA or your ongoing relationship with CLA. The applicable Limitation Period applies and begins to run even if you have not suffered any damage or loss, or have not become aware of the existence or possible existence of a dispute.

10. Confidentiality

Except as permitted by the "Consent" section of this MSA, CLA will not disclose any of your

confidential, proprietary, or privileged information to any person or party, unless you authorize us to do so, it is published or released by you, it becomes publicly known or available other than through disclosure by us, or disclosure is required by law, regulation or professional standard. This confidentiality provision does not prohibit us from disclosing your information to one or more of our affiliated companies in order to provide services that you have requested from us or from any such affiliated company. Any such affiliated company shall be subject to the same restrictions on the use and disclosure of your information as apply to us. You also consent to our disclosure of information regarding the nature of services we provide to you to another independent network member of CLA Global, for the limited purpose of complying with professional obligations regarding independence and conflicts of interest.

The Internal Revenue Code contains a limited privilege for confidentiality of tax advice between you and our firm. In addition, the laws of some states likewise recognize a confidentiality privilege for some accountant-client communications. You understand that CLA makes no representation, warranty or promise, and offers no opinion with respect to the applicability of any confidentiality privilege to any information supplied or communications you have with us, and, to the extent that we follow instructions from you to withhold such information or communications in the face of a request from a third party (including a subpoena, summons or discovery demand in litigation), you agree to hold CLA harmless should the privilege be determined not to apply to particular information or communications.

The workpapers and files supporting the services we perform are the sole and exclusive property of CLA and constitute confidential and proprietary information. We do not provide access to our workpapers and files to you or anyone else in the normal course of business. Unless required by law or regulation to the contrary, we retain our workpapers and files in accordance with our record retention policy that typically provides for a retention period of seven years. After this period expires, our workpapers and files will be destroyed. Furthermore, physical deterioration or catastrophic events may shorten the time our records are available. The workpapers and files of our firm are not a substitute for your records.

Pursuant to authority given by law, regulation or professional standards we may be requested to make certain workpapers and files available to a regulator for its regulatory oversight purposes. We will notify you of any such request, if permitted by law. Access to the requested workpapers and files will be provided to the regulator under the supervision of CLA personnel and at a location designated by our firm. Furthermore, upon request, we may provide copies of selected workpapers and files to such regulator. The regulator may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies.

11. Other provisions

You agree that CLA will not be assuming any fiduciary responsibility on your behalf during the course of this MSA, except as may be assumed in an SOW.

CLA may, at times, utilize external web applications to receive and process information from our clients; however, any sensitive data, including protected health information and personally

identifiable information, must be redacted by you to the maximum extent possible prior to uploading the document or file. In the event that you are unable to remove or obscure all sensitive data, please contact us to discuss other potential options for transmitting the document or file.

CLA and certain owners of CLA are licensed by the California State Board of Accountancy. However, CLA has owners not licensed by the California State Board of Accountancy who may provide services under this MSA. If you have any questions regarding licensure of the personnel performing services under this MSA, please do not hesitate to contact us.

During the course of the engagement, there may be communication via fax or email. You are responsible to ensure that communications received by you or your personnel are secured and not shared with unauthorized individuals.

12. Consent to use financial information

We regularly aggregate anonymized client data and perform a variety of analyses using that aggregated data. Some of these analyses are published to clients or released publicly. However, we are always careful to preserve the confidentiality of the separate information that we obtain from each client, as required by the AICPA Code of Professional Conduct and various laws. Your acceptance of this MSA will serve as your consent to our use of Kitchigami Regional Library System anonymized data in performing and reporting on these cost comparison, performance indicator and/or benchmarking analyses.

Unless authorized by law or the client consents, we cannot use a client's tax return information for purposes other than the preparation and filing of the client's tax return. By signing and dating this MSA, you authorize CLA to use any and all information furnished to CLA for or in connection with the preparation of the tax returns under this MSA, for a period of up to six (6) years from the date of this MSA, in connection with CLA's preparation of the types of reports described in the foregoing paragraph.

13. Consent to send you publications and other materials

For your convenience, CLA produces a variety of publications, hard copy and electronic, to keep you informed about pertinent business and personal financial issues. This includes published articles, invitations to upcoming seminars, webinars and webcasts, newsletters, surveys, and press releases. To determine whether these materials may be of interest to you, CLA will need to use your tax return information. Such tax information includes your name and address as well as the business and financial information you provided to us.

By signing and dating this MSA, you authorize CLA to use the information that you provide to CLA during the preparation of your tax returns to determine whether to offer you relevant materials. Your consent is valid until further notice.

14. Subcontractors

CLA may, at times, use subcontractors to perform services under this MSA, and they may have access to your information and records. Any such subcontractors will be subject to the same restrictions on

the use of such information and records as apply to CLA under this MSA.

15. Technology

CLA may, at times, use third-party software applications to perform services under this MSA. You acknowledge the software vendor may have access to your data.

16. Termination of MSA

This MSA shall continue for five years from October 26, 2022, unless terminated earlier by giving appropriate notice. Either party may terminate this MSA at any time by giving 30 days written notice to the other party.

Upon termination of the MSA, the provisions of this MSA shall continue to apply to all services rendered prior to termination.

17. Agreement

We appreciate the opportunity to be of service to you and believe this MSA accurately summarizes the significant terms of our relationship. This MSA, along with the applicable addendum(s) and SOW(s), constitute the entire agreement regarding services to be performed and supersedes all prior agreements (whether oral or written), understandings, negotiations, and discussions between you and CLA. If you have any questions, please let us know. If you agree with the terms of our relationship as described in this MSA, please sign, date, and return.

CliftonLarsonAllen LLP

Douglas P. Host

Principal

218-825-2948

doug.host@claconnect.com

Response:

This MSA correctly sets forth the understanding of Kitchigami Regional Library System

CLA

CliftonLarsonAllen LLP

Douglas P. Host

Douglas P. Host, Principal

SIGNED 10/26/2022, 4:30:03 PM CDT

Client

Kitchigami Regional Library System

SIGN:

Melissa Whatley, Director

DATE:

Kitchigami Regional Library System

SIGN:

Kitchigami Regional Library System, Board
Member

DATE:



Statement of Work - Audit Services

October 26, 2022

This document constitutes a statement of work ("SOW") under the master service agreement ("MSA") dated October 26, 2022, or superseding MSA, made by and between CliftonLarsonAllen LLP ("CLA," "we," "us," and "our") and Kitchigami Regional Library System ("you," "your," or "the entity"). We are pleased to confirm our understanding of the terms and objectives of our engagement and the nature and limitations of the services CLA will provide for the entity as of and for the year ended December 31, 2022.

Douglas P. Host is responsible for the performance of the audit engagement.

Scope of audit services

We will audit the financial statements of the the annual financial statements, which collectively comprise the basic financial statements of Kitchigami Regional Library System, and the related notes to the financial statements.

The Governmental Accounting Standards Board (GASB) provides for certain required supplementary information (RSI) to accompany the entity's basic financial statements.

The RSI will be subjected to certain limited procedures, but will not be audited.

We will also evaluate and report on the presentation of the supplementary information other than RSI accompanying the financial statements in relation to the financial statements as a whole.

Nonaudit services

We will also provide the following nonaudit services:

- Preparation of your financial statements and the related notes.
- Preparation of the required supplementary information (RSI).
- Preparation of the supplementary information.
- Preparation of depreciation schedules.

Audit objectives

The objectives of our audit of the financial statements are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to

issue an auditors' report that includes our opinion about whether your financial statements are fairly presented, in all material respects, in conformity with accounting principles generally accepted in the United States of America (U.S. GAAP). Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with auditing standards generally accepted in the United States of America (U.S. GAAS) will always detect a material misstatement when it exists. Misstatements, including omissions, can arise from fraud or error and are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

Our audit will be conducted in accordance with U.S. GAAS and the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require us to be independent of the entity and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audit. Our audit will include tests of your accounting records and other procedures we consider necessary to enable us to express such an opinion.

We will apply certain limited procedures to the RSI in accordance with U.S. GAAS. However, we will not express an opinion or provide any assurance on the RSI because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. We will also perform procedures to enable us to express an opinion on whether the supplementary information (as identified above) other than RSI accompanying the financial statements is fairly stated, in all material respects, in relation to the financial statements as a whole.

We will issue a written report upon completion of our audit of your financial statements.

Circumstances may arise in which our report may differ from its expected form and content based on the results of our audit. Depending on the nature of these circumstances, it may be necessary for us to modify our opinions, add an emphasis-of-matter or other-matter paragraph to our auditors' report, or if necessary, withdraw from the engagement. If our opinions are other than unmodified, we will discuss the reasons with you in advance. If circumstances occur related to the condition of your records, the availability of sufficient, appropriate audit evidence, or the existence of a significant risk of material misstatement of the financial statements caused by error, fraudulent financial reporting, or misappropriation of assets, which in our professional judgment prevent us from completing the audit or forming opinions on the financial statements, we retain the right to take any course of action permitted by professional standards, including declining to express opinions or issue a report, or withdrawing from the engagement.

We will also provide a report (which does not include an opinion) on internal control over financial reporting and on compliance with the provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a material effect on the financial statements, as required by *Government Auditing Standards*. The report on internal control over financial reporting and on compliance and other matters will include a paragraph that states (1) that the purpose of the report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance, and (2) that the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. The paragraph will also state that the report is not suitable for any other purpose. If during our audit we become aware that the entity is subject to an audit requirement

that is not encompassed in the terms of this engagement, we will communicate to management and those charged with governance that an audit conducted in accordance with U.S. GAAS and the standards for financial audits contained in Government Auditing Standards may not satisfy the relevant legal, regulatory, or contractual requirements.

As part of our audit, we will also perform the procedures and provide the report required by the Minnesota Legal Compliance Audit Guide for Political Subdivisions.

It is our understanding that our auditors' report will be included in your annual report which is comprised of the annual financial statements and that your annual report will be issued by September 30, 2023. Our responsibility for other information included in your annual report does not extend beyond the financial information identified in our opinion on the financial statements. We have no responsibility for determining whether such other information is properly stated and do not have an obligation to perform any procedures to corroborate other information contained in your annual report. We are required by professional standards to read the other information and consider whether a material inconsistency exists between the other information and the financial statements because the credibility of the financial statements and our auditors' report thereon may be undermined by material inconsistencies between the audited financial statements and other information. If, based on the work performed, we conclude that an uncorrected material misstatement of the other information exists, we are required to describe it in our report.

Auditor responsibilities, procedures, and limitations

We will conduct our audit in accordance with U.S. GAAS and the standards for financial audits contained in *Government Auditing Standards*.

Those standards require that we exercise professional judgment and maintain professional skepticism throughout the planning and performance of the audit. As part of our audit, we will:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and evaluate whether audit evidence obtained is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. However, we will communicate to you in writing any significant deficiencies or material weaknesses in internal control relevant to the audit of the financial statements that we have identified during the audit.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements, including the amounts and disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

- Conclude, based on our evaluation of audit evidence obtained, whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the entity's ability to continue as a going concern for a reasonable period of time.

Although our audit planning has not been concluded and modifications may be made, we have identified the following significant risks of material misstatement as part of our audit planning:

- Management override of internal controls
- Improper revenue recognition
- Lack of segregation of duties

There is an unavoidable risk, because of the inherent limitations of an audit, together with the inherent limitations of internal control, that some material misstatements may not be detected, even though the audit is properly planned and performed in accordance with U.S. GAAS and Government Auditing Standards. Because we will not perform a detailed examination of all transactions, material misstatements, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the entity or to acts by management or employees acting on behalf of the entity, may not be detected. Because the determination of waste and abuse is subjective, Government Auditing Standards do not require auditors to perform specific procedures to detect waste or abuse in financial audits nor do they expect auditors to provide reasonable assurance of detecting waste or abuse.

In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. However, we will inform the appropriate level of management and those charged with governance of any material errors, fraudulent financial reporting, or misappropriation of assets that come to our attention. We will also inform the appropriate level of management and those charged with governance of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential.

Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting fraud or errors that are material to the financial statements and to preventing and detecting misstatements resulting from noncompliance with provisions of laws, regulations, contracts, and grant agreements that have a material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*. An audit is not designed to provide assurance on internal control or to identify deficiencies, significant deficiencies, or material weaknesses in internal control. However, we will communicate to you in writing significant deficiencies or material weaknesses in internal control relevant to the audit of the financial statements that we identify during the audit that are required to be communicated under AICPA professional standards and *Government Auditing Standards*.

As part of obtaining reasonable assurance about whether the financial statements are free of material

misstatement, we will perform tests of the entity's compliance with the provisions of laws, regulations, contracts, and grant agreements that have a material effect on the financial statements. However, the objective of our audit will not be to provide an opinion on overall compliance and we will not express such an opinion in our report on compliance issued pursuant to Government Auditing Standards.

We will include in our report on internal control over financial reporting and on compliance relevant information about any identified or suspected instances of fraud and any identified or suspected noncompliance with provisions of laws, regulations, contracts, or grant agreements that may have occurred that are required to be communicated under Government Auditing Standards.

Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

Management responsibilities

Our audit will be conducted on the basis that you (management and, when appropriate, those charged with governance) acknowledge and understand that you have certain responsibilities that are fundamental to the conduct of an audit.

You are responsible for the preparation and fair presentation of the financial statements and RSI in accordance with U.S. GAAP.

Management's responsibilities include the selection and application of accounting principles; recording and reflecting all transactions in the financial statements; determining the reasonableness of significant accounting estimates included in the financial statements; adjusting the financial statements to correct material misstatements; and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole. In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the entity's ability to continue as a going concern for 12 months beyond the financial statement date.

You are responsible for the design, implementation, and maintenance of effective internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error, including evaluating and monitoring ongoing activities and safeguarding assets to help ensure that appropriate goals and objectives are met. You are responsible for the design, implementation, and maintenance of internal controls to prevent and detect fraud; assessing the risk that the financial statements may be materially misstated as a result of fraud; and for informing us about all known or suspected fraud affecting the entity involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the entity received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for implementing systems designed to achieve compliance with applicable laws and regulations and the provisions of contracts and grant agreements; identifying and ensuring that the entity complies with applicable laws, regulations,

contracts, and grant agreements; and informing us of all instances of identified or suspected noncompliance whose effects on the financial statements should be considered. You are responsible for taking timely and appropriate steps to remedy any fraud and noncompliance with provisions of laws, regulations, contracts, and grant agreements that we may report.

You are responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, including amounts and disclosures, such as records, documentation, identification of all related parties and all related-party relationships and transactions, and other matters, and for the accuracy and completeness of that information (including information from within and outside of the general and subsidiary ledgers); (2) additional information that we may request for the purpose of the audit; and (3) unrestricted access to persons within the entity from whom we determine it necessary to obtain audit evidence.

You agree to inform us of events occurring or facts discovered subsequent to the date of the financial statements that may affect the financial statements.

Management is responsible for the preparation of the supplementary information in accordance with U.S. GAAP. You agree to include our report on the supplementary information in any document that contains, and indicates that we have reported on, the supplementary information. You also agree to include the audited financial statements with any presentation of the supplementary information that includes our report thereon or make the audited financial statements readily available to users of the supplementary information no later than the date the supplementary information is issued with our report thereon. You agree to provide us written representations related to the presentation of the supplementary information.

Management is responsible for the preparation of other information included in your annual report. You agree to provide the final version of such information to us in a timely manner, and if possible, prior to the date of our auditors' report. If the other information included in your annual report will not be available until after the date of our auditors' report on the financial statements, you agree to provide written representations indicating that (1) the information is consistent with the financial statements, (2) the other information does not contain material misstatements, and (3) the final version of the documents will be provided to us when available, and prior to issuance of the annual report by the entity, so that we can complete the procedures required by professional standards. Management agrees to correct material inconsistencies that we may identify. You agree to include our auditors' report in any document containing financial statements that indicates that such financial statements have been audited by us.

Management is responsible for providing us with a written confirmation concerning representations made by you and your staff to us in connection with the audit and the presentation of the basic financial statements and RSI. During our engagement, we will request information and explanations from you regarding, among other matters, the entity's activities, internal control, future plans, specific transactions, and accounting systems and procedures. The procedures we will perform during our engagement and the conclusions we reach as a basis for our report will be heavily influenced by the representations that we receive in the representation letter and otherwise from you. Accordingly, inaccurate, incomplete, or false representations could cause us to expend unnecessary effort or could cause a material fraud or error to go undetected by our procedures. In view of the foregoing, you agree that we shall not be responsible for any misstatements in the entity's financial statements that we may fail to detect as a result of

misrepresentations made to us by you.

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

Responsibilities and limitations related to nonaudit services

For all nonaudit services we may provide to you, management agrees to assume all management responsibilities; oversee the services by designating an individual, preferably within senior management, who possesses suitable skill, knowledge, and/or experience to understand and oversee the services; evaluate the adequacy and results of the services; and accept responsibility for the results of the services. Management is also responsible for ensuring that your data and records are complete and that you have received sufficient information to oversee the services.

Use of financial statements

Should you decide to include or incorporate by reference these financial statements and our auditors' reports thereon in a future private placement or other offering of equity or debt securities, you agree that we are under no obligation to re-issue our report or provide consent for the use of our report in such a registration or offering document. We will determine, at our sole discretion, whether we will re-issue our report or provide consent for the use of our report only after we have performed the procedures we consider necessary in the circumstances. If we decide to re-issue our report or consent to the use of our report, we will be required to perform certain procedures including, but not limited to, (a) reading other information incorporated by reference in the registration statement or other offering document and (b) subsequent event procedures. These procedures will be considered an engagement separate and distinct from our audit engagement, and we will bill you separately. If we decide to re-issue our report or consent to the use of our report, you agree that we will be included on each distribution of draft offering materials and we will receive a complete set of final documents. If we decide not to re-issue our report or decide to withhold our consent to the use of our report, you may be required to engage another firm to audit periods covered by our audit reports, and that firm will likely bill you for its services. While the successor auditor may request access to our workpapers for those periods, we are under no obligation to permit such access.

If the parties (i.e., you and CLA) agree that CLA will not be involved with your official statements related to municipal securities filings or other offering documents, we will require that any official statements or other offering documents issued by you with which we are not involved clearly indicate that CLA is not involved with the contents of such documents. Such disclosure should read as follows:

CliftonLarsonAllen LLP, our independent auditor, has not been engaged to perform and has not performed, since the date of its report included herein, any procedures on the financial statements addressed in that report. CliftonLarsonAllen LLP also has not performed any procedures relating to

this offering document.

With regard to the electronic dissemination of audited financial statements, including financial statements published electronically on your website or submitted on a regulator website, you understand that electronic sites are a means to distribute information and, therefore, we are not required to read the information contained in those sites or to consider the consistency of other information in the electronic site with the original document.

We may issue preliminary draft financial statements to you for your review. Any preliminary draft financial statements should not be relied on or distributed.

Engagement administration and other matters

We understand that your employees will prepare all confirmations, account analyses, and audit schedules we request and will locate any documents or invoices selected by us for testing. A list of information we expect to need for our audit and the dates required will be provided in a separate communication.

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

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

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

Professional standards require us to be independent with respect to you in the performance of these services. Any discussion that you have with our personnel regarding potential employment with you could impair our independence with respect to this engagement. Therefore, we request that you inform us prior to any such discussions so that we can implement appropriate safeguards to maintain our independence and objectivity. Further, any employment offers to any staff members working on this engagement without our prior knowledge may require substantial additional procedures to ensure our independence. You will be responsible for any additional costs incurred to perform these procedures.

Our audit engagement ends on delivery of our signed report. Any additional services that might be requested will be a separate, new engagement. The terms and conditions of that new engagement will be governed by a new, specific SOW for that service.

Government Auditing Standards require that we make our most recent external peer review report publicly available. The report is posted on our website at www.CLAconnect.com/Aboutus/.

Fees

Our professional fees will be billed based on the time involved and the degree of responsibility and skills required. We will also bill a technology and client support fee of five percent (5%) of all professional fees billed. Based on our preliminary estimates, the total fees and expenses for the December 31, 2022 engagement should approximate \$15,225 (\$14,500 for the audit and \$725 for the technology and client support fees). This estimate is based on anticipated cooperation from your personnel and their assistance with preparing confirmations and requested schedules. If the requested items are not available on the dates required or are not accurate, the fees and expenses will likely be higher. If unexpected circumstances require significant additional time, we will provide detailed billing information regarding the additional procedures. Our invoices, including applicable state and local taxes, will be rendered each month as work progresses and are payable on presentation.

Unexpected circumstances

We will advise you if unexpected circumstances require significant additional procedures resulting in a substantial increase in the fee estimate.

Changes in accounting and audit standards

Standard setters and regulators continue to evaluate and modify standards. Such changes may result in new or revised financial reporting and disclosure requirements or expand the nature, timing, and scope of the activities we are required to perform. To the extent that the amount of time required to provide the services described in the SOW increases due to such changes, our fee may need to be adjusted. We will discuss such circumstances with you prior to performing the additional work.

Agreement

We appreciate the opportunity to provide to you the services described in this SOW under the MSA and believe this SOW accurately summarizes the significant terms of our audit engagement. This SOW and the MSA constitute the entire agreement regarding these services and supersedes all prior agreements (whether oral or written), understandings, negotiations, and discussions between you and CLA related to audit services. If you have any questions, please let us know. Please sign, date, and return this SOW to us to indicate your acknowledgment and understanding of, and agreement with, the arrangements for our audit of your financial statements including the terms of our engagement and the parties' respective responsibilities.

Sincerely,

CliftonLarsonAllen LLP

Response:

This letter correctly sets forth the understanding of Kitchigami Regional Library System.

CLA

CliftonLarsonAllen LLP

Douglas P. Host

Douglas P. Host, Principal

Client

Kitchigami Regional Library System

SIGN: _____

Melissa Whatley, Director

DATE: _____

Kitchigami Regional Library System

SIGN: _____

Kitchigami Regional Library System, Board
Member

DATE: _____

8c 2023 Winter Reading Program Proposal

Action Request: That the Board approve the proposal to use KRLS Summer Reading committed funds to fund a portion of the 2022 Winter Reading Program.

Proposal to the Board for KRL-funded region-wide Winter Reading Program for 2023

The Mission Statement of the Kitchigami Regional Library System is to enhance the quality of life throughout our five counties by providing access to library resources and services that meet residents' varied and continually evolving needs. Our vision is to empower our libraries to enrich their individual communities. One of our values is to provide resources, programs, and services that are free and open to all.

With these statements in mind, the Reading Program Committee seeks the approval of the Board in funding a portion of the Winter Reading Program throughout the Kitchigami service area. This will allow every patron in the region to participate equally and receive guaranteed registration and completion rewards. It will also allow every branch in the region to offer the program regardless of financial support from their city and/or Friends group.

We request that KRL release reading program funds for the following:

Registration incentives for every patron who registers for the Winter Reading Program (approximately 600)

- Logo Pen (600 @ \$1.00 each) \$600.00 +setup and shipping

Completion reward* for every patron who completes the Winter Reading Program (approximately 500)

- Up to \$8 per patron for the purchase of a Snow Time to Read mug and/or water bottle \$4,000.00

Grand prize package* for each branch within the region (tied to a survey that will provide valuable data and feedback for our region)

- Prize Package (10 @ \$50) \$500.00

Total 2023 Request: \$5,500.00

*2023 completion reward = Snow Time to Read mug or water bottle

*2023 grand prize package = Snow Time to Read tote bag with blanket and other KRLS logo items

8d Service Agreements: Pequot Lakes and Crosslake

Action Request: That the Board approve the 2023 Service Agreements and the required signatures for distribution to the two cities.

Annual service agreements between KRLS and the cities of Crosslake and Pequot Lakes for service to library users in their non-participating libraries are distributed and signed for January 1 of the following year. The agreements are attached for the Board's approval for the 2023 KRLS Fiscal Year.

Kitchigami Regional Library System
Service Contract: City of Pequot Lakes

1. Parties to Agreement

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

2. Purpose of Agreement

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

3. Term of Agreement

This Agreement will be in place from January 1, 2023, provided that the Agreement is signed by both parties and both parties have received signed copies through certified mail by December 31, 2022, through December 31, 2023. If the Agreement is not completed by December 31, 2022, it will be in force on the 1st day of the month following signatures and be in effect for 12 months from that date.

4. Scope of Services: KRLS

Kitchigami Regional Library System will provide the following services, beginning January 1, 2023, or the 1st day of the month following completion of the negotiation process:

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

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

5. Scope of Service: City of Pequot Lakes

The City of Pequot Lakes commits to provide the following:

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

6. Agreement Administration

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

7. Amendments

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

8. Data Practices

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

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

9. Compliance with the Law

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

10. Audits

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

11. Cancellation, Default and Remedies

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

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

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

12. Notices

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

To the city:

Designated Representative

To the KRLS Library Board:

Designated Representative

Melissa Whatley, Director
Kitchigami Regional Library System
P.O. Box 84
Pine River, MN 56474

Signatures

Chair, Kitchigami Regional Library Board

Date: _____

Mayor, City of Pequot Lakes

Date: _____

Kitchigami Regional Library System Service Contract: City of Crosslake

1. Parties to Agreement

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

2. Purpose of Agreement

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

3. Term of Agreement

This Agreement will be in place from January 1, 2023, provided that the agreement is signed by both parties and both parties have received signed copies through certified mail by December 31, 2022, through December 31, 2023. If the Agreement is not completed by December 31, 2022, it will be in force on the 1st day of the month following signatures and be in effect for 12 months from that date.

4. Scope of Services: KRLS

Kitchigami Regional Library System will provide the following services, beginning January 1, 2023, or the 1st day of the month following completion of the negotiation process:

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

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

5. Scope of Service: City of Crosslake

The City of Crosslake commits to provide the following:

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

6. Agreement Administration

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

7. Amendments

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

8. Data Practices

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

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

9. Compliance with the Law

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

10. Audits

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

11. Cancellation, Default and Remedies

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

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

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

12. Notices

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

To the city:

Designated Representative

To the KRLS Library Board:

Designated Representative

Melissa Whatley, Director
Kitchigami Regional Library System
P.O. Box 84
Pine River, MN 56474

Signatures

Chair, Kitchigami Regional Library Board

Date: _____

Designated Representative, City of Crosslake

Date: _____

8e Election of Officers: 2023 Board Nominations Committee

Action request: That the Chair designates a Nominations Committee/procedure for the 2023 board officers

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

Chair

Vice-Chair

Treasurer

Secretary

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

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

8fi Vacation Policy

Action Request: That the Board move to override regular bylaw procedures and have first and second reading of an updated Vacation Policy; that the Board approve the updated Vacation policy.

To stay up to date, regular reviews of KRLS policies will occur at the Board meetings going forward. The Vacation policy approved by the Board in September 2022 did not include the schedule of accrual; it has been added back to the draft policy included here.

Policy: Vacation	Policy Number: 4.12
Approved by the Board: Sept. 22, 2022	Revision Date:
Effective Date:	Number of pages: 3

Policy:

It is the policy of KRLS to provide some job classifications with vacation leave with pay.

Application:

I. ELIGIBILITY

- a. Vacation pay is earned by regular employees working 20 hours a week or more.
- b. Some regular positions do not earn vacation with pay: temporary employees and substitute staff.
- c. Nothing about this policy is intended to change the at-will employment relationship or create any contract.

II. ACCRUAL

- a. During the first six months of employment, vacation is accrued but may not be taken.
- b. If an employee's status changes from full-time to part-time, accrual will be prorated upon the date of change.
- c. If an employee's status changes from part-time to full-time, accrual will increase upon the date of change.
- d. Generally, vacation is not accrued during an unpaid leave of absence unless otherwise specified in a policy herein.
- e. During a paid leave of absence vacation is accrued at the normal rate.

Schedule on which vacation is accrued:

<u>Length of Employment</u>	<u>Full-time</u>	<u>Part-time</u>
0 – 5.99 years	96 hours per year	Pro-rated
6.0 – 7.99 years	120 hours per year	according to hours
8.0 – 9.99 years	144 hours per year	worked.
10.0 – over	160 hours per year	

III. AVAILABILITY

- a. Accrued vacation shall be available for the employee's use upon completion of six months of continuous employment.
- b. Vacation is accrued monthly and cannot be used in the month accrued.
- c. An employee may accrue and have available at any time no more than one- and one-half times the amount of vacation they are eligible to earn in the current year. Any vacation earned which places the total vacation available for an employee over this maximum will be lost. (**Example:** A full-time employee earns 144 hours of earned vacation at any given time).
- d. Vacation may be taken at any time except when the demand of the workload and the library service schedule may have priority over the employee's preference.
- e. Unless special circumstances prevail, vacation is to be taken yearly.

IV. AUTHORIZATION OF VACATION

- a. When an employee wishes to use vacation, the employee's supervisor must be notified as early as possible in writing.
- b. When the vacation is approved, a copy of the approved vacation form is to be sent to the KRLS bookkeeper.

V. COMPENSATION

- a. One hour of vacation pay shall be equal to the employee's current regular hourly straight time earnings.
- b. No cash payment shall be made in lieu of taking vacation time off, except as provided for terminating employees.
- c. While on a scheduled vacation, an employee shall claim sick leave only if the employee provides a written statement pursuant to the Sick Leave Policy.
- d. When a library holiday occurs during a scheduled vacation, the time shall be considered a holiday, if the employee is eligible for paid holidays.
- e. Vacation shall not be counted toward the calculation of overtime unless the employee is recalled from vacation.

VI. LONGEVITY

This policy provides four (4) additional vacation hours each year for a full-time employee and prorated for part-time employees. This benefit begins with the 11th year, up to and including 20 years of consecutive employment with KRLS.

VII. PROVISIONS FOR EMPLOYEES TERMINATING EMPLOYMENT

- a. When an employee resigns with proper notice, the employee shall be paid for accrued vacation if they have worked six continuous months or more.
- b. When an employee resigns without proper notice the employee should not be eligible for vacation pay.
- c. Employees shall not be paid for accrued vacation until they have worked six (6) months.
- d. When an employee is laid off, they shall be paid for accrued unused vacation.
- e. When an employee retires, they shall be paid for all accrued unused vacation.
- f. In the event of the death of an employee, accrued vacation shall be paid to the employee's estate.
- g. Terminal vacation pay does not extend the employee's effective date of termination beyond their last actual work day.
- h. Terminal vacation pay will be at the employee's current regular hourly straight time earnings.

8fii Materials Use and Fees policy

Action Request: That the Board have first reading of an updated Materials Use and Fees policy.

To stay up to date, regular reviews of KRLS policies will occur at the Board meetings going forward. The Materials Use and Fees policy draft adds Games/Toys/Equipment and Kits back to the list of materials circulated by the library.

Policy: Materials Use and Fees	Policy Number: 8.11
Approved by the Board: Sept. 22, 2022	Revision Date:
Effective Date:	Number of Pages: 4

Purpose:

To establish the borrowing limits and loan periods of library materials and the schedule of fees to library borrowers for materials that are not returned or are returned damaged.

Policy:

Library patrons are responsible for the use and timely return of all materials borrowed on their KRLS borrower card. Loan periods are established to facilitate the timely return of materials. KRLS does not charge daily overdue fines for materials that are not returned by their due date. (Library materials overdue by over 30 days are considered lost.) Fees are incurred for printed notices, replacement of lost or damaged items, and for the replacement of library borrower cards and miscellaneous replacement costs.

Borrower limits are as follows:

- Probationary cardholders may borrow a total of seven physical items at a time.
- Permanent cardholders may borrow up to seven (7) audio items, seven (7) DVD items, one (1) Bingebox item, and one (1) hotspot at a time.
- Mobile library borrowers may borrow up to fourteen (14) audio items, fourteen (14) DVD items, one (1) Bingebox item, and one (1) hotspot at a time.
- Borrowing of books and other materials is unlimited.
- All KRLS materials may be renewed once, provided there are no holds (requests) on the item. Items with holds on them must be returned promptly.
- Interlibrary loan items may not be renewed except by special permission of the lending library.
- All lost and damaged materials must be paid for. In addition to the item fees listed, a nonrefundable \$3.00 administration fee and a non-refundable \$2.00 printed notice fee will be charged for each item.
- There will be no refunds for lost materials located later.
- Loan periods and replacement costs will be reviewed and amended by the KRLS Board as required.
- The loan periods for Mobile Library borrowers will be extended as necessary for the schedule of stops and for occasions when weather or other conditions prevent a regularly scheduled stop. Notice fees will be waived under these conditions.
- We do not accept physical replacements of items for lost or damaged materials.

Loan periods for library materials are listed as Appendix A.

Replacement costs for lost and/or damaged items are listed in Appendix B.

Applicability:

All materials borrowed through any KRLS branch library or mobile library location.

Reference:

Borrower Card Eligibility and Use

DRAFT

Appendix A

Loan Periods

Printed Materials:

- High demand/bestseller books 7 days
- Book Club bags 42 days
- All other books 28 days
- Magazines 14 days

Audio/Video Materials

- Books on CD 14 days
- Music on CD 14 days
- Book/Audio Combo 14 days
- Digital Book 14 days
- DVDs 7 days

Special Collections Items:

- Games/Toys/Equipment 14 days
- Kits 28 days

Interlibrary loan periods are determined by the lending library.

Appendix B

Replacement Costs of Lost and Damaged Items:

- Hardcover book, Adult \$25
- Paperback book, Adult, Nonfiction \$20
- Paperback book, Adult, Fiction \$15
- Hardcover book, YA/Juv/E \$20
- Paperback book, YA/Juv/E \$10
- Board Book \$10
- Magazine \$10
- Book on CD (per CD) \$10*
- Digital Book (Playaway) \$25
- Music CD \$20
- DVD \$25
- Special Collection Items Varies

*Audiobooks are charged \$10 per disc for a maximum of \$30 for discs.

**Items that cost more than the standard cost in this list will be charged according to their actual replacement cost.

Printed Notice Fee: There is a \$2.00 non-refundable fee for each printed overdue notice.

Additional Replacement Costs:

- Replacement fee for CD and DVD items returned with no case is \$5.00.
- Replacement fee for Book on CD items with no case is \$15.00.
- Replacement fee for cover art with CD, DVD or Book on CD items is \$1.00.
- Lost library card replacement cost \$2.00
- Missing item barcode replacement cost \$1.00



MINUTES

Council - Work Session Meeting

6:00 PM - Monday, November 21, 2022

City Hall, 8 Summit Drive, Blackduck MN

The Council - Work Session of the City of Blackduck was called to order on Monday, November 21, 2022, at 6:00 PM, in the City Hall, 8 Summit Drive, Blackduck MN, with the following members present:

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

COUNCILORS EXCUSED:

STAFF PRESENT: Fire Chief Brian Larson, City Administrator Christina Regas, Public Works Director Mike Schwanke, Director of Liquor Operations Shawnda Lahr, Librarian Kelly Hanks, Assistant Liquor Store Manager Melissa Gullette, Deputy Clerk Paige Watson, and Golf Director Misty Frenzel

OTHERS PRESENT: Carmen and George Zaleski

1 CALL TO ORDER

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

2 APPROVAL OF AGENDA

- a)

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

Carried 5 to 0

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

3 OLD BUSINESS

- a) Public Works / Public Safety Facility - Updates
Regas presented field reports and progress meeting minutes from November 3 and 17, 2022 and answered any questions regarding the progress of the project. Regas stated

additional construction meetings will continue into December and Brent Dammon will be present at the December council meeting to bring the city up to speed on the project timeline. Nothing further.

b) Downtown Redevelopment Project - updates

Regas reported the project received a grant from the Blandin Rural Leadership Boost Grant to support the non-eligible expenses in the amount of \$15,000. Regas provided the full grant request and press release for board review. Mayor Gullette asked if there is a deadline of when funds had to be used. Regas stated she did not believe there to be but all the funding will go back into the fund the expenses have been made from. Nothing further.

c) Kitchigami Regional Library Capital Appropriation Project -

Regas requested guidance on where the city would like to go being at a cross-roads on the library project. Hamilton states that Osborn had information regarding a different location but could not comment at this time. Hamilton further stated the book shed location was a concern if the property next door sells. Regas states there could be a possibility of remodeling the existing foot print of the building and see if that could be a good path to take. Regas stated one family restroom could be enough for the building and the office is under utilized. After additional discussion the board agreed to leave the item on the agenda.

d) Limited DMV

Regas provided further updates on the rollout process noting training by a training liaison may happen after Thanksgiving week.

e) City of Blackduck Property Annexation Process

Regas stated the township did approve the resolution on November 9th, however, public notice had not been posted prior to. Regas further stated the city of Blackduck notice was posted for both the city and township on November 19th. Once the City and Town re-authorize the resolution then the documents will go to the state. The township will revisit the item December 14th.

f) HSEM & FEMA DR-4659 Disaster - updates

Regas provided the final damage inventory to the board stating it had been signed off with FEMA.

g) Blackduck Co-op MnDot Railbank Land Conveyance - updates

Regas provided the proposed land conveyance map from Blackduck Co-op and MnDot and discussed the location of the easement and proposed extension of Cedar Avenue. Regas states the board will have a resolution to consider approving on December 5th to include a proposed road improvement joint agreement with the Co-op for the extension. Regas further reported the location of the proposed new fertilizer plant on the soon to be approved conveyed property. Nothing further.

h) Local Sales Tax Option - updates

Regas stated there have not had any further movement on the local sales tax option.

4 NEW BUSINESS

a) Cedar Avenue West / Property Line & Adjacent Landowner request - Carmen & George Zaleski

Regas introduced Carmen and George Zaleski and requested they provide the board their reason for discussing a potential property line concern with what they believed to be no longer owned by the City as Cedar Ave. ROW. Carmen Zaleski states that several years ago when her property was purchased in the Balsinger Addition the land that has the path into the Wayside Rest and what is now the developed ROW of Cedar Ave. was her land. Zaleski was present to discuss her concern for the existing path is failing and any liability she may responsible for. Zaleski states the road was constructed with pilings, concrete, rebar, gravel, etc. and then was 'agreed' with the city to provide other land adjacent to Zaleski's property. Zaleski stated that in 2007

she had the property surveyed to prove to the City of Blackduck that what is now the path to the Wayside Rest but marked as Cedar Ave ROW was indeed hers however, that survey was never filed at Beltrami County and the City Council at that time did not agree with the survey presented. In doing this current Beltrami County GIS maps do not show the property as owned by Zaleski. Regas stated the original plat from 1907 provides ROW for Cedar Ave. in that area and to her records never been vacated providing proof that the land was not Zaleski's.

Regas proposes the City order a certificate of survey to 'clean up' the records. Zaleski states she still has her survey from 2007 and her original reason for discussing the land ownership is that she would like to see the road vacated and she would like to have the land back in her possession.

Councilor Fredrickson asked for clarification of the term 'road'. Zaleski and Regas stated for clarification that right of way of the property marked as Cedar Ave.

Fredrickson states that property is now an access road to the wayside rest. Regas confirmed yes. Zaleski believed there to be a survey markers in the ground from the 2007 survey. Zaleski is most concerned with the park activities and any liability that may be theirs. Gullette stated that with the number of surveys done on the property it is time to resolve any land ownership issues. Regas suggested the City request a certificate of survey to resolve the issues. Regas also stated if the land was indeed Zaleski's then their land abstract would show that ownership. Schwanke states that if the 1907 plat map says the section of property is Cedar Ave ROW and the land was never vacated then even if there wasn't a road built there it is still City ROW.

Schwanke states there should be documentation of a vacation somewhere. Regas states she cannot find any documentation of a road vacation.

Fredrickson agrees there should be a land abstract somewhere providing the ownership. Zaleski stated that when the property was purchased there was some of the platted alley vacated at the time. Regas stated that then the abstract would have been updated too.

Gullette suggests having the property surveyed again. Regas suggests requesting Murray Surveying to assemble a proposal of costs for services. Gullette agreed.

Zaleski states if the City has it surveyed and we go with whatever it says then that is fine. Gullette asked Zaleski if the City pays to have the property surveyed will Zaleski agree to the results / findings. George Zaleski stated that the City didn't accept the findings of the survey from 2007. Regas stated that the current board has not seen that survey. Schwanke asked who built the road. Zaleski stated it was a combination of Klug Sr. and Zaleski and that Klug Sr. stated it would be 'of good help to him' to have the road there. Regas asked if it was a combined effort. Zaleski stated yes it was agreed upon but the survey of land ownership was north of the now road.

Schwanke then asked if the land where the road is now was theirs at what point in time did the land change hands. Schwanke states that city ROW is always City ROW and the records at Beltrami County still state the property is City ROW. Regas states that land that is surveyed for ownership should be turned into the county recorder's office, so if the county didn't get any documentation then nothing 'changed' on the GIS map.

Gullette suggests the City request a proposal for services and Zaleski bring to the City their certificate of survey from 2007 for council review then discuss it further at the next work session.

Councilor Johnson asked Zaleski if the survey from 2007 was a certified copy.

Zaleski stated yes. Johnson stated if it was then that certified copy should have been brought and recorded with Beltrami County. Schwanke stated if that were done then the GIS map lines would be different. George Zaleski asked who is responsible to have the certificate of survey sent to the county. Regas stated it should be the owner. Zaleski stated the survey was completed and paid for but never recorded. Regas again suggested the City order the survey and compare it to the survey from 2007.

Councilor Seitz asked if that would be a city cost, because it the property is still ROW

there would not be any reason for it. Regas stated she would like to see if there are any differences.

Zaleski further stated that when the property was on foreclosure and she purchased it from the bank there was a piece of paper from that purchase that was never recorded that the bank drew up 40 years ago and the bank told her not to record it and now she is thinking that may have been the issue. Zaleski states she thought 40 years ago all the property was combine together by the bank and one piece was 'cut off' for Ron Shaffer (the old owner) and then the all that land was 're-done' and gave Ron a piece when Balsinger owned it. Regas stated that if that missing piece of paper is the block of land in question then that could be the issue. Zaleski also stated the previous recorder for the county looked up in her books back then and told Zaleski that land was hers. Regas stated that without any legal documentation the conversations are not supported.

Schwanke also asked if the survey comes out in her favor what is it that Zaleski wants to do with the land. Zaleski states that if the road did not stay there then the city would just restore it back to the way it was. Schwanke then asked if Zaleski wants the city to take the road out. Zaleski stated yes. Schwanke then stated the city would put the land back to dirt and grass. Zaleski stated she did not think all the materials in the road could be removed as there is much debris in the road.

Hamilton then asked why the city would take the road out if the property is theirs, the City could just block the road off. Regas stated the vacation of the 'road' would be just a mess because the road access is used by the snowmobile trail and all the festivals. Hamilton stated that Zaleski just doesn't want the liability if the land is hers. Zaleski agreed. Hamilton asked can the city just fix the piece of land / road that would be hers.

George Zaleski asked if an easement shows ownership. Regas stated yes she believed it did. Schwanke went back to the 1907 plat map and stated it is the burden of Zaleski's to prove it is theirs as there is nothing stating the land changed hands. Schwanke stated he did not believe it is any hinderance of the City's to do anything for this dispute. Regas stated there are no vacations for the Balsinger addition in City Hall. Regas stated that any vacation may be stated in a legal abstract. Zaleski stated she will have to research her abstract.

Gullette again stated he would like to see their survey. Zaleski stated they did not know the certificate of survey was the owners responsibility to file with the county. Schwanke stated that the records at the county should be accurate and if something was not filed with them then the current mapping of the area is what is correct. Hamilton further stated that any liability at this time on the road is the city's. Regas and Schwanke confirmed.

Regas then stated a estimate for services from Murray Surveying will be requested to consider. Zaleski stated their abstract and survey from 2007 would be brought in for review. Regas was asked to have confirmation from Beltrami County of what they have on file.

Nothing further at this time.

b) 2023 Special & Enterprise Fund Expenditure & Revenue Budget(s) Review

Regas reviewed all the special and enterprise fund 2023 budgets with the board.

Water & Wastewater Budgets - The board discussed in detail the water and sewer budgets and Regas noted a potential water rate increase need and requested further discussion at the next work session. Regas presented water rate studies that show the need to have an increase in volume for the budgets.

Cemetery budget - Regas presented the operating budget noting a small increase over 2022.

Pine Tree Park budget - Regas presented the operating budget noting a small increase of \$5,000 over 2022.

Liquor budget - Regas presented the operating budget and discussed the payroll and debt payments. Regas took questions and answered those. Regas provided the approved donations from 2022 to show reasons for budgeting \$6,000 in 2023 for donation requests.

Golf budget - Regas presented the operating budget showing a loss of \$49,000 and increases to fees of 10%. Gulette noted a new fund expense for cart maintenance and asked for clarification. Regas stated new codes were entered into the budget for a more drilled down expenditure budget. Regas stated Frenzel prefers to see revenue /expenses offset themselves and this will assist. Councilor Johnson was not in favor of passing the budget with a loss and wanted a deeper dive into the expenditures. Johnson suggested not putting so much money into projects next year since so much was done to improve the department in 2022. Regas stated those improvements were funded by donations. Schwanke stated the council agreed that the department was not going to make money. Johnson stated that all the money in the fund provides the department with an 'open book' to spend it and that is not the way to run a business and he does not believe that is the way it should be run. Regas requested ideas for where Johnson would reduce spending. Johnson stated he would look into the budget and report back in the week with the golf board members. Johnson stated it should have turned around by placing a golf director in the department. Schwanke stated it did turn around but it isn't going to show on paper in 6 months. Johnson stated we started this process to try to get the department to come back. - and spending money on a bunch of projects isn't going to get the department to come back. Schwanke asked for those projects that had a bunch of money spent on that he thinks is unnecessary. Johnson stated he will get back to him he does not want to keep seeing a department keep losing money. Schwanke stated again there is no way it is going to start in a 6 month time to start generating more money it is going to keep losing money.

Hamilton stated the city is looking for the department to start breaking even.

Schwanke thought she did a great job. Johnson stated she did a great job but you have to look at the bottom line. Hamilton stated you have to look at the big picture that it is a community project and it brings people to the community. Gulette stated some of the debt will sunset. Johnson stated but then there will be new debt. Regas stated the city should look at all the departments in the city and some breakeven and some lose money each year.

Regas stated she is going to be a champion for what Frenzel has done this past year. Regas stated the culture and atmosphere of the department has changed and nothing shows up more on a business than the environment it provides for its patrons. Regas stated that culture is not on paper and those experiences are what is going to change that business.

Johnson asked if any money is budgeted for depreciated. Regas stated at this point no, but the debt the course has will continue to be the depreciation the department will continue to have.

c) Resolution adopting a schedule of fees and charges for various services, licenses, & permits for 2023

Regas presented the board a draft of the resolution for 2023 schedule of fees and charges and noted the only items that may change would be if water and sewer rates increase. Regas will bring the draft to the December work session for more discussion.

d) Public works 3rd City vehicle purchase

Schwanke asked the board members for feedback on his proposal of using some remaining 2022 operating budget funds to purchase a third vehicle to be used by himself so that more efficient use of the staff can continue. Schwanke want to use about \$3-5,000 to purchase a used vehicle with low miles for his daily use. Schwanke is looking for a 2000's Chevy Trail Blazer or Onvoy. Initial feedback from Regas was to not take more funding from the public works budgets until after the

facility project is completed. Schwanke argued that the funds would come from 2022 not 2023. Gullette was not in favor of the purchase at this time. Seitz stated he sees the value in having the third vehicle. At the point of the work session the board could not agree to provide full support for the purchase. Regas suggested having the item for discussion on the December 5th council meeting. Nothing further at this time.

5 ADJOURNMENT

a)

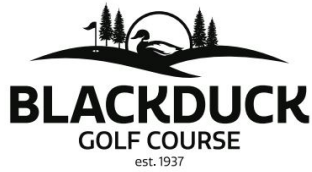
Donald Johnson moved to adjourn the meeting at 8:30pm Laurie Hamilton seconded the motion.

Carried 5 to 0

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

Christina Regas, City Administrator

Maxwell Gullette, Mayor



GOLF BOARD MEETING

BLACKDUCK GOLF COURSE – GOLF COURSE

December 1, 2022 @ 2PM

Golf Board members in attendance: Misty Frenzel, Maxwell Gullette, and Kevin Erpelding, Christina Regas, and Donald Johnson

Golf Board members absent: none

Golf Board members met at the Blackduck City Hall to discuss the 2023 proposed budget.

OLD BUSINESS –

2023 Budget Meeting – Regas summarized the proposed budget for 2023 prepared by Frenzel and Regas and preliminarily feedback from the Blackduck City Council for the work session held on November 21, 2022. Regas reports Councilor Johnson requested more discussion on the details of the expense budget for 2023 to control spending and to reduce the potential loss of revenue in future years of business. Regas states providing the proposed budget to the golf board by email but having no feedback. Regas states at the request of golf board members and golf director Frenzel an in-person committee meeting was more suitable.

Expense Budget for 2023 – Frenzel opened the discussion by requesting more insight to any potential over spending of the 2022 budget. Discussion on the 2022 actual spending was discussed regarding projects accomplished like the addition to the kitchen for improving the liquor options and food options to customers. Frenzel stated having a large amount of volunteer help and donations to the 2022 year to accomplish those project of which increased traffic. Frenzel stated the updates and changes to the golf course and pro-shop are long-term improvements for future years to come. Frenzel stated wanting the future years of the golf course to be very successful and expects the improvements to pay off.

Erpelding stated he reviewed the proposed budget thoroughly and sees very little to change or reduce. Erpelding recommends inventorying all items from the 2022 season in the pro-shop including liquor and clothing reduce 2023 expenses needed for those items. Frenzel stated she completed those inventories but needs costs for clothing inventories. Regas agreed with the recommendation and will assist Frenzel.

Members discussed in detail the need to have the Blackduck City Council consider how much funding the City will levy to support the golf course and for what duration of time. Erpelding strongly recommended the City Council state on record that support when considering the proposed budget for 2023. Frenzel stated that show of support would be of a benefit to her and the department knowing that the efforts of her and the golf course staff are for a good cause and a benefit to the community. Frenzel stated she put a lot of time and energy into the course this past season, she takes her position as the golf director seriously and wants to see it succeed. Erpelding and Gullette both stated their support for the course and the improvements made prior to Frenzel' management position and currently are necessary and need support of the City Council.

All golf board members agreed to support Frenzel and agreed to recommend the proposed 2023 revenue and expenditure budget as presented be approved by the City Council on December 5, 2022.

NEW BUSINESS – nothing discussed

ADJOURN – Golf board members adjourned the meeting at 3:30pm

December 5, 2022

FUND	Deerwood Checking BEGINNING BALANCE	Bill Report through 12/05/2022	Deerwood Checking ENDING BALANCE	Deerwood First Preferred Savings BEGINNING BALANCE	Deerwood First Preferred Savings Bill Report through 12/05/2022	Preferred Savings ENDING BALANCE	Total Balance of all Accounts
GENERAL (101)	\$143,101.91	\$12,296.18	\$150,805.73	\$78,490.62	\$0.00	\$78,490.62	
POLICE RESTRICTED CASH	\$31,129.09	\$0.00	\$31,129.09	\$0.00	\$0.00	\$0.00	
CEMETERY (201)	(\$6,477.36)	\$324.34	(\$6,801.70)	\$2,593.28	\$0.00	\$2,593.28	
PERPETUAL CARE (202)	\$11,837.10	\$0.00	\$11,837.10	\$53,418.01	\$0.00	\$53,418.01	
SEWER MAINTENANCE	\$0.00	\$0.00	\$0.00	\$59,916.42	\$0.00	\$59,916.42	
SEWER REPLACE	\$0.00	\$0.00	\$0.00	\$54,087.27	\$0.00	\$54,087.27	
SCDP REVOLVING LOAN FUND	\$0.00	\$0.00	\$0.00	\$2,333.31	\$0.00	\$2,333.31	
FIRE DEPT RESERVE (TruckFund)	\$0.00	\$0.00	\$0.00	\$319,980.18	\$0.00	\$319,980.18	
PINE TREE PARK (209)	\$17,860.05	\$1,023.01	\$16,837.04	\$15,000.00	\$0.00	\$15,000.00	
WATER SINKING FUND	\$0.00	\$0.00	\$0.00	\$162,060.26	\$0.00	\$162,060.26	
PUBLIC WORKS RESERVE FUND	\$0.00	\$0.00	\$0.00	\$12,940.54	\$0.00	\$12,940.54	
Fire Dept Special Equip Fund (216)	\$415,180.58	\$0.00	\$415,180.58	\$26,495.23	\$0.00	\$26,495.23	
2018 Revolving Loan Fund (250 - NEW)	\$0.00	\$0.00	\$0.00	\$292,589.12	\$23,190.00	\$269,399.12	
2006 GO BOND (307)	\$52,981.04	\$0.00	\$52,981.04	\$33,368.75	\$0.00	\$33,368.75	
2009A Refunding Bond (309)	\$54,305.51	\$15,628.13	\$38,677.38	\$13,942.37	\$0.00	\$13,942.37	
2011 Industrial Lane IntraLoan (311)	\$7,016.25	\$0.00	\$7,016.25	\$0.00	\$0.00	\$0.00	
2014A Disposal System Loan (314)	\$26,561.28	\$0.00	\$26,561.28	\$0.00	\$0.00	\$0.00	
2017A Disposal System Project/Sum/Main	\$33,281.20	\$0.00	\$33,281.20	\$0.00	\$0.00	\$0.00	
2017A Disposal Sys Loan (317)	\$19,149.59	\$0.00	\$19,149.59	\$0.00	\$0.00	\$0.00	
2017 PFA Debt Sys Bond Debt Service (320)	\$62,345.51	\$0.00	\$62,345.51	\$0.00	\$0.00	\$0.00	
2018 Frontage/Pine Ave Internal Loan (325)	\$15,926.03	\$0.00	\$15,926.03	\$0.00	\$0.00	\$0.00	
TAX INCREMENT FINANCING (376)	\$144,511.41	\$0.00	\$144,511.41	\$0.00	\$0.00	\$0.00	
Blackduck HRA Fund (210)	\$10,961.87	\$0.00	\$10,961.87	\$0.00	\$0.00	\$0.00	
2022 CIP Project Fund (380) <i>PW/PS Facility</i>	\$477,433.20	\$0.00	\$477,433.20	\$0.00	\$0.00	\$0.00	
Capital Project Fund (401) <i>for city projects</i>	\$32,966.10	\$0.00	\$0.00	(\$56,028.84)	\$0.00	(\$56,028.84)	
WATER FUND (601)	\$121,856.39	\$3,382.06	\$118,474.33	\$0.00	\$0.00	\$0.00	
SEWER FUND (602)	\$78,590.35	\$11,652.81	\$66,937.54	\$0.00	\$0.00	\$0.00	
LIQUOR FUND (609)	\$132,460.25	\$68,016.73	\$64,443.52	\$0.00	\$0.00	\$0.00	
LIQUOR RENT FUND	\$9,198.16	\$0.00	\$9,198.16	\$0.00	\$0.00	\$0.00	
GOLF COURSE (613)	(\$168,876.12)	\$1,309.90	(\$170,186.02)	\$0.00	\$0.00	\$0.00	
Total:	\$1,723,299.39	\$113,633.16	\$1,576,700.13	\$1,071,186.52	\$23,190.00	\$1,047,996.52	\$2,624,696.65

Transfer Recommended:

Fund Transfer from:	Fund transfer to:	Reason:	Amount of Transfer:
2023 Bond Payments:	Principal:	Interest:	Fees:
2009A Go Refunding Bond (309)	\$15,000.00	\$628.13	\$0.00
			Total:
			\$15,628.13

CITY OF BLACKDUCK

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Monthly Bills

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November 2022

Check Name	Amount		
Fund 101 GENERAL FUND		Gopher State One Call	\$6.75
Marco Technologies LLC	-\$31.59	Hawkins, Inc	\$1,258.14
AMERIPRIDE LINEN & APPAREL	\$110.78	MN DEPT OF HEALTH DRINKING WAT	\$687.00
BELTRAMI ELECTRIC COOP	\$3,259.78	PAUL BUNYAN COMMUNICATIONS	\$34.84
BEMIDJI WELDERS SUPPLY	\$44.11	T & K ROLLOFFS	\$378.35
Bernick Companies	\$0.00	VERIZON WIRELESS	\$40.01
BLACKDUCK AUTO PARTS, INC	\$820.48	Fund 601 WATER FUND	\$3,382.06
FORUM COMMUNICATIONS CO	\$103.45	Fund 602 SEWER FUND	
FRONTIER REPAIR	\$49.94	BELTRAMI ELECTRIC COOP	\$1,056.36
LACAL EQUIPMENT, INC	\$1,256.63	BLACKDUCK AUTO PARTS, INC	\$306.64
LOSSING EXCAVATING	\$330.00	MN PUMP WORKS	\$9,899.16
MN DEPT OF PUBLIC SAFETY	\$199.25	NORTHWOODS LUMBER CO	\$12.30
MOECOE FIRE AND SAFETY	\$375.00	T & K ROLLOFFS	\$378.35
NORTHWOODS LUMBER CO	\$512.98	Fund 602 SEWER FUND	\$11,652.81
PAUL BUNYAN COMMUNICATIONS	\$474.52	Fund 609 MUNICIPAL LIQUOR FUND	
PENGUIN MANAGEMENT ,INC.	\$1,140.00	ALL SURFACE PRESSURE WASHING	\$483.19
RAMPART DEFENSE LLC	\$500.00	AMERIPRIDE LINEN & APPAREL	\$984.37
RATWIK, ROSZAK & MALONEY, P.A.	\$1,095.00	ARVIG ENTERPRISES INC.	\$326.40
ROGER'S TWO WAY RADIO	\$84.00	BELTRAMI ELECTRIC COOP	\$1,358.34
SANFORD OCCUPATIONAL MEDICINE	\$149.00	BEMIDJI COCA-COLA	\$201.00
T & K ROLLOFFS	\$756.70	BERNATELLOS	\$324.00
TIMBERLINE SPORT	\$665.16	Bernick Companies	\$6,659.00
VERIZON WIRELESS	\$378.62	BLACKDUCK CO-OP	\$13.36
Ziegler Inc	\$22.37	BLACKDUCK LEEVERS FOODS	\$3,284.73
Fund 101 GENERAL FUND	\$12,296.18	Breakthru Beverage	\$2,914.86
Fund 201 CEMETERY FUND		DAHLHEIMER BEVERAGE BRAINERD	\$271.15
BLACKDUCK CO-OP	\$17.70	D-S BEVERAGES, INC.	\$13,788.25
TIMBERLINE SPORT	\$306.64	FORESTEDGE WINERY	\$132.00
Fund 201 CEMETERY FUND	\$324.34	GUARDIAN PEST CONTROL	\$92.77
Fund 209 PINE TREE PARK FUND		HEGGIES PIZZA LLC	\$333.30
BELTRAMI ELECTRIC COOP	\$113.83	JIM DANDY SNACK FOOD CO.	\$225.00
BLACKDUCK AUTO PARTS, INC	\$245.96	JOHNSON BROTHERS LIQUOR CO.	\$5,697.53
BOGARTS REPAIR AND RECOVERY	\$162.54	MELISSAS CLEANING	\$1,098.00
MN DEPT OF HEALTH	\$440.00	MIKINNON CO., INC	\$5,593.48
TIMBERLINE SPORT	\$60.68	MOECOE FIRE AND SAFETY	\$205.03
Fund 209 PINE TREE PARK FUND	\$1,023.01	NEI BOTTLING INC	\$900.79
Fund 309 2009A GO Refunding Bonds		OLD DUTCH	\$53.30
BOND TRUST SERVICES CORP.	\$15,628.13	PAUL BUNYAN COMMUNICATIONS	\$330.02
Fund 309 2009A GO Refunding Bon	\$15,628.13	PAUSTIS WINE COMPANY	\$242.00
Fund 601 WATER FUND		PERFORMANCE FOOD SERVICE	\$6,082.32
BELTRAMI ELECTRIC COOP	\$670.33	Phillips Wine and Spirits	\$7,725.47
BLACKDUCK AUTO PARTS, INC	\$306.64	PINNACLE MARKETING GROUP	\$79.00
		QUILL CORPERATION	\$51.98

Check Name	Amount
Southern Glazer's of MN	\$3,244.11
TOTAL TAP SERVICES	\$406.95
US FOODs	\$4,324.47
VINOCOPIA INC	\$180.50
WASTE MANAGEMENT OF WI-MN	\$410.06
Fund 609 MUNICIPAL LIQUOR FUN	\$68,016.73
Fund 613 GOLF COURSE	
BELTRAMI ELECTRIC COOP	\$422.14
ILLINOIS CASUALTY COMPANY	\$250.00
MN DEPT OF HEALTH	\$450.00
PAUL BUNYAN COMMUNICATIONS	\$108.76
PINNACLE MARKETING GROUP	\$79.00
Fund 613 GOLF COURSE	\$1,309.90
	\$113,633.16

Sewer Fund
Year to Date Income Statement thru 11/30/2022

Sewer Operating Revenue:		Budget
Reimbursements	\$21.17	\$0.00
ARP Funding - Council Approved (non-budgeted items)	\$33,397.65	\$0.00
Interest Earnings	\$427.82	\$750.00
Sewer Sales	\$179,168.78	\$205,000.00
Farm Lease Agreement Revenue	\$3,049.00	\$6,098.00
Swr Penalty	\$1,025.38	\$1,500.00
Insurance Proceeds - <i>Irrigator Claim</i>	\$30,591.38	\$0.00
Charges for Service	\$4,175.00	\$2,500.00
Total Sewer Revenues	\$251,856.18	\$215,848.00

Sewer Operating Expenditures:		Budget	Remaining
Full-Time Employees Regular	\$68,679.79	\$72,532.34	\$3,852.55
Part-Time Employees	\$2,579.72	\$1,209.60	(\$1,370.12)
PERA	\$5,343.87	\$5,420.97	\$77.10
FICA	\$5,385.84	\$6,937.55	\$1,551.71
Employer Paid Health	\$12,808.65	\$14,080.54	\$1,271.89
Office Supplies (GENERAL)	\$29.77	\$300.00	\$270.23
Heating Fuel	\$190.60	\$0.00	(\$190.60)
Electricity	\$25,327.28	\$20,000.00	(\$5,327.28)
Training and Instruction	\$23.00	\$1,000.00	\$977.00
Operating Supplies (GENERAL)	\$326.10	\$600.00	\$273.90
Motor Fuels	\$2,324.12	\$1,750.00	(\$574.12)
Lubricants and Additives	\$0.00	\$500.00	\$500.00
Repairs/Maint Supply	\$480.07	\$1,000.00	\$519.93
Equipment Parts	\$0.00	\$0.00	\$0.00
Computer Supplies	\$0.00	\$850.00	\$850.00
Merchandise Resale	\$0.00	\$0.00	\$0.00
Building Repair Supply	\$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	\$3,502.00	\$3,500.00	(\$2.00)
Construction Services - <i>PW/PS Facility City Contribution</i>	\$52,714.91	\$6,906.00	(\$45,808.91)
Architect Fees	\$5,609.30	\$9,633.00	\$4,023.70
Legal Fees - for project	\$191.25	\$0.00	(\$191.25)
Testing/Analysis	\$1,542.92	\$1,500.00	(\$42.92)
Other Professional Services	\$3,835.00	\$3,000.00	(\$835.00)
Telephone	\$0.00	\$500.00	\$500.00
Postage	\$600.00	\$600.00	\$0.00
Travel Expense	\$364.34	\$1,000.00	\$635.66
Other Printing/Binding	\$0.00	\$0.00	\$0.00
Freight and Express	\$0.00	\$0.00	\$0.00
Legal Notices/Publications	\$73.59	\$0.00	(\$73.59)
General Liability Insurance	\$2,175.84	\$2,050.00	(\$125.84)
Property Insurance	\$3,381.00	\$3,000.00	(\$381.00)
Other Insurance	\$0.00	\$0.00	\$0.00
Automotive Insurance	\$0.00	\$0.00	\$0.00
Workers Compensation	\$2,570.99	\$3,500.00	\$929.01
Unemployment Paid	\$0.00	\$0.00	\$0.00
State Connection Fee	\$0.00	\$0.00	\$0.00
Repairs/Maint Building	\$1,224.00	\$0.00	(\$1,224.00)
Repairs/Maintenance Structure	\$4,559.54	\$10,000.00	\$5,440.46
Repairs/Main Machinery/Equip <i>Irrigator Claim</i>	\$30,841.38	\$0.00	(\$30,841.38)
ARP Funding - Council approved <i>Lift Station repairs</i>	\$43,812.46	\$0.00	(\$43,812.46)
Dues and Subscriptions	\$4,730.32	\$4,000.00	(\$730.32)
Improvements other	\$2,515.49	\$0.00	(\$2,515.49)
Refuse/Garbage Dispsal - <i>PW/PS Facility City Contribution</i>	\$724.89	\$0.00	(\$724.89)
Medical Fees	\$0.00	\$0.00	\$0.00
Other Equipment (irrigator)	\$0.00	\$2,600.00	\$2,600.00
Total Sewer Expenditures	\$288,468.03	\$180,070.00	(\$108,398.03)

		Budget	Remaining
2019 Micro Loan Principal	\$10,000.00	\$10,000.00	\$0.00
2019 Micro Loan Interest	\$527.27	\$527.27	\$0.00
Debt Srv Principal 2014 Go Bond	\$3,000.00	\$3,000.00	\$0.00
Public Works/Police Facility	\$0.00	\$7,157.70	\$7,157.70
Depreciation/Capital Outlay	\$0.00	\$25,000.00	\$25,000.00
Total	\$13,527.27	\$45,684.97	\$32,157.70

Net Total **(\$50,139.12)** **\$225,754.97** **(\$76,240.33)**

Water Fund

Year to Date Income Statement thru 11/30/2022

Water Operating Revenue:		Budget:
Water Meter Sales	\$2,033.34	\$0.00
Health Dept Charges	\$2,515.28	\$2,994.00
Penalties and Interest	\$0.00	\$0.00
Water Sales	\$181,790.90	\$216,500.00
Water Connect/Reconnect Fee	\$653.46	\$1,500.00
Water Penalty	\$1,072.65	\$1,750.00
Interest Earnings	\$667.62	\$1,750.00
Reimbursements	\$59.36	\$0.00
Total Water Revenues	\$188,792.61	\$224,494.00

Water Operating Expenditures:	Year to Date	Budget	Remaining
Full-Time Employees Regular	\$61,035.30	\$67,628.40	\$6,593.10
Full-Time Employees OT	\$4,013.43	\$2,000.00	(\$2,013.43)
Part-Time Employees	\$2,905.25	\$2,419.20	(\$486.05)
PERA	\$5,096.03	\$5,253.57	\$157.54
FICA	\$5,134.33	\$5,358.65	\$224.32
Employer Paid Health	\$12,271.92	\$13,497.29	\$1,225.37
Office Supplies (GENERAL)	\$79.26	\$300.00	\$220.74
Printed Forms	\$0.00	\$0.00	\$0.00
Heating	\$190.60	\$0.00	(\$190.60)
Electricity	\$12,351.63	\$12,000.00	(\$351.63)
Computer Supplies	\$0.00	\$850.00	\$850.00
Training and Instruction	\$0.00	\$1,000.00	\$1,000.00
Operating Supplies (GENERAL)	\$1,108.22	\$2,600.00	\$1,491.78
Cleaning Supplies	\$0.00	\$0.00	\$0.00
Motor Fuels	\$2,086.35	\$1,000.00	(\$1,086.35)
Lubricants and Additives	\$0.00	\$0.00	\$0.00
Chemicals	\$0.00	\$0.00	\$0.00
Chlorine	\$6,261.42	\$7,000.00	\$738.58
Fluoride	\$0.00	\$1,000.00	\$1,000.00
Repairs/Maint Supply	\$1,119.38	\$1,000.00	(\$119.38)
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	\$2,042.83	\$750.00	(\$1,292.83)
Auditing and Acc't	\$3,500.00	\$3,500.00	\$0.00
Legal fees - project	\$191.25	\$0.00	(\$191.25)
Architect/Legal Fees	\$5,609.30	\$9,633.00	\$4,023.70
Testing/Analysis	\$0.00	\$0.00	\$0.00
Construction Services - PW/PS Facility City Contribution	\$52,714.90	\$6,906.00	(\$45,808.90)
Professional Services	\$195.00	\$1,000.00	\$805.00
Other Professional Services	\$0.00	\$1,000.00	\$1,000.00
Telephone	\$382.34	\$500.00	\$117.66
Radio/communications Expense	\$270.00	\$0.00	(\$270.00)
Postage	\$885.77	\$900.00	\$14.23
Travel Expense	\$107.47	\$1,000.00	\$892.53
Other Equipment Rentals	\$0.00	\$0.00	\$0.00
Legal Notices/Publications	\$187.68	\$0.00	(\$187.68)
General Liability Insurance	\$470.92	\$400.00	(\$70.92)
Property Insurance	\$3,016.00	\$1,850.00	(\$1,166.00)
Workers Compensation	\$2,097.77	\$2,300.00	\$202.23
Unemployment Paid	\$0.00	\$0.00	\$0.00
Refuse/Garbage Disposal	\$1,032.69	\$310.00	(\$722.69)
State Connection Fee	\$2,748.00	\$2,994.00	\$246.00
Repairs/Maint Building	\$0.00	\$0.00	\$0.00
Repairs/Maintenance Structure	\$3,215.10	\$12,000.00	\$8,784.90
Repairs/Maintenance Machinery	\$432.73	\$2,500.00	\$2,067.27
Dues and Subscriptions	\$4,261.40	\$3,000.00	(\$1,261.40)
Uncolletable Checks/Bad Debt	\$345.98	\$100.00	(\$245.98)
Medical Fees	\$0.00	\$0.00	\$0.00
Other Equipment Well 5 & 8	\$14,284.66	\$0.00	(\$14,284.66)
Bank Service Charges	\$175.25	\$150.00	(\$25.25)
Total Water Expenditures	\$211,820.16	\$174,200.11	(\$37,620.05)

Other Water Expenditures:

	Budget	Remaining
Transfer Fr Other Fund	\$0.00	\$0.00
PFA Debt Service Principal	\$0.00	\$0.00

PFA Debt Service Interest	\$0.00	\$0.00	\$0.00
New Construction Interest	\$7,946.25	\$7,157.70	-\$788.55
Debt Service Bond Principal	\$45,000.00	\$45,000.00	\$0.00
Debt Service Bond Interest	\$16,297.25	\$16,297.50	\$0.25
Depreciation/Capital Outlay	\$500.00	\$10,000.00	\$9,500.00
Total	\$69,743.50	\$78,455.20	\$8,711.70
Net Total	(\$92,771.05)	\$252,655.31	-\$28,908.35

Pine Tree Park

Year to Date Income Statement thru 11/30/2022

PTP Revenues -	2022	Beach	2021	2022 Budget
Reservation Fees	\$866.00		\$910.00	\$1,000.00
Grants	\$11,000.00		\$11,000.00	\$11,000.00
Camping Fees	\$24,607.00		\$25,986.00	\$25,000.00
Other Revenue	\$0.00		\$0.00	\$0.00
Contributions and Donations	\$26,008.00	\$26,008.00	\$7,100.00	\$0.00
Interest Earnings	\$105.21		\$242.60	\$150.00
Total PTP Revenues	\$62,586.21	\$26,008.00	\$45,238.60	\$37,150.00

PTP Expenditures	2022 YTD	Beach	2021 YTD	2022 Budget	Remaining
Full-Time Employees Regular	\$4,290.90		\$3,832.77	\$5,823.00	\$1,532.10
Part-Time Employees Regular	\$813.66		\$664.13	\$3,024.00	\$2,210.34
PERA	\$382.82		\$337.35	\$543.98	\$161.16
FICA	\$385.06		\$333.01	\$554.86	\$169.80
Employer Paid Health	\$742.87		\$741.55	\$810.47	\$67.60
Office Supplies	\$0.00		\$0.00	\$0.00	\$0.00
Electricity	\$2,971.22		\$3,109.55	\$3,500.00	\$528.78
Operating Supplies (GENERAL)	\$1,566.96		\$668.12	\$900.00	(\$666.96)
Cleaning Supplies	\$0.00		\$37.79	\$0.00	\$0.00
Motor Fuels	\$2,005.41		\$1,018.93	\$1,300.00	(\$705.41)
Repairs/Maint Supply	\$214.05		\$379.55	\$750.00	\$535.95
Equipment Parts	\$68.98		\$0.00	\$200.00	\$131.02
Other Professional Services	\$650.00		\$1,592.60	\$1,750.00	\$1,100.00
Postage	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Advertising	\$2,437.50		\$0.00	\$1,000.00	(\$1,437.50)
Other Printing/Binding	\$0.00		\$0.00	\$0.00	\$0.00
General Liability Insurance	\$941.84		\$778.08	\$700.00	(\$241.84)
Property Insurance	\$1,787.00		\$3,297.00	\$3,200.00	\$1,413.00
Workers Compensation Insurance	\$0.00		\$0.00	\$0.00	\$0.00
Garbage	\$2,473.66		\$1,885.30	\$1,750.00	(\$723.66)
Repairs/Maint Building	\$1,134.93		\$220.00	\$4,000.00	\$2,865.07
Repairs/Maintenance Structure	\$1,512.00		\$6,031.11	\$0.00	(\$1,512.00)
Improvements Other	\$37,212.79	\$37,212.79	\$4,316.75	\$500.00	(\$36,712.79)
Repairs/Maintenance Machinery	\$962.87		\$149.61	\$1,500.00	\$537.13
Other Equipment	\$0.00		\$7,770.88	\$0.00	\$0.00
Depreciation	\$5,000.00		\$5,000.00	\$5,000.00	\$0.00
Miscellaneous - Refunds	\$243.00		\$110.00	\$0.00	(\$243.00)
Dues and Subscriptions	\$875.00		\$60.00	\$375.00	(\$500.00)
Total PTP Expenditures	\$68,672.52	\$37,212.79	\$42,334.08	\$37,181.31	(\$31,491.21)
Net Profit	(\$6,086.31)	-\$11,204.79	\$2,904.52		
Total	(\$6,086.31)	-\$11,204.79	\$2,904.52		

Blackduck Municipal Golf Course

Year-To-Date Income Statement 11/30/2022

	<i>Actual 2022 Sales (through 12/2/22)</i>	Revenue Budget	Cost of Goods	Gross Profit	Gross Margin	Expense Budget	Remaining
Beer	\$13,430.45	\$8,000.00	\$4,918.44	\$8,512.01	63.38%	\$3,400.00	(\$1,518.44)
Liquor	\$4,510.69	\$0.00	\$4,221.65	\$289.04	6.41%	\$0.00	(\$4,221.65)
Soft Drinks	\$5,372.80	\$7,000.00	\$5,158.44	\$214.36	3.99%	\$3,400.00	(\$1,758.44)
Food	\$7,376.05	\$3,500.00	\$5,041.59	\$2,334.46	31.65%	\$1,000.00	(\$4,041.59)
Golf Merchandise & Clubs for Sale	\$3,347.03	\$3,000.00	\$1,513.86	\$1,833.17	54.77%	\$1,500.00	(\$13.86)
Clothing	\$2,761.26	\$3,000.00	\$3,884.01	(\$1,122.75)	-40.66%	\$1,000.00	(\$2,884.01)
Total	\$36,798.28	\$24,500.00	\$24,737.99	\$12,060.29	32.77%	\$10,300.00	(\$14,437.99)

Charges for Services	<i>Actual 2022 Revenue (through 12/2/2022)</i>	Revenue Budget
Green Fees	\$61,616.33	\$65,000.00
Membership Fees	\$25,512.47	\$25,000.00
Trail Fees	\$523.24	\$1,000.00
Cart Storage	\$1,199.80	\$3,000.00
Rentals (Clubs, Carts)	\$1,198.35	\$1,850.00
Power Carts	\$35,219.38	\$45,000.00
Clubhouse Rental	\$1,443.32	\$500.00
Kayak Rental	\$318.07	\$0.00
Golf Tournament Revenue	\$5,327.20	\$0.00
Total Charges for Services	\$132,358.16	\$141,350.00

Total Income \$169,156.44

Less Operating Expense		Budget	Remaining
FT Wages	\$17,924.79	\$39,020.80	\$21,096.01
PT Wages	\$56,605.18	\$62,556.68	\$5,951.50
PERA	\$3,526.80	\$7,618.31	\$4,091.51
FICA	\$5,708.99	\$7,770.68	\$2,061.69
Employer Paid Health	\$7,490.71	\$11,504.40	\$4,013.69
Office Supplies	\$440.32	\$0.00	(\$440.32)
Heating Fuel	\$32.21	\$0.00	(\$32.21)
Electricity	\$5,419.26	\$5,000.00	(\$419.26)
Computer Supplies	\$0.00	\$350.00	\$350.00
Training & Instructions	\$0.00	\$0.00	\$0.00
Operating Supplies	\$3,755.32	\$2,200.00	(\$1,555.32)
Cleaning Supplies	\$195.89	\$0.00	(\$195.89)
Motor Fuels	\$4,983.63	\$3,500.00	(\$1,483.63)
Lubricants/Additives	\$0.00	\$0.00	\$0.00
Chemicals	\$7,074.39	\$6,500.00	(\$574.39)
Repair/Maint/Supplies	\$2,631.40	\$0.00	(\$2,631.40)
Equipment parts	\$0.00	\$0.00	\$0.00
Building Repair supply	\$874.57	\$0.00	(\$874.57)
Small Tools/Equipment	\$1,303.31	\$0.00	(\$1,303.31)
Tires	\$624.71	\$0.00	(\$624.71)
Auditing/Accounting	\$0.00	\$0.00	\$0.00
Medical Fees	\$637.00	\$250.00	(\$387.00)
Legal Fees	\$0.00	\$0.00	\$0.00
Dram	\$250.00	\$750.00	\$500.00
Telephone	\$1,026.07	\$700.00	(\$326.07)
Cable Television	\$0.00	\$200.00	\$200.00
Internet	\$589.25	\$300.00	(\$289.25)
Travel Expense	\$55.90	\$0.00	(\$55.90)
Other Equipment <i>club house POS equipment</i>	\$1,900.04	\$0.00	(\$1,900.04)
Other Professional services	\$124.00	\$800.00	\$676.00
Website Development & Maintenance	\$1,919.00	\$1,000.00	(\$919.00)
Sponsorship Expense	\$1,909.32	\$0.00	(\$1,909.32)
Postage	(\$69.01)	\$50.00	\$119.01
Advertising	\$1,830.00	\$1,000.00	(\$830.00)
Promotional Expenses	\$3,147.77	\$0.00	(\$3,147.77)
Liability Insurance	\$3,414.17	\$2,800.00	(\$614.17)
Property Insurance	\$1,946.00	\$2,600.00	\$654.00
Work Comp	\$1,302.45	\$590.00	(\$712.45)
Unemployment - <i>charged for 2020 & 2021</i>	\$8,609.66	\$4,500.00	(\$4,109.66)
Insurance	\$0.00	\$0.00	\$0.00
Garbage Disposal	\$1,260.34	\$900.00	(\$360.34)
Repair/Maint Building	\$698.19	\$1,500.00	\$801.81
Improvements other than Bldgs - Irrigation	\$9,143.74	\$8,000.00	(\$1,143.74)
Repairs/Maint Machinery	\$8,815.20	\$7,000.00	(\$1,815.20)
Maintenance Course	\$4,363.79	\$4,500.00	\$136.21
Furniture & Fixtures	\$148.24	\$0.00	(\$148.24)
Motor Vehicles	\$0.00	\$0.00	\$0.00
<i>Club House renovations from BDC Donation (see below)</i>	\$15,875.43	\$15,000.00	(\$875.43)
Other Equipment Rentals - Kayak purchase	\$1,469.83	\$0.00	(\$1,469.83)
Cart Shed Bond 2020	\$6,118.00	\$6,118.00	\$0.00
Uncollectable Checks	\$0.00	\$0.00	\$0.00
Dues and Subscriptions	\$6,091.06	\$2,500.00	(\$3,591.06)
Bank Service Charges	\$3,917.75	\$1,750.00	(\$2,167.75)
Cart Lease NEW 2021	\$15,159.00	\$14,670.00	(\$489.00)
Club House Debt Principal 2012	\$10,000.00	\$10,000.00	\$0.00
Club House Debt Interest 2012	\$480.00	\$480.00	\$0.00
Equipment Bond Interest 2016	\$1,213.00	\$1,212.50	(\$0.50)

Equipment Bond Principal 2016	\$13,000.00	\$13,000.00	\$0.00
Total Expense	\$227,011.88	\$248,191.37	\$3,254.70

OPERATING INCOME OR LOSS **(\$82,593.43)**

Other Expenses

Misc. Expenses	\$162.00
Equipment - Gator	\$0.00
Gift Certificates / Discounts	\$3,545.82
Capital Improvements	\$0.00
Transfer to General	\$0.00
Cash Short - <i>discounts for punch cards & savings cards</i>	\$1,327.13
Total Other Expenses	\$5,034.95

Other Income

General Property taxes	\$15,890.73
Transfer Fr Liq Str	\$0.00
Reimbursements	\$1,198.99
Donations and Contributions	\$20,000.82 <i>BDC Renovation Donation & others</i>
Promotional Event Revenue	\$8,556.91
Cash Over	\$173.85
Sponsorship Revenue <i>(cart / tee box)</i>	\$3,250.00
Total Other Income	\$49,071.30

NET INCOME OR LOSS YEAR TO DATE **(\$38,557.08)**

Sales Comparison YTD	2021 thru November	2022	+/- over prior year
Green Fees	\$56,479.21	\$61,616.33	8.34%
Cart Rental	\$40,389.05	\$35,219.38	-14.68%
YTD Comparisons:	2021 thru November	2022	+/- over prior year
Operating Revenue	\$190,618.63	\$218,227.74	12.65%
Operating Expense	\$194,108.63	\$256,784.82	24.41%
	(\$3,490.00)	(\$38,557.08)	90.95%

Blackduck Municipal Liquor Store Income Statement

Year to Date Ending 11/30/2022

\$856,650.96 *How much we paid for our inventory (expenses)*

	YTD Sales	Cost of Goods	Gross Profit	Gross Profit Margin	2022 Liquor Expense Budget	2022 Liquor Revenue Budget	Percent of sales +/- to budget
Liquor Sales Off-Sale	\$279,651.63	\$214,801.82	\$64,849.81	23.19%	\$200,000.00	\$300,000.00	-7.28%
Beer Sales Off-Sale	\$487,322.39	\$381,620.21	\$105,702.18	21.69%	\$360,000.00	\$500,000.00	-2.60%
Wine Sales Off-Sale	\$49,065.55	\$30,549.88	\$18,515.67	37.74%	\$28,000.00	\$50,000.00	-1.90%
Other Sales On/Off-Sale	\$20,339.93	\$16,013.98	\$4,325.95	21.27%	\$5,000.00	\$14,500.00	28.71%
Liquor Sales On-Sale	\$131,717.75	\$27,316.91	\$104,400.84	79.26%	\$0.00	\$95,000.00	27.88%
Beer Sales On-Sale	\$161,240.15	\$34,917.55	\$126,322.60	78.34%	\$0.00	\$127,000.00	21.24%
Wine Sales On-Sale	\$2,839.09	\$1,258.60	\$1,580.49	55.67%	\$0.00	\$1,000.00	64.78%
Cigarette Sales	\$47.99	\$0.00	\$47.99	100.00%	\$0.00	\$0.00	100.00%
Clothing	\$9,054.01	\$8,136.32	\$917.69	10.14%	\$3,500.00	\$6,000.00	33.73%
Soft Drinks On Sale	\$20,018.78	\$12,228.59	\$7,790.19	38.91%	\$9,000.00	\$15,000.00	25.07%
Food Sales	\$278,854.87	\$169,179.22	\$109,675.65	39.33%	\$80,000.00	\$185,000.00	33.66%
Total	\$1,440,152.14	\$896,023.08	\$544,129.06	37.78%	\$685,500.00	\$1,293,500.00	11.34%

cost of our inventory

Less Operating Expense	2022 YTD	Budget	Remaining
Wages FT	\$196,566.07	\$202,220.57	\$5,654.50
Wages PT	\$101,044.60	\$64,493.68	(\$36,550.92)
PERA	\$23,553.88	\$19,891.07	(\$3,662.81)
FICA	\$27,002.78	\$20,288.89	(\$6,713.89)
Health Insurance	\$53,668.06	\$58,948.75	\$5,280.69
Office Supplies	\$1,172.53	\$1,200.00	\$27.47
Electricity	\$17,751.49	\$20,000.00	\$2,248.51
Heating Fuel	\$20,862.14	\$3,500.00	(\$17,362.14)
Computer Supplies	\$99.39	\$0.00	(\$99.39)
Training and Instruction	\$1,698.00	\$500.00	(\$1,198.00)
Operating & Bar Supplies	\$31,988.29	\$20,000.00	(\$11,988.29)
Cleaning Supplies	\$133.10	\$0.00	(\$133.10)
Bar Supply	\$0.00	\$0.00	\$0.00
Building Repair Supplies	\$98.57	\$0.00	(\$98.57)
Mix Expense	\$12,124.04	\$7,000.00	(\$5,124.04)
Auditing / Acct'g Services	\$6,500.00	\$6,500.00	\$0.00
Other Professional Services/Cleaning	\$11,186.62	\$4,400.00	(\$6,786.62)
Website Development	\$1,324.00	\$0.00	(\$1,324.00)
Telephone	\$2,228.65	\$2,000.00	(\$228.65)
Postage	\$500.00	\$500.00	\$0.00
Cable Television	\$1,494.05	\$1,500.00	\$5.95
Internet Access	\$984.45	\$1,200.00	\$215.55
Advertising	\$300.00	\$500.00	\$200.00
Travel Expense	\$244.30	\$500.00	\$255.70
Freight	\$6,823.34	\$5,000.00	(\$1,823.34)
Legal Fees	\$0.00	\$0.00	\$0.00
Promotions/Entertainment	\$6,179.82	\$3,000.00	(\$3,179.82)
Legal Notices	\$0.00	\$0.00	\$0.00
Liability Insurance	\$3,414.17	\$2,800.00	(\$614.17)
Property Insurance	\$6,647.00	\$7,400.00	\$753.00
Dram Shop/Liquor Liability	\$4,157.00	\$4,750.00	\$593.00
Other Insurance	\$0.00	\$0.00	\$0.00
Work Comp	\$8,413.94	\$5,200.00	(\$3,213.94)
Water Utility	\$2,456.24	\$2,700.00	\$243.76
Garbage Disposal	\$7,078.17	\$6,000.00	(\$1,078.17)
Catering Expense	\$0.00	\$500.00	\$500.00
Repairs & Maintenance	\$0.00	\$0.00	\$0.00
Repairs/Maintenance Building	\$11,070.69	\$10,000.00	(\$1,070.69)
Uncollectable Checks	\$209.24	\$200.00	(\$9.24)
Dues and Subscriptions	\$5,212.56	\$4,500.00	(\$712.56)
Bank Service Charges	\$17,706.56	\$750.00	(\$16,956.56)
Furniture & Fixtures	\$864.84	\$6,000.00	\$5,135.16
Office Equip & Furnishings (kitchen equipment)	\$0.00	\$0.00	\$0.00
<i>Construction Services - Close out for 2021 Project</i>	<i>\$16,524.08</i>	<i>\$0.00</i>	<i>(\$16,524.08)</i>
Improvements Other than Buildings - remodel	\$0.00	\$0.00	\$0.00
Building & Structures	\$289.00	\$6,000.00	\$5,711.00
Medical Fees	\$343.00	\$350.00	\$7.00
Assessment	\$1,082.08	\$1,300.00	\$217.92
Obligation Debt - Remodel/ Addition - Interest	\$12,767.00	\$13,405.47	\$638.47
Other Equipment - Message board debt	\$9,403.24	\$15,022.88	\$5,619.64
Total Operating Expense	\$633,166.98	\$530,021.31	(\$103,145.67)

Inventory Expense

(\$39,372.12)

NET INCOME OR LOSS

(\$49,665.80) *(gross profit - expenses)*

Other Expenses

<i>Donations</i>	<i>\$10,051.08</i>	<i>2022 Budget - \$4,000.00</i>
Capital Outlay	\$0.00	
Unemployment Paid	\$631.50	
Cash Short	(\$183.19)	
Misc. Expense	\$0.00	
Total Other Expenses	\$10,499.39	

Other Income

Reimbursements (NSF)	\$1,925.16
<i>Rent Income</i>	<i>\$13,745.60</i>
Vending Income	\$3,228.25
Interest	\$737.60
Catering Revenue	\$2,396.45
Bank Service Fees Charged to customers	\$18,778.30
<i>Transfer from Liquor Rent Fund</i>	<i>\$10,000.00</i>

Cash Over	\$7.04
Total Other Income	\$50,818.40
Gross Profit Before Transfers	(\$9,346.79)
Transfer to General Fund & Other Funds	\$20,000.00
Net Profit After Inventory Exp & Transfers	(\$29,346.79)
Inventory On-Hand at 1/1/2022 after inventory total	\$87,723.20
Inventory On-Hand at 11/30/2022	\$97,862.31
Difference	\$10,139.11

Sales Comparison Year to Date Ending 11/30/2022

	2020	2021	2022	% of Increase from 2021-2022
Off-Sale Liquor	\$276,810.11	\$258,873.02	\$279,651.63	8.03%
Off-Sale Beer	\$511,263.51	\$494,165.47	\$487,322.39	-1.38%
Off-Sale Wine	\$45,367.00	\$39,252.56	\$49,065.55	25.00%
Total Off-Sale	\$833,440.62	\$792,291.05	\$816,039.57	3.00%
On-Sale Liquor	\$71,097.46	\$102,024.91	\$131,717.75	29.10%
On-Sale Beer	\$90,999.37	\$127,516.83	\$161,240.15	26.45%
On-Sale Wine	\$809.10	\$1,870.24	\$2,839.09	51.80%
Total On-Sale	\$162,905.93	\$231,411.98	\$295,796.99	27.82%
Total On and Off Sale	\$996,346.55	\$1,023,703.03	\$1,111,836.56	8.61%
Total Food Sales	\$142,349.41	\$160,815.68	\$278,854.87	73.40%
Gross Liquor Store Sales Comparison	\$1,200,886.74	\$1,241,995.03	\$1,490,970.54	20.05%

LG216 Worksheet for Calculating Lawful Gambling Monthly Rent

Organization Name
Blackduck Fire Relief

Licence Number
01944

Site Name
POND

Site Number
001

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

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

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

(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 Col's B and C up to a max of \$1750. If Col B is blank, enter Col C.	Multiply the total of this month's net receipts from, electronic pull-tabs and electronic linked bingo by the amount in Box 3.		Add Columns D and E Report amount on Schedule A, line 22h	Enter cash short for games sold from bar-op. Report amount on Sched A, line 22m. in month the Col H is paid.	Subtract Col G from Col F. This is the amount of rent to be paid. The amount is not reported on Sched A.
10/2022			4796.00	959.20	959.20			959.20	0.00	959.20

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

Christina Regas

From: Melissa <Imbrman@paulbunyan.net>
Sent: Thursday, November 10, 2022 4:49 PM
To: Christina Regas
Subject: Melissa's Cleaning

[EXTERNAL]

I'm going with the same as last time.

Melissa's Cleaning

Melissa Tindell

24524 One Mile RD NE

Blackduck, MN 56630

(218)308-3622

Ref: The Pond cleaning contract for 2023

10 - 15 hours weekly at \$18.00 a hour billed at the end of the month.

Duties: Light Housekeeping

Sweeping, mopping, vacuuming, cleaning bathrooms, dusting, etc.

I won't shovel or get on any ladders.

Melissa Tindell

November 30, 2022

Sent from my iPhone

CITY OF BLACKDUCK

11/30/22 8:55 AM

Page 1

Payments

Current Period: November 2022

Payment Batch DWDPMT111422

\$961.15

Refer	0	CARDMEMBER SERVICE -DEERW	Ck# 011442 11/14/2022		
Cash Payment	E 609-49750-560	Furniture and Fixtures	CHRISTINA REGAS		\$120.37
Invoice	1284	10/7/2022			
Transaction Date	11/14/2022	DW Checking	10100	Total	\$120.37
Refer	0	CARDMEMBER SERVICE -DEERW	Ck# 011442 11/14/2022		
Cash Payment	E 101-41400-433	Dues and Subscriptions	CHRISTINA REGAS		\$8.86
Invoice	8319	10/17/2022			
Transaction Date	11/14/2022	DW Checking	10100	Total	\$8.86
Refer	0	CARDMEMBER SERVICE -DEERW	Ck# 011442 11/14/2022		
Cash Payment	E 613-49830-343	Promotions/Entertainme	MISTY FRENZEL		\$26.84
Invoice	4749	10/31/2022			
Transaction Date	11/14/2022	DW Checking	10100	Total	\$26.84
Refer	0	CARDMEMBER SERVICE -DEERW	Ck# 011442 11/14/2022		
Cash Payment	E 613-49830-210	Operating Supplies (GEN	MISTY FRENZEL		\$11.57
Invoice	8623	11/4/2022			
Transaction Date	11/14/2022	DW Checking	10100	Total	\$11.57
Refer	0	CARDMEMBER SERVICE -DEERW	Ck# 011442 11/14/2022		
Cash Payment	E 609-49750-580	Other Equipment	SHAWDA LAHR		\$793.51
Invoice	7092	11/2/2022			
Transaction Date	11/14/2022	DW Checking	10100	Total	\$793.51

Fund Summary

	10100 DW Checking	
101 GENERAL FUND		\$8.86
609 MUNICIPAL LIQUOR FUND		\$913.88
613 GOLF COURSE		\$38.41
		<u>\$961.15</u>

Pre-Written Checks	\$961.15
Checks to be Generated by the Computer	\$0.00
Total	<u>\$961.15</u>

NOV 14 2022



General Corporate License
City of Blackduck

State of Minnesota
County of Beltrami

To the Council of the City of Blackduck in said County and State:

The undersigned hereby applies for a license to carry on the business of operating a theater at **Blackduck Theater** in the City of Blackduck in said county and state for the term of one year from the date hereof, subject to the laws of Minnesota and the ordination of the said City; and hereof tenders **\$15.00** as the license fee therefore to operate a movie theater.

11/10 20 22

Date


Signature of Applicant

A fee of \$15.00 per
amusement machine
must accompany this
application.

\$15.00

NO. 2023-01



GENERAL CORPORATE LICENSE

STATE OF MINNESOTA
CITY OF BLACKDUCK
COUNTY OF BELTRAMI

Whereas, Blackduck Movie Theatre has paid the sum of \$15.00 dollars to the City of Blackduck, as required by the ordinances of said City and complied with all the requirements of said Ordinances necessary for obtaining this License;

Now Therefore, by order of the Blackduck City Council, and by virtue hereof, the said Blackduck Theatre is hereby licensed and authorized to operate a Movie Picture Theatre for the period of One Year starting January 1, 2023, and ending December 31, 2023, subject to all conditions and provisions of said Ordinances.

Given under my hand and the corporate seal of the City of Blackduck
this 5th day of December 2022.

Mayor

Attest

Administrator



November 10, 2022

PROPOSAL FOR

CITY OF BLACKDUCK- PUBLIC WORKS

Prepared by:

Cory Gish

Technology Advisor
800.847.3098
coryg@marconet.com



Managed Services



Copiers & Printers



Audio Visual



Business IT Services

CITY OF BLACKDUCK- PUBLIC WORKS

RECOMMENDED PRINT SOLUTION

QTY	ITEM	DESCRIPTION
1	AA2M011X001	KONICA C250i COLOR MFP + DF-714

Specifications

- 25 Monochrome Pages Per Minute
- 25 Color Pages Per Minute
- 150 Sheet Bypass Tray
- (2) 500 Sheet Paper Trays
- 100 Sheet Single Pass Document Feeder
- Automatic Duplexing
- Network Printing
- Network Scanning



MANAGED ACCOUNT PROGRAM (MAP)

Our Managed Account Program includes equipment, service and supplies (except paper). The result is a system with the capabilities and features you need—without the administrative headaches.

60 Month MAP \$150.62/Month

- Black and White Prints included per Month: 2,500
- Black and White Print Overage: \$0.008/Print
- Color Prints **included** per Month: 250
- Color Print Overages: \$0.051/Print

DELIVERY, INSTALLATION, INITIAL SUPPLIES AND INITIAL TRAINING

Delivery, Installation, Initial Supplies & Initial Training.....**Included**

MARCO SUPPORT DESK (RECOMMENDED OPTION)

Our network and hardware technicians support hardware malfunctions, connectivity and device settings. You can receive support directly from your workstation or we can also provide interactive, remote sessions. Remote work allows our staff access to your computer, so we can walk you through the solution visually.

- Live-call answer Monday-Friday, 8:00 a.m. to 5:00 p.m.
- Setting up scan to e-mail folder and desktop solutions
- Help with duplex printing, desktop publishing, booklet printing, etc.
- Identification of solutions for device connection and printing
- Support with Sharp, HP, Lexmark, Konica Minolta, Kyocera, Canon and Toshiba
- Proficiency with both Windows and Mac
- Coordination with IT staff members to resolve server issues

1-5 Devices \$10.00/Month*

*Note: The monthly cost is per contract.

Accepted by: Christina A. Regas Date: 11/18/2022

By signing this proposal, you are authorizing Marco Technologies LLC to order, install and invoice the above listed equipment.



November 10, 2022

PROPOSAL FOR

CITY OF BLACKDUCK- CITY HALL

Prepared by:

Cory Gish

Technology Advisor
800.847.3098
coryg@marconet.com



Managed Services



Copiers & Printers



Audio Visual



Business IT Services

CITY OF BLACKDUCK- PUBLIC WORKS

RECOMMENDED PRINT SOLUTION

QTY	ITEM	DESCRIPTION
1	AA2J011X001	KONICA C360i COLOR MFP + DF-714

Specifications

- 36 Monochrome Pages Per Minute
- 36 Color Pages Per Minute
- 150 Sheet Bypass Tray
- (2) 500 Sheet Paper Trays
- 100 Sheet Single Pass Document Feeder
- Automatic Duplexing
- Network Printing/Network Scanning
- Fax Board



MANAGED ACCOUNT PROGRAM (MAP)

Our Managed Account Program includes equipment, service and supplies (except paper). The result is a system with the capabilities and features you need—without the administrative headaches.

60 Month MAP \$206.12/Month

- Black and White Prints included per Month: 4,000
- Black and White Print Overage: \$0.0077/Print
- Color Prints **included** per Month: 250
- Color Print Overages: \$0.051/Print

DELIVERY, INSTALLATION, INITIAL SUPPLIES AND INITIAL TRAINING

Delivery, Installation, Initial Supplies & Initial Training.....**Included**

MARCO SUPPORT DESK (RECOMMENDED OPTION)

Our network and hardware technicians support hardware malfunctions, connectivity and device settings. You can receive support directly from your workstation or we can also provide interactive, remote sessions. Remote work allows our staff access to your computer, so we can walk you through the solution visually.

- Live-call answer Monday-Friday, 8:00 a.m. to 5:00 p.m.
- Setting up scan to e-mail folder and desktop solutions
- Help with duplex printing, desktop publishing, booklet printing, etc.
- Identification of solutions for device connection and printing
- Support with Sharp, HP, Lexmark, Konica Minolta, Kyocera, Canon and Toshiba
- Proficiency with both Windows and Mac
- Coordination with IT staff members to resolve server issues

1-5 Devices \$10.00/Month*

*Note: The monthly cost is per contract.

Accepted by: Christina A. Regas Date: 11/18/2022

By signing this proposal, you are authorizing Marco Technologies LLC to order, install and invoice the above listed equipment.

Labor Agreement

Between

City of Blackduck



And



International Union of Operating Engineers, Local 49

January 1, 2023 through December 31, 2023

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Attached: Labor Agreement Pay Schedule

Article 1. Purpose of Agreement

This Agreement is entered into between the **City of Blackduck**, hereinafter called the Employer, and the **International Union of Operating Engineers, Local 49**, hereinafter called the Union. The intent and purpose of the Agreement is to:

- 1.1 (a.) Establish procedures for the resolution of disputes concerning the Agreement's interpretation and/or application;
- (b.) Specify the full and complete understanding of the parties; and
- (c.) Place in written form the parties' Agreement upon terms and conditions of employment for the duration of the Agreement.

Article 2. Recognition

The Employer recognizes the Union as the sole and exclusive bargaining agent. All employees of the City of Blackduck, Minnesota, who are public employees within the meaning of Minn. Stat. 179A.03. subd. 14, excluding clerical, essential, confidential, and supervisory employees.

Article 3. Definitions

- 3.1 Union: The International Union of Operating Engineers, Local 49.
- 3.2 Employer: City of Blackduck or its representative.
- 3.3 Union Member: A member of the IUOE Local 49.
- 3.4 Employee: A member of the bargaining unit covered by this Agreement.
- 3.5 Regular Employees: Employee who has completed a six (6) month probationary period.
- 3.6 Full-time Employee Employees who are required to work forty (40) or more hours per week year-round in an ongoing position and are considered benefit eligible.
- 3.7 Part-time Employee Employees who are required to work less than forty (40) hours per week year-round in an ongoing position and are not benefit eligible.
- 3.8 Seniority: Length of continuous service with the Employer.
- 3.9 Union Officer: Duly appointed or elected officer of I.U.O.E. Local 49

Article 4. Union Security

- 4.1 The Employer shall deduct from the wages of employees who authorize such a deduction in writing an amount necessary to cover monthly Union dues. Such moneys shall be remitted as directed by the Union.
- 4.2 The Union may designate employees from the bargaining unit to act as steward and an alternate and shall inform the Employer in writing of such choice and changes in the position of steward and/or alternate.
- 4.3 The Employer shall make space available on the employee bulletin board for posting Union notice (s) and announcements (s).
- 4.4 The Union agrees to indemnify and hold the Employer harmless against any and all claims, suits, orders, or judgments brought or issued against the Employer as a result of any action taken or not taken by the Employer under the provisions of this Article.
- 4.5 The Employer shall provide all safety items necessary to comply with federal and state statutes and regulations.

Article 5. Employer Rights

- 5.1 Inherent Managerial Rights: The Union recognizes that the Employer is not required to meet and negotiate on matters of inherent managerial policy, which include, but are not limited to, such areas of discretion or policy as the functions and programs of the Employer, its overall budget, utilization of technology, the organizational structure and selection and direction and number of personnel.
- 5.2 Management Responsibilities: The Union recognizes the right and obligation of the Employer to efficiently manage and conduct the operation of the City within its legal limitations.
- 5.3 Effect of Laws, Rules and Regulations: The Union and the Employer recognize the right, obligation and duty of the Employer and its duly designated officials to promulgate rules, regulations, directives and orders from time to time as deemed necessary by the Employer insofar as such rules, regulations, directives and orders are not inconsistent with the terms of this Agreement, and all provisions of this Agreement are subject to the laws of the State of Minnesota, federal laws, and valid rules, regulations and orders of State and Federal governmental agencies. Any provisions of this Agreement found to be in violation of any such laws, rules, regulations, directives or orders shall be null and void and without force and effect.
- 5.4 Reservation of Managerial Rights: The foregoing enumeration of Employer rights and duties shall not be deemed to exclude other inherent management rights and management functions not expressly delegated in the Agreement and not in violation of the laws of the State of Minnesota are reserved to the Employer.

Article 6. Employee Rights – Grievance Procedure

- 6.1 Definitions of a Grievance: A grievance is defined as a dispute or disagreement as to the interpretation or application of the specific terms and conditions of this Agreement.
- 6.2 Union Representatives: The Employer will recognize representatives designated by the Union as the grievance representatives of the bargaining unit having the duties and responsibilities established by this Article. The Union shall notify the Employer in writing of the names of such Union Representatives and of their successors when so designated as provided by 4.2 of this Agreement.
- 6.3 Processing of Grievance: It is recognized and accepted by the Union and the Employer that the processing of grievances as hereinafter provided is limited by the job duties and responsibilities of the employees and shall therefore be accomplished during normal working hours only when consistent with such employee duties and responsibilities. The aggrieved employee and Union Representative shall be allowed a reasonable amount of time without loss in pay when a grievance is investigated and presented to the Employer during normal working hours, provided that the Employer and the Union Representatives have notified and received the approval of the designated supervisor who has determined that such absence is reasonable and would not be detrimental to work programs of the Employer.
- 6.4 Procedure: Grievances, as defined by Section 6.1 shall be resolved in conformance with the following procedure:

Step 1. An employee claiming a violation concerning the interpretation or application of this Agreement, shall within fourteen (14) calendar days after such alleged violation has occurred, present such grievance to the employee's supervisor as designated by the Employer. The Employer-designated representative will discuss and give an answer to such Step 1 grievance within ten (10) calendar days of receipt. A grievance not resolved in Step 1 and appealed to Step 2 shall be placed in writing setting forth the nature of the grievance, the facts on which it is based, the provision or provisions of the Agreement allegedly violated, the remedy requested, and shall be appealed to Step 2 within ten (10) calendar days after the Employer-designated representative's final answer in Step 1. Any grievance not appealed in writing to Step 2 by the Union within ten (10) calendar days shall be considered waived.

Step 2. If appealed, the written grievance shall be presented by the Union and discussed with the Employer-designated Step 2 representative. The Employer-designated representative shall give the Union the Employer's Step 2 answer in writing within ten (10) calendar days after receipt of such Step 2 grievance. A grievance not resolved in Step 2 may be appealed to Step 3 within ten (10) calendar days following the Employer-designated representative's final Step 2 answer. Any grievance not appealed in writing to Step 3 by the Union within ten (10) calendar days shall be considered waived.

Step 3. If appealed, the written grievance shall be presented by the Union and discussed with the Employer-designated Step 3 representative. The Employer-designated representative shall give the Union the Employer's answer in writing ten (10) calendar days after receipt of such Step 3 grievance. A grievance not resolved in Step 3 may be appealed to Step 4 within ten (10) calendar days following the Employer-designated representative's final answer in Step 3. Any grievance not appealed in writing to Step 4 by the Union within ten (10) calendar days shall be considered waived.

Step 4. A grievance unresolved in Step 3 and appealed to Step 4 shall be submitted to arbitration.

Subd. 1. Request: A request to submit a grievance to arbitration must be in writing signed by the aggrieved party, and such request must be filed with the City Manager within ten (10) days following the decision in Step 3 of the grievance procedure.

Subd. 2. Selection of Arbitrator: Upon the proper submission of a grievance under the terms of this procedure, the parties shall, within ten (10) days after the request to arbitrate, attempt to agree upon the selection of an arbitrator. If no agreement on an arbitrator is reached, either party may request the Bureau of Mediation Services to appoint an arbitrator pursuant to PELRA, providing such request is made within twenty (20) days after request for arbitration. Failure to agree upon an arbitrator or the failure to request an arbitrator from the Bureau of Mediation Services within the time periods provided herein shall constitute a waiver of the grievance.

6.5 Arbitrator's Authority:

- (a) The arbitrator shall have no right to amend, modify, nullify, ignore, add to, or subtract from the terms and conditions of this Agreement. The arbitrator shall consider and decide only the specific issue(s) submitted in writing by the Employer and the Union, and shall have no authority to make a decision on any other issue not so submitted.
- (b) The arbitrator shall be without power to make decisions contrary to, or inconsistent with, or modifying or varying in any way the application of laws, rules, or regulations having the force and effect of law. The arbitrator shall not have the power to add to, to subtract from, or to modify in any way the terms of this Agreement. The arbitrator's decision shall be submitted in writing within thirty (30) days following close of the hearing or the submission of briefs by the parties, whichever be later, unless the parties agree to an extension. The decision shall be binding on both the arbitrator's interpretation of application of the express terms of this Agreement and to the facts of the grievance presented.

6.6 Waiver:

If a grievance is not presented within the time limits set forth above, it shall be considered "waived." If a grievance is not appealed to the next step within the specified time limit or any agreed extension thereof, it shall be considered settled on the basis of the Employer's

last answer. If the Employer does not answer a grievance or an appeal thereof within the specified time limits, the grievance shall be deemed to be denied at that step and the Union may elect to immediately appeal the grievance to the next step. The time limit in each step may be extended by mutual written agreement of the Employer and the Union.

6.7 Choice of Remedy:

If, as a result of the written Employer response in Step 3, the grievance remains unresolved, and if the grievance involved the suspension, demotion, or discharge of an employee who has completed the required probationary period, the grievance may be appealed to either Step 4 of Article 6 or a procedure such as: Veteran's Preference. If appealed to any procedure other than Step 4 of Article 6, the grievance is not subject to arbitration procedure as provided in Step 4 of Article 6. The aggrieved employee shall indicate in writing which procedure is to be utilized - Step 4 of Article 6 or another appeal procedure - and shall sign a statement to the effect that the choice of any other hearing precludes the aggrieved Employee from making an appeal through Step 4 of Article 6.

6.8 Mediation:

Prior to the scheduling of the arbitration hearing, either party may petition the Bureau of Mediation Services to mediate the dispute according to the procedures established by the Bureau of Mediation Services.

Article 7. Hours of Work

- 7.1 A workweek is seven consecutive 24-hour periods. For most employees the workweek will run from Monday through the following Sunday. With the approval of the City Administrator, departments may establish a different workweek based on coverage and service delivery needs (e.g. police department and public works department).
- 7.2 Normal daily work week hours are 7am to 4pm, with a one (1) hour lunch break. A fifteen (15) minute morning break and afternoon. If the Employee works a minimum of 4 hours/shift.
- 7.3 Weekend Shifts (Saturday and Sunday); Employees who work the weekend for water plant and lift station duties will be compensated 2 hours per each day. When Employees work on a Holiday, they will receive 2 hours compensation at one and one half time.

The weekend employee will work the following schedule:

- Monday – Thursday (8 hours) 7am to 4pm
- Friday (4 hours) 7am to 11am
- Saturday and Sunday, 8:30am to 10:30am [two (2) hours on both days].

Weekend Compensation will be as follows:

- Saturday, four (4) hours stand by pay at the straight time hourly rate of pay.
- Sunday, six (6) hours stand by pay at the straight time hourly rate of pay.
- All call backs shall be paid a minimum of two (2) hours at a rate of one and one-half (1.5) their regular hourly rate.
- Employee's working the (on-call) weekend shift will be available from the end of the business day on Friday to the beginning of the business day on Monday. Employee's shall be fit for work and able to respond within no more than one (1) hour from the time they have been notified of an issue.

*Employee's not on-call will not be required to come in for any reason unless they so choose.

Holiday's Compensation are as follows:

- Standard (8hr) holiday pay
- Holiday, six (6) hours stand by pay at the straight time hourly rate of pay.
- Normal rounds checking lift stations/water plant [two (2) hours at a rate of one and one-half (1.5) their regular hourly rate.
- All call backs shall be paid a minimum of two (2) hours at a rate of one and one-half (1.5) their regular hourly rate.

Article 8. Overtime / Comp-time

- 8.1 All hours worked by an Employee in excess of eight (8) hours per day or forty (40) hours per week shall be paid for at one and one-half (1½) times the Employee's regular straight time rate of pay. Vacation and sick leave will count towards "hours worked". Compensation will take the form of either time and one-half pay or compensatory time. Compensatory time is paid time off at the rate of one and one-half hours off for each hour of overtime worked.
- 8.2 For most employees the workweek begins at midnight on Monday and runs until the following Sunday night at 11:59 p.m. Department heads may establish a different workweek based on the needs of the department, subject to the approval of the City Administrator.
- 8.3 The employee's department head must approve overtime hours in advance when applicable. Overtime earned will be paid at the rate of time and one-half on the next regularly scheduled payroll date, unless the employee indicates on his/her timesheet that the overtime earned is to be recorded as compensatory time in lieu of payment.
- 8.4 Call back Employees called in outside their regular working hours shall be paid a minimum of two (2) hours at a rate of one and one-half (1.5) their regular hourly rate. Extensions of shift or early call-in of a normal shift will not be considered call backs.

- 8.5 The maximum compensatory time accumulation for any employee is **60 hours**. Once an employee has earned **60 hours** of compensatory time, no further compensatory time may accrue until the balance falls below the **60-hour maximum**. All further overtime will be paid. Employees may request and use compensatory time off in the same manner as other leave requests.
- 8.6 All compensatory time will be marked as such on official timesheets, both when it is earned and when it is used. The Administration Department will maintain compensatory time records. All compensatory time accrued will be paid when the employee leaves city employment at the hourly pay rate the employee is earning at that time.

Article 9. Holidays

- 9.1 The City observes the following official holidays for all regular full-time and part-time employees:

New Year's Day	Labor Day
Martin Luther King Jr. Day	Veterans' Day
Presidents' Day	Thanksgiving Day
Memorial Day	Friday after Thanksgiving
Juneteenth	Christmas Day
Independence Day	

- 9.2 Official holidays commence at the beginning of the first shift of the day on which the holiday is observed and continue for twenty-four (24) hours thereafter.
- 9.3 When a holiday falls on a Sunday, the following Monday will be the "observed" holiday and when a holiday falls on a Saturday, the preceding Friday will be the "observed" holiday for City operations/facilities that are closed on holidays.
- 9.4 During years in which Christmas Eve falls on a weekday a ½ day will be observed as a holiday. If Christmas Eve falls on a weekend no holiday will be "observed".
- 9.5 Full-time employees will receive pay for official holidays at their normal straight time rates, provided they are on paid status on the last scheduled day prior to the holiday and first scheduled day immediately after the holiday. Part-time employees will not receive holiday pay. Any employee on leave of absence without pay from the City is not eligible for holiday pay. Holidays will count towards hours worked.
- 9.6 Premium pay of 1.5 times the regular hourly wage for non-exempt employees required to work on a holiday will be for hours worked on the "actual" holiday as opposed to the "observed" holiday. Exempt employees required to work on a holiday may be entitled to an alternate day off with approval of the City Administrator.
- 9.7 Employees wanting to observe holidays other than those officially observed by the City may request either vacation leave or unpaid leave for such time off.

Article 10. Vacation Leave

10.1 Vacation Leave Schedule

Years of Service	Annual Accrual
6 Months	16 hours
1 Year	40 hours
2 -4 Years	80 hours
5-9 Years	120 hours
10 -14 Years	160 hours
15 Years and over	200 hours

- 10.2 Eligibility: Full-time employees will earn vacation leave in accordance with the above schedule. Part-time, temporary, and seasonal employees are not eligible to earn vacation leave. Vacation Leave will count towards hours worked.
- 10.3 Accrual Rate: For the purpose of determining an employee's vacation accrual rate, years of service will include all continuous time that the employee has worked at the City (including authorized unpaid leave). Employees who are rehired after terminating City employment will not receive credit for their prior service unless specifically negotiated at the time of hire.
- 10.4 Earnings and Use: After six months of service, vacation leave may be used, subject to approval by the employee's department head. Exceptions may be granted if agreed upon at time of hire or by the City Administrator.
- 10.5 Requests for vacation must be received at least forty-eight (48) hours in advance of the requested time off. This notice may be waived at the discretion of the department head and/or City Administrator. Vacation can be requested in increments as small as one hour up to the total amount of the accrued leave balance. Vacation leave is to be used only by the employee who accumulated it. It cannot be transferred to another employee.
- 10.6 Employees may accrue vacation leave up to a maximum of two (2) times the employee's annual accrual rate. No vacation will be allowed to accrue in excess of this amount without the approval of the City Council. Any overage must be approved by the City Council to carry over, or be paid out at the end of the year. Exceptions will be approved on a case-by-case basis.
- 10.7 Employees leaving City employment will be compensated at their current regular rate of pay for all hours of vacation accrued and unused as of the date of separation on a prorated basis.

Article 11. Sick Leave

- 11.1 Sick leave is authorized absence from work with pay, granted to qualified full-time employees. Sick leave is a privilege, not a right. Employees are to use this paid leave only when they are unable to work for medical reasons and under the conditions explained below. Sick leave does not accrue during an unpaid leave of absence.

- Full-time eligible employees will accumulate sick leave at a rate of one (1) day per month.
- Part-time, temporary, and seasonal employees will not earn or accrue sick leave.
- Sick leave may be used only for days when the employee would otherwise have been at work. It cannot be used for scheduled days off.
- Sick Leave will count towards hours worked.

11.2 Earnings and Use: After six months of service, sick leave may be used as it is earned, subject to approval by the employee's department head. Exceptions may be granted if agreed upon at time of hire or by the City Administrator.

11.3 Sick leave may be used as follows:

- When an employee is unable to perform work duties due to illness or disability (including pregnancy).
- For medical, dental, or other care provider appointments.
- When an employee has been exposed to a contagious disease of such a nature that his/her presence at the work place could endanger the health of others.
- To care for the employee's injured or ill children, including stepchildren or foster children, for such reasonable periods as the employee's attendance with the child may be necessary.
- To take children, or other immediate family members to a medical, dental, or other care provider appointment.
- To care for an ill spouse, father, mother, sister or brother.
- Upon the death of an immediate family member, employees will be permitted to use up to three (3) consecutive sick days. The actual amount of approved time off will be determined by the department head or City Administrator, depending on individual circumstances (such as the closeness of the relative, arrangements to be made, distance to the funeral, etc.).

After accrued sick leave has been exhausted, vacation leave may be used upon approval of the City Administrator, to the extent the employee is entitled to such leave.

11.4 To be eligible for sick leave pay, the employee will:

- Communicate with his/her immediate supervisor, as soon as possible after the scheduled start of the work day, for each and every day absent;
- Keep his/her immediate supervisor informed of the status of the illness/injury or the condition of the ill family member;
- Submit a physician's statement upon request.

After an absence, a physician's statement may be required on the employee's first day back to work, indicating the nature of the illness or medical condition and attesting to the employee's ability to return to work and safely perform the essential functions of the job with or without reasonable accommodation.

Any work restrictions must be stated clearly on the return-to-work form. Employees who have been asked to provide such a statement may not be allowed to return to work until they comply with this provision. Sick leave may be denied for any employee required to provide a doctor's statement until such a statement is provided.

The City has the right to obtain a second medical opinion to determine the validity of an employee's worker's compensation or sick leave claim, or to obtain information related to restrictions or an employee's ability to work. The City will arrange and pay for an appropriate medical evaluation when it is required by the City.

Any employee who makes a false claim for sick leave will be subject to discipline up to and including termination.

Employees must normally use sick leave prior to using paid vacation, or compensatory time and prior to an unpaid leave of absence during a medical leave, except where Parenting Leave under Minnesota law and the medical leave overlap.

Sick leave will normally not be approved after an employee gives notice that he or she will be terminating employment. Exceptions must be approved by the City Administrator.

Sick leave can be transferred from one employee to another with approval from the City Administrator in accordance with the Sick Leave Donation Program. The maximum accrual for sick leave is 960 hours (120 days).

Any employee leaving the municipal service in good standing after giving proper notice of such termination of employment shall be compensated at their current regular rate of pay for of sick leave accrued and unused in accordance with the following schedule as of the date of separation on a prorated basis.

	(Severance)
10-19 years of service	40% of unused sick leave
20 years or more	60% of unused sick leave

SICK LEAVE DONATION PROGRAM

Purpose: To establish a procedure through which eligible employees may voluntarily donate a portion of their accrued sick or vacation hour balance, to be used on an hour-for-hour basis to financially assist any other employee who has exhausted sick leave, vacation and holiday hours due to his/her extended illness or disability or that of a member of his/her immediate family.

Donation of leave will be subject to the following terms and conditions:

1. An employee will be eligible to receive donated leave only after the employee's own accrued sick, vacation, and compensatory time have been exhausted.

2. No employee will be allowed to receive more than a total of 960 hours of donated leave for any single life threatening disease or injury. Donated leave must be used by the employee within one year of the time that it is donated or it will be forfeited, unless approval to continue to carry the leave is granted by the City Administrator.
3. If the condition of the employee receiving donated leave improves so that they are able to return to their usual, pre-condition work schedule, any donated leave time remaining will be forfeited, unless approval to continue to carry the leave is granted by the City Administrator.
4. An employee may donate no more than 40 hours of leave per calendar year to a single fellow employee. (An employee may, however, donate 40 hours of leave to more than one fellow employee in a calendar year.) An employee who is donating leave time must maintain a balance of at least 80 hours of sick leave time. Donated leave time may not be "re-donated" to another employee.
5. An employee donating paid leave must do so from the employee's own accrued vacation, sick or compensatory time balances. Any sick leave time donated must be from the employee's regular sick leave account. It cannot come from the reserve sick leave account.
6. A written request to donate leave must be made to the City Administrator on forms designated for that purpose. The City Administrator will submit all requests to the City Council with a recommendation to approve or deny the request. The names of donors will be kept private, i.e., the donors will remain anonymous. An employee who wishes to receive donated leave time must also submit a written request to do so to the City Administrator on a form designated for that purpose.
7. The City Administrator shall have the right to deny use of donated leave or limit its use if it is determined to be in the best interest of the City to do so.
8. Donated leave time will be subtracted from the donor's regular accumulated leave time in a lump sum and credited to a special donated leave account for the employee receiving the donation. The payroll department will keep track of this leave and credit it to the employee's account as it is needed.
9. Donated leave time will be credited to an employee at that employee's rate of pay, not at the donor's rate.
10. Donated leave time cannot be used for any severance pay or paid out in the form of cash. Any donated time remaining in an employee's account when that employee ceases to be employed by the City will revert back to the City.
11. When employees donate leave time they forfeit all rights to that time. Donated time will not be refunded to donors under any circumstances.

12. Employees receiving donated leave time as part of their pay check will continue to have their regular payroll deductions taken out of each check, just as if they were using their own sick leave time.
13. Employees receiving worker's compensation benefits are not eligible to receive donated leave.

Article 12. Parenting Leave (Minnesota State Statute 181.941)

The Employer will provide eighty (80) hours of Parenting Leave after the Employee has completed two (2) years of employment with the City of Blackduck. The Employee will use the eighty (80) hours of Parenting Leave consecutively for a birth or adoption of a child (Per Event) while employed.

Employees who work twenty (20) hours or more per week and have been employed more than one year are entitled to take an unpaid leave of absence in connection with the birth or adoption of a child. The leave may not exceed six weeks, and must begin within six (6) weeks after the birth or adoption of the child.

Employees are not required to use sick leave during Parenting Leave but may use sick leave at their option for any period of this leave for which they are unable to work due to medical reasons.

The employee is entitled to return to work in the same position and at the same rate of pay the employee was receiving prior to commencement of the leave. Group insurance coverage will remain in effect during the six (6) week Parenting Leave.

If the employee has any FMLA eligibility remaining at the time this leave commences, this leave will also count as FMLA leave. The two leaves will run concurrently until eligibility for either leave expires.

Article 13. Insurance

- 13.1 The City will contribute 100% of the monthly premium amount towards a single group health plan for each eligible employee including a Healthcare Spending Account matching deductible of \$3,200.00/year or less.
- 13.2 For information about coverage and eligibility requirements, employees should refer to the summary plan description or contact the City Administrator.
- 13.3 Employees shall receive a \$10,000 Life Insurance Policy.

Article 14. Probationary Periods

- 14.1 All newly hired or rehired employees shall serve a six (6) months probationary period, during which time they may be terminated or transferred at the sole discretion of the Employer. This probationary period may be extended for an additional six (6) months, at the sole discretion of the Employer, to determine the suitability of the employee for employment by the Employer.

- 14.2 Upon satisfactory completion of the probationary period or extension thereof, employees shall become regular employees within the meaning of the Agreement and shall be credited with seniority dating from the first day of continuous employment with the Employer.

Article 15. Seniority

- 15.1 The principles of seniority shall apply in layoffs, recalls, and transfers, provided however no regular employee shall be laid off while probationary employees are working and provided further the senior employee is qualified to perform the work available.

Article 16. Discipline

- 16.1 General Policy: Department heads are responsible for maintaining compliance with City standards of employee conduct. The objective of this policy is to establish a standard disciplinary process for employees of the City of Blackduck. City employees will be subject to disciplinary action only where just cause exists, such as for failure to fulfill their duties and responsibilities at the level required, including observance of work rules and standards of conduct and applicable city policies.

Discipline will be administered in a non-discriminatory manner. An employee who believes that discipline applied was either unjust or disproportionate to the offenses committed may pursue a remedy through the grievance procedures established in the City's personnel policies. The department head and/or the City Administrator will investigate any allegation on which disciplinary action might be based before any disciplinary action is taken.

- 16.2 No Contract Language Established: This policy is not to be construed as contractual terms and is intended to serve only as a guide for employment discipline.
- 16.3 Process: The City may elect to use progressive discipline with any employee. There may be circumstances that warrant deviation from the suggested order or where progressive discipline is not appropriate. Nothing in these personnel policies implies that any City employee has a property right to the job he/she performs.

Documentation of disciplinary action taken will be placed in the employee's personnel file with a copy provided to the employee.

The following are descriptions of the types of disciplinary actions:

Oral Reprimand: This measure will be used where informal discussions with the employee's department head have not resolved the matter. All department heads have the ability to issue oral reprimands without prior approval.

Oral reprimands are normally given for first infractions on minor offenses to clarify expectations and put the employee on notice that the performance or behavior needs to change, and what the change must be. The department head will document the oral reprimand including date(s) and a summary of discussion and corrective action needed.

Written Reprimand: A written reprimand is more serious and may follow an oral reprimand when the problem is not corrected or the behavior has not consistently improved in a reasonable period of time. Serious infractions may require skipping either the oral or written reprimand, or both. Written reprimands are issued by the department head with prior approval from the City Administrator.

A written reprimand will: (1) state what did happen; (2) state what should have happened; (3) identify the policy, directive or performance expectation that was not followed; (4) provide history, if any, on the issue; (5) state goals, including timetables, and expectations for the future; and (6) indicate consequences of recurrence.

Employees will be given a copy of the reprimand to sign acknowledging its receipt. Employees' signatures do not mean that they agree with the reprimand. Written reprimands will be placed in the employee's personnel file. In the event the employee refuses to sign that they are acknowledging receipt of the reprimand, a statement will be attached stating that the employee refused to sign the written reprimand. In the event the employee refuses to sign that they are acknowledging receipt of the reprimand, a statement to that effect will be attached.

Suspension With or Without Pay: The City Administrator may suspend an employee without pay for disciplinary reasons. Suspension without pay may be followed with immediate dismissal as deemed appropriate by the City Council, except in the case of veterans. Qualified veterans will not be suspended without pay in conjunction with termination.

The employee will be notified in writing of the reason for the suspension either prior to the suspension or shortly thereafter. A copy of the letter of suspension will be placed in the employee's personnel file.

An employee may be suspended or placed on involuntary leave of absence pending an investigation of an allegation involving that employee. The leave may be with or without pay depending on a number of factors including the nature of the allegations. If the allegation is proven false after the investigation, the relevant written documents will be removed from the employee's personnel file and the employee will receive any compensation and benefits due had the suspension not taken place.

Demotion and/or Transfer: An employee may be demoted or transferred if an attempt at resolving an issue have failed and the City Administrator determines a demotion or transfer to be the best solution to the problem. The employee must be qualified for the position to which they are being demoted or transferred. The City Council must approve this action.

Salary: An employee's salary increase may be withheld or the salary may be decreased due to the performance deficiencies.

Dismissal: The City Administrator, with the approval of the City Council, may dismiss an employee for substandard work performance, serious misconduct, or behavior not in keeping with City standards.

If the disciplinary action involves the removal of a qualified veteran, the appropriate hearing notice will be provided and all rights will be afforded the veteran in accordance with Minnesota law.

Article 17. Wages

- 17.1 All Employees covered by this Agreement will receive on January 1, 2023 a six percent (6.00%) COLA on the Labor Agreement Pay Schedule (page 19).
- 17.2 Safety Shoe Allowance – Employees will receive an annual allowance of \$250 for safety shoes reimbursed with a paid receipt.

The City of Blackduck will provide the following PPE; ansi vests, ansi insulated jackets, insulated bibs, hats, gloves, shirts (logo), jeans and other related items.

17.3 Longevity Pay.

Five (5) year Employee receives a maximum of 1% added to their hourly rate of pay.
Ten (10) year Employee receives a maximum of 2% added to their hourly rate of pay.
Fifteen (15) year Employee receives a maximum of 3% added to their hourly rate of pay.
Twenty (20) year Employee receives a maximum of 4% added to their hourly rate of pay.

*The City will pay the Longevity Pay for employees who qualify, in December of each year on the first pay roll check and it will be paid as a separate check. The Longevity Pay will be paid as it pertains to payroll taxes and PERA.

Article 18. Drug & Alcohol Testing Policy

Employees should reference language in the City of Blackduck Personnel Policy (pages 45-50).

Article 19. Savings Clause

This agreement is subject to the laws of the United States, the State of Minnesota and Beltrami County. In the event any provisions of this agreement shall be held to be contrary to the law by a court of competent jurisdiction from whose final decree or judgment no appeal has been taken within the time limit provided, such provisions shall be voided. All other provisions of this Agreement shall continue in full force and effect from year to year. The voided provision may be renegotiated at the written request of either party.

Article 20. Duration

This Agreement shall be effective as of January 1, 2023 and shall remain in effect through December 31, 2023. The Agreement shall continue in effect from year to year thereafter unless either party shall give written notice at least ninety (90) days prior to any anniversary date of its desire to amend or terminate the Agreement.

In Witness Whereof, the parties hereto have set their signatures on this _____ day of _____, 20____.

City of Blackduck

**International Union of Operating
Engineers, Local 49**

Mayor Maxwell Gullette

Jason A. George
Business Manager – Financial Secretary

City Administrator, Christina Regas

Todd E. Djonne
Business Representative

2023 Union Agreement Pay Scale

Points	Department	Position	FT/PT/Seasonal Benefited	FLSA Status	Hiring Range Step 1	Hiring Range Step 2	Hiring Range Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Top of Range
353	Public Works	Public Works Director -	FT / Benefited	Non-Exempt	\$24.03	\$24.75	\$25.49	\$26.26	\$27.05	\$27.86	\$28.69	\$29.55	\$30.44	\$31.35	\$32.29
252	Public Works	Water & Wastewater & Maintenance Worker -	FT / Benefited	Non-Exempt	\$20.77	\$21.39	\$22.03	\$22.70	\$23.38	\$24.08	\$24.80	\$25.54	\$26.31	\$27.10	\$27.91
208	Administration	Deputy Clerk / Administrative Assistant	FT / Benefited	Non-Exempt	\$16.20	\$17.17	\$18.20	\$18.93	\$19.69	\$20.48	\$21.29	\$22.15	\$23.03	\$23.95	\$24.91



A GREAT PLACE FOR FAMILIES

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

November 9, 2022

Grant Frenzel
Vice President
Deerwood Bank
1350 Paul Bunyan Drive NW
Bemidji, MN 56601

Re: Purchase / Sale of Bank Property in Blackduck

Dear Mr. Frenzel:

On behalf of the City Council of the City of Blackduck, I am writing to inform you and the Board of Directors of Deerwood Bank that the City of Blackduck at a regular City Council meeting held on November 7, 2022 have voted to not purchase the property located in Beltrami county, Minnesota, legally described as follows:

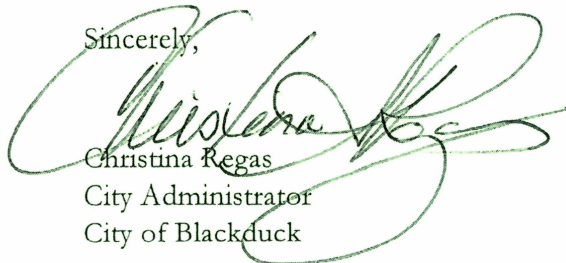
Lots 25, 26, 27, 28 and 29, Block 8, Blackduck, less the east 60 feet thereof, together with the north half of vacated alley abutting Lot 25

The purchase agreement drafted by Attorney Ryan K. Kieson on October 4, 2022 was not approved at this meeting.

If the Board of Directors has questions related to this decision please contact City Administrator Christina Regas or Mayor Maxwell Gullette.

The City Council appreciates the cooperation of Deerwood bank in this proposed project.

Sincerely,



Christina Regas
City Administrator
City of Blackduck

www.blackduckmn.com

Phone: (218) 835-4803 Fax: (218) 835-4801 Email: city@paulbunyan.net

"The City Of Blackduck Is An Equal Opportunity Provider"

November 23, 2022

Christina Regas
City of Blackduck
PO Box 380
Blackduck, MN 56630

RE: G-2022-13063

Dear Christina:

I am pleased to inform you that the Blandin Foundation approved a grant of \$15,000 to City of Blackduck for a leadership boost grant for creative placemaking in Blackduck in rural Minnesota.

Please review this Grant Agreement for the specific terms and/or conditions of this grant. If you agree, please follow the instructions provided to electronically sign your Grant Agreement and submit to the Blandin Foundation. A copy will automatically be sent to you after signing. Please retain a copy of the Grant Agreement for your files. If you have questions about any part of this agreement, feel free to contact me or anyone else on our grants team at 218-326-0523.

The release of grant funds, in accordance with the schedule stated in the agreement, is contingent on the timely return of this signed Grant Agreement. This document should be returned to the Blandin Foundation within 30 days of the date specified on the Grant Agreement.

You will notice that the date of January 15, 2024 is inserted in the Grant Agreement for you to submit a report about the outcomes of this grant. Please let me know if this date is reasonable given other commitments you may have at that time. In addition to our interest in your work, reporting is important for the Foundation's annual audit and we appreciate your help with this portion of fulfilling the conditions of the grant.

On behalf of the Board of Trustees of the Blandin Foundation, I would like to congratulate you on receiving this award. We are pleased to be a part of this effort and look forward to hearing from you as progress is made towards achieving your goals.

Sincerely,

DocuSigned by:

346FF4B636E44EE...
Sonja Merrill
Director of Rural Grantmaking

c: File

Blandin Foundation Grant Agreement

This Agreement, made and executed this 23rd day of November 2022, by and between the Blandin Foundation (hereinafter referred to as “Foundation”) and City of Blackduck (hereinafter referred to as “Grantee”).

The Foundation agrees to make the following grant, and Grantee agrees to accept such grant, in accordance with the terms and provisions hereinafter set forth.

- I. **PURPOSE AND TERMS OF THE GRANT.** The grant shall be used solely for the purposes described in the grant application submitted by Grantee, including administrative expenses necessary thereto. Except as otherwise approved in writing by the Foundation, Grantee shall perform its obligations under this Agreement. **This document must be completed and returned to the Foundation before grant funds are disbursed.**

- II. **GRANT AMOUNT AND PERIOD.** The maximum amount the Foundation will disburse under this Agreement is \$15,000. Grantee shall perform this grant for the period December 01, 2022 - November 30, 2023. Disbursements under the grant are subject to compliance with the conditions of this Agreement.

- III. **USE OF GRANT FUNDS.** The grant (and all income earned upon investment of the grant, hereinafter together referred to as the “grant funds”) shall be used exclusively for the purposes specified herein and approved by the Foundation, unless otherwise approved by the Foundation in writing. The following conditions apply:
 - (A) Grantee has ratified and affirmed that it is an organization that is both exempt from tax under Section 501(c)(3) of the Internal Revenue Code of 1986, as amended (the “Code”) or a unit of government and classified as a *nonprivate* foundation under Sections 509(a)(1), (2) or (3) of the Code.
 - (B) Grantee will utilize the grant funds only for charitable and/or educational activities consistent with its tax-exempt or government status described above.
 - (C) Grantee agrees that it will not intervene in any campaign for elective public office, or support or oppose any political party, by expenditure of any resource (including volunteered labor) or in any other way. Grantee also agrees that it will not undertake propaganda or attempt to influence legislation outside the limits of Section 501(c)(3) of the Code or more specifically, if applicable, Sections 501(h) and 4911 of the Code.
 - (D) The grant has not been earmarked to support or carry on any lobbying. If the grant is restricted to a specific project, grantee has submitted a budget for the entire project’s operation and affirms that the project’s budget accurately reflects Grantee’s intentions to expend at least the amount of this grant on the non-lobbying portion of the project.

G-2022-13063

- (E) Grantee agrees that the grant shall not be used to, except as otherwise provided in Section 4941(d)(2) of the Code and the regulations thereunder, make any direct or indirect transfer to, or use by or for the benefit of a disqualified person (as defined in Section 4946(a)(1) of the Code), including the payment of compensation, with respect to the Foundation.
- (F) Grantee will inform the Foundation immediately of any change in, or IRS proposal to revoke (whether or not appealed), its tax-exempt status or its *nonprivate* foundation classification.
- (G) This grant is not earmarked for transmittal to any other entity or person, even if Grantee's proposal or other correspondence expresses intentions to remit expenditures to third parties. Grantee accepts and will discharge full control of the grant and its disposition and responsibility for complying with this Agreement's terms and conditions.

IV. GRANT APPLICATION. The Foundation has relied on the information, representations and statements in the grant application submitted by the Grantee via the Foundation's online grant website. As such, Grantee represents and warrants that all information, representations and statements contained in its grant application are true, complete and correct in all material respects.

Furthermore, Grantee represents and warrants that it has received and reviewed certain governing policies of the Foundation, including without limitation the anti-discrimination policy. Grantee also represents and warrants that it does not engage in, nor shall it engage in, any activities that violate, or will violate, such governing policies of the Foundation, including without limitation, the anti-discrimination policy.

V. DISBURSEMENT OF GRANT FUNDS. The Foundation shall disburse grant funds as follows, provided that the Foundation reserves the right to delay or withhold a scheduled disbursement if progress or reporting on the project is not satisfactory or the project requires less funding than originally budgeted, as determined in accordance with the interim report(s) and final report submitted by Grantee in accordance with Section VI. Satisfactory progress will be determined at the sole discretion of the Foundation, and will be assessed as progress toward stated goals within the project timeline and receipt of timely progress and financial reports. Unsatisfactory progress will be communicated to the Grantee and a plan for addressing any deficiencies in progress will be negotiated between the Foundation and the Grantee.

Upon receipt of the signed Agreement, this grant will be scheduled to be paid out on or about:

January 12, 2023

\$15,000

Grant funds will be transferred electronically. Grantee agrees to complete a Request for Wire Transfer of Funds form provided by the Foundation with the transmittal of this Agreement.

Grantee will be requested to return any unexpended grant funds to the Foundation at the close of the grant period, unless other arrangements have been made with the Foundation.

VI. REPORTING REQUIREMENTS - MAINTENANCE OF RECORDS. The Foundation will evaluate the success of the Grantee's activities on the basis of the goals that were outlined in the grant application and on a number of specific indicators the Foundation is tracking on its grants. We understand the general goals of the grant to be:

- Remove blight from downtown Blackduck;
- Stabilize existing brick & mortar commercial business in downtown Blackduck; and
- Spark and attract new commercial development to downtown Blackduck.

Grantee shall provide to the Foundation reports relating to this grant pursuant to guidelines and formats in effect at the time the report is due (these reporting requirements and formats may be changed from time to time by the Foundation at its discretion). To assist you in your evaluation work and reports to the Foundation on the progress that is being made on the grant's goals and overall to the end of accomplishing the grant's purposes, please refer to the instructions for completion of the Narrative and Grant Revenue and Expense Worksheet. A copy of these instructions, and the worksheet, can be accessed on our website at <http://grants.blandinfoundation.org/report-forms/> The schedule upon which reports will be due is as follows:

Final Report: January 15, 2024

Documentation. The Grantee agrees to maintain records consistent with generally accepted accounting principles to account for the funds received under this grant and to identify how they have been expended. Grantee agrees to maintain documentation of expenditures and activities at its own expense and at its own offices for a period of no less than six years after the expiration of the grant period. Grantee agrees to make records of such documentation available to the Foundation at reasonable times upon the Foundation's request.

Audit. If the Grantee has an independent opinion provided on its financial statements (i.e., an "audit") for any period in which it has received grant funds or made disbursements therefrom, Grantee agrees to provide a copy of those audited financial statements within two weeks of the acceptance of the audit by the Grantee's Board of Directors.

VII. PUBLICITY. To help the public gain awareness, both of this project and the Foundation's work, we request that you recognize the Foundation's contribution, where appropriate, on signage, brochures, web site or publicity you generate about your project. Please contact the Foundation's communications staff at 218-326-0523 for questions about developing public awareness of your grant or to obtain logos as you may need them.

In addition, the Foundation regularly communicates with its many stakeholders and audiences about its grant activities. As part of this effort, Foundation staff may wish to obtain additional information about and/or photograph/videotape various aspects of your project for use in Foundation communications tools. These may include the Foundation Web site, public reports including the annual report, news releases, brochures or other printed

materials and board tours. Foundation staff would contact and coordinate with the key contact listed on the grant application to make arrangements.

- VIII. WITHHOLDING OF FUNDS - TERMINATION.** This Agreement may be terminated at any time by either party in writing. Any use by the Grantee of the grant proceeds for any purpose other than as specified herein will terminate the Foundation's obligation to make further payments under this Agreement. In addition, the Foundation may, at its sole option, terminate this Agreement at any time if:
- (A) Grantee receives notice of any proposed revocation of Grantee's tax-exempt status or reclassification to other than *nonprivate* foundation status by the Internal Revenue Service or if Grantee loses status as an organization in good standing with any State authority.
 - (B) In the Foundation's judgment, Grantee becomes unable to carry out the purposes of the grant, ceases to be an appropriate means of accomplishing the purposes of the grant, or fails to comply with conditions in this Agreement.
 - (C) The Foundation reserves the right as to any moneys not yet paid under this Agreement, to withhold payment if the Grantee fails to submit to it any report or reports required hereunder. Said withheld payment or payments may be later released, but only at the discretion of the Foundation. Upon final termination of this Agreement, the Grantee shall promptly, upon the request of the Foundation, repay to the Foundation all expected grant funds, and the Grantee shall not be entitled to any further funds under this grant.
- IX. NON-WAIVER BY CONDUCT.** The failure of either party to complain of any default by the other party or to enforce any of such party's rights, no matter how long such failure may continue, will not constitute a waiver of the party's rights under this Agreement. The waiver by either party of any breach of any provision of this Agreement shall not be construed as a waiver of any subsequent breach of the same or any other provision. No part of this Agreement may be waived except by the further written agreement of the parties.
- X. LIABILITY AND INDEMNITY.** The Foundation does not assume any liability or responsibility for the actions of the Grantee in carrying out the purposes of the grant. Grantee shall defend, indemnify and hold harmless the Foundation and the Foundation's directors, officers, employees, affiliates, agents, successors, and assigns from any and all liability, losses, damages, claims, demands, actions, causes of actions, attorney's fees, cost, expenses of whatever nature arising directly or indirectly from, or relating to this Agreement.
- XI. GOVERNING LAW AND VENUE; ENTIRE AGREEMENT.** This Agreement and any executed amendments hereto shall be governed by the laws of the State of Minnesota. Venue for all legal proceedings arising out of this Agreement, or breach thereof, shall be in a court of competent jurisdiction in Itasca County. This Agreement, with any executed amendments, constitutes the entire agreement between the parties with regard to the matters set forth herein.

- XII. COPYRIGHTS, PATENTS AND PROPERTY RIGHTS.** If it is anticipated that intellectual property issues will result from this grant, specific understandings should be negotiated as part of this Agreement. Unless otherwise agreed, intellectual property rights resulting from the grant may be copyrighted by grantee subject to the right of first refusal to copyright such materials by the Foundation. In regard to personal and real property acquired with grant proceeds, it is expected that in the event of a grantee ceasing to use such property for the purposes outlined in this Agreement, that such property or the proceeds from sale or lease of said property be directed to a consistent charitable purpose in the same geographic area.
- XIII. AUTHORIZATION OF GRANTEE.** The Grantee warrants and represents that (i) it is authorized to enter into and legally is able to perform all obligations imposed on and entered in this Agreement and (ii) this Agreement shall bind any of its successors or assigns.
- XIV. AMENDMENT.** This Agreement may not be modified or amended except by written instrument signed by both parties to this Agreement.

CITY OF BLACKDUCK

BLANDIN FOUNDATION

DocuSigned by:

CHRISTINA REGAS

Signature of Officer

City Administrator

Title

DocuSigned by:

Sonja M Merrill

Sonja Merrill, Director of Rural Grantmaking

G-2022-13063

In order to expedite the processing of grant funds and to conform with the internal auditing controls of your organization, would you please designate the person responsible for processing grant funds. All grant payments will be forwarded to his/her attention:

Name: Christina Regas

Title: City Administrator

Mailing Address: PO Box 380

Blackduck, MN 56630

Telephone: (218-835-4803) -

E-mail address christina.regas@blackduckmn.com

CITY Adoption Date: November 7, 2022



City of Blackduck

Beltrami County, Minnesota

SPENDING PLAN

TIF District 1-4

TIF District 1-6



Prepared by:

Ehlers
3060 Centre Pointe Drive
Roseville, Minnesota 55113

BUILDING COMMUNITIES. IT'S WHAT WE DO.

SPENDING PLAN FOR TIF DISTRICTS 1-4 AND 1-6

I. PURPOSE

The City of Blackduck, Minnesota (the “City”) administers the Tax Increment Financing Districts listed above (the “TIF Districts”) in the City and proposes to adopt a Spending Plan for the TIF Districts in accordance with Minnesota Statutes, Section 469.176 Subd. 4n (the “Act”).

The purpose of the Spending Plan is to develop or redevelop sites, lands or areas within the City in conformity with the City’s Comprehensive Plan or other City plans or objectives by using available tax increments from the TIF Districts to provide improvements, loans, interest rate subsidies, or assistance in any form to private development consisting of the construction or substantial rehabilitation of buildings and ancillary facilities, which will create or retain jobs in this state, including construction jobs.

The City has begun addressing properties that are vacant and left to deteriorate or are unsafe for residents. Studies show that blight properties have a significant financial cost to the City (police, fire, maintenance, pest control, etc.); they affect neighboring properties by reducing their values; and contributes to community instability – may reduce the incentive for neighbors to maintain their own and may lead to criminal activity.¹

The goals of the City are: (i) to identify “blighted” properties; have unsafe structures repaired, renovated, or demolished by the property owner as a first resort and then by the City at the owners cost as a last resort; and (ii) to have the parcels redeveloped.

II. PLAN

The City is authorized as follows:

(a) To use available tax increments from the TIF Districts to provide improvements, loans, interest rate subsidies, or assistance in any form to private development consisting of the construction or substantial rehabilitation of buildings and ancillary facilities (the “Projects”) in financing assistance to further the goals in the City’s Comprehensive Plan or other City plans or objectives, if doing so will create or retain jobs in the state, including construction jobs. The City has identified an estimated total of \$144,576 of unobligated tax increments that are anticipated to be available as of December 31, 2022 within the TIF Districts. Preference for financing assistance will be to spur the immediate construction, expansion, or rehabilitation of residential, commercial, industrial, or mixed-use buildings within the portion of the City to create or retain local jobs. The goal is to improve the City’s residential, commercial/industrial building stock by constructing new structures or rehabilitating existing ones to attract and retain jobs, including small business as well as stimulate additional private

¹ ULI Minnesota: Examining the cost of doing nothing

investment in the City. The resulting new investment should result in a higher market value for the underlying residential, commercial, or industrial property consistent with the City's Comprehensive Plan. The project should also have the potential to serve as a catalyst for additional investment.

(b) To amend the budget set forth in the Tax Increment Financing Plans for the TIF Districts as necessary to provide for the assistance authorized by this Spending Plan.

(c) To take any other action necessary and authorized under the Act in connection with the construction or substantial rehabilitation of facilities of the type described in clause (a) above.

III. OBJECTIVES

The City will consider helping facilitate private construction projects to achieve one or more of the following objectives:

(a) Stimulate the construction of new buildings or building expansions.

(b) Renovate existing buildings to meet current building code standards and accessibility requirements, enhance building energy efficiency, and improve the health and safety of occupants to retain or attract business tenants in the City.

(c) Assist local businesses expand and/or improve their facilities for their own use or the benefit of retaining or attracting tenants.

(d) Stabilize or increase the market value of the City's building stock to expand the municipal tax base.

(e) Retain local jobs and/or increase the number and quality of jobs.

(f) Stimulate development in the catalyst sites described in the City's Comprehensive Plan.

(g) To promote community stabilization and revitalization by the removal of blight and the upgrading in existing housing stock in residential areas.

(h) The Projects shall commence before December 31, 2025 (unless a later commencement date is authorized by law) and shall constitute Projects that would not commence by such date without the assistance provided pursuant to this Spending Plan.

The assistance provided pursuant to this Plan shall be subject to Minnesota Statutes, Sections 116J.993 to 116J.995 (the "Business Subsidy Law"), if applicable, and shall be subject to the City's Business Subsidy Policy.

Approved by the City Council on November 7, 2022.

Mayor

ATTEST:

City Administrator



United States Department of Agriculture

Rural Development

November 28, 2022

3217 Bemidji Ave N.
Bemidji, MN 56601
Voice 218.751.1942
Fax 855.831.9441

City of Blackduck
PO Box 380
Blackduck, MN 56630

RE: Pay request #8

Dear Mayor:

The Following invoices will be approved for payment and should be paid directly to the following companies:

PPE #7:

TNT Construction Group, LLC \$162,391.62

Total **\$162,391.62**

The above approved invoices are RD eligible expenses. They will be paid from:

1. **Applicant contribution: (\$316,627.00)**
=\$ 0.00
 2. **Interim Financing: (Elhers \$1,655,000-RD Loan #1 and \$310,000-RD Loan #2)**
=\$162,391.62
- Total:** \$162,391.62

Remaining Fund Balances:

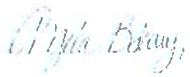
Applicant Contribution –	\$ 0.00
Interim Financing/RD Loan #1 –	\$ 167,433.20
Interim Financing/RD Loan #2–	\$ 310,000.00
Total Funds still available:	\$ 477,433.20

USDA is an equal opportunity provider and employer.

If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, found online at http://www.ascr.usda.gov/complaint_filing_cust.html, or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202) 690-7442 or email at program.intake@usda.gov.

If you have any questions, please feel free to contact me.

Sincerely,

A handwritten signature in blue ink, appearing to read "Angela Bokovoy".

Angela Bokovoy
Area Specialist

Cc: City Administrator-Christina Regas
WSN -Brent Dammann
WSN-Todd Skyberg

Form RD 1924-18
(Rev. 6-97)

UNITED STATES DEPARTMENT OF AGRICULTURE
RURAL DEVELOPMENT
FARM SERVICE AGENCY

PARTIAL PAYMENT ESTIMATE

CONTRACT NO.
2020-11912

PARTIAL PAYMENT ESTIMATE NO.

7

PAGE 1

OWNER:

City of Blackduck, MN

CONTRACTOR:

TNT Construction Group, LLC

PERIOD OF ESTIMATE

FROM 11/1/2022 TO 11/30/2022

CONTRACT CHANGE ORDER SUMMARY

ESTIMATE

No.	Agency Approval Date	Amount			
		Additions	Deductions		
1	5/3/2022		138,391.00	1. Original Contract	\$2,064,000.00
2	6/15/2022	10,850.00		2. Change Orders	\$-102,619.25 \$0.00
3	8/17/2022	2,035.00		3. Revised Contract (1 + 2)	\$1,961,380.75 \$0.00
4	9/12/2022	2,337.00		4. Work Completed*	\$1,656,782.00
5	10/11/2022	486.00		5. Stored Materials*	0.00
6	11/08/2022	5,794.00		6. Subtotal (4 + 5)	\$1,656,782.00 \$0.00
7	11/09/2022	14,269.75		7. Retainage*	\$82,839.10
				8. Previous Payments	\$1,411,551.28
				9. Amount Due (6-7-8)	\$162,391.62 \$0.00
TOTALS		35,771.75 \$0.00	-138,391.00 \$0.00	* Detailed breakdown attached	
NET CHANGE		\$0.00	\$0.00		

CONTRACT TIME

Original (days) 280

Revised

Remaining 83

On Schedule

☒ Yes

☐ No

Starting Date 5/1/2022

Projected Completion 1/19/2023

CONTRACTOR'S CERTIFICATION:

The undersigned Contractor certifies that to the best of their knowledge, information and belief the work covered by this payment estimate has been completed in accordance with the contract documents, that all amounts have been paid by the contractor for work for which previous payment estimates was issued and payments received from the owner, and that current payment shown herein is now due.

Contractor TNT Construction Group, LLC

By

Date

ARCHITECT OR ENGINEER'S CERTIFICATION:

The undersigned certifies that the work has been carefully inspected and to the best of their knowledge and belief, the quantities shown in this estimate are correct and the work has been performed in accordance with the contract documents.

Architect or Engineer Widseth

By

Date 11/22/2022

APPROVED BY OWNER:

Owner

By

Date

ACCEPTED BY AGENCY:

The review and acceptance of this estimate does not attest to the correctness of the quantities shown or that the work has been performed in accordance with the contract documents.

By

Title

Date



AIA® Document G703® – 1992

Continuation Sheet

AIA Document G702®, Application and Certification for Payment, or G732™, Application and Certificate for Payment, Construction Manager as Adviser Edition, containing Contractor's signed certification is attached.
Use Column I on Contracts where variable retainage for line items may apply.

APPLICATION NO: 007
APPLICATION DATE: November 25, 2022
PERIOD TO: November 30, 2022
ARCHITECT'S PROJECT NO: 2020-11912

A	B	C	D		E	F	G		H	I
			WORK COMPLETED	FROM PREVIOUS APPLICATION (D + E)			TOTAL COMPLETED AND STORED TO DATE (D + E + F)	% (G+C)		
ITEM NO.	DESCRIPTION OF WORK	SCHEDULED VALUE	THIS PERIOD			MATERIALS PRESENTLY STORED (NOT IN D OR E)			BALANCE TO FINISH (C - G)	RETAINAGE (IF VARIABLE RATE)
	BOND	30,000.00	0.00			0.00	30,000.00	100.00%	0.00	0.00
	BUILDING MATERIALS	277,000.00	12,000.00			0.00	268,000.00	96.75%	9,000.00	0.00
	CARPENTRY	291,409.00	41,280.00			0.00	241,060.00	82.72%	50,349.00	0.00
	DRYWALL	30,200.00	5,000.00			0.00	20,000.00	66.23%	10,200.00	0.00
	CONCRETE / TESTING	183,000.00	0.00			0.00	183,000.00	100.00%	0.00	0.00
	MISCELLANEOUS METALS	43,000.00	24,000.00			0.00	40,000.00	93.02%	3,000.00	0.00
	INSULATION / FIREPROOF	55,000.00	0.00			0.00	55,000.00	100.00%	0.00	0.00
	DOORS	74,000.00	0.00			0.00	65,000.00	87.84%	9,000.00	0.00
	GARAGE DOORS	65,500.00	5,000.00			0.00	62,000.00	94.66%	3,500.00	0.00
	ACCESSORIES	6,000.00	2,000.00			0.00	4,000.00	66.67%	2,000.00	0.00
	MECHANICAL	432,000.00	34,000.00			0.00	244,000.00	56.48%	188,000.00	0.00
	ELECTRICAL	150,000.00	35,000.00			0.00	141,000.00	94.00%	9,000.00	0.00
	DIRT / UTILITY / STAKING	288,500.00	10,623.55			0.00	288,500.00	100.00%	0.00	0.00
	VALUED ENGINEERING	138,391.00	0.00			0.00	0.00	0.00%	138,391.00	0.00
	CO 1 DEDUCT VALUED ENGINEERING	-138,391.00	0.00			0.00	0.00	0.00%	-138,391.00	0.00
	CO 2 BAD SOILS	10,850.00	0.00			0.00	10,850.00	100.00%	0.00	0.00
	CO 3 ELECTRICAL DISCONNECTS	2,035.00	2,035.00			0.00	2,035.00	100.00%	0.00	0.00
	CO 4 ADDITIONAL	2,337.00	0.00			0.00	2,337.00	100.00%	0.00	0.00

A	B	C	D		E	F	G		H	I
ITEM NO.	DESCRIPTION OF WORK	SCHEDULED VALUE	WORK COMPLETED		MATERIALS PRESENTLY STORED (NOT IN D OR E)	TOTAL COMPLETED AND STORED TO DATE (D + E + F)	% (G÷C)	BALANCE TO FINISH (C - G)	RETAINAGE (IF VARIABLE RATE)	
			FROM PREVIOUS APPLICATION (D + E)	THIS PERIOD						
	SILT FENCE									
	CO 5 SNOW GUARDS	486.00	0.00	0.00	0.00	0.00	0.00%	486.00	0.00	
	CO 6 DOOR									
	HARDWARE	5,794.00	0.00	0.00	0.00	0.00	0.00%	5,794.00	0.00	
	CO 7 FIRE SPRINKLER	14,269.75	0.00	0.00	0.00	0.00	0.00%	14,269.75	0.00	
	GRAND TOTAL	\$1,961,380.75	\$1,485,843.45	\$170,938.55	\$0.00	\$1,656,782.00	84.47%	\$304,598.75	\$0.00	

Final Council Approval for the Following

New Employees:

Name:	Position:	Date of Hire:	Wage:
Tessa Tindell	Cook	11/28/2022	\$12.00

December 2022 Property Tax Statement
Received 12/02/2022

FUND	DESCRIPTION	AMOUNT	SPEC ASSES	SUBTOTALS:
R/P	101-31000 Gen Prop Tax	\$104,978.53		
	309-31000 89 GO Bond Prop Tax			
	309-31000 94 GO Bond Prop Tax			
	101-36100 98 GO Bond Prop Tax			
	309-31000 99 GO Bond Prop Tax			
	306-31000 2000 GO Bond Prop Tax			
	307-31000 2006 GO Bond Prop Tax	\$15,147.72		
	309-31000 2009 GO Bond Prop Tax	\$7,431.63		
	613-31000 2012 Refunding Golf Prop Tax	\$2,468.28		
	613-31000 Equipm Cert Prop Tax	\$4,079.54		
***	210-31000 Blackduck HRA	\$2,509.11		\$139,913.48
	314-31000 2014 Go Bond Prop Tax	\$3,298.67		
M	101-31030 Mobile Home Tax Credit	\$395.19		
	309-31030 89 GO Bond MHTC			307 Tax \$15,204.36
	309-31030 94 GO Bond MHTC			307 Spec \$0.00
	101-31030 98 GO Bond MHTC			309 Tax \$7,460.23
	309-31030 99 GO Bond MHTC			309 Spec \$0.00
	306-31030 2000 GO Bond MHTC			
	307-31030 2006 GO Bond MHTC	\$56.64		HRA tax \$2,517.22
	309-31030 2009 GO Bond MHTC	\$28.60		HRA spec \$0.00
***	210-31030 Blackduck HRA	\$8.11		\$526.46
	613-31030 2012 Refunding Golf Prop Tax	\$9.50		
	613-31030 Equipm Cert Prop Tax	\$15.74		
	314-31030 2014 Go Bond	\$12.68		
OTHER	101-31900 Pen&Int Del Tax	\$119.73		
	101-31000 Gen Prop Tax (Excess TIF)	\$3,873.14		
	307-31000 2006 GO Bond (Excess TIF)	\$0.00		376 Tax \$20,783.10
	309-31000 2009 GO Bond Prop Tax (Excess TIF)	\$0.00		376 Spec 0
***	210-31000 Blackduck HRA	\$0.00		613 Tax \$6,573.06
	613-31000 Golf Equip Certificate	\$0.00		
	613-31000 Golf 2012 Refunding	\$0.00		
	314-31000 2014 Go Bond (Excess TIF)	\$0.00		Front/Pine 325 Spec \$1,409.96
TIFF	376-31050 Tax Increments	\$20,783.10		\$144,432.81
SPEC ASSES	101-36100 Special Assessments	\$0.00	8116, 8118	
	101-36100 98 Spec. Assessments	\$0.00	8101, 8102	
	309-36100 99 Spec. Assessments	\$0.00	8119, 8121, 8120	
	309-36100 2000 Spec. Assessments		8122	
	602-36100 Sewer Spec. Assessments		8123	
	307-36100 2006 Spec. Assessments		8124	
	309-36100 2009 Spec Assessments			
	311-36100 Industrial Ln Assessment		8125	\$10,857.48
	314-36100 2014 Spec. Assessments	\$220.18	8126	
	325-36100 2018 Spec. Frontage/Pine	\$1,396.56	8127	
	320-36100 2018 Spec. Summit/Main	\$5,641.56	8128	63.46% \$8,889.94
	317-36100 2018 Spec. Summit/Main	\$3,248.38	8128	36.54%
	320-31900 2018 Pen & Int	\$214.11	8128	\$337.40
	317-31900 2018 Pen & Int	\$123.29	8128	
	325-31900 2018 Frontage/Pine Pen. Interest	\$13.40	8127	
	101-31900 Penalties & Interest			
	101-31900 98 Pen & Int			
	309-31900 99 Pen & Int			
	309-31900 2000 Pen & Int			
	602-37260 Sewer Pen & Int		8199	
	601-37160 Water Pen & Int		8199	
	307-31900 2006 Pen & Int		8124	
	101-34000 Charges for Services			
	602-37200 Sewer Sales		8199 Supported deposit in UB	
	601-37100 Water Sales		8199 Supported deposit in UB	
	309-31900 2009 Pen & Int		\$0.00	
	311-31900 Industrial Lane Pen & Int			
	101-31000 Stale Dated Tax Payment:	\$0.00		
	GRAND TOTAL:	\$176,073.39		

NOV 22, 2022
09:58 AM

41-2012 Refunding = 613
27 = Equip Cost = 613

BELTRAMI COUNTY, MN
REMITTANCE ADVISE REPORT
COLLECTED THROUGH 11/15/2022 FOR CHECK DATE 11/30/2022

PAGE: 51
ST312MN

AUTHORITY: 010200 CITY OF BLACKDUCK

ROLL	TAX TYPE	TOTAL	2022	2021	2020	2019	2018	2017	ALL PRIOR
GRAND TOTAL		176,073.39	172,215.45	1,928.23	1,532.42	334.36	62.93	0.00	0.00
LESS ADVANCE 07/07/2022	MH\PI\RP	228,887.87							
AMOUNT OF CHECK		0.00							
M	NET TCAP	001 GENERAL REVENUE 101	395.19	329.08	66.11	0.00	0.00	0.00	0.00
		027 EQUIPMENT CERT 613	15.74	12.79	2.95	0.00	0.00	0.00	0.00
		039 2006 IMPROVEMENT FUR 307	56.64	47.48	9.16	0.00	0.00	0.00	0.00
		041 2012 GO REFUNDING 613	9.50	7.72	1.78	0.00	0.00	0.00	0.00
		042 2009 A REFUNDING 309	28.60	23.24	5.36	0.00	0.00	0.00	0.00
		045 BLACKDUCK HRA LEVY	8.11	7.96	0.15	0.00	0.00	0.00	0.00
		047 2014A DISP SYS BOND 314	12.68	10.33	2.35	0.00	0.00	0.00	0.00
		TOTAL NET TCAP	526.46	438.60	87.86	0.00	0.00	0.00	0.00
	TOTAL M	001 GENERAL REVENUE	395.19	329.08	66.11	0.00	0.00	0.00	0.00
		027 EQUIPMENT CERT	15.74	12.79	2.95	0.00	0.00	0.00	0.00
		039 2006 IMPROVEMENT FUR	56.64	47.48	9.16	0.00	0.00	0.00	0.00
		041 2012 GO REFUNDING	9.50	7.72	1.78	0.00	0.00	0.00	0.00
		042 2009 A REFUNDING	28.60	23.24	5.36	0.00	0.00	0.00	0.00
		045 BLACKDUCK HRA LEVY	8.11	7.96	0.15	0.00	0.00	0.00	0.00
		047 2014A DISP SYS BOND	12.68	10.33	2.35	0.00	0.00	0.00	0.00
		TOTAL M	526.46	438.60	87.86	0.00	0.00	0.00	0.00
R/P	NET TCAP	001 GENERAL REVENUE 101	104,978.53	103,563.38	763.71	403.05	207.56	40.83	0.00
		027 EQUIPMENT CERT 613	4,079.54	4,015.03	34.06	19.01	11.44	0.00	0.00
		039 2006 IMPROVEMENT FUR 307	15,147.72	14,942.84	105.73	59.62	32.98	6.55	0.00
		041 2012 GO REFUNDING 613	2,468.28	2,428.86	20.54	11.38	7.50	0.00	0.00
		042 2009 A REFUNDING 309	7,431.63	7,308.62	61.98	34.52	22.92	3.59	0.00
		045 INDUSTRIAL LN INTRA 311	2,509.11	2,506.51	1.76	0.63	0.21	0.00	0.00
		047 2014A DISP SYS BOND 314	3,298.67	3,244.97	27.17	15.40	9.14	1.99	0.00
		TOTAL NET TCAP	139,913.48	138,010.21	1,014.95	543.61	291.75	52.96	0.00
	TOTAL R/P	001 GENERAL REVENUE	104,978.53	103,563.38	763.71	403.05	207.56	40.83	0.00
		027 EQUIPMENT CERT	4,079.54	4,015.03	34.06	19.01	11.44	0.00	0.00
		039 2006 IMPROVEMENT FUR	15,147.72	14,942.84	105.73	59.62	32.98	6.55	0.00
		041 2012 GO REFUNDING	2,468.28	2,428.86	20.54	11.38	7.50	0.00	0.00
		042 2009 A REFUNDING	7,431.63	7,308.62	61.98	34.52	22.92	3.59	0.00
		045 INDUSTRIAL LN INTRA	2,509.11	2,506.51	1.76	0.63	0.21	0.00	0.00
		047 2014A DISP SYS BOND	3,298.67	3,244.97	27.17	15.40	9.14	1.99	0.00
		TOTAL R/P	139,913.48	138,010.21	1,014.95	543.61	291.75	52.96	0.00
OTHER	INTEREST	R/P	119.73	0.00	0.00	67.15	42.61	9.97	0.00
	TOTAL OTHER		119.73	0.00	0.00	67.15	42.61	9.97	0.00
TIF	NET TIF TAX	0008 ADULT CARE 1-4 376	5,610.47	5,610.47	0.00	0.00	0.00	0.00	0.00
		0012 BLACKDUCK HOUSING 376	15,172.63	15,172.63	0.00	0.00	0.00	0.00	0.00
		TOTAL NET TIF TAX	20,783.10	20,783.10	0.00	0.00	0.00	0.00	0.00

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BEILTRAMI COUNTY, MN
REMITTANCE ADVISE REPORT
COLLECTED THROUGH 11/15/2022 FOR CHECK DATE 11/30/2022

PAGE: 52
ST312MN

AUTHORITY: 010200 CITY OF BLACKDUCK

ROLL	TAX TYPE	TOTAL	2022	2021	2020	2019	2018	2017	ALL PRIOR
TIF	TOTAL TIF	0008 ADULT CARE 1-4 0012 BLACKDUCK HOUSING TOTAL TIF	5,610.47 15,172.63 20,783.10	5,610.47 15,172.63 20,783.10	0.00 0.00 0.00	0.00 0.00 0.00	0.00 0.00 0.00	0.00 0.00 0.00	0.00 0.00 0.00
SPECIAL	SPECIAL	81260 4TH ST NE SEWER R: 314 81270 FRONTAGE RD AND P: 325 81280 SUMMIT AVE W & MAIN: 317 TOTAL SPECIAL	220.18 1,396.56 8,889.94 10,506.68	220.18 1,396.56 7,459.31 9,076.05	0.00 0.00 707.68 707.68	0.00 0.00 722.95 722.95	0.00 0.00 0.00 0.00	0.00 0.00 0.00 0.00	0.00 0.00 0.00 0.00
	PENALTY	SUMMIT AVE W & MAIN 317/320	155.95	34.35	60.15	61.45	0.00	0.00	0.00
	INTEREST	SUMMIT AVE W & MAIN 317/320	194.85	0.00	57.59	137.26	0.00	0.00	0.00
	TOTAL SPECIAL	SUMMIT AVE W & MAIN SUMMIT AVE W & MAIN	155.95 194.85	34.35 0.00	60.15 57.59	61.45 137.26	0.00 0.00	0.00 0.00	0.00 0.00
R/P	EXTIF	TOTAL EXTIF 101	3,873.14	3,873.14	0.00	0.00	0.00	0.00	0.00
	TOTAL R/P	TOTAL R/P	3,873.14	3,873.14	0.00	0.00	0.00	0.00	0.00

NOV 29, 2022
02:38 PM

City RP and PP Special Assessment Receipts by District

Pay Year 2022
Trial 01-JUN-22 Thru 15-NOV-22

PAGE: 7
ST307MN

District	Pay Year Project	SA Name	Amount	Penalty	Interest	Total
81	2020 280	SUMMIT AVE W & MAIN ST N	722.95	61.45	137.26	921.66
	Pay Year 2020 Totals:		722.95	61.45	137.26	921.66
	2021 280	SUMMIT AVE W & MAIN ST N	707.68	60.15	57.59	825.42
	Pay Year 2021 Totals:		707.68	60.15	57.59	825.42
	2022 260 314	4TH ST NE SEWER REPLACEMENT	220.18	0.00	0.00	220.18
	270	FRONTAGE RD AND PINE AVE	1,396.56	13.40	0.00	1,409.96
	280	SUMMIT AVE W & MAIN ST N	7,459.31	20.95	0.00	7,480.26
	Pay Year 2022 Totals:		9,076.05	34.35	0.00	9,110.40
81	District Total		10,506.68	155.95	194.85	10,857.48

\$150.00



**3.2 MALT LIQUOR
ON-SALE LICENSE**

No. 2023-01

License is hereby Granted to

Patrick Tjepkes

TO SELL AT RETAIL

3.2 MALT LIQUOR

FOR CONSUMPTION ON THE PREMISES LOCATED AT

Blackduck Bowling Lanes

In the City of Blackduck, County of Beltrami, State of Minnesota
for the period commencing January 1st, 2023 and terminating December 31st, 2023
at midnight.

WITNESS THE GOVERNING BODY of the CITY OF BLACKDUCK and the seal thereof this 5th day of December 2022
The Council of the City of Blackduck

Attest:
Administrator

by _____
Mayor

No. 2023-01

Fee \$ 150.00



City Blackduck

County Beltrami

WINE LICENSE – “ON-SALE”

THIS CERTIFIES THAT: Patrick R. Tjepkes
LICENSEE _____

TRADE NAME Blackduck Lanes

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

Is authorized for the Period beginning 01/01/2023 to 12/31/2023 to sell

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

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

CLERK/AUDITOR SIGNATURE _____

THIS LICENSE IS APPROVED

Mayor or President
Given under my hand and the Municipal Corporate Seal

City/County of _____ Date _____

Alcohol & Gambling Enforcement Director Date
PS 9115-03(6/03)

CLERK or Recorder

NOV 28 2022



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

RENEWAL OF LIQUOR, WINE, CLUB OR 3.2% LICENSES

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

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

License Code: MWNONSB License Period Ending: 12/31/2022 Iden: 74240
Issuing Authority: Blackduck
Licensee Name: Tjepkes, Patrick
Trade Name: Blackduck Lanes
Address: 233 Summit Ave W
Blackduck, MN 56630
Business Phone: 218-835-6620
License Fees: Off Sale: \$0.00 On Sale: \$150.00 Sunday: \$0.00

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

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

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

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

[Signature]

DOB [REDACTED] SSN [REDACTED]

10-13-2022
Date

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

[Signature]

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

11-28-2022
Date

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

Date

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

Date



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

CITY OF BLACKDUCK

NOV 28 2022

RENEWAL OF LIQUOR, WINE, CLUB OR 3.2% LICENSES

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

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

License Code: 3.2ONSS License Period Ending: 12/31/2022 Iden: 71510
Issuing Authority: Blackduck
Licensee Name: Tjepkes, Patrick
Trade Name: Blackduck Lanes
Address: 233 Summit Ave W
Blackduck, MN 56630
Business Phone: 218-835-6620
License Fees: Off Sale: \$0.00 On Sale: \$0.00 Sunday: \$0.00

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

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

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

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

Licensee Signature: [Signature] DOB: [Redacted] SSN: [Redacted] Date: 10-13-2022
(Signature certifies all above information to be correct and license has been approved by city/county.)

City Clerk/Auditor Signature: [Signature] Date: 11-28-2022
(Signature certifies that renewal of a liquor, wine or club license has been approved by the city/county as stated above.)

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

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

NOV 28 2022



CITY OF BLACKDUCK

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

City Code Section 1120.25—1120.32

Date of Application: 11/28/2022 Licensing Period: 1/1/23 - 12/31/23

Patrick Tjepkes
 LICENSEE NAME (Corp, Partnership, Individual)

10-13-2022
 DATE OF APPLICATION

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

28 years
 LENGTH OF TIME AT THIS ADDRESS

233 Summit Ave
 BUSINESS ADDRESS

218 835 6620
 BUSINESS PHONE

218-760-1800
 HOME PHONE

Blackduck Lanes
 BUSINESS PROPERTY LEGAL DESCRIPTION

26-1803742
 FEDERAL ID#

9240716
 STATE ID #

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

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

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

IF BUSINESS IS A CLUB: state number of members _____

Years at business location _____

IF BUSINESS IS A HOTEL: state number of rooms _____

Restaurant seating capacity _____

IS THIS APPLICATION A: ☐ New ☒ Renewal ☐ Transfer

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

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

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

During the past year has a summons been issued to the licensee under the Civil Liquor Liability Law? ☐ Yes ☒ No

Have any of the applicants in the prior 5 years been convicted of a willful violation of a federal or state law or local ordinance governing the manufacture, sale, distribution, or possession for sale or distribution of alcoholic beverages? ☐ Yes ☐ No

Have any of the applicants hold a license from the Commissioner of MN as a manufacturer, brewer, or wholesaler of alcoholic beverages? ☐ Yes ☒ No

Are the taxes, assessments, or other financial claims against the property where the business is to be located paid to date with no delinquent balances due? ☒ Yes ☐ No

The applicants must provide proof of financial responsibility by providing a Certificate of Insurance in the amount specified by the City Ordinance. Has this been provided? ☒ Yes ☐ No

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

Blackduck Lanes Owner 833 Summit Ave 218-835-6620
Employer Occupation Address Phone

Employer	Occupation	Address	Phone
----------	------------	---------	-------

Employer	Occupation	Address	Phone
----------	------------	---------	-------

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

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

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

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

NOV 28 2022

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

[Signature]
SIGNATURE OF APPLICANT

Owner
TITLE

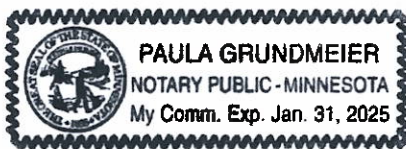
11-11-2022
DATE

STATE OF MINNESOTA)

) SS

COUNTY OF BELTRAMI)

On this 11 day of November, 2022, before me, a Notary Public within aforesaid County, the applicant personally appeared before me and is known to be the person who completed this application and acknowledge that said application was signed of applicant's own free will and accord.



[Signature]
Notary Public

SIGNATURE OF APPLICANT

TITLE

DATE

STATE OF MINNESOTA)

) SS

COUNTY OF BELTRAMI)

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

Notary Public

CITY OF BLACKDUCK

NOV 28 2022

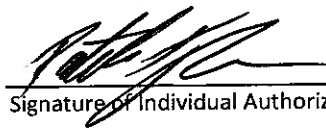
CONSENT FOR THE RELEASE OF INFORMATION

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

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

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

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



Signature of Individual Authorizing Release

10-13-2022

Date

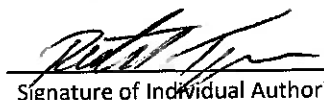
Please complete the following:

Full Name: Patrick
FIRSTRaymond
FULL MIDDLE NAMETjepkes
LASTDate of Birth: 10-30-1978Driver's License Number and State: 1072-231-081-509 Minnesota

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

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

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



Signature of Individual Authorizing Release

11-20-2022

Date

 Minnesota Department of Public Safety Alcohol & Gambling Enforcement Division 445 Minnesota Street St Paul , Minnesota 55101	Retailer's ID Card		Liquor License Iden 74240	Expires On 12/31/2023
Blackduck Lanes Tjepkes, Patrick 233 Summit Ave W Blackduck MN 56630				



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

CITY OF BLACKDUCK

NOV 28 2022

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

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

Name of City or County Issuing Liquor License Blackduck License Period From: 01/01/2023 To: 12/31/2023

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

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

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

Licensee Name: Patrick R. Tjepkes DOB 10/30/1978 Social Security # 471-92-2808
(corporation, partnership, LLC, or Individual)

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

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

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

If above named licensee is a corporation, partnership, or LLC, complete the following for each partner/officer:

Home Address _____ City _____ Licensee's MN Tax ID # _____

Partner/Officer Name (First Middle Last)	DOB	Social Security #	Home Address
--	-----	-------------------	--------------

Partner/Officer Name (First Middle Last)	DOB	Social Security #	Home Address
--	-----	-------------------	--------------

Partner/Officer Name (First Middle Last)	DOB	Social Security #	Home Address
--	-----	-------------------	--------------

Intoxicating liquor licensees must attach a certificate of Liquor Liability Insurance to this form. The insurance certificate must contain all of the following:

- 1) Show the exact licensee name (corporation, partnership, LLC, etc) and business address as shown on the license.
- 2) Cover completely the license period set by the local city or county licensing authority as shown on the license.

☐ Yes ☒ No During the past year has a summons been issued to the licensee under the Civil Liquor Liability Law?
Workers Compensation Insurance is also required by all licensees: Please complete the following:

Workers Compensation Insurance Company Name: _____ Policy # _____

I Certify that this license(s) has been approved in an official meeting by the governing body of the city or county.

City Clerk or County Auditor Signature Date 11-28-22
(title)

ON SALE INTOXICATING LIQUOR LICENSEES ONLY, must also purchase a \$20 Retailer Buyers Card. To obtain the application for the Buyers Card, please call 651-201-7507, or visit our website at www.dps.mn.gov.



Minnesota Department of Public Safety
Alcohol and Gambling Enforcement Division
445 Minnesota Street, Suite 1600, St. Paul, MN 55101
651-201-7510 Fax 651-297-5259 TTY 651-282-6555
APPLICATION FOR COUNTY/CITY ON-SALE WINE LICENSE
(Not to exceed 24% of alcohol by volume)

CITY OF BLACKDUCK

NOV 28 2022

EVERY QUESTION MUST BE ANSWERED. If a corporation, an officer shall execute this application. If a partnership, LLC, a partner shall execute this application. To apply for MN sales Tax # call 651-296-6181

Workers compensation insurance company name _____ Policy Number _____

Licensee's MN sales and Use Tax ID # 9240716

Licensee's Federal Tax ID # 26-1803742

Applicants Name (Business, Partnerships, Corporation) Patrick R. Tjepkes		Trade Name or DBA Blackduck Lanes	
Business Address 233 Summit Avenue West		Business Phone 218-835-6620	Applicant's Home Phone
City Blackduck	County Beltrami	State MN	Zip Code 56630
Is this application ☒ New or a ☐ Transfer	If a transfer, give name of former owner		License Period From _____ To _____

If a corporation, give name, title, address and date of birth of each officer. If a partnership, LLC, give name, address and date of birth of each partner.

Partner/Officer Name and title	Address	DOB	SSN
Partner/Officer Name and title	Address	DOB	SSN
Partner/Officer Name and title	Address	DOB	SSN
Partner/Officer Name and title	Address	DOB	SSN

CORPORATIONS

Date of incorporation	State of incorporation	Certificate Number	Is corporation authorized to do business in Minnesota? ☐ Yes ☐ No
-----------------------	------------------------	--------------------	---

If a subsidiary of another corporation, give name and address of parent corporation

BUILDING AND RESTAURANT

Name of building owner Patrick Tjepkes	Owner's address 233 Summit Ave W		
Are property taxes delinquent? ☐ Yes ☒ No	Has the building owner any connection, direct or indirect with the applicant? ☒ Yes ☐ No	Restaurant seating capacity 33	Hours food will be available 4-9 pm
Number of restaurant employees 0	Number of months per year restaurant is open 12	Will food service be the principal business? ☒ Yes ☐ No	

Describe the premises to be licensed
bowling alley w/ restaurant
If the restaurant is in conjunction with another business (resort etc.), describe business
Family entertainment Bowling Alley

NO LICENSE WILL BE APPROVED OR RELEASED UNTIL THE \$20 RETAILER ID CARD FEE IS RECEIVED BY AGED

- ☒ Yes ☐ No Has the applicant or associates been granted an on-sale malt liquor (3.2) and/or a "set-up" license in conjunction with this wine license?
- ☐ Yes ☒ No Is the applicant or any of the associates in this application a member of the county board or the city council, which will issue this license? If yes, in what capacity?
(if the applicant is the spouse of a member of the governing body, or another family relationship exists, the member shall not vote on this application.)
- ☐ Yes ☒ No During the past license year, has a summons been issued under the liquor civil liability (Dram Shop)(M.S. 340A.802). If Yes, attach copy of the summons.
- ☐ Yes ☒ No Has applicant, partners, officers or employees ever had any liquor law violations in Minnesota or elsewhere. If so, give names, dates, violations and final outcome details.

☐ Yes ☒ No Does any person other than the applicants, have any right, title or interest in the furniture, fixtures or equipment in the licensed premises? If yes, give names and details.

☐ Yes ☒ No Have the applicants any interests, directly or indirectly, in any other liquor establishments in Minnesota? If yes, give name and address of establishment.

I CERTIFY THAT I HAVE READ THE ABOVE QUESTIONS AND THAT THE ANSWERS ARE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE.


Signature of Applicant

10-13-2022
Date

The licensee must have one of the following:

☒ Liquor liability insurance (Dram Shop) \$50,000 per person; \$100,000 more than one person; \$10,000 property destruction; \$50,000 and \$100,000 for loss of means of support. Attach "**CERTIFICATE OF INSURANCE**" to this form.

☐ A surety bond from a surety company with minimum coverage as specified above in.

☐ A certificate from the state treasurer that the licensee has deposited with the state, trust funds having a market value of \$100,000 or \$100,000 in cash or securities.

IF LICENSE IS ISSUED BY THE COUNTY BOARD, REPORT OF COUNTY ATTORNEY

☒ Yes ☐ No I certify that to the best of my knowledge the applicants named above are eligible to be licensed. If no, state reason.

Signature County Attorney

County

Date

REPORT BY POLICE OR SHERIFF'S DEPARTMENT

This is to certify that the applicant and the associates, named herein have not been convicted within the past five years for any violation of laws of the State of Minnesota, Municipal or County ordinances relating to intoxicating liquor, except as follows:

Signature

Department and Title

Date

IMPORTANT NOTICE

ALL RETAIL LIQUOR LICENSEES MUST REGISTER WITH THE ALCOHOL, TOBACCO TAX AND TRADE BUREAU.
FOR INFORMATION CALL 513-684-2979 OR 1-800-937-8864

A \$30.00 service charge will be added to all dishonored checks. You may also be subjected to a civil penalty of \$100.00 or 100 % of the value of the check, whichever is greater, plus interest and attorney fees.

CITY OF BLACKDUCK

NOV 28 2022



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

11/30/2022

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

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

PRODUCER LARSON INSURANCE OF ALEXANDRIA 415 BROADWAY ALEXANDRIA MN 56308		CONTACT NAME: Cami R Schwantz PHONE (A/C, No, Ext): (320) 763-6916 FAX (A/C, No): (320) 763-7675 E-MAIL ADDRESS: cami@larsoninsurance.com	
INSURED Patrick Tjepkes dba Blackduck Lanes 233 Summit Avenue SW PO Box 395 Blackduck MN 56630		INSURER(S) AFFORDING COVERAGE INSURER A: Auto-Owners Insurance Co. NAIC # 18988 INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:	

COVERAGES

CERTIFICATE NUMBER: CL2221106069

REVISION NUMBER:

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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	☒ COMMERCIAL GENERAL LIABILITY			08339849	3/12/2022	3/12/2023	EACH OCCURRENCE \$ 1,000,000
	☐ CLAIMS-MADE ☒ OCCUR						DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000
							MED EXP (Any one person) \$ 10,000
							PERSONAL & ADV INJURY \$ 1,000,000
							GENERAL AGGREGATE \$ 1,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER:						PRODUCTS - COMP/OP AGG \$ 1,000,000
	☒ POLICY ☐ PRO-JECT ☐ LOC						Hired & Non-owned auto \$ 1,000,000
	OTHER						
	AUTOMOBILE LIABILITY						COMBINED SINGLE LIMIT (Ea accident) \$
	☐ ANY AUTO						BODILY INJURY (Per person) \$
	☐ ALL OWNED AUTOS						BODILY INJURY (Per accident) \$
	☐ HIRED AUTOS						PROPERTY DAMAGE (Per accident) \$
	☐ SCHEDULED AUTOS						
	☐ NON-OWNED AUTOS						
	UMBRELLA LIAB						EACH OCCURRENCE \$
	EXCESS LIAB						AGGREGATE \$
	☐ OCCUR						
	☐ CLAIMS-MADE						
	DED RETENTION \$						
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY						PER STATUTE OTH-ER
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)	Y/N					E.L. EACH ACCIDENT \$
	If yes, describe under DESCRIPTION OF OPERATIONS below		N/A				E.L. DISEASE - EA EMPLOYEE \$
							E.L. DISEASE - POLICY LIMIT \$
A	Liquor liability			08339849	3/12/2022	3/12/2023	limit 1,000,000

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

*** LIQUOR IS CONTINUOUS UNTIL CANCELED

location: 233 Summit Ave SW, Blackduck, MN 56630

CERTIFICATE HOLDER

christinaregas@blackduckmn.cc

City of Blackduck
PO Box 380
8 Summit Ave NE
Blackduck, MN 56630

CANCELLATION

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

AUTHORIZED REPRESENTATIVE

Cami R Schwantz/CRS

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MINNESOTA DEPARTMENT OF PUBLIC SAFETY
DRIVER AND VEHICLE SERVICES
445 Minnesota Street, Suite 186
Saint Paul, MN 55101-5186
Phone: (651) 201-7800 Fax: (651) 297-1480
Web: dvs.dps.mn.gov Email: DVS.DealerQuestion@state.mn.us

OFFICE USE ONLY

DEALER NUMBER: _____
DATE RECEIVED: 11-28-2022
COUNTY: Beltrami
AREA: Blackduck
INITIALS: OK

Certification of Compliance with Minnesota Worker's Compensation Law

This certification must accompany an application for a Minnesota Motor Vehicle Dealer's License

Minnesota Statutes, section 176.182 requires every state and local licensing agency to withhold the issuance or renewal of a license or permit to operate a business or engage in an activity in Minnesota until the applicant certifies that they are in compliance with the workers' compensation coverage requirements outlined in section 176.

If the required information is not provided or is falsely stated it shall result in a \$2,000 penalty assessed against the applicant by the commissioner of the Department of Labor and Industry.

You are required to fill the below portion out.

A valid workers' compensation policy must be kept in effect at all times by employers as required by law.

License or Certificate Number (if Applicable)	Business Telephone Number	Alternate Telephone Number	
Dealership Name			
DBA ("doing business as" or "also known as" an assumed name,) if applicable:			
Business address (must be physical street address, no P.O. Boxes)	City	State	Zip code
County	Email Address		

Workers' Compensation Insurance Policy Information

Insurance Company Name (Not the insurance agent)	NAIC Number	
Policy Number	Effective Date	Expiration Date

Exemption

I am not required to have workers' compensation liability coverage because (please check one):

☒ I have no employees. (See [Minnesota Statute § 176.011, subd. 9](#) for the definition of an employee.)

☐ I am self-insured (attach permit to self insure).

☐ I have no employees who are covered by the workers' compensation law (spouse, parents, children)

I certify that the information provided above is accurate and complete. I understand that if I have employees (who are not a spouse, parent, or child), valid workers' compensation policy will be kept in effect at all times as required by law.

Print Name:

Patrick Tjepkes

Applicant Signature (Required):

[Signature]

Title:

Owner/operator

Date:

10-13-2022

Note: You must notify the authority issuing your license if there is any change to your workers' compensation insurance information or an employee status change by resubmitting this form. This material can be made available in different forms, such as large print, Braille or audio.

State of Minnesota
County of Beltrami
City of Blackduck

NOV 28 2022

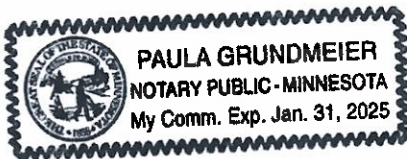
AFFIDAVIT OF PAST BEER SALES AMOUNTS

Patrick Tjepkes and Blackduck
Leah Luukkainen Lanes

Bring first duly sworn, depose and say that they are applicant for an 3.2 on sale beer license from the city of Blackduck and accountant for applicant respectively, that under Minnesota statutes section 340A .409, applicant is not required to carry Dram Shop Insurance or otherwise demonstrate proof of financial responsibility, because sales of beer at the licensed premises in the two immediately preceding license years have amounted to \$4379.30 during the license year ending December 31, 2021 and \$5646.20 during the months of the most recent license year beginning January 1, 2022 and ending December 31, 2022.

Accountant represents that the business practices and account records of the applicant are adequate to demonstrate accurately the total amount of the applicant's beer sales during each license year. Applicant and accountant agree to certify to the city, at no cost to the city, at the end of the license year, the actual amount of the applicant's beer sales

Subscribed and sworn to me this
11 day of NOVEMBER, 2022



[Signature]
Applicant

[Signature]
Accountant for Applicant

Note:

Subd. 4. **Insurance not required.** Subdivision 1 does not apply to licensees who by affidavit establish that:

- (1) they are on-sale 3.2 percent malt liquor licensees with sales of less than \$25,000 of 3.2 percent malt liquor for the preceding year;
- (2) they are off-sale 3.2 percent malt liquor licensees with sales of less than \$50,000 of 3.2 percent malt liquor for the preceding year;
- (3) they are holders of on-sale wine licenses with sales of less than \$25,000 for wine for the preceding year; or
- (4) they are holders of temporary wine licenses issued under law.

NOV 28 2022

Retail "On Sale"

State of Minnesota
County of Beltrami
City of Blackduck

To the Council of the City of Blackduck, State of Minnesota:

Blackduck Bowling Lanes hereby applied for a license for a term of one year from the 1st day of January, 2023, to sell

At Retail Only 3.2 Malt Liquor

As the same are defined by law, for consumption "ON" these certain premises in the City of Blackduck described as follows, to wit:

Blackduck Bowling Lanes located at 233 Summit Avenue West .

at which place said applicant operates the business of **recreational bowling and selling of beverages at retail** and to that end represent and State as follows:

That said applicant(s) are citizen(s) of the United States; of good moral character and repute; and have attained the age of 21 years of age; that they are the proprietor(s) of the establishment for which the license will be issued if this application is granted.

That said applicant(s) make this application pursuant and subject to all laws of the State of Minnesota and the ordinances and regulations of said city applicable thereto, which are hereby made a part hereof, and hereby agree to observe the same.

Each applicant further states that they are not now the holder of, nor have they made the application for, nor do they intend to make application for a Federal Retail Dealer's Special tax stamp for the sale of intoxicating liquor.

10-13-2022

Date

**A Fee of \$150.00 must
accompany this application**

Signature of Applicant(s)

233 Summit Ave W

Address

Blackduck mn 56630



A GREAT PLACE FOR FAMILIES

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

November 29, 2022

Erica Zanter (Mattila)
141 Liberty Drive Ne
Blackduck, MN 56630

Dear Erica,

As of July 14, 2020, the Promissory Note for Owner Occupied Residential Housing Rehabilitation with the City of Blackduck is satisfied in full. I have enclosed the original promissory note marked 'PAID' for your records. Also, included is the satisfaction of mortgage document. You will want to file this document with Beltrami County to remove the City's lien from the title to the real estate. Also, your insurance agent will be notified to remove the City as a lienholder on the property policy. We are glad to be able to assist in your housing rehabilitation financing needs.

Sincerely,


Christina Regas
City Administrator

CC: Bi-County Cap, Blackduck City Council

www.blackduckmn.com

Phone: (218) 835-4803 Fax: (218) 835-4801 Email: city@paulbunyan.net

"The City Of Blackduck Is An Equal Opportunity Provider"

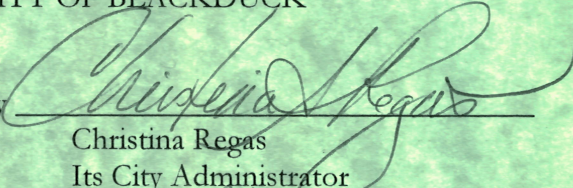
SATISFACTION OF MORTGAGE

Date: November 29, 2022

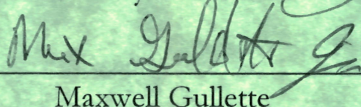
THAT CERTAIN MORTGAGE owned by the undersigned, dated July 14, 2010, executed by Erica Mattila., as Mortgagor, to the City of Blackduck, as Mortgagee, and filed for record July 15, 2010, by document no A000504237, in the office of the County Recorder of Beltrami County, Minnesota, is, with the indebtedness thereby secured, fully paid and satisfied.

CITY OF BLACKDUCK

By


Christina Regas
Its City Administrator

By

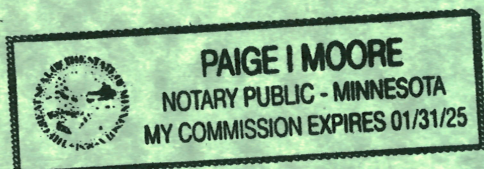

Maxwell Gullette
Its Mayor

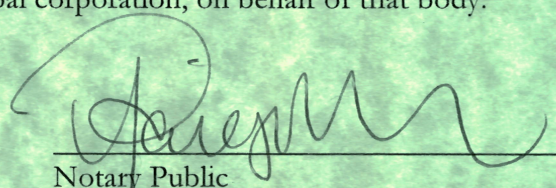
STATE OF MINNESOTA

ss.

COUNTY OF BELTRAMI

The foregoing instrument was acknowledged before me this 29 day of November, 2022, by Christina Regas, City Administrator, and Maxwell Gullette, Mayor of the City of Blackduck, a municipal corporation, on behalf of that body.




Notary Public

THIS INSTRUMENT DRAFTED BY:

Headwaters Regional Development Commission
403 4th Street NW
P.O. Box 906
Bemidji, MN 56619-0906
(218) 444-4732



City of Blackduck

NOV 29 2022

CLERK OF COUNTY RECORDER
COUNTY OF BELTRAMI, MINNESOTA

THIS IS TO CERTIFY
THAT THIS INSTRUMENT
WAS FILED IN THIS
OFFICE ON 07/15/2010 AT
09:11:09AM BY DOCUMENT NUMBER

1000504237
Charlene D. Sturk DEPUTY

CHARLENE D. STURK
COUNTY RECORDER

PAGES: 3

Sathu
EXEMPT FROM MORTGAGE REGISTRATION
TAX - BELTRAMI COUNTY, MN *gm*
KAY L. MACK AUDITOR-TREASURER

MRS-9942

MORTGAGE
By Individual

MORTGAGE REGISTRY TAX DUE
HEREON: EXEMPT

THIS INDENTURE, Made this 14th day of July, 2010, between ERICA M. MATTILA, a single person, Mortgagor, and the CITY OF BLACKDUCK, a municipal corporation under the laws of Minnesota, Mortgagee,

WITNESSETH, That the Mortgagor, in consideration of the sum of TWENTY THOUSAND AND NO/100 DOLLARS (\$20,000.00), to the Mortgagor in hand paid by the Mortgagee, the receipt whereof is hereby acknowledged, does hereby convey unto the Mortgagee, Forever, all of the land located in the County of Beltrami, and State of Minnesota, described as follows:

Lot Six (6) Block Two (2) Pafko Addition

together with all hereditaments and appurtenances belonging thereto (the Property).

TO HAVE AND TO HOLD THE SAME, to the Mortgagee forever. The Mortgagor covenants with Mortgagee as follows: That Mortgagor is lawfully seized of the Property and has good right to convey the same; that the Property is free from all encumbrances except as follows: A mortgage in favor of USDA Rural Development in the principal amount of \$73,126.00, of approximate date herewith; A mortgage in favor of Greater Minnesota Housing Fund in the principal amount of \$15,000.00, of approximate date herewith; and A mortgage in favor of Headwaters Housing Development Corporation in the principal amount of \$9,075.00, of approximate date herewith; that the Mortgagee shall quietly enjoy and possess the same; and that the Mortgagor will Warrant and Defend the title to the same against all lawful claims not hereinbefore specifically excepted.

PROVIDED, NEVERTHELESS, That if the mortgagor shall pay to the Mortgagee the sum of TWENTY THOUSAND AND NO/100 DOLLARS (\$20,000.00), according to the terms of a promissory note of even date herewith (the Note), the final payment being due and payable on July 1, 2020, with interest at the rate provided in the Note, and shall repay to the Mortgagee, at the times and with interest as specified, all sums advanced in protecting the lien of this Mortgage, in payment of taxes of the Property and assessments payable therewith, insurance premiums covering buildings thereon, principal or interest on any prior liens, expenses and attorney's fees herein provided for and sums advanced for any other purpose authorized herein, and shall keep and perform all the covenants and agreements herein contained, then this Mortgage shall be null and void, and shall be released at the Mortgagor's expense.

AND THE MORTGAGOR covenants with the Mortgagee as follows:

1. to pay all the principal sum of money and interest as specified in the Note;
2. to pay all taxes and assessments now due or that may hereafter become liens against the Property before penalty attaches thereto;
3. to keep all buildings, improvements and fixtures now or later located on or a part of the Property insured against loss by fire, extended coverage perils, vandalism, malicious mischief and, if applicable, steam boiler explosion, for at least the amount of the FULL INSURABLE VALUE at all times while any amount remains unpaid under this Mortgage. If any of the buildings, improvements or fixtures are located in a federally designated flood prone area, and if flood insurance is available for that area, Mortgagor shall procure and maintain flood insurance in amounts reasonably satisfactory to the Mortgagee. Each insurance policy shall contain a loss payable clause in favor of the Mortgagee affording all rights and privileges customarily provided under the so-called standard mortgage clause. In the event of damage to the Property by fire or other casualty, the Mortgagor shall promptly give notice of such damage to the Mortgagee and the insurance company. The insurance shall be issued by an insurance company or companies

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licensed to do business in the State of Minnesota and acceptable to the Mortgagee. The insurance policies shall provide for not less than ten days written notice to the Mortgagee before cancellation, non-renewal, termination, or change in coverage, and the Mortgagor shall deliver to the Mortgagee a duplicate original or certificate of such insurance policies;

4. to pay, when due, both principal and interest of all prior liens or encumbrances, if any, and to keep the Property free and clear of all other prior liens or encumbrances;

5. to commit or permit no waste on the Property and to keep it in good repair;

6. to complete forthwith any improvements which may hereafter be under course of construction on the Property; and

7. to pay any other expenses and attorney's fees incurred by the Mortgagee by reason of litigation with any third party for the protection of the lien of this Mortgage.

In case of failure to pay said taxes and assessments, prior liens or encumbrances, expenses and attorney's fees as above specified, or to insure said buildings, improvements, and fixtures and deliver the policies as aforesaid, the Mortgagee may pay such taxes, assessments, prior liens, expenses and attorney's fees and interest thereon, or obtain such insurance, and the sums so paid shall bear interest from the date of such payment at the same rate set forth in the Note, and shall be impressed as an additional lien upon the Property and be immediately due and payable from the Mortgagor to the Mortgagee and this Mortgage shall from date thereof secure the repayment of such advances with interest.

In case of default in any of the foregoing covenants, the Mortgagor confers upon the Mortgagee the option of declaring the unpaid balance of the Note and the interest accrued thereon, together with all sums advanced hereunder, immediately due and payable without notice, and hereby authorizes and empowers the Mortgagee to foreclose this Mortgage by judicial proceedings or to sell the Property at public auction and convey the same to the purchaser in fee simple in accordance with the statute, and out of the moneys arising from such sale to retain all sums secured hereby, with interest and all legal costs and charges of such foreclosure and the maximum attorney's fee permitted by law, which costs, charges and fees the Mortgagor herein agrees to pay.

The terms of this Mortgage shall run with the Property and bind the parties hereto and their successors in interest.

IN TESTIMONY WHEREOF, the Mortgagor has hereunto set her hand the day and year first above written.

MORTGAGOR

Erica M. Mattila
Erica M. Mattila

STATE OF MINNESOTA

ss.

COUNTY OF BELTRAMI

The foregoing instrument was acknowledged before me this 14 day of July, 2010, by Erica M. Mattila, a single person, Mortgagor.



[Signature]
Notary Public

FAILURE TO RECORD OR FILE THIS MORTGAGE
MAY GIVE OTHER PARTIES PRIORITY OVER THIS MORTGAGE

This instrument drafted by:
Headwaters Housing Development Corporation
PO Box 906
Bemidji, MN 56619-0906

**SUBORDINATE MORTGAGE
PROMISSORY NOTE - FORGIVABLE**

DATE: July 14, 2010

BORROWER: Erica M. Mattilla

LENDER: City of Blackduck

PRINCIPAL: \$20,000.00

SENIOR LIEN HOLDER: USDA Rural Development, Greater Minnesota Housing Fund,
Headwaters Housing Development Corporation

PROPERTY: Lot Six (6) Block Two (2) Pafko Addition

1. BORROWER'S PROMISE TO PAY

A. Purposes. This Note implements requirements applicable to assistance furnished by Lender to Borrower under a program to help eligible families become homeowners being carried out by Lender. The Lender has assisted the Borrower with respect to the purchase of the Property, for use as the Borrower's principal residence. The Lender or any authorized party who takes this Note by assignment and is entitled to receive amounts due under this Note is called the "Note Holder." Unless the context otherwise requires, all Borrowers shall be collectively referred to as the Borrower or "I" in this Note.

B. Nonrecourse Note. Payment of this Note may be enforced solely out of the proceeds of sale of the Property, whether the sale constitutes a Voluntary Sale under Paragraph 3.1 or a Default under Paragraph 5.A (except in the event of fraud or misrepresentation by the Borrower). The Note Holder may not seek or obtain a deficiency judgment or any other recovery from the Borrower personally in the event that the proceeds of sale are insufficient to fully satisfy the amounts due on this Note. However, the Note Holder may, at its option, seek and obtain a personal judgment for all amounts payable under this Note against any Borrower responsible for any fraud or misrepresentation which constitutes a Default under Paragraph 5.A. (v). This right shall be in addition to any other remedies available to the Note Holder for such fraud or misrepresentation.

C. Subsidy Repayment Obligation. In return for assistance I have received with respect to purchase of the Property, I promise to pay the Principal to the order of Lender. Payment of Principal under this Note will be initially deferred and then forgiven over time as stated in Paragraph 1.D. Principal may be prepaid as stated in Paragraph 4. The amount of Principal that remains outstanding shall be due and payable on the Closing Date of Voluntary Sale of the Property after the first seventy-three (73) months after the date of this Note, as stated in Paragraph 3.C., or in the event of Default, as stated in Paragraph 5.

D. Deferral and Forgiveness of Principal. If payment is not yet due under Paragraphs 3 and 5: NOV 28 2022

- (i) the outstanding Principal balance of this Note shall remain unchanged until the end of the seventy-third (73rd) month after the date of execution of the Note;
- (ii) beginning on first day of the seventy-fourth (74th) month after execution of this Note, and on the first day of each and every month thereafter until payment is due under Paragraph 3 or 5, the outstanding Principal balance of this Note shall be reduced by 1/48th of the original balance, until the outstanding Principal balance of this Note is reduced to zero, and
- (iii) if I do not sell the Property and am not in Default under this Note, I will owe nothing on this Note at the end of one hundred twenty-one (121) months after the date of execution of this Note, and I will be due a release.

2. INTEREST

No interest will be charged on this Note unless and until a Default has been declared by the Note Holder under Paragraph 5. I agree to pay interest at the rate per annum charged from time to time on judgments in the State of Minnesota, but not to exceed ten percent (10%) per annum on the then-outstanding Principal balance of this Note from the date of any Notice of Default until paid.

3. PAYMENT DUE ON VOLUNTARY SALE

A. Voluntary Sale: Note. Except as otherwise provided in this paragraph, a "Voluntary Sale" of the Property for purposes of this Note is any sale or transfer of the Property, or any interest therein, other than by foreclosure, levy, or court order. I also authorize the Note Holder to determine, in its sole discretion, whether or on what conditions a transfer of the Property, or an interest in the Property, upon the death of a Borrower, or upon the divorce, legal separation, or legal incapacity of a Borrower, constitutes a Voluntary Sale for purposes of this Note. I further authorize the Note Holder to determine, in its sole discretion, whether a transfer of a portion of the Property, or a partial interest therein, for any other reason has an effect on the value of the Note Holder's interest substantial enough to be considered a transfer for purposes of this Paragraph or Paragraph 5. I will mail, certified mail, return receipt requested, or deliver notice of the proposed sale and a copy of the sales contract to the Note Holder at least thirty (30) calendar days before the proposed Closing Date, at its office in Blackduck, Minnesota.

B. First Seventy-three (73) Months. In the event of a Voluntary Sale within the first seventy-three (73) months after the date of this Note, I will pay the Principal described above to the Note Holder in U.S. Dollars on the Closing Date of the Voluntary Sale at the address above.

C. After First Seventy-three (73) Months. In the event of a Voluntary Sale following the expiration of the first seventy-three (73) months after the date of this Note, I will pay the Principal then outstanding under Paragraphs 1.C. and 1.D. to the Note Holder on the Closing Date of the Voluntary Sale at the address above.

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4. BORROWER'S RIGHT TO PREPAY

This Note may be prepaid, in whole or in part, at any time without penalty.

5. DEFAULT

A. Events of Default. Any of the following events shall constitute a Default under this Note, as of the date of the Notice of Default under Paragraph 5.B.

- (i) Rental. If the Borrower rents or leases (including an oral lease) the Property to any person or entity, the Borrower is in Default under this Note, except as follows: The Borrower may rent limited space, such as a room or basement, to the extent permitted by the laws of the jurisdiction, provided that the Borrower continues to occupy the Property as his or her Principal Residence.
- (ii) Failure to Occupy Property as Principal Residence. If all Borrowers are continuously absent from the Property for a period of more than thirty (30) days, or move substantially all their personal possessions out of the Property, without the written consent of the Note Holder, the Borrower shall be deemed not to be occupying the Property as their Principal Residence and shall be in Default under this Note.
- (iii) Any Transfer of the Property Other than a Voluntary Sale. Voluntary Sale is defined in Paragraph 3.A. Any transfer of the Property or any interest therein (including a beneficial interest) that is not a Voluntary Sale as defined in Paragraph 3.A. is a Default under this Note.
- (iv) Any Default under the Mortgage. Any Default under the Mortgage securing this Note shall be a Default hereunder.
- (v) Borrower's Fraud or Misrepresentation. Any willful misstatement of, or failure to disclose, a material fact by a Borrower relating to his or her eligibility for assistance with respect to the Property under the Lender's homeownership program is a Default under this Paragraph. Recovery against the Borrower responsible for the fraud or misrepresentation is not limited to the proceeds of sale of the Property but may include personal judgment and execution thereon to the full extent authorized by law.

B. Notice of Default and Amount Due. If I am in Default, the Note Holder may send me a written notice stating the reason I am in Default and telling me to pay immediately: (i) the full amount of Principal, whichever is larger, then due on this Note, (ii) all of the interest that I owe, and that will accrue until paid, on such amount, and (iii) all of the Note Holder's costs, expenses, and reasonable attorney's fees.

C. No Waiver by Note Holder. Even if, at a time when I am in Default, the Note Holder does not require me to pay immediately in full under Paragraph 5.B., the Note Holder

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will still have the right to do so if I am in Default for the same reason, or for another reason, at a later time.

6. GIVING OF NOTICES

Any notice that must be given to me under this Note may be given by delivering it or by mailing it by first class mail to me at the Property Address above, or at a different address if I give the Note Holder a written notice of my different address.

Any notice that must be given to the Note Holder under this Note shall be given by mailing it by first class mail to the Note Holder at the address of its principal office in Blackduck, Minnesota.

7. OBLIGATIONS OF PERSONS UNDER THIS NOTE

If more than one person signs this Note, each person is fully obligated to keep all of the promises made in this Note, including the promise to pay the full amount owed from the proceeds of sale of the Property. Any person who is a guarantor, surety or endorser of this Note is also obligated to the same extent. Any person who takes over these obligations, including the obligations of a guarantor, surety or endorser of this Note, is also obligated to keep all of the promises made in this Note. The Note Holder may enforce its rights under this Note against each person individually or against all of us together.

8. WAIVERS

I and any other person who has obligations under this Note waive the rights of presentment and notice of dishonor.

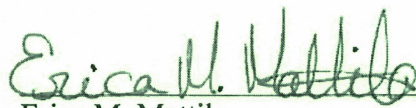
9. SECURED NOTE

In addition to the protections given to the Note Holder under this Note, a Second Mortgage (the "Mortgage"), dated the same date as this Note, secures this Note. The indebtedness evidenced by this Note is subordinate in all respects to the mortgage of the Senior Lien Holder.

10. GOVERNING LAW

This Note shall be governed by the laws of the State of Minnesota.

WITNESS THE HAND(S) OF THE UNDERSIGNED


Erica M. Mattila

MINNESOTA • REVENUE

Mortgage Registry Tax

Form MRT1 may be used to document your claim for an exemption from mortgage tax or the basis of your tax. The mortgage registry tax rate is .0023 of the amount of the debt being secured (.0024 for Hennepin and Ramsey counties).

Mortgage registry tax

Name of borrower Erica M. Mattila			
Name of lender City of Blackduck			
Amount secured by mortgage (box 1) \$ 20,000.00	Taxable Amount (box 2) \$ 0.00	Mortgage tax due (box 3) \$ 0.00	Reason code (box 4) 6

Sign here

Mortgagor or authorized agent, sign below.

I declare that the information on this certificate is correct and complete to the best of my knowledge and belief.

Signature of mortgagor or authorized agent <i>Mary M. Thompson</i>	Title Accounting & Administrative Director	Date 7/14/10	Daytime phone 218-333-6537
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If you have questions, call 651-556-4721. TTY: Call 711 for Minnesota Relay. Fax: 651-297-1939.

Reason codes

- 1 Decree of marriage dissolution or an instrument made pursuant to it.

2 Mortgage given to correct a misdescription of the mortgaged property.

3 Mortgage or other instrument that adds additional security for the same debt for which mortgage registry tax has been paid.

4 Mortgage executed as part of a plan of reorganization under a Chapter 11 or Chapter 12 bankruptcy case. (Federal bankruptcy codes 1146[c] and 1231[c]).

5 Mortgage secured by real property subject to the minerals production tax (M.S. 298.24 to 298.28).

6 Mortgage loan made under a low and moderate income or other affordable housing program if the mortgagee is a federal, state, or local government agency (Revenue Notice # 01-05).

7 A mortgage granted by a Fraternal Benefit Society (borrower) (M.S. 64B).

8 Mortgage amendment or extension, as defined in M.S. 287.01.

9 Reverse Mortgage/Home Equity Conversion Mortgage — tax is due on the expected total disbursements less interest, mortgage insurance premiums, and lender service fees. M.S. 287.05, subd. 6.

10 Agricultural mortgage whose proceeds are being used to acquire or improve real property that is or will be used for the production of agricultural products. Include prior qualifying loans that are being re-financed. Note: The exemption does not apply to the portion of the proceeds used for nonexempt purposes (e.g., the construction or improvement of a house, seed, machinery and other operating expenses).
- 11 Mortgage encumbering real property located within the boundaries of a federally recognized American Indian tribe if the mortgagor (i.e., borrower) is (1) the tribe or a member of the tribe; or (2) purchasing the property from the tribe or a member of the tribe and the mortgage is a purchase-money mortgage.

12 Federal government and agencies:
Mortgage is exempt if one of these entities is acting as either mortgagor (borrower) or mortgagee (lender):
 - Commodity Credit Corporation
 - Farm Credit Banks
 - Agribank (i.e., Farm Credit Bank of St. Paul)
 - AgAmerica Farm Credit Bank
 - Farm Housing Assistance
 - USDA Rural Housing Service mortgages that secure a Section 502, 504, 514, 516 or Rural Rental Housing Preservation Direct Loan.
 - Farm Service Agency
 - Federal Financing Bank
 - Federal Home Loan Mortgage Corporation ("Freddie Mac")
 - Federal National Mortgage Association ("Fannie Mae")
 - Government National Mortgage Association ("Ginnie Mae")
 - National Consumer Cooperative Bank
 - Small Business Administration
 - Federal Land Bank Associations
 - Ag Star Financial Services, FLCA
 - Ag County Farm Credit Services, FLCA
 - Farm Credit Services of Grand Forks, FLCA
 - Farm Credit Services of Minnesota Valley, FLCA

13 If the above codes do not apply, please attach additional information.
- 14 Limiting Clause
The limiting clause can be used when a lender chooses to secure only a portion of the debt amount recited in the mortgage. Example: A promissory note for \$1 million is secured with \$300,000 of personal property and \$700,000 of real property. Because the real property is valued at \$700,000, the lender can choose to secure and pay MRT on the \$700,000.
"Notwithstanding anything to the contrary herein, enforcement of this mortgage is limited to a debt amount of \$..... under M.S. 287."
Box 1: Portion of debt being secured.
Box 2: Portion of debt being secured. Same as Box 1.
Box 3: Tax due (Box 2 x .0023 or .0024 if Hennepin or Ramsey county)
Box 4: 14

15 Mortgage Amendment
This is a mortgage amendment, as defined in M.S. 287.01, subd. 2, and as such does not secure a new or an increased amount of debt.
Box 1: Current debt amount upon which MRT has been paid.
Box 2: -0-
Box 3: -0-
Box 4: 15

16 Mortgage Supplement
This agreement increases an existing debt by _____.
Box 1: Current debt amount upon which MRT has been paid.
Box 2: Amount of increase in existing debt.
Box 3: Tax due (Box 2 x .0023 or .0024 if Hennepin or Ramsey county)
Box 4: 16

League of Minnesota Cities Insurance Trust

Group Self-Insured Workers' Compensation Plan

145 University Avenue West

St. Paul, MN 55103-2044

Phone (651) 215-4173

Statement of Premium Audit Adjustment

The "City"
Blackduck, City Of
PO Box 380
Blackduck, MN 56630-0380

Agreement No. WC 1003177-6
Agreement Period From: 06/01/2021
To: 06/01/2022

Audited Annual Remuneration	Rates Per \$100 Of Remuneration	Code No.	Classification	Audited Premium
\$	\$			\$

SEE ATTACHED SCHEDULE FOR DETAILS

Manual Premium		36,362
Experience Modification	0.77	-8,363
Standard Premium		27,999
Deductible Credit	1.0%	-280
Premium Discount		-2,185
Net Actual Premium		25,534
Less Deposit Premium		27,761
Balance Due LMCIT		-2,227

The foregoing statement is for the year end adjustment to your workers compensation deposit premium. It was prepared after an audit of your payroll records and a final determination of your experience modification factor for the period indicated above. If the final balance shown is due to your city, a check will be issued separately. If the final balance is due to the LMCIT, please forward your remittance, payable to the LMC Insurance Trust, to the administrator at the address indicated above.

Agent:
00623 Security Insurance USA
Po Box 217
Blackduck, MN 56630-0217

League of Minnesota Cities Insurance Trust
Group Self-Insured Workers' Compensation Plan
145 University Avenue West St. Paul, MN 55103-2044 (651) 215-4173

The "City"
Blackduck, City Of
PO Box 380
Blackduck, MN 56630-0380

Agreement No. WC 1003177-6
Agreement Period From: 06/01/2021
To: 06/01/2022

CONTINUATION SCHEDULE FOR INFORMATION PAGE

REMUNERATION	RATE	CODE	DESCRIPTION	AUDITED PREMIUM
111,347	0.82	8810	CLERICAL OFFICE EMPLOYEES NOC	913
POP 0	238.99	7718	FIREFIGHTERS (VOLUNTEER)NON SMOKING	0
12,783	6.31	9102	PARKS	807
0	7.45	7721	POLICE-NON SMOKING	0
232,097	3.53	9084	ON SALE LIQUOR STORE	8,193
84,332	5.25	7580	SEWEAGE DISPOSAL PLANT	4,427
24,375	4.57	8017	CHARITABLE GAMBLING	1,114
58,522	10.41	5506	STREET CONSTRUCTION	6,092
41,927	4.38	7520	WATERWORKS	1,836
3,818	9.99	9220	CEMETERY OPERATION	381
74,896	1.35	9060	CLUB-COUNTRY/GOLF	1,011
18,200	0.56	9411	ELECTED OR APPOINTED OFFICIALS	102
POP 3,033	265.54	7708	FIREFIGHTERS (VOLUNTEER)	8,054
41,548	8.26	7720	POLICE	3,432
Manual Premium				36,362

2021		Work Comp Premium 6/1/2021-6/1/2022							
	2021 Budgeted Amount		Amount Due	2nd half payment	Estimated Premium	Percentage Rate	Premium Discount + Deductible Credit	Experience Modification	
Police	\$4,450.00	101-42110-366	\$6,224.13	\$3,112.06	\$9,058.00	22.88%	\$750.62	\$2,083.25	
Fire	\$6,180.00	101-42200-366	\$5,475.14	\$2,737.57	\$7,968.00	20.12%	\$660.29	\$1,832.56	
Streets	\$3,512.00	101-43100-366	\$3,896.09	\$1,948.05	\$5,670.00	14.32%	\$469.86	\$1,304.04	
water	\$2,000.00	601-43200-366	\$2,115.71	\$1,057.85	\$3,079.00	7.78%	\$255.15	\$708.14	
sewer	\$2,500.00	602-43200-366	\$2,581.59	\$1,290.80	\$3,757.00	9.49%	\$311.34	\$864.07	
liquor	\$5,000.00	609-49750-366	\$4,913.06	\$2,456.53	\$7,150.00	18.06%	\$592.51	\$1,644.43	
golf	\$550.00	613-49830-366	\$556.58	\$278.29	\$810.00	2.05%	\$67.12	\$186.29	
parks	\$443.00	101-45200-366	\$649.35	\$324.67	\$945.00	2.39%	\$78.31	\$217.34	
admin	\$500.00	101-41400-366	\$517.42	\$258.71	\$753.00	1.90%	\$62.40	\$173.18	
cemetery	\$250.00	201-44400-366	\$276.92	\$138.46	\$403.00	1.02%	\$33.40	\$92.69	
Facilitator	\$0.00	804-45000-366	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	
PTP	\$0.00	209-45183-366	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	
	\$25,385.00				\$39,593.00	100.00%	\$3,281.00	\$9,106.00	
		Premium Due	\$27,206.00	\$13,603.00					

2021 Work Comp Premium 06/01/2021 - 06/01/2022 After Audit							
			Estimated Premium	Percentage Rate	Premium Discount	Experience Modification	Amount charged per fund:
Police	101-42110-366	\$2,410.01	\$3,432.00	9.44%	(\$232.66)	\$789.34	\$210.19
Fire	101-42200-366	\$5,655.65	\$8,054.00	22.15%	(\$545.99)	\$1,852.36	\$493.27
Streets	101-43100-366	\$4,277.90	\$6,092.00	16.75%	(\$412.98)	\$1,401.12	\$373.11
water	601-43200-366	\$1,289.27	\$1,836.00	5.05%	(\$124.46)	\$422.27	\$112.45
sewer	602-43200-366	\$3,108.71	\$4,427.00	12.17%	(\$300.11)	\$1,018.18	\$271.13
liquor	609-49750-366	\$6,535.53	\$9,307.00	25.60%	(\$630.93)	\$2,140.54	\$570.01
golf	613-49830-366	\$709.94	\$1,011.00	2.78%	(\$68.54)	\$232.52	\$61.92
parks	101-45200-366	\$566.69	\$807.00	2.22%	(\$54.71)	\$185.60	\$49.42
admin	101-41400-366	\$712.75	\$1,015.00	2.79%	(\$68.81)	\$233.44	\$62.16
cemetery	201-44400-366	\$267.54	\$381.00	1.05%	(\$25.83)	\$87.63	\$23.33
Facilitator	804-45000-366	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	\$0.00
PTP	209-45183-366	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	\$0.00
			\$36,362.00	100.00%	(\$2,465.00)	\$8,363.00	\$2,227.00
	Premium Due	\$25,534.00	Less Actual Deposit:	\$27,761.00	Balance Due from LMCIT:	\$2,227.00	

E 101-41400-366	\$62.16
E 101-42110-366	\$210.19
E 101-42200-366	\$493.27
E 101-43100-366	\$373.11
E 101-45200-366	\$49.42
E 602-43200-366	\$271.13
E 609-49750-366	\$570.01
E 613-49830-366	\$61.92
E 201-44400-366	\$23.33
E 601-43200-366	\$112.45
	\$2,227.00

Month End Remittance Report for November 2022

STATE OF MINNESOTA

Check Number: 888888 Printed: 12/1/2022 Account: First National Bank of Bemidji Checking (Swept)

Beltrami County

County Revenue

Line	GL Account	Statute	Inter-Agency Nbr	Amount
1a	Law Library-Civil	M.S. 134A.10 S1		700.00
1b	Law Library - Criminal	M.S. 134A.10 S3		2,083.00
2	Sheriff's Contingency Fund	M.S 387.213		50.00
4	Child Support Motion Fee	M.S. 357.021 S1a(d)		20.00
9	Prosecution Costs	M.S. 631.48; 609.49		450.00
10	DWI Assessment/County	M.S. 169A.285		46.74

County Revenue Total

\$3,349.74

Municipalities

GL Account	Statute	Inter-Agency Nbr	Amount
DWI Assessment/Bemidji			649.21
Bemidji 100%			521.33
Bemidji 2/3			3,535.04
Bemidji 1st Late Penalty			98.85
Bemidji 2nd Late Penalty			302.72
Sub-Total			\$5,107.15

GL Account	Statute	Inter-Agency Nbr	Amount
Blackduck 100%			60.00
Blackduck 1st Late Penalty			5.00
Blackduck 2nd Late Penalty			25.00
Sub-Total			\$90.00

Municipalities Total

\$5,197.15

County Specific

Line	GL Account	Statute	Inter-Agency Nbr	Amount
1	Beltrami County DARE Advisory Board			178.69
3	Bemidji Prosecution Costs			350.00
6	Northwood Coalition Battered Women's Shelter			283.65
58	Beltrami County Victim Services			56.00
59	Support Within Reach			220.50

County Specific Total

\$1,088.84



Minnesota Pump Works
1 Cannon St W
Dundas, MN 55019

Invoice
#INV019759
11/30/2022

CITY OF BLACKDUCK

Bill To

Blackduck MN, City of
PO Box 380
Blackduck MN 56630
United States

DEC 05 2022

Ship To

Blackduck MN, City
of
8 Summit Ave
Blackduck MN
56630
United States

TOTAL

\$9,899.16

Due Date: 12/30/2022

602-43800-520

Details

Sale & Installation of 4 - HighTide Monitoring Units to provide Lift Station Pump Statistics & Alarms.

Sales Rep	PO #	Terms	Shipping Method
Justin MacPherson	Signed Quote	Net 30	

QTY	Item	Comment	Rate	Amount
4	17899	HIGH TIDE HTT300 DIALER UNIT - 8x10 ENCLOSURE, AC AT&T/VERIZON, 4-Digital Alarm Monitor (lift station)	\$1,250.00	\$5,000.00
4	22405	HIGH TIDE ANNUAL COMMUNICATION PLAN, LIFT STATION WITH HOURLY PUMP STATISTICS AND REAL TIME DIGITAL ALARMS, COMM-C-A	\$240.00	\$960.00
16	17884	HIGH TIDE 110VAC INPUT RELAYS SPDT	\$21.00	\$336.00
4	22429	MISC PARTS	\$136.00	\$544.00
12	22548	ON-SITE SERVICE LABOR - STD	\$160.00	\$1,920.00
3	22561	SERVICE DRIVE TIME - STD	\$160.00	\$480.00
170	22565	SERVICE TRUCK MILEAGE - STD	\$1.75	\$297.50
1	23328	FUEL SURCHARGE - STD	\$74.38	\$74.38
1	22551	PER DIEM	\$230.00	\$230.00
1	23288	SHIPPING & HANDLING	\$57.28	\$57.28

Thank you for your business.

Toll Free: 877-645-8004 | Email: info@minnesotapumpworks.com | Website: <http://www.minnesotapumpworks.com>



INV019759

1 of 2

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Minnesota Pump Works
1 Cannon St W
Dundas, MN 55019

Invoice
#INV019759
11/30/2022

Subtotal	\$9,899.16
Tax	\$0.00
Amount Paid	\$0.00
Amount Due	\$9,899.16

PLEASE REMIT TO:
Minnesota Pump Works
PO Box 945
Ankeny, IA 50021

Online payment accepted at <http://www.minnesotapumpworks.com> - PAY NOW
3% charge for credit card and \$2.25 charge for e-Check

PAST DUE INVOICES ARE SUBJECT TO 1.5% PER MONTH FINANCE CHARGE

Thank you for your business.
Toll Free: 877-645-8004 | Email: info@minnesotapumpworks.com | Website: <http://www.minnesotapumpworks.com>



INV019759

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ARPA FUND SUMMARY

VENDOR	QUOTE	AMOUNT	INVOICE	Total Awarded:	\$91,032.05
				AMOUNT	EXT. BALANCE
2022 City of Blackduck Levy				\$15,000.00	\$76,032.05
MN Pump Works	1497	\$23,068.13	19317	\$23,378.90	\$52,653.15
MN Pump Works	1438	\$3,756.88	17924	\$3,000.00	\$49,653.15
MN Pump Works	1500	\$2,870.00	19102	\$2,901.87	\$46,751.28
MN Pump Works	1437	\$4,066.88	17923	\$4,116.88	\$42,634.40
MN Pump Works	<u>HighTide Monitoring Units</u>		19759	\$9,899.16	\$32,735.24
2023 City of Blackduck Levy				\$15,000.00	\$17,735.24

General Fund

Year to Date Income Statement thru 11/30/2022

General Fund Revenues	2022 YTD	2022 Budget	Remaining
Property Taxes	\$264,052.10	\$258,309.00	(\$5,743.10)
LGA	\$141,868.50	\$283,737.00	\$141,868.50
State, County, Federal Aid - includes ARP funding	\$83,392.79	\$54,500.00	(\$28,892.79)
Fire Protection	\$85,262.51	\$83,655.00	(\$1,607.51)
Other	\$29,879.63	\$28,100.00	(\$1,779.63)
Transfers in - <i>includes Liquor & ARPA</i>	\$55,000.00	\$65,000.00	\$10,000.00
Total General Fund Revenues	\$659,455.53	\$773,301.00	\$113,845.47

General Fund Expenditures - By Department	2022 YTD	2022 Budget	Remaining
City Council	\$2,588.52	\$15,084.00	\$12,495.48
Admininstration	\$170,369.05	\$160,722.02	(\$9,647.03)
Planning & Zoning	\$11,419.52	\$11,000.00	(\$419.52)
Government Bldgs	\$10,987.05	\$15,035.00	\$4,047.95
Police Department - <i>includes expenses for project</i>	\$141,386.40	\$231,093.82	\$89,707.42
Fire Department	\$93,946.93	\$101,400.00	\$7,453.07
Street Department - <i>includes expenses for project</i>	\$209,645.19	\$169,761.61	(\$39,883.58)
Street Lighting	\$10,461.12	\$14,000.00	\$3,538.88
Parks - Wayside Rest	\$20,986.10	\$27,109.74	\$6,123.64
Library	\$23,917.31	\$26,095.00	\$2,177.69
Total General Fund Expenditures	\$695,707.19	\$771,301.19	\$75,594.00

Net Difference **(\$36,251.66)**



Truth in Taxation Public Hearing Blackduck City Hall

December 5th, 2022 @ 6:15 P.M.

Respectfully Submitted by: Christina Regas City of Blackduck Administrator

The purpose of Truth and Taxation is to discuss the proposed property tax levy for the tax payable year 2023 and the proposed budget for the year 2023. This public hearing is held to discuss and seek public comment on the city's 2022 general fund budget and 2023 property tax levy. The City of Blackduck must certify its final payable 2023 property tax levy to the county auditor no later than December 28th, 2022 (*MN Statute §275.065*).

The following documentation outlines the following:

1. City of Blackduck 2023 Levy
2. LGA payment from the State of Minnesota
3. Tax Base for the City
4. 2023 General Fund expenditures and revenue sources.

The 2023 general fund budget does not balance and it will need an increase in the property tax levy. Therefore, the tax levy will remain as suggested in September in the amount of \$373,941.

PROPERTY TAXES

2022 Property Taxes

\$341,160.00

Proposed 2023 Property Taxes

\$373,941.00

(15% = Debt Service & 85% to General Fund)

Change from 2022-2023 Option D

9.6%

This does **NOT** translate to a 9.6% increase for all tax payers.

Average home valued at \$100,000 (*with full homestead exclusion*)

pays \$659/year in City taxes (*decrease of \$52*)

Why is Blackduck high?

A large percentage of property is classified as nontaxable:

Blackduck School; Government buildings; & Non-profits (Churches)

LOCAL GOVERNMENT AID

Local Government Aid (LGA) is a state aid to local governments. The LGA is manipulated by the Legislature annually. The following is list of the variables used to calculate the city's 2023 LGA certified amount.

1. Pre-housing units: the total number of housing units in your city that were constructed before 1940 according to the 2019 Federal Census. *(City of Blackduck Pre-1940 Housing units = 116)*
2. Housing units 1940-1970: is the total number of housing units built between 1940 and 1970. *(City of Blackduck total housing units 1940-1970 is 75)*
3. Total housing units: the total number of all housing units in your city (both vacant and occupied). *(City of Blackduck total housing units is 377)*
4. Household Size: a city's average household size as reported by the State Demographer and Metropolitan Council. *(City of Blackduck household estimate is 327 for April 1, 2021)*
5. Number of Employees: the average number of annual employees from the quarterly census of employment from the Dept. of Employment & Economic Development. *(City of Blackduck number of employees is 530)*
6. Peak population decline: a city's population decline (if any) from its highest population in a decennial census from 1970 or later. *(City of Blackduck peak population decline is 0.00%)*
7. Sparsity Adjustment: For a city with a population of 10,000 or more, the sparsity adjustment is \$100 per capita for any city with an average population density less than 150 per square mile. The sparsity adjustment for small and medium cities is equal to \$200 per capita for cities with a population density of less than 30 per square mile. *(City of Blackduck sparsity adjustment is 0)*
8. Tax Effort Rate: the net levy for all cities divided by the sum of the city net tax capacity for all cities. The tax effort rate is the same for all city calculations. *(City of Blackduck tax effort rate is 0.419523)*
9. City Revenue Need: City revenue need is defined in three separate calculations based on population. *(City of Blackduck population estimate is 840 for April 1, 2021)*
 - a. Small Cities: The formula for cities with a population less than 2,500 is:
 - i. **410 + (.367 x population over 100)** The city revenue need for cities with a population less than 2,500 cannot be over \$630 per capita. For cities with a sparsity adjustment, the city revenue need cannot be over \$830 per capita. *(City of Blackduck revenue need is \$630)*
10. Unmet Need: is the difference between (1) its city revenue need multiplied by its population, and (2) its city net tax capacity multiplied by the tax effort rate. *(City of Blackduck unmet need is \$486,761)*
11. Formula Aid: (aid increase) for a city is equal to the difference between its current unmet need and its certified aid in the previous year, minus special adjustments, multiplied by the aid gap percentage.

The following chart includes the history of LGA received by the City of Blackduck. Blackduck receives LGA in two equal payments on July 20 and December 26. The City of Blackduck is anticipating receiving \$290,392 for the budget year 2023. This equates to an increase of \$6,655.

2018	2019	2020	2021	2022	2023	Over 2022
\$253,712.00	\$254,282.00	\$268,858.00	\$278,534.00	\$283,737.00	\$290,392.00	2.3%

TAX BASE INFORMATION – what affects my taxes?

Estimated Market Value -

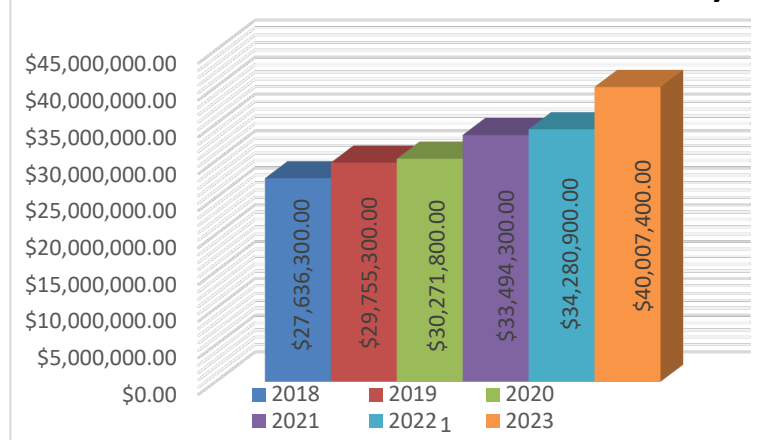
The property tax system is a continuous cycle, but it effectively begins with the estimation of property *market values* by local assessors. Assessors attempt to determine the approximate selling price of each parcel of property based on the current market conditions. Along with the market value determination, a *property class* is ascribed to each parcel of property based on the use of the property. The property classification system defines the *tax capacity* of each parcel as a percentage of each parcel's market value.

The Estimated Market Value is Beltrami County Assessor's estimate of what property would be worth on the open market if sold. The most common factor that results in an increase in an individual parcel's tax is the change in the parcel's estimated market value. The market value is set on Jan. 2 of the year before taxes are payable. Below is a five-year history of the City of Blackduck EMV (*Estimated Market Value*) & TMV (*Taxable Market Value*). As you can see below "Pay 2023" the City of Blackduck EMV has increased marking a steady tread of increased value.

Estimated Market Value History

Pay 2018	Percent +/-	Pay 2019	Percent +/-
EMV 2017	Over 2016	EMV 2018	Over 2017
\$27,636,300.00	-1.41%	\$29,755,300.00	7.12%
Pay 2020	Percent +/-	Pay 2021	Percent +/-
EMV 2019	Over 2018	EMV 2020	Over 2019
\$30,271,800.00	1.71%	\$33,494,300.00	9.62%
Pay 2022	Percent +/-	Pay 2023	Percent +/-
EMV 2021	Over 2020	EMV 2022	Over 2021
\$34,280,900.00	2.29%	\$40,007,400.00	14.31%

Estimated Market Value 6 Year History



Net Tax Capacity -

The next step in calculating the tax burden for a parcel involves the determination of each local unit of government's *property tax levy*. The *total tax capacity* is computed by first aggregating the tax capacities of all parcels within the city, then the taxable tax capacity is used to determine the *local tax rates*. The city tax rate is computed by dividing the city levy (*minus the fiscal disparities distribution levy, if applicable*) by the taxable tax capacity. The sum of the tax rates for all taxing authorities that levy against a single property produces the total local tax rate. This total local tax rate is then used to determine the overall tax burden for each parcel of property by multiplying the parcel's tax capacity by the total local tax rate. Below is a review of how the net tax capacity of the city may affect an individual's tax burden:

2023 Property Tax and 5-year Comparison						
	2018	2019	2020	2021	2022	2023 - Proposed
Net Tax Capacity	\$257,458.00	\$300,416.00	\$301,958.00	\$336,639.00	\$344,156.00	\$407,306.00
Levy Amount	\$170,868.00	\$179,372.00	\$224,964.00	\$230,148.00	\$256,009.00	\$318,564.00
Total Debt Amount	\$50,723.00	\$72,594.00	\$78,444.00	\$75,718.00	\$85,150.00	\$55,377.00
Mill Rate	86.00%	84.00%	100.00%	91.00%	99.00%	92.00%
Sample Tax	\$617.00	\$602.00	\$721.00	\$652.00	\$711.00	\$659.00

Taxable Market Value -

The Taxable Market Value is the Estimated Market Value less any credits (*Veterans Credit, Market Value Exclusion Credit, Ag Credit, etc.*). When taxable market value decreases the tax burden to property owners will increase. Whenever we increase our market value (*build a new home and/or a new business*) the tax burden to property owners decreases. As you can see below "Pay 2023" the City of Blackduck TMV has increased over 2022. A continued strong market value increase may affect the tax burden to property owners.

Taxable Market Value History

Pay	% +/-	Pay	% +/-	
2018	Over 2017	2019	Over 2018	
\$22,794,400.00	0.7%	\$25,498,500.00	10.6%	
Pay	% +/-	Pay	% +/-	
2020	Over 2019	2021	Over 2020	
\$25,204,000.00	-1.2%	\$28,233,800.00	10.73%	
Pay	% +/-	Pay	% +/-	
2022	Over 2021	2023	Over 2022	
\$29,743,300.00	5.08%	\$35,340,589.00	15.84%	

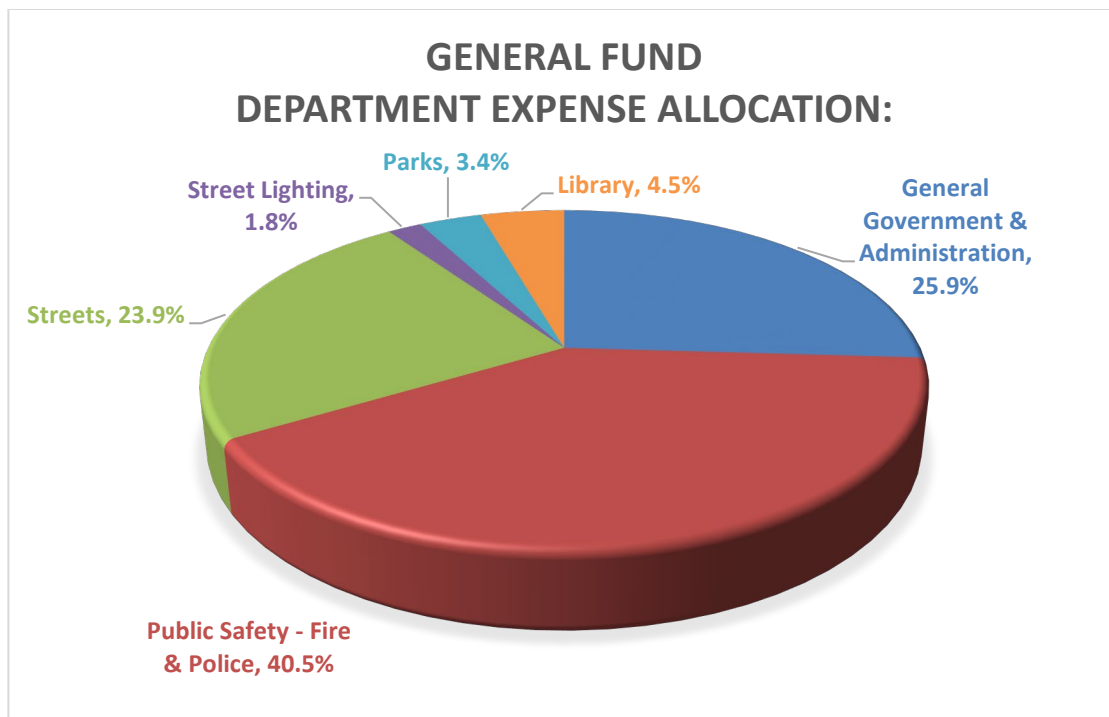
Why do Property taxes vary from year to year? Explaining individual property tax changes from year to year involves a multi-step process and beyond the scope of the City Administrator. Please contact the Beltrami County Assessor for individual evaluations (*Open House held annually in April*).

In general, the following items have the most impact:

1. Property Value drives mathematical calculations
2. Special assessments added to tax bill
3. Tax Levy for City, County or School District changes
4. Constant Changes to the City of Blackduck Net Tax Capacity

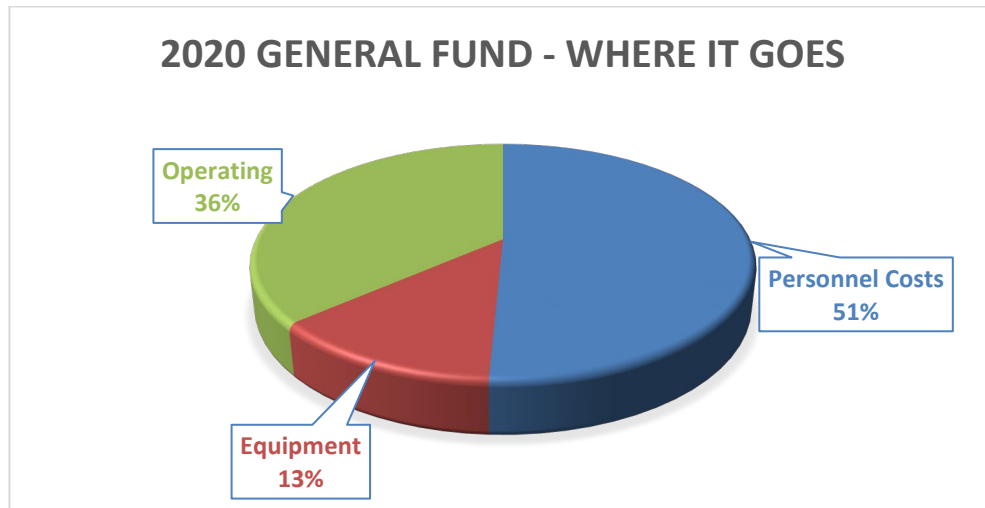
2023 General Fund Expenditures:

Department:	Amount:		
Public Safety - Fire & Police	\$335,537.00		
General Government & Administration	\$214,669.00		
Streets	\$197,531.00		
Parks	\$27,759.00		
Library	\$37,124.00		
Street Lighting	\$15,100.00		
Total:	\$827,720.00		



Where does our 2023 Funding go?

	2023
Personnel Costs	\$420,035.00
Operating	\$301,169.00
Equipment	\$106,516.00
	\$827,720.00



2023 General Fund Budget Expenses - \$53,909 increase:

- ❖ Overall Personnel costs – increase of 5.5% or \$23,053
- ❖ Overall Operating costs – increase of 13.2% or \$39,868
 - Library funding will include \$10,000 to fund acquisition costs for the purchase of a larger facility or to assist in remodel updates to existing facility.
 - Street Materials – street materials will increase to provide for repairs from FEMA Disaster declaration of 2022.
 - License Center Budget – new department budget added providing funding for payroll and operating.
 - Fuel / Heating / Electricity / Insurance Costs – to allow for existing cost increases facing everyone.
- ❖ Overall Equipment costs – decrease of -8.0% or \$9,012

What did we accomplish in 2022?

- ❖ Downtown Redevelopment Project – Main Street – after conclusion of demolition on three commercial buildings in downtown the property is now listed for sale and future development.
- ❖ ARPA Funding – in 2021 – 2022 the City of Blackduck received \$93,000 in ARPA funding and the City Council committed \$63,000 on the wastewater lift stations providing much needed improvements to the infrastructure.
- ❖ FEMA Disaster DR-4659 Funding – The heaving rains in spring of 2022 wreaked havoc on several of the City gravel roads; Pine Tree Park Campground; Blackduck Beach; and Railroad Ave. The City of Blackduck has been approved for reimbursable grants to repair and improve the infrastructure damaged in 2022.
- ❖ Blackduck Fire Department entered into a purchase agreement for a Pierce Freightliner Tanker / Pumper. This new addition to the department fleet will provide a 2100 gallon tank with a 1250 gallon per minute pumper in one piece of equipment thus increasing the response of the department to the fire protection area.
- ❖ Blackduck Library Facility – the City Council in partnership with Kitchigami Regional Library System will commit capital improvement funding to improve the existing facility or move to a larger facility. The City is exploring the best options for the community.
- ❖ Limited Deputy Registrar Approval – the City of Blackduck City Hall will host the services of a DMV in late 2022 early 2023. These services will provide the community with tab renewals and title transfers.
- ❖ Special & Enterprise Fund Department Improvements – the improvements to the city liquor store, golf course, and campground amenities continues to be asset to the community. Regardless of a soft economy in 2022 the City Council and staff are committed to supporting these departments to offer its residents and visitors a great experience.

What to look for in 2023....

- ✓ Local Option Sales Tax – despite the efforts of the City of Blackduck in 2022, the local option sales tax introduced in 2022 did not make it to the voters in the general election. This was due in part to the state legislature not passing a budget bill. The City of Blackduck is committed to the efforts of providing a local option sales tax to improve on areas of regional significance and will work with representatives in 2023 to bring the plan to action.
- ✓ City of Blackduck Property Orderly Annexation – in 2022 the efforts to orderly annex city owned property began. Although a lengthy process, the Minnesota Office of Administrative Hearings will review final approved documentation in early 2023.
- ✓ Blackduck City Hall Exterior Improvements – with the removal of three commercial structures in 2022 the continued efforts to preserve Blackduck City Hall in downtown will continue in 2023. The structure needs major improvements to the roof and the parapet may have to come down. Combined with exterior wall improvements and new signage the building can secure a future as a staple of our downtown.
- ✓ Sale of City owned property – with the completion of the new Public Works / Public Safety facility the existing structures will be sold to private parties and returned to the tax roll.

City of Blackduck - General Fund Expenditures - 2021-2023

General Government	Expense Description	2021 Budget	2022 Budget	2023 Budget
E 101-41000-721	Transfer to Cemetary Fund	\$2,000.00	\$2,000.00	\$2,000.00
E 101-41000-782	Intrafund Transfer	\$0.00	\$0.00	\$0.00
		\$2,000.00	\$2,000.00	\$2,000.00
City Council	Expense Description	2021 Budget	2022 Budget	2023 Budget
E 101-41110-101	Full-Time Employees Regular	\$6,800.00	\$10,900.00	\$10,900.00
E 101-41110-122	FICA	\$524.00	\$834.00	\$834.00
E 101-41110-207	Computer Supplies	\$500.00	\$500.00	\$500.00
E 101-41110-208	Training and Instruction	\$2,000.00	\$2,000.00	\$2,000.00
E 101-41110-331	Travel Expenses	\$700.00	\$700.00	\$1,000.00
E 101-41110-433	Dues and Subscriptions	\$150.00	\$150.00	\$150.00
		\$10,674.00	\$15,084.00	\$15,384.00
City Administration	Expense Description	2021 Budget	2022 Budget	2023 Budget
E 101-41400-101	Full-Time Employees Regular	\$79,430.00	\$86,123.10	\$86,866.96
E 101-41400-121	PERA	\$5,957.00	\$6,459.23	\$6,515.02
E 101-41400-122	FICA	\$6,076.00	\$6,588.42	\$6,645.32
E 101-41400-131	Employer Paid Health	\$6,688.00	\$6,691.27	\$6,422.50
E 101-41400-200	Office Supplies (GENERAL)	\$1,500.00	\$1,500.00	\$1,500.00
E 101-41400-207	Computer Supplies	\$1,000.00	\$1,000.00	\$1,000.00
E 101-41400-208	Training and Instruction	\$1,000.00	\$1,000.00	\$1,000.00
E 101-41400-210	Operating Supplies (GENERAL)	\$600.00	\$600.00	\$1,200.00
E 101-41400-301	Auditing and Acct g Services	\$6,000.00	\$6,000.00	\$6,500.00
E 101-41400-304	Legal Fees	\$1,800.00	\$3,500.00	\$3,500.00
E 101-41400-310	Other Professional Services	\$5,070.00	\$5,070.00	\$7,700.00
E 101-41400-311	Website Development & Maintena	\$0.00	\$0.00	\$948.00
E 101-41400-321	Telephone	\$2,250.00	\$2,250.00	\$4,450.00
E 101-41400-322	Postage	\$500.00	\$500.00	\$750.00
E 101-41400-327	Internet Access	\$1,000.00	\$1,000.00	\$1,140.00
E 101-41400-331	Travel Expenses	\$2,000.00	\$2,000.00	\$2,000.00
E 101-41400-351	Legal Notices Publishing	\$300.00	\$300.00	\$300.00
E 101-41400-352	General Notices and Pub Info	\$350.00	\$350.00	\$350.00
E 101-41400-353	Ordinance Publication	\$150.00	\$150.00	\$150.00
E 101-41400-355	Election Expense	\$2,000.00	\$2,000.00	\$1,500.00
E 101-41400-366	Workers Compensation Insurance	\$500.00	\$500.00	\$595.00
E 101-41400-384	Refuse/Garbage Disposal	\$0.00	\$0.00	\$155.00
E 101-41400-433	Dues and Subscriptions	\$4,640.00	\$4,640.00	\$6,344.00
E 101-41400-438	Bank Service Charges	\$1,500.00	\$500.00	\$500.00
E 101-41400-570	Office Equip and Furnishings	\$500.00	\$500.00	\$500.00
E 101-41400-603	Short-Term Debt Principal	\$2,000.00	\$2,000.00	\$2,088.00
E 101-41400-786	State Fire Aid	\$19,500.00	\$19,500.00	\$19,500.00
		\$152,311.00	\$160,722.02	\$170,119.80

City of Blackduck - General Fund Expenditures - Review 2021-2023				
Fire Department Budget		2021 Budget	2022 Budget	2023 Budget
E 101-42200-103	Part-Time Employees	\$13,500.00	\$16,000.00	\$16,000.00
E 101-42200-122	FICA	\$1,100.00	\$1,750.00	\$1,225.00
E 101-42200-124	Fire Pension Contributions	\$0.00	\$0.00	\$0.00
E 101-42200-205	Heating Fuel	\$2,500.00	\$2,500.00	\$3,000.00
E 101-42200-206	Electricity	\$5,000.00	\$4,000.00	\$4,200.00
E 101-42200-208	Training and Instruction	\$2,000.00	\$2,000.00	\$2,000.00
E 101-42200-210	Operating Supplies (GENERAL)	\$1,000.00	\$1,000.00	\$1,000.00
E 101-42200-212	Motor Fuels	\$2,000.00	\$2,000.00	\$2,200.00
E 101-42200-233	Uniforms	\$5,000.00	\$5,000.00	\$5,000.00
E 101-42200-240	Small Tools and Minor Equip	\$2,000.00	\$2,000.00	\$2,000.00
E 101-42200-305	Medical Fees	\$1,200.00	\$500.00	\$500.00
E 101-42200-321	Telephone	\$800.00	\$800.00	\$800.00
E 101-42200-322	Postage	\$100.00	\$100.00	\$100.00
E 101-42200-323	Radio/Communications Expenses	\$3,500.00	\$4,500.00	\$4,500.00
E 101-42200-331	Travel Expenses	\$250.00	\$250.00	\$250.00
E 101-42200-361	General Liability Ins	\$255.00	\$250.00	\$375.00
E 101-42200-362	Property Ins	\$978.00	\$1,000.00	\$2,475.00
E 101-42200-363	Automotive Ins	\$1,337.00	\$1,400.00	\$1,525.00
E 101-42200-366	Workers Compensation Insurance	\$6,180.00	\$6,200.00	\$6,405.00
E 101-42200-384	Refuse/Garbage Disposal	\$0.00	\$300.00	\$300.00
E 101-42200-401	Repairs/Maint Buildings	\$3,750.00	\$3,750.00	\$3,750.00
E 101-42200-404	Repairs/Maint Machinery/Equip	\$12,250.00	\$9,400.00	\$9,400.00
E 101-42200-420	Tower Lease	\$500.00	\$500.00	\$500.00
E 101-42200-433	Dues and Subscriptions	\$200.00	\$200.00	\$200.00
E 101-42200-500	Capital Outlay (GENERAL)	\$5,000.00	\$5,000.00	\$5,000.00
E 101-42200-580	Other Equipment	\$1,000.00	\$1,000.00	\$1,000.00
E 101-42200-708	Transfer to Fire Dept Reserve	\$30,000.00	\$30,000.00	\$30,000.00
		\$101,400.00	\$101,400.00	\$103,705.00

City of Blackduck - General Fund Expenditures - Review 2021-2023

Police Department Budget		2021 Budget	2022 Budget	2023 Budget
E 101-42110-101	Full-Time Employees Regular	\$115,115.00	\$121,917.25	\$118,945.00
E 101-42110-102	Full-Time Employees Overtime	\$1,260.00	\$1,200.00	\$1,350.00
E 101-42110-103	Part-Time Employees	\$5,203.00	\$5,000.00	\$5,483.00
E 101-42110-121	PERA	\$21,519.00	\$24,579.37	\$22,153.00
E 101-42110-122	FICA	\$1,763.00	\$2,013.56	\$1,824.00
E 101-42110-131	Employer Paid Health	\$23,212.00	\$23,225.64	\$31,802.28
E 101-42110-205	Heating Fuel	\$1,000.00	\$1,200.00	\$2,000.00
E 101-42110-206	Electricity	\$2,500.00	\$2,500.00	\$2,500.00
E 101-42110-208	Training and Instruction	\$2,000.00	\$2,000.00	\$2,000.00
E 101-42110-209	Other Office Supplies	\$500.00	\$500.00	\$500.00
E 101-42110-210	Operating Supplies (GENERAL)	\$1,000.00	\$1,000.00	\$1,000.00
E 101-42110-212	Motor Fuels	\$6,000.00	\$6,000.00	\$6,000.00
E 101-42110-222	Tires	\$1,000.00	\$1,000.00	\$1,000.00
E 101-42110-230	Equipment	\$2,200.00	\$2,200.00	\$2,200.00
E 101-42110-233	Uniforms	\$1,500.00	\$1,500.00	\$1,500.00
E 101-42110-305	Medical Fees	\$500.00	\$0.00	\$1,100.00
E 101-42110-310	Other Professional Services	\$0.00	\$1,100.00	\$0.00
E 101-42110-321	Telephone	\$1,500.00	\$996.00	\$2,179.44
E 101-42110-322	Postage	\$50.00	\$50.00	\$50.00
E 101-42110-331	Travel Expenses	\$500.00	\$500.00	\$500.00
E 101-42110-361	General Liability Ins	\$5,834.00	\$6,924.00	\$5,025.00
E 101-42110-362	Property Ins	\$1,453.00	\$1,408.00	\$2,400.00
E 101-42110-363	Automotive Ins	\$1,288.00	\$2,225.00	\$2,745.00
E 101-42110-366	Workers Compensation Insurance	\$4,450.00	\$6,500.00	\$11,175.00
E 101-42110-384	Refuse/Garbage Disposal	\$0.00	\$155.00	\$1,000.00
E 101-42110-401	Repairs/Maint Buildings	\$1,000.00	\$1,100.00	\$1,100.00
E 101-42110-404	Repairs/Maint Machinery/Equip	\$2,500.00	\$2,500.00	\$2,500.00
E 101-42110-420	Tower Lease	\$500.00	\$500.00	\$500.00
E 101-42110-425	Depreciation	\$10,000.00	\$10,000.00	\$0.00
E 101-42110-433	Dues and Subscriptions	\$800.00	\$800.00	\$800.00
E 101-42110-436	Towing Charges	\$500.00	\$500.00	\$500.00
		\$216,647.00	\$231,093.82	\$231,831.72

City of Blackduck - General Fund Expenditures - Review 2021-2023

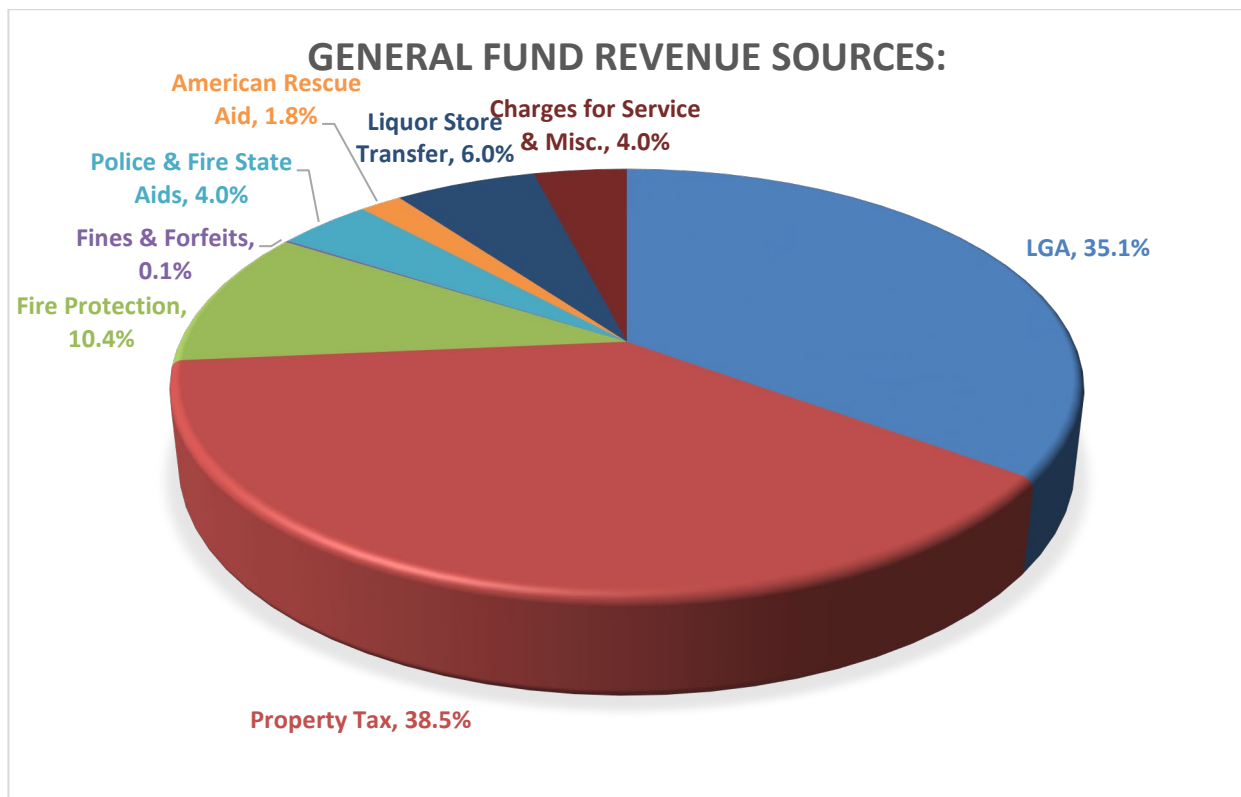
Street Department Budget		2021 Budget	2022 Budget	2023 Budget
E 101-43100-101	Full-Time Employees Regular	\$51,765.00	\$54,133.04	\$59,274.67
E 101-43100-102	Full-Time Employees Overtime	\$1,000.00	\$1,000.00	\$4,500.00
E 101-43100-103	Part-Time Employees	\$1,700.00	\$1,814.40	\$1,906.42
E 101-43100-121	PERA	\$3,958.00	\$4,191.74	\$4,588.58
E 101-43100-122	FICA	\$4,090.00	\$4,279.98	\$4,680.35
E 101-43100-131	Employer Paid Health	\$9,665.00	\$9,670.29	\$10,000.66
E 101-43100-200	Office Supplies (GENERAL)	\$400.00	\$400.00	\$500.00
E 101-43100-205	Heating Fuel	\$2,000.00	\$2,000.00	\$2,100.00
E 101-43100-206	Electricity	\$4,300.00	\$4,300.00	\$4,500.00
E 101-43100-210	Operating Supplies (GENERAL)	\$1,600.00	\$1,600.00	\$2,000.00
E 101-43100-212	Motor Fuels	\$8,750.00	\$8,750.00	\$10,000.00
E 101-43100-213	Lubricants and Additives	\$1,050.00	\$1,500.00	\$1,600.00
E 101-43100-220	Repair/Maint Supply (GENERAL)	\$2,100.00	\$2,100.00	\$2,200.00
E 101-43100-221	Equipment Parts	\$750.00	\$1,000.00	\$1,100.00
E 101-43100-222	Tires	\$1,000.00	\$2,600.00	\$3,500.00
E 101-43100-224	Street Maint Materials	\$20,000.00	\$20,000.00	\$31,000.00
E 101-43100-233	Uniforms	\$1,200.00	\$1,200.00	\$1,300.00
E 101-43100-235	Personal Protective Equipment	\$1,600.00	\$1,600.00	\$1,700.00
E 101-43100-240	Small Tools and Minor Equip	\$525.00	\$1,050.00	\$1,150.00
E 101-43100-310	Other Professional Services	\$2,000.00	\$2,000.00	\$2,100.00
E 101-43100-321	Telephone	\$100.00	\$600.00	\$2,950.00
E 101-43100-361	General Liability Ins	\$252.00	\$292.00	\$370.85
E 101-43100-362	Property Ins	\$923.00	\$1,850.00	\$1,273.32
E 101-43100-363	Automotive Ins	\$1,081.00	\$2,225.00	\$2,068.50
E 101-43100-366	Workers Compensation Insurance	\$3,512.00	\$4,051.00	\$4,601.45
E 101-43100-384	Refuse/Garbage Disposal	\$0.00	\$388.00	\$1,000.00
E 101-43100-401	Repairs/Maint Buildings	\$1,000.00	\$1,000.00	\$1,100.00
E 101-43100-404	Repairs/Maint Machinery/Equip	\$5,700.00	\$5,700.00	\$6,000.00
E 101-43100-501	Assessment	\$1,500.00	\$0.00	\$0.00
E 101-43100-550	Motor Vehicles	\$10,000.00	\$14,237.58	\$14,237.58
E 101-43100-580	Other Equipment	\$14,229.00	\$14,228.58	\$14,228.58
		\$157,750.00	\$169,761.61	\$197,530.96

City of Blackduck - Library Fund Expenditures - Review 2021-2023				
Blackduck Library		2021 Budget	2022 Budget	2023 Budget
E 101-45500-206	Electricity	\$3,500.00	\$3,500.00	\$3,500.00
E 101-45500-210	Operating Supplies (GENERAL)	\$310.00	\$400.00	\$400.00
E 101-45500-300	Professional Srvs (GENERAL)	\$0.00	\$0.00	\$10,000.00
E 101-45500-331	Travel Expenses	\$210.00	\$210.00	\$210.00
E 101-45500-361	General Liability Ins	\$83.00	\$85.00	\$123.62
E 101-45500-362	Property Ins	\$799.00	\$800.00	\$1,310.04
E 101-45500-380	Utility Services (GENERAL)	\$750.00	\$750.00	\$750.00
E 101-45500-401	Repairs/Maint Buildings	\$1,931.00	\$4,000.00	\$4,000.00
E 101-45500-426	Automation Repair & Replace.	\$350.00	\$350.00	\$350.00
E 101-45500-433	Dues and Subscriptions	\$15,608.00	\$16,000.00	\$16,480.00
		\$23,541.00	\$26,095.00	\$37,123.66
Street Lighting Budget		2021 Budget	2022 Budget	2023 Budget
E 101-43160-206	Electricity	\$8,000.00	\$9,500.00	\$10,500.00
E 101-43160-210	Operating Supplies (GENERAL)	\$3,500.00	\$3,500.00	\$3,500.00
E 101-43160-220	Repair/Maint Supply (GENERAL)	\$1,000.00	\$1,000.00	\$1,100.00
		\$12,500.00	\$14,000.00	\$15,100.00
Wayside Rest Park Budget		2021 Budget	2022 Budget	2023 Budget
E 101-45200-101	Full-Time Employees Regular	\$3,519.00	\$3,643.24	\$3,934.00
E 101-45200-102	Full-Time Employees Overtime	\$300.00	\$350.00	\$350.00
E 101-45200-103	Part-Time Employees	\$2,832.00	\$2,928.00	\$3,177.36
E 101-45200-106	School Resource Officer - wage	\$0.00	\$0.00	\$0.00
E 101-45200-121	PERA	\$390.00	\$492.84	\$533.37
E 101-45200-122	FICA	\$486.00	\$502.70	\$544.04
E 101-45200-131	Employer Paid Health	\$695.00	\$694.96	\$718.85
E 101-45200-206	Electricity	\$2,000.00	\$2,000.00	\$2,100.00
E 101-45200-210	Operating Supplies (GENERAL)	\$900.00	\$900.00	\$1,000.00
E 101-45200-211	Cleaning Supplies	\$0.00	\$0.00	\$400.00
E 101-45200-212	Motor Fuels	\$1,550.00	\$1,550.00	\$1,650.00
E 101-45200-225	Landscaping Materials	\$1,000.00	\$2,000.00	\$2,100.00
E 101-45200-305	Medical Fees	\$50.00	\$50.00	\$0.00
E 101-45200-361	General Liability Ins	\$834.00	\$972.00	\$1,236.17
E 101-45200-362	Property Ins	\$2,354.00	\$3,014.00	\$1,273.32
E 101-45200-366	Workers Compensation Insurance	\$443.00	\$1,352.00	\$981.88
E 101-45200-384	Refuse/Garbage Disposal	\$0.00	\$0.00	\$1,100.00
E 101-45200-401	Repairs/Maint Buildings	\$1,500.00	\$4,000.00	\$4,000.00
E 101-45200-430	Miscellaneous (GENERAL)	\$300.00	\$300.00	\$300.00
E 101-45200-433	Dues and Subscriptions	\$0.00	\$0.00	\$0.00
E 101-45200-501	Assessment	\$2,350.00	\$2,360.00	12 \$2,360.00
		\$2,350.00	\$2,360.00	\$2,360.00

City of Blackduck - General Fund Expenditures - Review 2021-2023						
Rental Inspection Services Budget		2021 Budget	2022 Budget	2023 Budget		
E 101-41910-300	Professional Srvs (GEN	\$0.00	\$11,000.00	\$1,000.00		
General Government Buildings Budget		2021 Budget	2022 Budget	2023 Budget		
E 101-41940-206	Electricity	\$8,000.00	\$8,000.00	\$8,500.00		
E 101-41940-210	Operating Supplies (GE	\$500.00	\$500.00	\$500.00		
E 101-41940-223	Building Repair Supplie	\$400.00	\$400.00	\$400.00		
E 101-41940-361	General Liability Ins	\$83.00	\$85.00	\$125.00		
E 101-41940-362	Property Ins	\$584.00	\$600.00	\$1,140.00		
E 101-41940-380	Utility Services (GENE	\$450.00	\$450.00	\$500.00		
E 101-41940-401	Repairs/Maint Building	\$5,000.00	\$5,000.00	\$5,000.00		
		\$15,017.00	\$15,035.00	\$16,165.00		
License Center Budget		2021 Budget	2022 Budget	2023 Budget		
E 101-44444-101	Full-Time Employees F	\$0.00	\$0.00	\$7,033.30		
E 101-44444-121	PERA	\$0.00	\$0.00	\$527.50		
E 101-44444-122	FICA	\$0.00	\$0.00	\$538.05		
E 101-44444-131	Employer Paid Health	\$0.00	\$0.00	\$761.87		
E 101-44444-200	Office Supplies (GENE	\$0.00	\$0.00	\$450.00		
E 101-44444-210	Operating Supplies (GE	\$0.00	\$0.00	\$450.00		
E 101-44444-300	Professional Srvs (GEN	\$0.00	\$0.00	\$0.00		
E 101-44444-301	Auditing and Acct g Ser	\$0.00	\$0.00	\$0.00		
E 101-44444-322	Postage	\$0.00	\$0.00	\$240.00		
E 101-44444-570	Office Equip and Furni	\$0.00	\$0.00	\$0.00		
		\$0.00	\$0.00	\$10,000.72		

2023 General Fund Revenue Sources:

Fund:	Amount:		
LGA	\$290,392.00		
Property Tax	\$318,564.00		
Fire Protection Contribution	\$86,354.00		
Liquor Store Transfer	\$50,000.00		
Police & Fire State Aids	\$33,500.00		
Charges for Service & Misc.	\$32,910.00		
American Resuce Aid	\$15,000.00		
Fines & Forfeits	\$1,000.00		
Total:	\$827,720.00		





City of Blackduck – General Fund Revenues – Review 2021 – 2023

Account Description	2021 Budget	2022 Budget	2023 Budget		
R 101-31000 General Property Taxes	\$230,148.00	\$256,009.00	\$318,564.00		
R 101-31030 Mobile Home Tax	\$800.00	\$800.00	\$800.00		
R 101-31900 Penalties and Interest DelTax	\$1,500.00	\$1,500.00	\$1,500.00		
R 101-32000 Licenses and Permits	\$3,500.00	\$14,500.00	\$3,500.00		
R 101-32240 Animal Licenses	\$250.00	\$250.00	\$250.00		
R 101-33100 Federal Grants and Aids	\$0.00	\$19,000.00	\$15,000.00		
R 101-33401 Local Government Aid	\$278,534.00	\$283,737.00	\$290,392.00		
R 101-33416 Police Training Reimbursement	\$1,500.00	\$1,500.00	\$1,500.00		
R 101-33423 State Police Aid	\$15,000.00	\$15,000.00	\$13,000.00		
R 101-33424 State Fire Aid	\$19,000.00	\$19,000.00	\$19,000.00		
R 101-34000 Charges for Services	\$8,000.00	\$8,000.00	\$18,000.00		
R 101-34202 Fire Protection Svcs	\$83,761.00	\$83,655.00	\$86,354.00		
R 101-35000 Fines and Forfeits	\$1,500.00	\$1,000.00	\$100.00		
R 101-35102 Parking Fines	\$100.00	\$100.00	\$100.00		
R 101-36200 Miscellaneous Revenues	\$2,000.00	\$2,000.00	\$1,000.00		
R 101-36210 Interest Earnings	\$2,500.00	\$2,000.00	\$1,000.00		
R 101-36240 Reimbursements	\$250.00	\$250.00	\$7,660.00		
R 101-39269 Transfer from Liquor Fund	\$65,000.00	\$65,000.00	\$50,000.00		
	\$713,343.00	\$773,301.00	\$827,720.00		

2023 GO BONDS
Budgeting 2023 P/I Payments
Utilizing 2022 Special Assessments

	Principle Payments	Interest	County Fees	Specials	Property Tax	Revenue	P & I
GO ImpBond (307)				\$6,075.58		\$0.00	\$0.00
Refunding (309)	\$15,000.00	\$946.88	\$650.00	\$0.00	\$17,426.72	\$0.00	\$17,426.72
Intra Loan (311)							
Rural Water (314)	\$11,000.00	\$855.00	\$0.00	\$449.92	\$9,116.38	\$3,000.00	\$12,566.30
Intra Loan (325)	\$5,303.39	\$1,084.65	\$0.00	\$5,968.47	\$0.00	\$0.00	\$6,579.68
Revenue GO (601)	\$45,000.00	\$15,487.50	\$0.00	\$0.00	\$0.00	\$60,487.50	\$63,511.88
Revenue Go (320)	\$4,000.00	\$1,540.00	\$0.00	\$13,644.63	\$0.00	\$0.00	\$5,706.20
Rural Water (317 & 602)	\$17,000.00	\$417.25	\$0.00	\$7,856.52	\$0.00	\$9,560.73	\$17,939.77
Go Bond 2022A Temporary	\$0.00	\$43,448.33	\$0.00	\$0.00	\$23,990.56	\$19,457.77	<i>Using Cash in 2022</i> \$43,448.33
Go Bond 2020A USDA	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
TCF National Bank Lease (609)	\$12,947.95	\$1,359.55	\$0.00	\$0.00	\$0.00	\$15,022.88	\$15,022.88
Revenue 2021A Go Bond (609)	\$30,000.00	\$10,675.00	\$0.00	\$0.00	\$0.00	\$42,708.75	\$42,708.75
USDA Loan#09 Skid Steer (352)	\$3,406.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	<i>Levy</i> \$3,406.00
CAT Financial Tractor Lease (101)	\$10,822.58	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	<i>Levy</i> \$10,822.58
GM Financial Lease (101)	\$12,491.89	\$1,745.69	\$0.00	\$0.00	\$0.00	\$0.00	<i>Levy</i> \$14,237.58
TCF Bank Lease (613)	\$14,670.00	\$0.00	\$0.00	\$0.00	\$0.00	\$14,670.00	\$14,670.00
Intra Loan Shed (613)	\$5,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$5,000.00	\$5,000.00
Intra Loan Shed (613)	\$812.88	\$305.12	\$0.00	\$0.00	\$0.00	\$1,118.00	\$1,118.00
Internal Loan Rough Mower (613)	\$2,981.35	\$669.39	\$0.00	\$0.00	\$0.00	\$3,650.74	\$3,650.74
Revenue GO Equip (613)	\$3,000.00	\$90.00	\$0.00	\$0.00	\$3,244.50	\$0.00	\$3,244.50
Revenue GO Club House(613)	\$7,000.00	\$210.00	\$0.00	\$0.00	\$7,570.50	\$0.00	\$7,570.50
Revenue Go Equipment (613)	\$14,000.00	\$875.00	\$0.00	\$0.00	\$10,618.75	\$5,000.00	\$15,618.75
Blackduck HRA Levy					\$7,401		

Totals	\$214,436.04	\$79,709.36	\$650.00	\$33,995.12	\$55,378.22	\$179,676.37	\$304,249.15
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Bond Maturity Dates:	Description:	Balance After 2023 Payments:
2/1/2022	2006A Go Bond (307)	\$0.00
1/1/2024	2009A Go Bond (309)	\$16,246.88
2/1/2022	Industrial Lane Loan (311)	\$0.00
2/1/2035	Water Tower (601)	\$751,725.00
8/10/2024	2012 Golf Equip & Club House (613)	\$10,390.00
2/1/2025	4th Street Sewer (314)	\$26,735.00
8/20/2046	Water (Main & Summit) (320)	\$169,720.00
2/1/2024	Sewer (Main & Summit) (602 & 317)	\$5,727.28
2/1/2029	Frontage/Pine Ave (325)	\$31,082.72
2/1/2025	2016 Golf Equipment (613)	\$29,225.00
3/1/2031	2020 Golf Cart Shed (613)	\$7,381.75
3/1/2031	2020 Golf Cart Shed (613)	\$30,000.00
2/1/2042	2021 Go Bond (609)	\$736,585.00
2/1/2031	USDA Loan #09 Skid Steer (318)	\$23,842.00
1/1/2025	TCF Bank Lease (609)	\$19,172.97
1/13/2025	GM Financial Lease (101-43100)	\$28,475.16
2/15/2025	CAT Financial Lease (101-43100)	\$21,645.16
10/1/2026	TCF Bank Lease (613) carts	\$44,010.00
2/1/2028	2022 Golf Rough Mower (613)	\$16,550.15
		\$1,968,514.07

General Fund

Levy:

Total Golf Debt:
\$137,556.90

Total Liquor Debt:
\$755,757.97

Total Water Debt:
\$921,445.00

Total Sewer Debt:
\$48,709.16

Total Street Debt:
\$105,045.04

\$55,378.22
does not include interim interest
\$318,564.00
includes License Center
\$373,942.22
updated 9/22/2022

Property Tax Levy History:

2018	\$221,400.00	Certified
2019	\$252,138.00	Certified
2020	\$303,411.00	Certified
2021	\$305,866.00	Certified
2022	\$341,159.00	Certified
2023	\$373,942.22	Proposed

9.6%

2023 General Fund Revenues

updated 11/30/22

General Fund Revenue	2021 Budget	2021 Amount	2022 Budget	2022 YTD Amount	2023 Budget
R 101-31000 General Property Taxes	\$230,148.00	\$236,914.73	\$256,009.00	\$262,689.72	
R 101-31030 Mobile Home Tax	\$800.00	\$1,029.15	\$800.00	\$576.61	\$800.00
R 101-31900 Penalties and Interest DelTax	\$1,500.00	\$1,065.60	\$1,500.00	\$785.77	\$1,500.00
R 101-32000 Licenses and Permits	\$3,500.00	\$700.00	\$14,500.00	\$12,725.00	\$3,500.00
R 101-32240 Animal Licenses	\$250.00	\$110.00	\$250.00	\$10.00	\$250.00
R 101-33100 Federal Grants and Aids - American Rescue Act	\$0.00	\$30,441.05	\$19,000.00	\$45,516.06	\$15,000.00
R 101-33130 CDBG	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
R 101-33400 State Grants and Aids	\$0.00	\$21,192.79	\$0.00	\$0.00	\$0.00
R 101-33401 Local Government Aid	\$278,534.00	\$278,534.00	\$283,737.00	\$141,868.50	\$290,392.00
R 101-33403 Market Value Credit-MH	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
R 101-33404 PERA AID	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
R 101-33405 Market Value Credit - Real	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
R 101-33406 Market Value Credit-TIF	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
R 101-33407 Market Value Credit-AG	\$0.00	\$55.09	\$0.00	\$28.67	\$0.00
R 101-33416 Police Training Reimbursement	\$1,500.00	\$1,433.92	\$1,500.00	\$0.00	\$1,500.00
R 101-33423 State Police Aid	\$15,000.00	\$18,385.14	\$15,000.00	\$14,189.95	\$13,000.00
R 101-33424 State Fire Aid	\$19,000.00	\$0.00	\$19,000.00	\$23,686.78	\$19,000.00
R 101-33620 Other County Grants/Aid	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
R 101-34000 Charges for Services	\$8,000.00	\$8,175.95	\$8,000.00	\$8,100.00	\$18,000.00
R 101-34103 Zoning and Subdivision Fees	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
R 101-34108 Admin Charges to Other Funds	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
R 101-34110 Sale of Property	\$0.00	\$842.00	\$0.00	\$0.00	\$0.00
R 101-34202 Fire Protection Svcs	\$83,761.00	\$83,759.97	\$83,655.00	\$85,262.51	\$86,354.24
R 101-34781 Reservation Fees	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
R 101-35000 Fines and Forfeits	\$1,500.00	\$389.96	\$1,000.00	\$23.32	\$100.00
R 101-35102 Parking Fines	\$100.00	\$45.00	\$100.00	\$0.00	\$100.00
R 101-36100 Special Assessments	\$0.00	\$0.00	\$0.00	\$0.71	\$0.00
R 101-36102 Penalties and Interest	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
R 101-36200 Miscellaneous Revenues	\$2,000.00	\$65.34	\$2,000.00	\$109.42	\$1,000.00
R 101-36210 Interest Earnings	\$2,500.00	\$877.06	\$2,000.00	\$1,096.68	\$1,000.00
R 101-36220 Other Rents and Royalties	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
R 101-36230 Contributions and Donations	\$0.00	\$3,000.00	\$0.00	\$2,700.00	\$0.00
R 101-36231 Community Development Grants	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
R 101-36240 Reimbursements	\$250.00	\$20,457.92	\$250.00	\$3,912.49	\$7,660.00
R 101-39101 Sales of General Fixed Assets	\$0.00	\$24,000.00	\$0.00	\$1,200.00	\$0.00
R 101-39200 Interfund Transfer	\$0.00	\$0.00	\$0.00	\$15,000.00	\$0.00
R 101-39203 Transfer from Other Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
R 101-39204 Intrafund Transfer	\$0.00	\$10,000.00	\$0.00	\$20,000.00	\$0.00
R 101-39269 Transfer from Liquor Fund	\$65,000.00	\$65,000.00	\$65,000.00	\$20,000.00	\$50,000.00
R 101-39282 Transfer fm Debt Service Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
R 101-39300 Proceeds-Gen Long-term Debt	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
R 101-39330 Inception-Capital Lease Agmt	\$0.00	\$89,367.00	\$0.00	\$0.00	\$0.00
R 101-39331 Insurance Proceeds	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	\$713,343.00	\$895,841.67	\$773,301.00	\$659,482.19	\$509,156.24

General Fund Expenditure Total:	2023 Budget	% +/- 2022	2022 Actual	2022 Budget
Administration & Transfer for Cemetery	\$172,120.00	5.78%	\$170,369.06	\$162,722.02
License Center	\$10,000.00	#DIV/0!	\$0.00	\$0.00
Police	\$231,832.00	0.10%	\$141,386.40	\$231,603.82
Fire	\$103,705.00	2.27%	\$93,946.93	\$101,400.00
Streets	\$197,531.00	16.36%	\$209,645.19	\$169,761.61
Wayside Rest Park	\$27,759.00	2.39%	\$20,986.10	\$27,109.74
Library	\$37,124.00	42.26%	\$23,917.31	\$26,095.00
Buildings	\$16,165.00	7.52%	\$10,987.05	\$15,035.00
Street Lighting	\$15,100.00	7.86%	\$10,461.12	\$14,000.00
Planning & Zoning	\$1,000.00	-90.91%	\$11,419.52	\$11,000.00
City Council	\$15,384.00	1.99%	\$2,558.52	\$15,084.00
	\$827,720.00	6.97%	\$695,677.20	\$773,811.19

\$53,908.81

\$318,563.76

2022 Blackduck Administration Department Budget vs Actual

updated 11/30/22

	2022 Budget	2022 Actual Expenditures	2022 Balance	2023 Budget		
E 101-41400-101 Full-Time Employees Regular	\$86,123.10	\$78,931.36	\$7,191.74	\$86,866.96	reduced for License Center	
E 101-41400-102 Full-Time Employees Overtime	\$0.00	\$0.00	\$0.00	\$0.00		
E 101-41400-121 PERA	\$6,459.23	\$5,968.82	\$490.41	\$6,515.02	reduced for License Center	
E 101-41400-122 FICA	\$6,588.42	\$6,073.22	\$515.20	\$6,645.32	reduced for License Center	
E 101-41400-131 Employer Paid Health	\$6,691.27	\$6,027.77	\$663.50	\$6,422.50	reduced for License Center	
E 101-41400-200 Office Supplies (GENERAL)	\$1,500.00	\$1,248.81	\$251.19	\$1,500.00		
E 101-41400-207 Computer Supplies	\$1,000.00	\$528.80	\$471.20	\$1,000.00		
E 101-41400-208 Training and Instruction	\$1,000.00	\$319.00	\$681.00	\$1,000.00		
E 101-41400-210 Operating Supplies (GENERAL)	\$600.00	\$1,058.82	-\$458.82	\$1,200.00	Aramark + Quill	-210
E 101-41400-300 Professional Svcs (GENERAL)	\$0.00	\$28.11	-\$28.11	\$0.00		Aramark \$600.00
E 101-41400-301 Auditing and Acct g Services	\$6,000.00	\$6,473.00	-\$473.00	\$6,500.00		Quill \$600.00
E 101-41400-303 Engineering Fees	\$0.00	\$0.00	\$0.00	\$0.00		\$1,200.00
E 101-41400-304 Legal Fees	\$3,500.00	\$6,231.55	-\$2,731.55	\$3,500.00		
E 101-41400-305 Medical Fees	\$0.00	\$0.00	\$0.00	\$0.00		
E 101-41400-310 Other Professional Services	\$5,070.00	\$13,866.86	-\$8,796.86	\$7,700.00	TIF & GASB annual reporting	
E 101-41400-311 Website Development/maintenance	\$0.00	\$2,028.00	-\$2,028.00	\$948.00	Pinnacle \$79/month	
E 101-41400-321 Telephone	\$2,250.00	\$4,126.78	-\$1,876.78	\$4,450.00	PB & Payroll	
E 101-41400-322 Postage	\$500.00	\$673.37	-\$173.37	\$750.00		
E 101-41400-327 Internet Access	\$1,000.00	\$950.00	\$50.00	\$1,140.00	PBTv	
E 101-41400-331 Travel Expenses	\$2,000.00	\$1,732.11	\$267.89	\$2,000.00	LMC & MCFOA	
E 101-41400-351 Legal Notices Publishing	\$300.00	\$300.91	-\$0.91	\$300.00		
E 101-41400-352 General Notices and Pub Info	\$350.00	\$0.00	\$350.00	\$350.00		-433
E 101-41400-353 Ordinance Publication	\$150.00	\$0.00	\$150.00	\$150.00		Icompass \$2,652.00
E 101-41400-355 Election Expense	\$2,000.00	\$1,722.46	\$277.54	\$1,500.00		MIS IT \$840.00
E 101-41400-366 Workers Compensation Insurance	\$500.00	\$538.08	-\$38.08	\$595.00	increase 5%	BDC mbr \$20.00
E 101-41400-367 Unemployment Paid	\$0.00	\$0.00	\$0.00	\$0.00		Chamber dues \$150.00
E 101-41400-384 Refuse/Garbage Disposal	\$0.00	\$153.90	-\$153.90	\$155.00		Newspapers \$159.00
E 101-41400-433 Dues and Subscriptions	\$4,640.00	\$4,745.10	-\$105.10	\$6,344.00	Icompass, LMC dues, MIS etc.	Banyon \$618.00
E 101-41400-437 Bad Debt Expense	\$0.00	\$0.00	\$0.00	\$0.00		Indeed \$150.00
E 101-41400-438 Bank Service Charges	\$500.00	\$292.00	\$208.00	\$500.00		NWSC dues \$105.00
E 101-41400-490 Donations to Civic Org s	\$0.00	\$0.00	\$0.00	\$0.00		PO Box \$140.00
E 101-41400-570 Office Equip and Furnishings	\$500.00	\$464.83	\$35.17	\$500.00		Zoom \$160.00
E 101-41400-603 Short-Term Debt Principal (Copier Lease)	\$2,000.00	\$2,198.62	-\$198.62	\$2,088.00		LMC dues \$1,350.00
E 101-41400-786 State Fire Aid	\$19,500.00	\$23,686.78	-\$4,186.78	\$19,500.00		\$6,344.00
	\$160,722.02	\$170,369.06	-\$9,647.04	\$170,119.80		
						-310
						TIF Reporting - Ehlers \$2,750.00
						Ivan Warden
						GASB Fire Relief Report \$3,250.00
						GASB OPEB Report \$1,700.00
						\$7,700.00

Police Department Budgeted Expenditures for 2022

updated 11/30/22

		2022 Budget	2022 Expenditures	2022 Balance	2023 Budget	
E 101-42110-101	Full-Time Employees Regular	\$121,917.25	\$26,741.25	\$95,176.00	\$118,945.00	
E 101-42110-102	Full-Time Employees Overtime	\$1,200.00	\$0.00	\$1,200.00	\$1,350.00	
E 101-42110-103	Part-Time Employees	\$5,000.00	\$4,297.60	\$702.40	\$5,483.00	
E 101-42110-121	PERA	\$24,579.37	\$5,493.90	\$19,085.47	\$22,153.00	
E 101-42110-122	FICA	\$2,013.56	\$450.08	\$1,563.48	\$1,824.00	
E 101-42110-131	Employer Paid Health	\$23,225.64	\$11,489.76	\$11,735.88	\$31,802.28	Budget for 2 FTE + Jace Grangruth
E 101-42110-205	Heating Fuel	\$1,200.00	\$1,386.21	-\$186.21	\$2,000.00	
E 101-42110-206	Electricity	\$2,500.00	\$4,092.76	-\$1,592.76	\$2,500.00	
E 101-42110-208	Training and Instruction	\$2,000.00	\$500.00	\$1,500.00	\$2,000.00	
E 101-42110-209	Other Office Supplies	\$500.00	\$0.00	\$500.00	\$500.00	
E 101-42110-210	Operating Supplies (GENERAL)	\$1,000.00	\$31.98	\$968.02	\$1,000.00	
E 101-42110-212	Motor Fuels	\$6,000.00	\$3,817.53	\$2,182.47	\$6,000.00	
E 101-42110-213	Lubricants and Additives	\$0.00	\$0.00	\$0.00	\$0.00	
E 101-42110-222	Tires	\$1,000.00	\$1,093.96	-\$93.96	\$1,000.00	
E 101-42110-223	Building Repair Supplies	\$0.00	\$0.00	\$0.00	\$0.00	
E 101-42110-230	Equipment	\$2,200.00	\$0.00	\$2,200.00	\$2,200.00	
E 101-42110-233	Uniforms	\$1,500.00	\$2,550.64	-\$1,050.64	\$1,500.00	
E 101-42110-302	Architect Fees	\$0.00	\$3,739.52	-\$3,739.52	\$0.00	
E 101-42110-304	Legal Fees	\$510.00	\$3,415.78	-\$2,905.78	\$0.00	
e 101-42110-309	Construction Services - PWPS Facility	\$0.00	\$35,143.27	-\$35,143.27	\$0.00	
E 101-42110-310	Other Professional Service	\$0.00	\$1,729.20	-\$1,729.20	\$0.00	
E 101-42110-305	Medical Fees	\$1,100.00	\$144.00	\$956.00	\$1,100.00	
E 101-42110-321	Telephone	\$996.00	\$1,714.45	-\$718.45	\$2,179.44	Verizon + PBTV
E 101-42110-322	Postage	\$50.00	\$5.12	\$44.88	\$50.00	
E 101-42110-331	Travel Expenses	\$500.00	\$0.00	\$500.00	\$500.00	
E 101-42110-351	Legal Notices Publishing	\$0.00	\$125.12	-\$125.12	\$0.00	
E 101-42110-361	General Liability Ins	\$6,924.00	\$4,783.19	\$2,140.81	\$5,025.00	increase 5%
E 101-42110-362	Property Ins	\$1,408.00	\$2,223.00	-\$815.00	\$2,400.00	increase 5%
E 101-42110-363	Automotive Ins	\$2,225.00	\$2,613.00	-\$388.00	\$2,745.00	increase 8%
E 101-42110-366	Workers Compensation Insurance	\$6,500.00	\$10,160.85	-\$3,660.85	\$11,175.00	increase 10%
E 101-42110-384	Refuse/Garbage Disposal	\$155.00	\$763.29	-\$608.29	\$1,000.00	
E 101-42110-401	Repairs/Maint Buildings	\$1,100.00	\$33.15	\$1,066.85	\$1,100.00	
E 101-42110-404	Repairs/Maint Machinery/Equip	\$2,500.00	\$937.73	\$1,562.27	\$2,500.00	
E 101-42110-420	Tower Lease	\$500.00	\$0.00	\$500.00	\$500.00	
E 101-42110-425	Depreciation	\$10,000.00	\$10,000.00	\$0.00	\$0.00	
E 101-42110-433	Dues and Subscriptions	\$800.00	\$1,910.06	-\$1,110.06	\$800.00	
E 101-42110-436	Towing Charges	\$500.00	\$0.00	\$500.00	\$500.00	
E 101-42110-437	Bad Debt Expense	\$0.00	\$0.00	\$0.00	\$0.00	
E 101-42110-550	Motor Vehicles	\$0.00	\$0.00	\$0.00	\$0.00	
E 101-42110-580	Other Equipment	\$0.00	\$0.00	\$0.00	\$0.00	
E 101-42110-700	Inter Fund Transfer	\$0.00	\$0.00	\$0.00	\$0.00	
E 101-42110-782	Intrafund Transfer	\$0.00	\$0.00	\$0.00	\$0.00	
		\$231,603.82	\$141,386.40	\$90,217.42	\$231,831.72	

2014 Squad replace in 2024
2019 Squad replace in 2025

2022 Blackduck Fire Department Budget vs. Actual

updated 11/30/2022

Approved by Townships/Cities 8/25/2022

	2022 Budget	2022 YTD Expenditures	2022 Balance	2023 Budget	
E 101-42200-103	Part-Time Employees	\$16,000.00	\$13,467.00	\$2,533.00	
E 101-42200-122	FICA	\$1,750.00	\$1,030.32	\$719.68	
E 101-42200-124	Fire Pension Contributions	\$0.00	\$0.00	\$0.00	
E 101-42200-200	Office Supplies (GENERAL)	\$0.00	\$0.00	\$0.00	
E 101-42200-205	Heating Fuel - <i>includes 22-23 pre-buy 8/9/22</i>	\$2,500.00	\$2,674.35	-\$174.35	
E 101-42200-206	Electricity	\$4,000.00	\$2,790.38	\$1,209.62	
E 101-42200-207	Computer Supplies	\$0.00	\$0.00	\$0.00	
E 101-42200-208	Training and Instruction	\$2,000.00	\$200.00	\$1,800.00	
E 101-42200-210	Operating Supplies (GENERAL)	\$1,000.00	\$1,413.97	-\$413.97	
E 101-42200-211	Cleaning Supplies	\$0.00	\$0.00	\$0.00	
E 101-42200-212	Motor Fuels	\$2,000.00	\$1,795.85	\$204.15	
E 101-42200-221	Equipment Parts	\$0.00	\$0.00	\$0.00	
E 101-42200-222	Tires	\$0.00	\$0.00	\$0.00	
E 101-42200-223	Building Repair Supplies	\$0.00	\$0.00	\$0.00	
E 101-42200-233	Uniforms - <i>turnout gear</i>	\$5,000.00	\$7,998.35	-\$2,998.35	
E 101-42200-240	Small Tools and Minor Equip	\$2,000.00	\$3,375.97	-\$1,375.97	
E 101-42200-304	Legal Fees	\$0.00	\$0.00	\$0.00	
E 101-42200-305	Medical Fees	\$500.00	\$149.00	\$351.00	
E 101-42200-307	Management Fees	\$0.00	\$0.00	\$0.00	
E 101-42200-310	Other Professional Services	\$0.00	\$0.00	\$0.00	
E 101-42200-321	Telephone	\$800.00	\$664.40	\$135.60	PBTv
E 101-42200-322	Postage	\$100.00	\$95.86	\$4.14	
E 101-42200-323	Radio/Communications Expenses	\$4,500.00	\$4,129.02	\$370.98	Verizon + Roger's Two Way
E 101-42200-331	Travel Expenses	\$250.00	\$0.00	\$250.00	
E 101-42200-351	Legal Notices Publishing	\$0.00	\$0.00	\$0.00	
E 101-42200-352	General Notices and Pub Info	\$0.00	\$0.00	\$0.00	
E 101-42200-361	General Liability Ins	\$250.00	\$353.19	-\$103.19	increase 5%
E 101-42200-362	Property Ins	\$1,000.00	\$2,293.00	-\$1,293.00	increase 8%
E 101-42200-363	Automotive Ins	\$1,400.00	\$1,454.00	-\$54.00	increase 5%
E 101-42200-366	Workers Compensation Insurance	\$6,200.00	\$5,822.31	\$377.69	increase 10%
E 101-42200-384	Refuse/Garbage Disosal	\$300.00	\$153.90	\$146.10	
E 101-42200-367	Unemployment Paid	\$0.00	\$0.00	\$0.00	
E 101-42200-401	Repairs/Maint Buildings	\$3,750.00	\$423.89	\$3,326.11	
E 101-42200-404	Repairs/Maint Machinery/Equip	\$9,400.00	\$7,484.31	\$1,915.69	
E 101-42200-420	Tower Lease	\$500.00	\$0.00	\$500.00	
E 101-42200-425	Depreciation	\$0.00	\$0.00	\$0.00	
E 101-42200-433	Dues and Subscriptions	\$200.00	\$133.00	\$67.00	
E 101-42200-436	Towing Charges	\$0.00	\$0.00	\$0.00	
E 101-42200-437	Bad Debt Expense	\$0.00	\$0.00	\$0.00	
E 101-42200-500	Capital Outlay (<i>Armer Radios year 3 - 2023</i>)	\$5,000.00	\$5,000.00	\$0.00	
E 101-42200-520	Buildings and Structures	\$0.00	\$0.00	\$0.00	
E 101-42200-550	Motor Vehicles	\$0.00	\$0.00	\$0.00	
E 101-42200-580	Other Equipment	\$1,000.00	\$1,044.86	-\$44.86	
E 101-42200-701	Transfer to General Fund	\$0.00	\$0.00	\$0.00	
E 101-42200-708	Transfer to Fire Dept Reserve (<i>year 9 of contract - 2023</i>)	\$30,000.00	\$30,000.00	\$0.00	
E 101-42200-782	Intrafund Transfer	\$0.00	\$0.00	\$0.00	
		\$101,400.00	\$93,946.93	\$7,453.07	\$103,705.00

2022 Blackduck Streets Department Budget vs. Actual

updated 11/30/22

		2022 Budget	2022 Actual Expenditures	2022 Balance	2023 Budget	
E 101-43100-101	Full-Time Employees Regular	\$54,133.04	\$51,078.45	\$3,054.59	\$59,274.67	
E 101-43100-102	Full-Time Employees Overtime	\$1,000.00	\$5,164.72	-\$4,164.72	\$4,500.00	
E 101-43100-103	Part-Time Employees	\$1,814.40	\$488.20	\$1,326.20	\$1,906.42	
E 101-43100-121	PERA	\$4,191.74	\$4,254.77	-\$63.03	\$4,588.58	
E 101-43100-122	FICA	\$4,279.98	\$4,303.30	-\$23.32	\$4,680.35	
E 101-43100-131	Employer Paid Health	\$9,670.29	\$8,905.29	\$765.00	\$10,000.66	
E 101-43100-142	Unemployment Benefit Payments	\$0.00	\$0.00	\$0.00	\$0.00	
E 101-43100-200	Office Supplies (GENERAL)	\$400.00	\$0.00	\$400.00	\$500.00	
E 101-43100-205	Heating Fuel	\$2,000.00	\$4,303.93	-\$2,303.93	\$2,100.00	
E 101-43100-206	Electricity	\$4,300.00	\$7,328.43	-\$3,028.43	\$4,500.00	
E 101-43100-208	Training and Instruction	\$0.00	\$127.98	-\$127.98	\$0.00	
E 101-43100-210	Operating Supplies (GENERAL)	\$1,600.00	\$641.87	\$958.13	\$2,000.00	
E 101-43100-212	Motor Fuels	\$8,750.00	\$10,154.15	-\$1,404.15	\$10,000.00	
E 101-43100-213	Lubricants and Additives	\$1,500.00	\$1,205.85	\$294.15	\$1,600.00	
E 101-43100-220	Repair/Maint Supply (GENERAL)	\$2,100.00	\$863.10	\$1,236.90	\$2,200.00	
E 101-43100-221	Equipment Parts	\$1,000.00	\$663.24	\$336.76	\$1,100.00	
E 101-43100-222	Tires	\$2,600.00	\$2,059.85	\$540.15	\$3,500.00	
E 101-43100-223	Building Repair Supplies	\$0.00	\$0.00	\$0.00	\$0.00	
E 101-43100-224	Street Maint Materials	\$20,000.00	\$18,446.46	\$1,553.54	\$31,000.00	
E 101-43100-233	Uniforms	\$1,200.00	\$689.23	\$510.77	\$1,300.00	
E 101-43100-235	Personal Protective Equipment	\$1,600.00	\$358.04	\$1,241.96	\$1,700.00	
E 101-43100-240	Small Tools and Minor Equip	\$1,050.00	\$138.24	\$911.76	\$1,150.00	
E 101-43100-302	Architect Fees	\$0.00	\$3,739.52	-\$3,739.52	\$0.00	
E 101-43100-303	Engineering Fees	\$0.00	\$0.00	\$0.00	\$0.00	
E 101-43100-304	Legal Fees	\$0.00	\$229.25	-\$229.25	\$0.00	
E 101-43100-309	Construction Services - PWPS Facility	\$0.00	\$35,143.27	-\$35,143.27	\$0.00	
E 101-43100-310	Other Professional Services	\$2,000.00	\$4,976.53	-\$2,976.53	\$2,100.00	
E 101-43100-321	Telephone	\$600.00	\$1,401.55	-\$801.55	\$2,950.00	Verizon plan + PBTV + PR
E 101-43100-322	Postage	\$0.00	\$0.00	\$0.00	\$0.00	
E 101-43100-331	Travel Expenses	\$0.00	\$0.00	\$0.00	\$0.00	
E 101-43100-351	Legal Notices Publishing	\$0.00	\$125.12	-\$125.12	\$0.00	
E 101-43100-361	General Liability Ins	\$292.00	\$353.19	-\$61.19	\$370.85	increase 5%
E 101-43100-362	Property Ins	\$1,850.00	\$1,179.00	\$671.00	\$1,273.32	increase 8%
E 101-43100-363	Automotive Ins	\$2,225.00	\$1,970.00	\$255.00	\$2,068.50	increase 5%
E 101-43100-366	Workers Compensation Insurance	\$4,051.00	\$4,183.14	-\$132.14	\$4,601.45	increase 10%
E 101-43100-384	Refuse/Garbage Disposal	\$388.00	\$917.18	-\$529.18	\$1,000.00	new facility - shared with PD
E 101-43100-387	Snow Removal	\$0.00	\$0.00	\$0.00	\$0.00	
E 101-43100-400	Repairs & Maint Cont (GENERAL)	\$0.00	\$0.00	\$0.00	\$0.00	
E 101-43100-401	Repairs/Maint Buildings	\$1,000.00	\$24.80	\$975.20	\$1,100.00	
E 101-43100-404	Repairs/Maint Machinery/Equip	\$5,700.00	\$4,179.35	\$1,520.65	\$6,000.00	
E 101-43100-433	Dues and Subscriptions	\$0.00	\$77.00	-\$77.00	\$0.00	
E 101-43100-436	Towing Charges	\$0.00	\$0.00	\$0.00	\$0.00	
E 101-43100-500	Capital Outlay	\$0.00	\$0.00	\$0.00	\$0.00	
E 101-43100-530	Improvements Other Than Bldgs	\$0.00	\$0.00	\$0.00	\$0.00	
E 101-43100-550	Motor Vehicles - GMC Lease Trucks	\$14,237.58	\$14,237.58	\$0.00	\$14,237.58	
E 101-43100-580	Other Equipment - CAT Lease Tractor & Skid Steer	\$14,228.58	\$15,733.61	-\$1,505.03	\$14,228.58	
E 101-43100-601	Debt Srv Bond Principal	\$0.00	\$0.00	\$0.00	\$0.00	
E 101-43100-610	PFA Debt Srv Interest	\$0.00	\$0.00	\$0.00	\$0.00	
		\$169,761.61	\$209,645.19	-\$39,883.58	\$197,530.96	
	Less Facility Commitment		\$174,501.92	-\$4,740.31		

2022 Blackduck Wayside Park Department Budget vs Actual

updated 11/30/22

	2022 Budget	2022 YTD Amount	2022 Balance	2023 Budget	
E 101-45200-101 Full-Time Employees Regular	\$3,643.24	\$3,522.31	\$120.93	\$3,934.00	
E 101-45200-102 Full-Time Employees Overtime	\$350.00	\$180.33	\$169.67	\$350.00	
E 101-45200-103 Part-Time Employees	\$2,928.00	\$3,299.66	-\$371.66	\$3,177.36	
E 101-45200-121 PERA	\$492.84	\$338.73	\$154.11	\$533.37	
E 101-45200-122 FICA	\$502.70	\$531.15	-\$28.45	\$544.04	
E 101-45200-131 Employer Paid Health	\$694.96	\$637.09	\$57.87	\$718.85	
E 101-45200-206 Electricity	\$2,000.00	\$1,996.28	\$3.72	\$2,100.00	
E 101-45200-208 Training and Instruction	\$0.00	\$0.00	\$0.00	\$0.00	
E 101-45200-210 Operating Supplies (GENERAL)	\$900.00	\$662.37	\$237.63	\$1,000.00	
E 101-45200-211 Cleaning Supplies	\$0.00	\$0.00	\$0.00	\$400.00	
E 101-45200-212 Motor Fuels	\$1,550.00	\$1,873.70	-\$323.70	\$1,650.00	
E 101-45200-221 Equipment Parts	\$0.00	\$103.43	\$0.00	\$0.00	
E 101-45200-225 Landscaping Materials	\$2,000.00	\$0.00	\$2,000.00	\$2,100.00	
E 101-45200-240 Small Tools and Minor Equip	\$0.00	\$0.00	\$0.00	\$0.00	
E 101-45200-305 Medical Fees	\$50.00	\$0.00	\$50.00	\$0.00	
E 101-45200-361 General Liability Ins	\$972	\$1,177.30	-\$205.30	\$1,236.17	increase 5%
E 101-45200-362 Property Ins	\$3,014	\$1,179.00	\$1,835.00	\$1,273.32	increase 8%
E 101-45200-366 Workers Compensation Insurance	\$1,352	\$892.62	\$459.38	\$981.88	increase 10%
E 101-45200-384 Refuse/Garbage Disposal	\$0	\$1,350.52	-\$1,350.52	\$1,100.00	Woodcarvers & Bash
E 101-45200-401 Repairs/Maint Buildings	\$4,000.00	\$163.07	\$3,836.93	\$4,000.00	updates to one restroom (fixtures)
E 101-45200-430 Miscellaneous (GENERAL)	\$300.00	\$34.96	\$265.04	\$300.00	
E 101-45200-433 Dues and Subscriptions	\$0.00	\$0.00	\$0.00	\$0.00	
E 101-45200-501 Assessment	\$2,360.00	\$2,043.58	\$316.42	\$2,360.00	
E 101-45200-530 Improvements Other Than Bldgs	\$0.00	\$1,000.00	\$0.00	\$0.00	
	\$27,109.74	\$20,986.10	\$7,227.07	\$27,758.99	

2022 Blackduck Council Budget vs Actual Expenditures

updated 11/30/22

	2022 Budget	2022 Actual Expenditures	2022 Balance	2023 Budget
E 101-41110-101 Full-Time Employees Regular	\$10,900.00	\$625.00	\$10,275.00	\$10,900.00
E 101-41110-121 PERA	\$0.00	\$0.00	\$0.00	\$0.00
E 101-41110-122 FICA	\$834.00	\$47.81	\$786.19	\$834.00
E 101-41110-207 Computer Supplies	\$500.00	\$0.00	\$500.00	\$500.00
E 101-41110-208 Training and Instruction	\$2,000.00	\$1,064.00	\$936.00	\$2,000.00
E 101-41110-322 Postage	\$0.00	\$0.00	\$0.00	\$0.00
E 101-41110-331 Travel Expenses	\$700.00	\$821.71	-\$121.71	\$1,000.00
E 101-41110-361 General Liability Ins	\$0.00	\$0.00	\$0.00	\$0.00
E 101-41110-433 Dues and Subscriptions	\$150.00	\$30.00	\$120.00	\$150.00
E 101-41110-437 Bad Debt Expense	\$0.00	\$0.00	\$0.00	\$0.00
	\$15,084.00	\$2,588.52	\$12,495.48	\$15,384.00

2022 Blackduck Street Lighting Budget vs. Actual

	2022 Budget	2022 Actual Expenditures	2022 Balance	2023 Budget
E 101-43160-206 Electricity	\$9,500.00	\$10,461.12	-\$961.12	\$10,500.00
E 101-43160-210 Operating Supplies (GENERAL)	\$3,500.00	\$0.00	\$3,500.00	\$3,500.00
E 101-43160-220 Repair/Maint Supply (GENERAL)	\$1,000.00	\$0.00	\$1,000.00	\$1,100.00
	\$14,000.00	\$10,461.12	\$3,538.88	\$15,100.00

2022 Blackduck Government Bldgs. Budget vs. Actual

	2022 Budget	2022 Actual Expenditures	2022 Balance	2023 Budget	
E 101-41940-206 Electricity	\$8,000.00	\$6,922.60	\$1,077.40	\$8,500.00	#####
E 101-41940-210 Operating Supplies (GENERAL)	\$500.00	\$904.93	-\$404.93	\$500.00	
E 101-41940-211 Cleaning Supplies	\$0.00	\$0.00	\$0.00	\$0.00	
E 101-41940-223 Building Repair Supplies	\$400.00	\$0.00	\$400.00	\$400.00	
E 101-41940-361 General Liability Ins	\$85.00	\$117.73	-\$32.73	\$125.00	increase 5%
E 101-41940-362 Property Ins	\$600.00	\$1,055.00	-\$455.00	\$1,140.00	increase 8%
E 101-41940-380 Utility Services (GENERAL)	\$450.00	\$439.54	\$10.46	\$500.00	\$753.50
E 101-41940-401 Repairs/Maint Buildings	\$5,000.00	\$1,547.25	\$3,452.75	\$5,000.00	
E 101-41940-520 Buildings and Structures	\$0.00	\$0.00	\$0.00	\$0.00	
	\$15,035.00	\$10,987.05	\$4,047.95	\$16,165.00	

2022 Blackduck Planning & Zoning Budget vs. Actual

	2022 Budget	2022 Actual Expenditures	2022 Balance	2023 Budget
E 101-41910-300 Professional Svcs (GENERAL)	\$11,000.00	\$11,419.52	-\$419.52	\$1,000.00
	\$11,000.00	\$11,419.52	-\$419.52	\$1,000.00

2022 Blackduck Library Department Budget vs. Actual

	2022 Budget	2022 YTD Expenditures	2022 Balance	2023 Budget	
E 101-45500-122 FICA	\$0.00	\$0.00	\$0.00	\$0.00	
E 101-45500-200 Office Supplies (GENERAL)	\$0.00	\$0.00	\$0.00	\$0.00	
E 101-45500-206 Electricity	\$3,500.00	\$3,679.61	-\$179.61	\$3,500.00	
E 101-45500-210 Operating Supplies (GENERAL)	\$400.00	\$1,199.47	-\$799.47	\$400.00	
E 101-45500-211 Cleaning Supplies	\$0.00	\$0.00	\$0.00	\$0.00	
E 101-45500-223 Building Repair Supplies	\$0.00	\$0.00	\$0.00	\$0.00	
E 101-45500-301 Professional Services	\$0.00	\$0.00	\$0.00	\$10,000.00	estimated closing costs + taxes for sale / purchase of buildings
E 101-45500-304 Legal Fees	\$0.00	\$675.00	-\$675.00	\$0.00	
E 101-45500-330 Transportation (GENERAL)	\$0.00	\$0.00	\$0.00	\$0.00	
E 101-45500-331 Travel Expenses	\$210.00	\$0.00	\$210.00	\$210.00	
E 101-45500-361 General Liability Ins	\$85.00	\$117.73	-\$32.73	\$123.62	increase 5%
E 101-45500-362 Property Ins	\$800.00	\$1,213.00	-\$413.00	\$1,310.04	increase 8%
E 101-45500-367 Unemployment Paid	\$0.00	\$0.00	\$0.00	\$0.00	
E 101-45500-380 Utility Services (GENERAL)	\$750.00	\$682.50	\$67.50	\$750.00	
E 101-45500-401 Repairs/Maint Buildings	\$4,000.00	\$0.00	\$4,000.00	\$4,000.00	
E 101-45500-404 Repairs/Maint Machinery/Equip	\$0.00	\$0.00	\$0.00	\$0.00	
E 101-45500-426 Automation Repair & Replace.	\$350.00	\$350.00	\$0.00	\$350.00	
E 101-45500-433 Dues and Subscriptions	\$16,000.00	\$16,000.00	\$0.00	\$16,480.00	
E 101-45500-580 Other Equipment	\$0.00	\$0.00	\$0.00	\$0.00	
	\$26,095.00	\$23,917.31	\$2,177.69	\$37,123.66	

2023 Blackduck License Center Budget

	2022 Budget	2022 Actual Expenditures	2022 Balance	2023 Budget
E 101-4444-101 Full-Time Employees Regular	\$0.00	\$0.00	\$0.00	\$7,033.30
E 101-4444-103 Part-Time Employees	\$0.00	\$0.00	\$0.00	\$0.00
E 101-4444-121 PERA	\$0.00	\$0.00	\$0.00	\$527.50
E 101-4444-122 FICA	\$0.00	\$0.00	\$0.00	\$538.05
E 101-4444-131 Employer Paid Health	\$0.00	\$0.00	\$0.00	\$761.87
E 101-4444-200 Office Supplies	\$0.00	\$0.00	\$0.00	\$450.00
E 101-4444-203 Printed Forms	\$0.00	\$0.00	\$0.00	\$0.00
E 101-4444-210 Operating Supplies	\$0.00	\$0.00	\$0.00	\$450.00
E 101-4444-301 Auditing & Accounting	\$0.00	\$0.00	\$0.00	\$0.00
E 101-4444-332 Postage	\$0.00	\$0.00	\$0.00	\$240.00
E 101-4444-570 Office Equipment	\$0.00	\$0.00	\$0.00	\$0.00
E 101-4444-300 Professional Svcs (GENERAL)	\$0.00	\$0.00	\$0.00	\$0.00
	\$0.00	\$0.00	\$0.00	\$10,000.72

From: [Robert Fraik](#)
To: [Christina Regas](#)
Subject: Blackduck PD Calls, November 2022
Date: Thursday, December 1, 2022 4:37:52 PM

Christina,

Blackduck PD received approximately 45 calls for service in November. Here are some statistics of calls that Blackduck handled in November:

13 Medicals

1 Missing person (7 year old that was located)

3 911 calls

3 Thefts

4 Welfare Checks

2 Animal Related Calls

2 Family Related

1 Order for Protection Violation.

Thanks,

Rob



CITY OF BLACKDUCK RESOLUTION: 2022-20

IN THE MATTER OF THE ORDERLY ANNEXATION BETWEEN THE CITY OF BLACKDUCK AND HINES TOWNSHIP PURSUANT TO MINNESOTA STATUTES § 414.0325

WHEREAS, on November 19, 2022 a Notice of Intent to include property in an orderly annexation area was published pursuant to the requirements of Minnesota Statutes § 414.0325 Subd. 1b; and

WHEREAS, the City of Blackduck and Hines Township jointly agree to designate and request the immediate annexation of the land described in Exhibit A and located within Hines Township to the City of Blackduck, County of Beltrami, Minnesota; and

WHEREAS, the City of Blackduck and Hines Township are in agreement as to the orderly annexation of the unincorporated land described; and

WHEREAS, Minnesota Statutes § 414.0325 provides a procedure whereby the City of Blackduck and Hines Township may agree on a process of orderly annexation of a designated area; and

WHEREAS, the City of Blackduck and Hines Township have agreed to all the terms and conditions for the annexation of the above-described lands; and the signatories hereto agree that no alteration of the designated area is appropriate and no consideration by the Chief Administrative Law Judge is necessary. The Chief Administrative Law Judge may review and comment, but shall within 30 days, order the annexation in accordance with the terms of the resolution.

NOW, THEREFORE, BE IT RESOLVED, jointly by the City Council of the City of Blackduck and the Township Board of Hines Township as follows:

1. **(Property.)** That the following described land is subject to orderly annexation pursuant to Minnesota Statutes § 414.0325, that the parties hereto designate the area for orderly annexation, and agree that the land be immediately annexed:

See Exhibit A, and as shown in Exhibit B.

2. **(Acreage/Population/Usage.)** That the orderly annexation area consists of approximately 502 acres owned entirely by the City of Blackduck, the population in the area is zero, and the land use type is public (cemetery, sanitary sewer treatment facilities, public golf course and public park).

3. **(Jurisdiction.)** That Hines Township and the City of Blackduck, by submission of this joint resolution to the Municipal Boundary Adjustment Unit of the Office of Administrative



CITY OF BLACKDUCK

RESOLUTION: 2022-20

Hearings, confers jurisdiction upon the Chief Administrative Law Judge to accomplish said orderly annexation in accordance with the terms of this resolution.

4. **(Municipal Reimbursement).** Minnesota Statute § 414.036.

a. **Reimbursement to Town for lost taxes on annexed property.**

The property is tax exempt and does not generate taxes, therefore no reimbursement is required.

b. **Assessments and Debt.**

There are no special assessments or debt on the annexed property.

5. **(Review and Comment).** The City of Blackduck and Hines Township agree that upon receipt of this resolution, passed and adopted by each party, the Chief Administrative Law Judge may review and comment, but shall within 30 days, order the annexation in accordance with the terms of the resolution.

Adopted by affirmative vote of all the members of the Hines Township Board of Supervisors this _____ day of _____ 2022.

HINES TOWNSHIP

ATTEST:

By: _____
Milo Barclay, Chairperson
Board of Supervisors

By: _____
Jeff Wiebe, Township Clerk

Adopted by affirmative vote of the City Council of Blackduck this _____ day of _____ 2022.

CITY OF BLACKDUCK

ATTEST:

By: _____
Maxwell Gullette, Mayor

By: _____
Christina Regas, City Administrator



CITY OF BLACKDUCK RESOLUTION: 2022-20

EXHIBIT A

TO

JOINT RESOLUTION FOR ORDERLY ANNEXATION

Legal Description of Annexed Land

Irrigation Fields

Parcel 1 - PID 18.00012.02

The South Half of the Northeast Quarter (S $\frac{1}{2}$ NE $\frac{1}{4}$), Section 2, Township 149, Range 31, County of Beltrami, State of Minnesota.

Parcel 2 - PID 18.00024.00

Parcel 3 - PID 18.00026.00

The East One-half of the Southeast Quarter (E $\frac{1}{2}$ SE $\frac{1}{4}$), and the Northwest One-quarter of the Southeast Quarter, Section 2, Township 149, Range 31, County of Beltrami, State of Minnesota.

Parcel 4 – PID 18.00025.00

The Southwest Quarter of the Southeast Quarter (SW $\frac{1}{4}$ SE $\frac{1}{4}$), Section 2, Township 149, Range 31, County of Beltrami, State of Minnesota.

Cemetery

Parcel 5 – 18.00186.01

Beginning at an iron monument set at a point thirty-three (33) feet West and thirty-three (33) feet South of the corner to Sections Eleven (11), Twelve (12), Thirteen (13) and Fourteen (14) in Township One hundred and forty-nine (149), Range Thirty-one (31), thence West along a line parallel to and thirty-three (33) feet South of the Section line between said sections eleven (11) and fourteen (14) a distance of four hundred sixty-six and sixty-nine one hundredths (466.69) feet, thence South along a line parallel to said section line between Sections thirteen (13) and fourteen (14) a distance of four hundred sixty-six and sixty-nine one hundredths (466.69) feet, thence East along a line parallel to the first described course a distance of four hundred sixty-six and sixty-nine one hundredths (466.69) feet, thence North along a line parallel to and thirty-three (33) feet West of the section line between said sections thirteen (13) and fourteen (14) a distance of four hundred sixty-six and sixty-nine one hundredths (466.69) feet to the place of beginning, containing five (5) acres, County of Beltrami, State of Minnesota.



CITY OF BLACKDUCK

RESOLUTION: 2022-20

Parcel 6 – PID 18.00186.00

Beginning at a point 499.69 Feet West and 33 Feet South of the NE Corner of NE $\frac{1}{4}$ NE $\frac{1}{4}$ of Section 14, Township 149, Range 31, thence South on the West line of the present Village Cemetery a distance of 466.69 Feet to an iron pip drove in the ground, thence West making a deflection angle of 89° 47', a distance of 373.35 Feet, thence North making a deflection angle of 90° 13' a distance of 466.69 Feet, thence East making a deflection angle of 89° 47' on the line parallel to and 33 Feet South of the North Section line of above section a distance of 373.35 Feet which is the place of beginning, containing four acres, County of Beltrami, State of Minnesota.

AND

The Southerly 250.00 feet of the northerly 749.69 feet of the easterly 873.04 feet and the easterly 33.00 feet of the southerly 466.69 feet of the northerly 499.69 feet, all in the NE $\frac{1}{4}$ of the NE $\frac{1}{4}$ of section 14, Township 149 North, Range 31 West, containing 5.36 acres, County of Beltrami, State of Minnesota.

Wastewater Ponds and Golf Course

Parcel 7 – PID 18.00134.00

The Northeast Quarter of the Northwest Quarter (NE $\frac{1}{4}$ NW $\frac{1}{4}$), Section Eleven (11), Township one Hundred Forty-nine (149), subject to reservation of minerals and mineral rights, County of Beltrami, State of Minnesota.

Parcel 8 – PID 18.00140.00

The Southeast Quarter of the Northwest Quarter (SE $\frac{1}{4}$ of NW $\frac{1}{4}$) and the Northeast Quarter of the Southwest Quarter (NE $\frac{1}{4}$ of SW $\frac{1}{4}$), all in Section Eleven (11), Township One Hundred Forty-nine (149), Range Thirty-one (31), County of Beltrami, State of Minnesota.

Parcel 9 – PID 18.00146.00

The Southeast Quarter of the Southwest Quarter (SE $\frac{1}{4}$ of SW $\frac{1}{4}$), except the West ten (10) acres thereof, all in Section Eleven (11), Township One Hundred Forty-nine (149), Range Thirty-one (31), County of Beltrami, State of Minnesota.

Parcel 10 – PID 18.00132.00

The Southwest Quarter of the Northeast Quarter (SW $\frac{1}{4}$ of NE $\frac{1}{4}$), all in Section Eleven (11), Township One Hundred Forty-nine (149), Range Thirty-one (31), County of Beltrami, State of Minnesota.



CITY OF BLACKDUCK RESOLUTION: 2022-20

Pine Tree Park

Parcel 11 – PID 18.00141.00
Parcel 12 – PID 18.00142.00
Parcel 13 – PID 18.00143.00
Parcel 14 – PID 18.00144.00
Parcel 15 – PID 18.00145.00
Parcel 16 – PID 18.00147.00
Parcel 17 – PID 18.00148.00

Government Lots Two (2) and Three (3), and the West Ten (10) acres of the Southeast Quarter (SE¹/₄) of the Southwest Quarter (SW¹/₄), all in Section Eleven (11), Township One Hundred Forty-nine (149) North, Range Thirty-one (31) West, County of Beltrami, State of Minnesota.



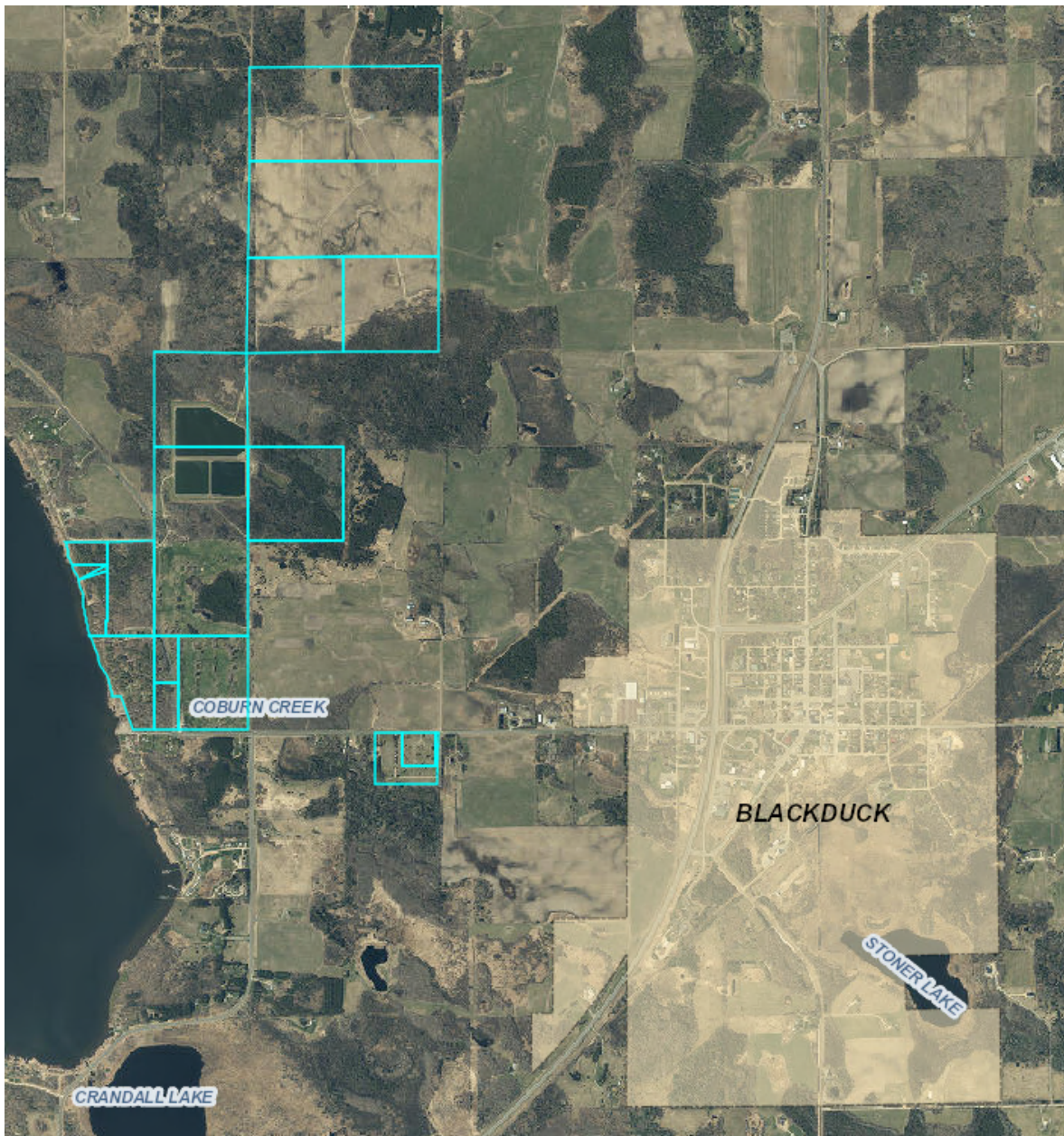
CITY OF BLACKDUCK RESOLUTION: 2022-20

EXHIBIT B

TO

JOINT RESOLUTION FOR ORDERLY ANNEXATION

Property to be Annexed and Corporate Boundary of City



None of the property to be annexed is platted.



CITY OF BLACKDUCK

RESOLUTION NO: 2022-28

RESOLUTION DESIGNATING POLLING PLACES FOR 2023

WHEREAS, Minnesota Statutes 204B.16, subd. 1 requires the City Council, by ordinance or resolution, to designate polling places for the upcoming year; and

WHEREAS, changes to the polling places locations may be made at least 90 days before the next election if one or more of the authorized polling places becomes unavailable for use; and

WHEREAS, changes to the polling place locations may be made in the case of an emergency when it is necessary to ensure a safe and secure location for voting; and

WHEREAS, the Blackduck City Council designates the following polling place(s) for any elections conducted in the City of Blackduck in 2023.

Precinct 1: Blackduck City Hall, 8 Summit Avenue East Blackduck, MN 56630

NOW, THEREFORE, BE IT RESOLVED, that the city clerk is hereby authorized to designate a replacement meeting the requirements of the Minnesota Election Law for any polling place designated in this Resolution that becomes unavailable for use by the City;

AND BE IT FURTHER RESOLVED, that the city clerk is hereby authorized to designate an emergency replacement polling place meeting the requirements of the Minnesota Election Law for any polling place designated in this Resolution when necessary to ensure a safe and secure location for voting;

AND BE IT FURTHER RESOLVED, that the city clerk is directed to send a copy of this resolution and any subsequent polling place designations to the Beltrami County Elections Office.

WHEREUPON said resolution was declared duly passed and adopted.

Adopted by the Blackduck City Council this 5th day of December, 2022.

APPROVED:

Maxwell Gullette, Mayor

Christina Regas, City Administrator

(Top 3 inches reserved for recording data)

QUIT CLAIM DEED

Business Entity to Individual(s)

eCRV number:

DEED TAX DUE: \$1.65

DATE: _____, 2022

FOR VALUABLE CONSIDERATION, the **City of Blackduck**, a municipal corporation under the laws of Minnesota ("Grantor"), hereby conveys and quitclaims to **Shannon K. Kampa and Larry J. Kampa**, wife and husband (collectively, "Grantee"), as joint tenants, real property in Beltrami County, Minnesota, legally described as follows:

The north 1.87 feet of Lot 18, Block 7, BLACKDUCK

together with all hereditaments and appurtenances belonging thereto.

Total consideration for this transaction is less than \$3,000.

Check applicable box:

- ☒ The Seller certifies that the Seller does not know of any wells on the described real property.
- ☐ A well disclosure certificate accompanies this document or has been electronically filed. (If electronically filed, insert WDC number: [...].)
- ☐ I am familiar with the property described in this instrument and I certify that the status and number of wells on the described real property have not changed since the last previously filed well disclosure certificate.

Grantor

City of Blackduck, Minnesota

By: _____

Maxwell Gullette

Its: Mayor

By: _____

Christina Regas

Its: City Administrator / City Clerk

State of Minnesota, County of Beltrami

This instrument was acknowledged before me on _____, 2022, by **Maxwell Gullette** as Mayor and by **Christina Regas** as City Administrator / City Clerk of the City of Blackduck.

(Stamp)

(signature of notarial officer)

Title (and Rank): _____

My commission expires: _____
(month/day/year)

THIS INSTRUMENT WAS DRAFTED BY:

Ratwik, Roszak & Maloney, P.A.
444 Cedar Street, Suite 2100
St. Paul, MN 55101
(612) 339-0060
(JJL)

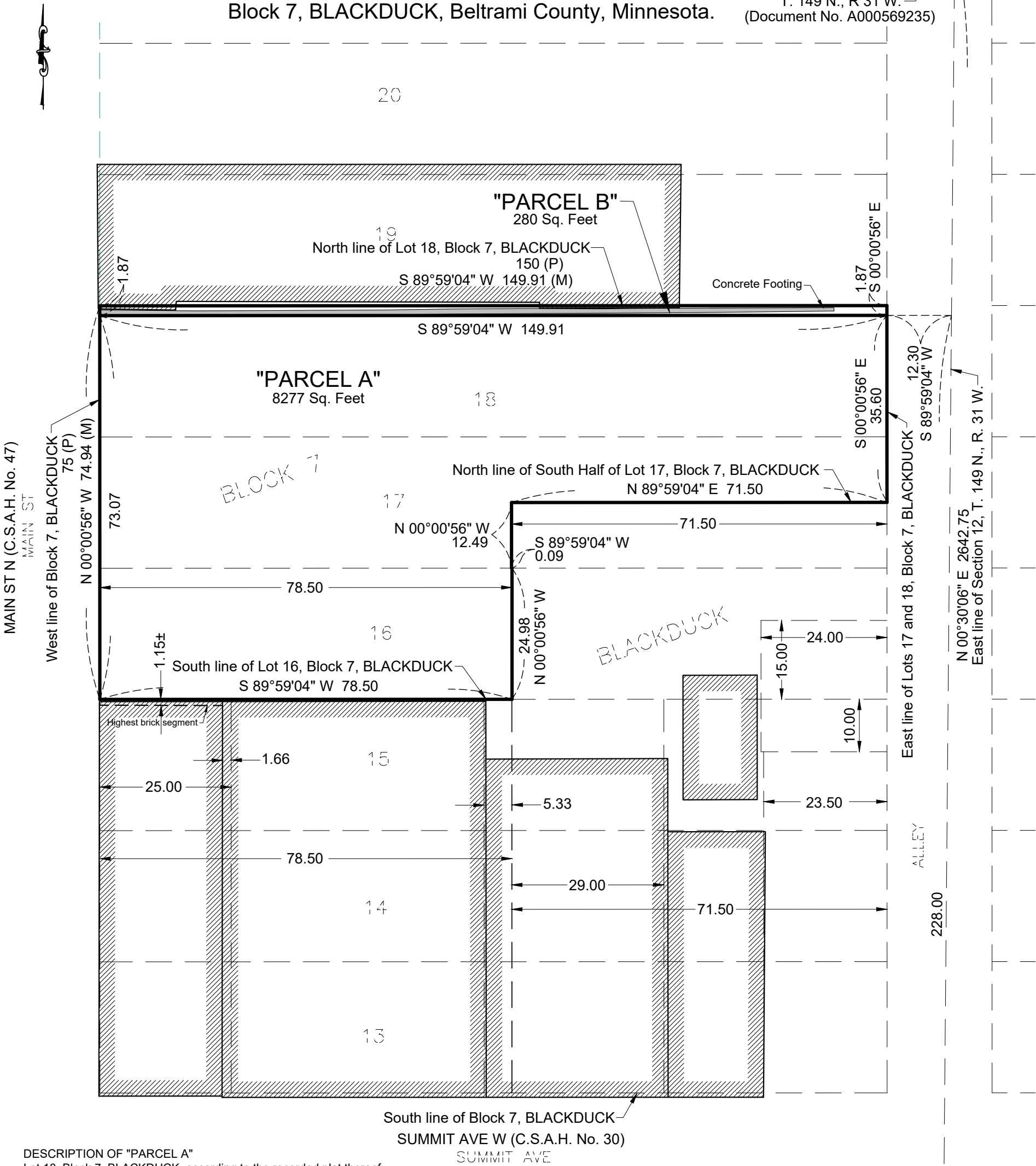
TAX STATEMENTS FOR THE REAL PROPERTY DESCRIBED IN THIS INSTRUMENT SHOULD BE SENT TO:

Larry and Shannon Kampa
29102 Haiby Road N.E.
Blackduck, MN 56630

CERTIFICATE OF SURVEY

Part of
Block 7, BLACKDUCK, Beltrami County, Minnesota.

East 1/4 Corner,
Section 12,
T. 149 N., R 31 W.
(Document No. A000569235)



DESCRIPTION OF "PARCEL A"

Lot 18, Block 7, BLACKDUCK, according to the recorded plat thereof;
LESS AND EXCEPT, that part thereof lying northerly of the following described line: Commencing at the southeast corner of Section 12, Township 149 North, Range 31 West, Beltrami County, Minnesota; thence North 00°30'06" East, bearing based on the Beltrami County Coordinate System, South Zone, along the east line of Section 12 (assuming a straight line between the southeast corner of Section 12 and the east quarter corner of Section 12) a distance of 228.00 feet to the point of beginning of the line to be described; thence South 89°59'04" West a distance of 162.21 feet to the intersection with the west line of said Lot 18 and said line there terminating;
AND,
Lot 17, Block 7, BLACKDUCK, according to the recorded plat thereof; LESS, the South Half of the East 71.5 feet of said Lot 17;
AND,
The West 78.5 feet of Lot 16, Block 7, BLACKDUCK, according to the recorded plat thereof.

DESCRIPTION OF "PARCEL B"

That part of Lot 18, Block 7, BLACKDUCK, according to the recorded plat thereof, lying northerly of the following described line: Commencing at the southeast corner of Section 12, Township 149 North, Range 31 West, Beltrami County, Minnesota; thence North 00°30'06" East, bearing based on the Beltrami County Coordinate System, South Zone, along the east line of Section 12 (assuming a straight line between the southeast corner of Section 12 and the east quarter corner of Section 12) a distance of 228.00 feet to the point of beginning of the line to be described; thence South 89°59'04" West a distance of 162.21 feet to the intersection with the west line of said Lot 18 and said line there terminating.

NOTES TO SURVEY

- Bearing system based on the Beltrami County Coordinate System, South Zone, NAD83.
- This survey was not completed with the benefit of a title search.
- In an attempt to locate the platted lots in the same place as established by Marcus D. Stoner in the plat of Blackduck, several Blocks within the plats of Blackduck and First Additional to Blackduck were searched in an attempt to locate evidence of Lot corners. Building walls were also located at this time. Proration was applied to the platted distances, holding to the platted widths of the streets. This method produced a result that was most closely aligned with existing building walls.

Southeast Corner,
Section 12,
T. 149 N., R 31 W.
(Document No. A000569244)

I HEREBY CERTIFY THAT THIS PLAN, SURVEY, OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED LAND SURVEYOR UNDER THE LAWS OF THE STATE OF MINNESOTA.

ROBERT W. MURRAY
DATE: 8-22-2022
LICENSE NO. 15483
FILE NO. 22-170 C

MURRAY
SURVEYING, INC.
P.O. BOX 1038 BEMIDJI, MN 56601
218-751-5898
MURRAYSURVEYING.COM
MMURRAY@PAULBUNYAN.NET

LEGEND

- Denotes square aluminum monument, found
- ⊗ Denotes stone monument, found
- (P) Denotes distance specified on plat
- (M) Denotes measured distance





CITY OF BLACKDUCK

RESOLUTION NO: 2022-19

RESOLUTION AUTHORIZING THE SALE OF PUBLIC PROPERTY IN THE CITY LIMITS OF THE CITY OF BLACKDUCK, MN PURSUANT TO MINNESOTA DEPARTMENT OF ECONOMIC DEVELOPMENT DEMOLITION LOAN PROGRAM AGREEMENT (RDLP-21-0001-o-FY21)

WHEREAS, the City Council of the City of Blackduck has entered into a loan agreement (RDLP-21-0001-o-FY21) with the Minnesota Department of Economic Development Demolition Loan Program for the Main Street Commercial Project,

AND WHEREAS, that land whose legal description is noted as **Exhibit A** and includes PIN# 81.00120.01; 81.00120.00; & 81.00122.00 in loan agreement RDLP-21-0001-o-FY21,

AND WHEREAS, the City Council of the City of Blackduck acknowledges the property identified in loan agreement (RDLP-21-0001-o-FY21) for demolition of structures will serve the public if newly developed for commercial use,

AND WHEREAS, the City Council of the City of Blackduck acknowledges the demolition of said property is at or near completion per the agreement with the contractor,

AND WHEREAS, the City Council of the City of Blackduck has interest revitalizing the downtown business zone **B-1**,

AND WHEREAS, the City Council of the City of Blackduck acknowledges the commercial property must sell to a private party to satisfy the terms of said loan agreement,

AND WHEREAS, the City Council of the City of Blackduck acknowledges the sale of the property at 32 Main Street N.; 40 Main Street N.; & 48 Main Street N. (PIN #81.00120.01; #81.00120.00; & #81.00122.00) have no relationship to the comprehensive plan requiring no initial review of the Planning Commission per MN Statute §462.356 Subd. 2,

THEREFORE, the City Council of the City of Blackduck authorizes the City Administrator, to undertake the necessary steps to put the aforementioned property up for sale,

NOW THEREFORE, THE CITY COUNCIL OF THE CITY OF BLACKDUCK HEREBY AUTHORIZES THE SALE OF PUBLIC PROPERTY PIN # 81.00120.01; #81.00120.00; & #81.00122.00.

Revised and Adopted by the City Council on December 5, 2022

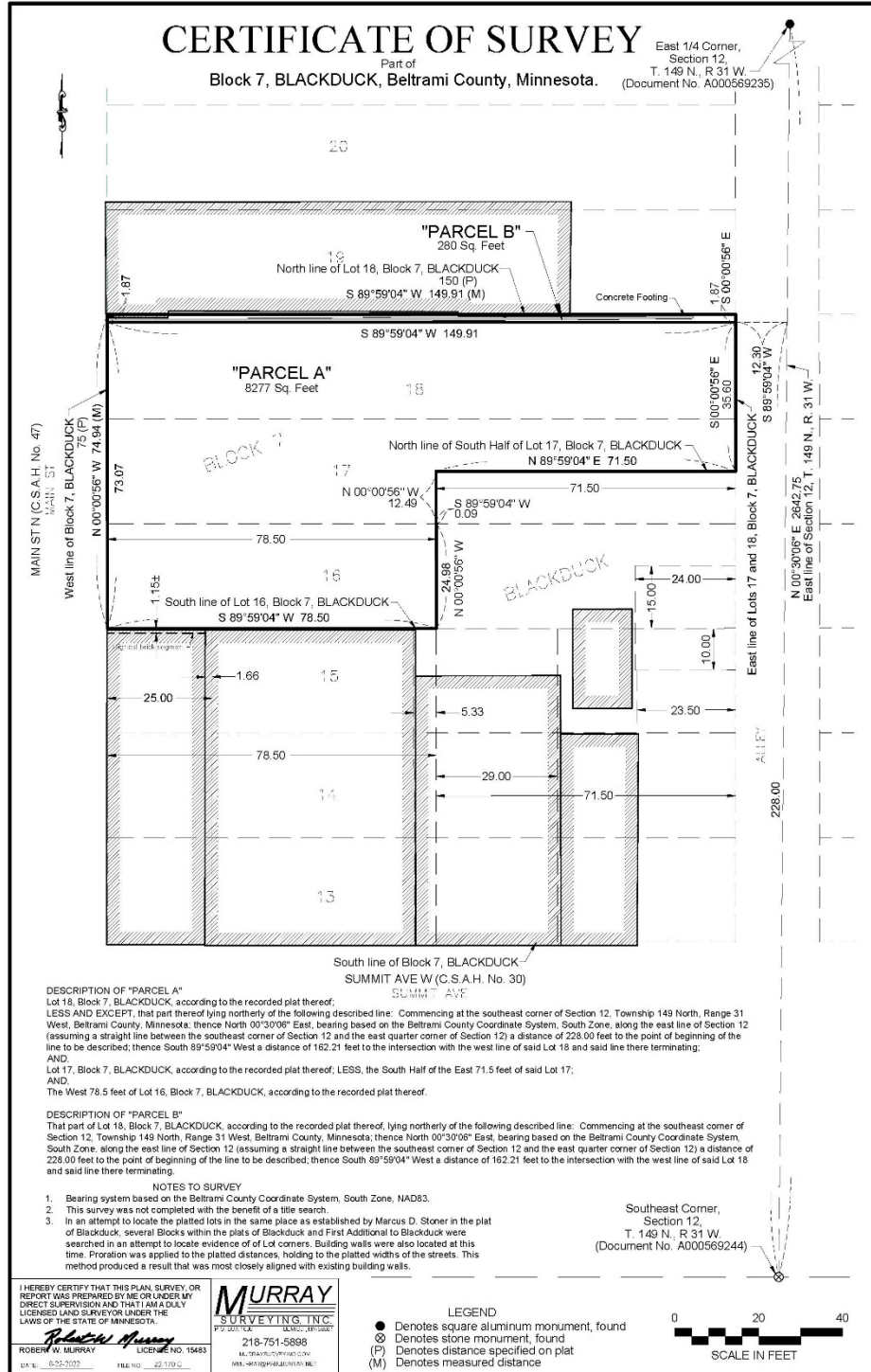
Maxwell Gullette, Mayor

Christina Regas – City Administrator



CITY OF BLACKDUCK RESOLUTION NO: 2022-19

EXHIBIT A





CITY OF BLACKDUCK

RESOLUTION NO: 2022-30

A RESOLUTION ADOPTING A SCHEDULE OF FEES AND CHARGES FOR VARIOUS SERVICES, LICENSES, & PERMITS FOR THE CITY OF BLACKDUCK, MINNESOTA FOR 2023

WHEREAS, the City Council of the City of Blackduck has amended and supplemented to be its City Code and that code permits the City to adopt by resolution a schedule of fees and charges for various services, licenses, and permits.

NOW THEREFORE, the City Council of the City of Blackduck, Minnesota ordains:

Section 1. All fees and charges in effect January 1, 2023 of the city code for the City shall remain in effect unless otherwise modified by the provisions of the ordinance. All citations below are to various sections of the city code unless otherwise indicated.

Section 2. The following are the fees and charges for the permits, licenses and services listed below which are referenced to the section of the city code which authorizes their establishment.

General

1. The fee for an open burning permit pursuant to §900.64 shall be \$10.00.
2. The fee for dog licenses pursuant to § 920.02 shall be \$5.00 for a spayed females or neutered male dog and \$10.00 for any non-spayed or neutered dog.
3. The fee for a theatre license pursuant to §1110.01 shall be \$15.00.
4. The fee for a billiards or pool license pursuant to §1110.01 shall be \$10.00.
5. The fee for Sexually Oriented Businesses License pursuant to §1160.06 shall be \$1000.00.
6. The fee for a Peddlers and/or Solicitors License pursuant to §1130.02 shall be \$100.00.

Land Use:

7. The fee for an excavation permit pursuant to §930.25 shall be \$100.00.
8. The fee for an obstruction permit pursuant to §930.25 shall be \$25.00.
9. The fee for a land use permit pursuant to § 1560.12 shall be \$50.00.
10. The fee for a conditional use permit pursuant to § 1560.12 shall be \$150.00.
11. The fee for a variance pursuant to § 1560.12 shall be \$125.00.
12. The fee for a zoning amendment pursuant to § 1560.12 shall be \$125.00.
13. The fee for a planned unit development or subdivision permit pursuant to § 1560.12 shall be \$200.00.
14. The fee for a land division request pursuant to §1560.12 shall be \$30.00.
15. The fee for code violation pursuant to § 1560.11 shall be \$50.00.
16. The fee for no land use permit pursuant to § 1561.02 shall be \$100.



CITY OF BLACKDUCK

RESOLUTION NO: 2022-30

Rental:

17. The fee for a rental housing license pursuant to § 1150.08 shall be \$30.00.
18. The fee for a single-family rental dwelling inspection pursuant to § 1150.08 shall be \$75.00 for the first inspection and \$50.00 for all follow-up inspections.
19. The fee for a multi-family dwelling inspection pursuant to § 1150.08 shall be \$75.00 per apartment or unit for the first inspection and \$50 for all follow-up inspections.

Liquor Licensing:

20. The fee for a Club License pursuant to §1560.12 shall be based on club membership as follows: Under 200 members - \$300.00; 201-500 members - \$500.00; 501-1,000 members - \$650.00; 1,000-2,000 members - \$800.00.
21. The fee for an On Sale Intoxicating Liquor License pursuant to §1120.23 shall be \$1700.00
22. The fee for an On Sale 3.2 Beer License pursuant to §1120.23 shall be \$150.00.
23. The fee for an Off-sale 3.2 Beer License pursuant to §1120.23 shall be \$50.00
24. The fee for a Wine Permit pursuant to §1120.23 shall be \$150.00.
25. The fee for a special event On-Sale Liquor shall be \$25.00.

Water/Sewer:

26. The monthly water base fee for a Residential/ Low Volume User (5/8"-3/4" Meter) shall be \$18.00 .
27. The monthly water base fee for a Multi-Family Dwelling Unit shall be \$18.00 per unit.
28. The monthly water base fee for a Large Volume User shall be \$28.00.
29. The monthly sewer base fee for a Residential/Low Volume User (5/8"-3/4" Meter) shall be \$18.00.
30. The monthly sewer base fee for a Multi-Family Dwelling Unit shall be \$18.00 per unit.
31. The monthly sewer base fee for a Large Volume User shall be \$28.00.
32. The fee for water shall be \$0.00685/per gallon.
33. The fee for sewer shall be \$0.00685/per gallon.
34. The fee for bulk water shall be \$9.90 per thousand gallons.
35. The fee for an account setup shall be \$25.00.
36. The fee for reading a meter shall be \$25.00.
37. All water meters shall be reimbursed at cost.
38. The fee for gaskets shall be reimbursed at cost.
39. The fee for labor to replace a water meter shall be \$25.00.
40. The fee for Disconnection shall be \$25.00.
41. The Tap fee for Water connection shall be \$250
42. The fee for Septic Load Discharge will be \$25 per load.
43. The fee for a Sanitary Sewer Discharge Permit shall be \$100.00.
44. Late fee/Penalty Charge shall be \$5.00.
45. Minnesota State Drinking Water Fee shall be \$9.72/annually.



CITY OF BLACKDUCK

RESOLUTION NO: 2022-30

Pine Tree Park Campground:

- 46. The fee for picnic shelter reservations shall be \$35.00.
- 47. The fee for RV campsites with electric and water shall be \$30.00 per night
- 48. The fee for primitive campsites with electric shall be \$28.00 per night
- 49. The fee for primitive campsites w/o electric and water shall be \$22.00 per night
- 50. The fee for RV sanitary dump shall be \$15.00.
- 51. The fee for violation of pine tree park regulations pursuant to §195 shall be \$50.00.

Cemetery:

- 52. The fee for a single grave space pursuant to § 600.03 shall be \$250.00 of which \$187.50 shall be allocated to the Cemetery Fund and \$62.50 shall be allocated to the Perpetual Care Fund.
- 53. The fee for vault rental pursuant to § 600.03 shall be \$100.00 if burial @ Lakeview Cemetery, or \$175 if not.
- 54. The fee for conduct violation pursuant to § 600.06 shall be \$25.00

Additional Ordinance's

- 55. The fee for Animals Running at Large pursuant to § 920.02 Subd. 1 shall be \$25.00 for the 1st offense; \$50 for a 2nd offense; & \$60 for a 3rd offense.
- 56. The fee for Dangerous Animals pursuant to §920.11 shall be \$60.
- 56. The fee for Habitual Barking Dog pursuant to § 920.07 Subd. 1 shall be \$25.00.
- 57. The fee for Failure to License Dogs pursuant to § 920.02 Subd. 2 shall be \$25.00.
- 58. The fee for Lurking or Loitering pursuant to § 209 shall be \$50.00.
- 59. The fee for Curfew Violation pursuant to § 27.00 shall be \$50.00.
- 60. The fee for Public Nuisance – pursuant to § 900.15 shall be \$50.00 for the 1st offense and \$100 for the 2nd offense.
- 61. The fee for Public Nuisances Affecting Peace & Safety pursuant to §900.18 V.(1) Noises prohibited shall be \$60
- 62. The fee for Parking Violations pursuant to §710.01 shall be \$25.00
- 63. The fee for Impeding Snow Removal pursuant to § 710.07 shall be \$25.00
- 64. The fee for Time Limitations on Parking Restriction pursuant to § 710.05 shall be \$20.00.
- 65. The fee for Snow Removal Parking Restriction pursuant to §710.06 shall be \$20.00.
- 66. The fee for Snow Emergency pursuant to § 710.08 shall be \$25.00.
- 67. The fee for Material on the Sidewalk pursuant to § 930.03 shall be \$25.00.
- 68. The fee for Obstruction of Streets pursuant to § 930.02 shall be \$50.00.
- 69. The fee for Failure to Obtain Permit to Excavate in Street, Etc. pursuant to § 930.22 Subd. 1 shall be \$75.00
- 70. The fee for Failure to Stop at Intersections pursuant to §700.03 shall be \$75.00.
- 71. The fee for Excessive Noise pursuant to § 700.07 Subd 1&2 shall be \$50.00.
- 72. The fee for U-Turns pursuant to § 700.06 shall be \$60.00
- 73. The fee for Exhibition Driving pursuant to §700.08 shall be \$60.00
- 74. The fee for Cruising pursuant to § 700.09 shall be \$60.00.
- 75. The fee for Motor Vehicle Noise pursuant to §700.10 shall be \$60.00/



CITY OF BLACKDUCK

RESOLUTION NO: 2022-30

76. The fee for Snow Mobile and ATV Restriction pursuant to § 720.05 shall be \$60.00.
77. The fee for Persons under 18 – Snowmobile pursuant to § 720.06 shall be \$60.00.
78. The fee for failing to Stop or Yield pursuant to §720.07 shall be \$60.00.
79. The fee for Unauthorized Use of Motor Vehicle on Trail pursuant to §740.03 Subd 1 shall be \$60.00.
80. The fee for Unauthorized Use of Snowmobile on Trail pursuant to § 740.03 Subd 2 shall be \$60.00.
81. The fee for Disobeying Stop Sign pursuant to § 740.03 subd 3A shall be \$60.00.
82. The fee for Failing to Yield Right-of-Way pursuant to §740.03 Subd 3D shall be \$60.00.
83. The fee for Littering pursuant to § 740.06 Subd. 3 shall be \$25.00.
84. The fee for Consumption in Public Places pursuant to §1120.05 shall be \$60.00.
85. The fee for Intoxicating Liquor Sale to Minors pursuant to §1120.06 shall be \$60.
86. The fee for Discharge of Gun/Firework in the City Limits of Blackduck pursuant to §1300.02 shall be \$60.
87. The fee for Curfew Violation pursuant to §1300.03 shall be \$25 for a 1st offense; \$50 for a 2nd offense; & \$60 for a 3rd offense.
88. The fee for Disorderly Conduct pursuant to §1300.07 shall be \$60.

Other Miscellaneous Fees:

89. The fee for Concession for profit vendors at the Wayside Rest shall be \$10.00 with electric.
90. The fee for copies shall be \$0.15.
91. The fee for faxes shall be \$1.00 for the first page and \$.15 for each additional page.
92. The fee for impounded automobiles shall be \$45.00 per day
93. The fee for Club House rental is \$100.00 for 6 hours.
94. The fee for a Notary shall be \$2.00.

Revised & Adopted by the City Council of the City of Blackduck on the 5th of December, 2022.

Approved:

Maxwell Gullette, Mayor

Christina Regas – City Administrator

609 Liquor Operations Revenue Budget Worksheet 2023

updated 11/30/22

	2021 Budget	2021 Actual	2022 Budget	2022 Actual	2023 Worksheet
R 609-31300 General Sales and Use Tax	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
R 609-33400 State Grants and Aids	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
R 609-34000 Charges for Service - <i>Merchant Fees collected</i>	\$0.00	\$22,577.00	\$0.00	\$18,856.07	\$19,500.00
R 609-34700 Culture-Recreation Revenue	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
R 609-34717 Clothing/Non Sales Tax	\$2,500.00	\$8,862.12	\$6,000.00	\$9,054.01	\$10,250.00
R 609-34950 Other Revenues	\$0.00	\$165.24	\$0.00	\$45.00	\$0.00
R 609-36210 Interest Earnings	\$2,000.00	\$1,127.28	\$2,000.00	\$815.74	\$1,000.00
R 609-36220 Other Rents and Royalties	\$7,500.00	\$9,590.60	\$7,500.00	\$13,745.60	\$15,500.00
R 609-36240 Reimbursements	\$200.00	\$5,516.66	\$200.00	\$1,880.16	\$1,000.00
R 609-36241 NSF Payment/Reimbursement	\$200.00	\$0.00	\$200.00	\$0.00	\$200.00
R 609-37811 Liquor Sales -Off Sale	\$270,000.00	\$294,504.11	\$300,000.00	\$280,832.45	\$300,000.00
R 609-37812 Beer Sales -Off Sale	\$470,000.00	\$541,514.50	\$500,000.00	\$489,207.61	\$532,000.00
R 609-37813 Wine Sales -Off Sale	\$50,000.00	\$47,283.68	\$50,000.00	\$49,243.44	\$50,000.00
R 609-37815 Other Mchds.Off Sale 6.875%	\$5,500.00	\$8,918.98	\$5,500.00	\$8,246.85	\$7,500.00
R 609-37816 Ice Sales-NT	\$9,000.00	\$12,302.48	\$9,000.00	\$12,104.25	\$14,000.00
R 609-37817 Cigarette Sales - off sale	\$1,000.00	\$395.17	\$0.00	\$47.99	\$0.00
R 609-37820 Vending Machine Sales	\$2,000.00	\$2,897.45	\$2,000.00	\$3,228.25	\$3,600.00
R 609-37911 Liquor Sales -On Sale	\$95,400.00	\$115,390.29	\$95,000.00	\$132,115.34	\$140,000.00
R 609-37912 Beer Sales -On Sale	\$127,000.00	\$142,523.68	\$127,000.00	\$161,721.83	\$170,000.00
R 609-37913 Wine Sales -On Sale	\$1,000.00	\$2,097.72	\$1,000.00	\$2,839.09	\$3,000.00
R 609-37914 Soft Drinks -On Sale	\$12,000.00	\$15,104.64	\$15,000.00	\$20,100.71	\$20,000.00
R 609-37916 Cigarette Sales - on sale	\$1,000.00	\$815.98	\$0.00	\$0.00	\$0.00
R 609-37917 Food Sales	\$160,000.00	\$188,707.33	\$185,000.00	\$280,066.03	\$250,000.00
R 609-37940 Cash Over	\$0.00	\$544.46	\$0.00	\$7.04	\$0.00
R 609-38090 Catering Revenue	\$5,000.00	\$1,668.95	\$5,000.00	\$2,396.45	\$2,250.00
R 609-39101 Sales of General Fixed Assets	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
R 609-39204 Intrafund Transfer	\$0.00	\$0.00	\$0.00	\$10,000.00	\$0.00
R 609-39331 Insurance Proceeds	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	\$1,221,300.00	\$1,422,508.32	\$1,310,400.00	\$1,496,553.91	\$1,539,800.00

Liquor Operations Expenditure Budget Worksheet 2023

updated 11/30/22

		2021 Budget	2021 Actual	2022 Budget	2022 Actual	2023 Worksheet	
E 609-49750-101	Full-Time Employees Regular	\$98,560.00	\$139,055.69	\$200,720.57	\$192,843.60	\$213,500.99	Payroll Budgets: \$365,842.96 2022 \$434,834.34 2023
E 609-49750-102	Full-Time Employees Overtime	\$1,500.00	\$5,118.09	\$1,500.00	\$3,722.47	\$1,500.00	
E 609-49750-103	Part-Time Employees	\$102,497.00	\$100,157.04	\$64,493.68	\$101,044.60	\$110,536.97	
E 609-49750-121	PERA	\$13,871.00	\$20,840.52	\$19,891.07	\$23,553.88	\$23,558.05	
E 609-49750-122	FICA	\$15,381.00	\$20,116.81	\$20,288.89	\$27,002.78	\$24,788.92	
E 609-49750-131	Employer Paid Health	\$24,307.00	\$30,742.74	\$58,948.75	\$53,668.06	\$60,949.41	
E 609-49750-200	Office Supplies (GENERAL)	\$900.00	\$1,662.97	\$1,200.00	\$1,172.53	\$1,200.00	
E 609-49750-203	Printed Forms	\$0.00	\$0.00	\$0.00	\$12,264.18	\$0.00	
E 609-49750-205	Heating Fuel	\$1,500.00	\$6,263.65	\$3,500.00	\$20,862.14	\$10,000.00	
E 609-49750-206	Electricity	\$20,000.00	\$19,810.58	\$20,000.00	\$17,751.49	\$20,000.00	
E 609-49750-207	Computer Supplies	\$0.00	\$0.00	\$0.00	\$99.39	\$0.00	
E 609-49750-208	Training and Instruction	\$500.00	\$494.87	\$500.00	\$1,698.00	\$500.00	
E 609-49750-210	Operating Supplies (GENERAL)	\$15,000.00	\$31,909.30	\$20,000.00	\$32,346.30	\$20,000.00	
E 609-49750-211	Cleaning Supplies	\$0.00	\$84.59	\$0.00	\$133.10	\$0.00	
E 609-49750-214	Bar Supply	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
E 609-49750-223	Building Repair Supplies	\$0.00	\$109.06	\$0.00	\$98.57	\$0.00	
E 609-49750-251	Liquor Expense	\$240,000.00	\$221,080.81	\$200,000.00	\$220,744.77	\$200,000.00	
E 609-49750-252	Beer Expense	\$370,000.00	\$430,999.97	\$360,000.00	\$410,916.30	\$380,000.00	
E 609-49750-253	Wine Expense	\$22,000.00	\$29,171.38	\$28,000.00	\$33,323.42	\$28,000.00	
E 609-49750-254	Pop Expense	\$9,000.00	\$10,111.26	\$9,000.00	\$7,088.40	\$6,000.00	
E 609-49750-255	Mix Expense	\$9,000.00	\$8,342.52	\$7,000.00	\$12,124.04	\$12,000.00	
E 609-49750-256	Cigarettes for Resale	\$1,000.00	\$229.16	\$0.00	\$0.00	\$0.00	
E 609-49750-257	Ice For Resale	\$5,000.00	\$5,367.60	\$5,000.00	\$5,229.95	\$5,000.00	
E 609-49750-259	Other For Resale-Tax	\$0.00	\$1,532.92	\$0.00	\$0.00	\$0.00	
E 609-49750-260	Food for Resale	\$70,000.00	\$99,173.98	\$80,000.00	\$169,179.22	\$160,000.00	
E 609-49750-272	Clothing for Resale	\$3,000.00	\$6,008.60	\$3,500.00	\$10,168.90	\$7,000.00	
E 609-49750-301	Auditing and Acct g Services	\$6,500.00	\$6,500.00	\$6,500.00	\$6,500.00	\$6,500.00	
E 609-49750-302	Architects Fees	\$0.00	-\$4,759.87	\$0.00	\$0.00	\$0.00	
E 609-49750-304	Legal Fees	\$0.00	\$195.00	\$0.00	\$0.00	\$0.00	
E 609-49750-305	Medical Fees	\$350.00	\$637.00	\$350.00	\$343.00	\$350.00	
E 609-49750-309	Construction Services	\$0.00	-\$1.03	\$0.00	\$0.61	\$0.00	
E 609-49750-310	Other Professional Services- Cleaning	\$4,100.00	\$14,170.78	\$4,400.00	\$11,186.62	\$9,500.00	
E 609-49750-311	Website Development & Maintenance	\$0.00	\$0.00	\$0.00	\$1,324.00	\$1,000.00	
E 609-49750-321	Telephone	\$2,000.00	\$4,700.25	\$2,000.00	\$2,228.65	\$2,000.00	
E 609-49750-322	Postage	\$400.00	\$407.38	\$500.00	\$500.00	\$750.00	
E 609-49750-324	Cable Television	\$1,500.00	\$1,551.25	\$1,600.00	\$1,494.05	\$1,600.00	
E 609-49750-327	Internet Access	\$1,400.00	\$1,049.45	\$1,200.00	\$984.45	\$1,200.00	
E 609-49750-331	Travel Expenses	\$500.00	\$28.00	\$500.00	\$244.30	\$300.00	
E 609-49750-333	Freight and Express	\$5,000.00	\$5,558.20	\$5,000.00	\$6,823.34	\$6,000.00	
E 609-49750-335	Catering expense	\$500.00	\$0.00	\$500.00	\$0.00	\$500.00	
E 609-49750-340	Advertising	\$0.00	\$382.00	\$500.00	\$300.00	\$500.00	
E 609-49750-343	Promotions/Entertainment	\$6,000.00	\$5,965.74	\$3,000.00	\$6,179.82	\$6,000.00	
E 609-49750-351	Legal Notices Publishing	\$0.00	\$299.25	\$0.00	\$0.00	\$0.00	
E 609-49750-361	General Liability Ins	\$2,500.00	\$2,820.54	\$2,800.00	\$3,414.17	\$3,584.88	5%
E 609-49750-362	Property Ins	\$7,200.00	\$7,549.00	\$7,400.00	\$6,647.00	\$6,979.35	5%
E 609-49750-364	Dram Shop	\$4,750.00	\$4,157.00	\$4,750.00	\$4,157.00	\$4,750.00	-
E 609-49750-366	Workers Compensation Insurance	\$5,000.00	\$5,221.00	\$5,200.00	\$8,413.94	\$9,255.33	10%
E 609-49750-367	Unemployment Paid	\$500.00	\$0.00	\$500.00	\$631.50	\$500.00	
E 609-49750-382	Water Utilities	\$2,700.00	\$2,184.21	\$2,700.00	\$2,442.56	\$2,900.00	
E 609-49750-384	Refuse/Garbage Disposal	\$6,000.00	\$6,222.55	\$6,000.00	\$7,078.17	\$6,000.00	
E 609-49750-400	Repairs & Maint Cont (GENERAL)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
E 609-49750-401	Repairs/Maint Buildings	\$10,000.00	\$5,700.01	\$10,000.00	\$10,712.68	\$10,000.00	last AC unit/cooler door/Bar top
E 609-49750-425	Depreciation	\$0.00	\$27,094.00	\$0.00	\$0.00	\$0.00	
E 609-49750-430	Miscellaneous (GENERAL)	\$0.00	\$286.00	\$0.00	\$0.00	\$0.00	
E 609-49750-431	Cash Short	\$500.00	-\$498.44	\$500.00	-\$183.19	\$500.00	
E 609-49750-432	Uncollectable Checks	\$200.00	\$35.00	\$200.00	\$209.24	\$200.00	
E 609-49750-433	Dues and Subscriptions	\$3,750.00	\$5,501.00	\$4,500.00	\$5,212.56	\$4,500.00	
E 609-49750-437	Bad Debt Expense	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
E 609-49750-438	Bank Service Charges	\$20,000.00	\$28,310.47	\$750.00	\$17,706.56	\$20,000.00	
E 609-49750-490	Donations to Civic Org s	\$4,000.00	\$14,856.08	\$4,000.00	\$10,051.08	\$6,000.00	
E 609-49750-501	Assessment	\$1,300.00	\$1,262.79	\$1,300.00	\$1,082.08	\$1,300.00	
E 609-49750-520	Buildings and Structures	\$5,000.00	\$0.00	\$6,000.00	\$279.08	\$0.00	
E 609-49750-530	Improvements Other Than Bldgs	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
E 609-49750-560	Furniture and Fixtures	\$5,000.00	\$3,411.17	\$6,000.00	\$864.84	\$2,000.00	
E 609-49750-570	Office Equip and Furnishings	\$0.00	\$388.38	\$0.00	\$0.00	\$0.00	
E 609-49750-580	Other Equipment - Message Board	\$7,153.75	\$7,153.82	\$15,022.88	\$9,403.24	\$15,667.05	
E 609-49750-600	Obligation Principal Debt - remodel/addition	\$0.00	\$2,460.00	\$13,405.47	\$12,767.00	\$30,000.00	
E 609-49750-610	Obligation Interest Debt - remodel/addition	\$0.00	\$0.00	\$0.00	\$0.00	\$10,675.00	
E 609-49750-700	Inter Fund Transfer	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
E 609-49750-701	Transfer to General Fund	\$65,000.00	\$65,000.00	\$65,000.00	\$20,000.00	\$50,000.00	
E 609-49750-708	Transfer to Fire Dept Reserve	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
E 609-49750-711	Transfer to Golf Fund	\$10,000.00	\$10,000.00	\$10,000.00	\$0.00	\$5,000.00	
E 609-49750-720	Operating Transfers	\$0.00	\$0.00	\$0.00	\$10,000.00	\$0.00	
E 609-49750-721	Transfer to Cemetery Fund	\$2,500.00	\$0.00	\$2,500.00	\$0.00	\$2,500.00	
E 609-49750-761	Transfer to Water Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
E 609-49750-762	Transfer to Sewer Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
		\$1,214,319.75	\$1,424,182.09	\$1,298,121.31	\$1,526,034.44	\$1,513,045.95	

2022 Donations:	
After Prom	\$1,500.00
Garden Club	\$3,500.00
Trap Team	\$1,600.00
Toys for Kids	\$2,000.00
Chamber Insurance	\$622.00
History Cntr Insurance	\$829.08
	\$10,051.08

Golf Course Operational Revenue Budget Worksheet 2023

<i>updated 11/30/22</i>	2021 Budget	2021 Actual	2022 Budget	2022 Actual	2023 Worksheet
R 613-31000 General Property Taxes	\$16,958.00	\$16,813.81	\$15,927.13	\$9,304.71	\$21,433.75
R 613-31030 Mobile Home Tax	\$0.00	\$56.26	\$0.00	\$12.96	\$0.00
R 613-34700 Culture-Recreation Rev - <i>Kayak Rental</i>	\$0.00	\$0.00	\$0.00	\$318.07	\$500.00
R 613-34710 Golf Green Fees	\$35,000.00	\$57,499.21	\$65,000.00	\$61,616.33	\$60,000.00
R 613-34711 Membership Fees	\$25,000.00	\$24,016.18	\$25,000.00	\$25,512.47	\$25,000.00
R 613-34712 Golf Rental	\$1,500.00	\$1,793.71	\$1,850.00	\$1,198.35	\$1,850.00
R 613-34714 Trail Fees	\$1,000.00	\$794.39	\$1,000.00	\$523.24	\$1,000.00
R 613-34715 Cart Storage Fees	\$6,500.00	\$1,586.88	\$3,000.00	\$1,199.80	\$2,000.00
R 613-34716 Golf Merchandise	\$1,500.00	\$2,942.82	\$3,000.00	\$3,347.03	\$3,500.00
R 613-34717 Clothing/Non Sales Tax	\$1,000.00	\$2,910.35	\$3,000.00	\$2,761.26	\$3,000.00
R 613-34718 Power Cart Rental	\$28,000.00	\$41,007.05	\$45,000.00	\$35,219.38	\$36,750.00
R 613-34719 Clubhouse Rental	\$400.00	\$1,359.49	\$500.00	\$1,443.32	\$1,000.00
R 613-34720 Golf Pop/Water	\$3,750.00	\$5,887.16	\$7,000.00	\$5,372.80	\$5,000.00
R 613-34721 Golf Tournament Revenue	\$0.00	\$2,853.51	\$0.00	\$5,327.20	\$5,000.00
R 613-34950 Other Revenues	\$0.00	\$0.35	\$0.00	\$98.23	\$0.00
R 613-39331 Insurance Proceeds	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
R 613-36230 Contributions and Donations	\$0.00	\$11,200.00	\$0.00	\$5,000.82	\$0.00
R 613-36240 Reimbursements	\$0.00	\$2,307.28	\$0.00	\$1,100.76	\$0.00
R 613-37911 <i>Liquor Sales - On sale</i>	\$0.00	\$0.00	\$0.00	\$4,510.69	\$4,000.00
R 613-37912 Beer Sales -On Sale	\$5,000.00	\$7,179.16	\$8,000.00	\$13,530.63	\$8,000.00
R 613-37917 Food Sales	\$2,000.00	\$2,145.53	\$3,500.00	\$7,376.05	\$6,500.00
R 613-37940 Cash Over	\$0.00	\$325.43	\$0.00	\$173.85	\$0.00
R 613-38040 Tee Box Revenue	\$2,250.00	\$6,725.00	\$2,250.00	\$3,250.00	\$3,000.00
R 613-38085 Promotional Revenue - <i>Grill n Chill</i>	\$0.00	\$0.00	\$0.00	\$8,556.91	\$5,000.00
R 613-39101 Sales of General Fixed Assets	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
R 613-39203 Transfer from Other Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
R 613-39204 Intrafund Transfer	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
R 613-39269 Transfer from Liquor Fund	\$10,000.00	\$10,000.00	\$10,000.00	\$0.00	\$5,000.00
R 613-39341 Clubhouse renovation donations	\$0.00	\$0.00	\$0.00	\$15,000.00	\$0.00
R 613-39310 Proceeds-Gen Obligation Bond	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	\$139,858.00	\$199,403.57	\$194,027.13	\$211,754.86	\$197,533.75
				Without Donations:	
				\$191,754.04	

2022 Memberships Sold

Actual total membership revenue = \$25,512.47

Type	Amount	Qty	Total
Youth	\$180.00	25	\$4,500.00
Young Adult	\$300.00	0	\$0.00
Family	\$750.00	7	\$5,250.00
Twilight	\$300.00	6	\$1,800.00
Individual	\$540.00	20	\$10,800.00
Married Couple	\$720.00	13	\$9,360.00
		71	\$31,710.00

Memberships adjusted for trade/staff/team members

Type	Amount	Qty	Total
Family	\$750.00	-2	-\$1,500.00
Individual	\$540.00	-3	-\$1,620.00
Married Couple	\$720.00	-3	-\$2,160.00
Youth	\$180.00	0	\$0.00
			-\$5,280.00
Totals:		63	\$26,430.00

2023 Test Membership Increase

Type	Amount	Qty	Total
Youth	\$216.00	25	\$5,400.00
Young Adult	\$360.00	0	\$0.00
Family	\$900.00	5	\$4,500.00
Twilight	\$360.00	6	\$2,160.00
Individual	\$648.00	17	\$11,016.00
Married Couple	\$864.00	10	\$8,640.00
		63	\$31,716.00

Increase Memberships: 20%

2022 Total Golf Rounds Played

Member & Non-Member Rounds Played: 5105

Total 18-hole = 856; 9-hole = 2654; Member = 1595

2022 Total Green Fees Sold \$58,841.41

2022 Cost per round: \$18.63 (pre-taxed) (\$20 w/tax)
of non-member green fee rounds 3510 (increase of 167 rounds over 2021)

2023 Test

Test for @10% increase to green fee:

2022 Total Green Fees Sold \$58,841.41

2023 Proposed Cost per round: \$20.50 (pre-taxed) (\$22.00 with tax)

Total to revenue with increased cost: \$71,955.00

2022 Memberships Cost Per Round (estimated)

Member & Non-Member Rounds Played: 5105

2022 Memberships Sold: \$25,512.47

Estimated member rounds played: 1595 (diff. member-non-member)

Estimated Cost per round: \$16.00

Power Cart Rental Increase Test

2022 Total Revenue Power Cart Rental: \$33,433.20

2022 Cost per Cart Rental (9-holes): \$18.63 (pre-taxed) (\$20 w/tax)

Estimated # of cart rentals: 1795 (rev/price)

Actual cart rentals: 4125

(Club Caddie #'s - 9-hole cart = 2607; 18-hole cart = 957; 1/3 cart = 12; Member Cart = 482)

2023 proposed cost per cart rental: \$20.50 (pre-taxed) (\$22.00 with tax)

Total to revenue with increase cost: \$36,789.08

Golf course Operational Expenditure Budget 2023 Worksheet

updated 11/30/22

		2021 Budget	2021 Actual	2022 Budget	2022 Actual	2023 Worksheet	
E 613-49830-101	Full-Time Employees Regular	\$0.00	\$568.00	\$39,020.80	\$17,924.79	\$27,046.99	
E 613-49830-102	Full-Time Employees Overtime	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
E 613-49830-103	Part-Time Employees	\$60,025.00	\$69,027.50	\$62,556.68	\$56,518.38	\$46,593.24	\$99,815.34
E 613-49830-104	Temporary Employees Regular	\$0.00	\$0.00	\$0.00	\$86.80	\$0.00	\$128,470.87
E 613-49830-105	Temporary Employees Overtime	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
E 613-49830-121	PERA	\$4,502.00	\$3,565.20	\$7,618.31	\$3,526.80	\$6,570.10	
E 613-49830-122	FICA	\$4,592.00	\$5,280.63	\$7,770.68	\$5,708.99	\$7,702.57	
E 613-49830-126	Medicare	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
E 613-49830-131	Employer Paid Health	\$0.00	\$0.00	\$11,504.40	\$7,490.71	\$11,902.44	
E 613-49830-200	Office Supplies (GENERAL)	\$0.00	\$15.99	\$0.00	\$440.32	\$500.00	
E 613-49830-205	Heating Fuel	\$0.00	\$107.44	\$0.00	\$32.21	\$0.00	
E 613-49830-206	Electricity	\$5,000.00	\$4,988.43	\$5,000.00	\$5,419.26	\$5,500.00	
E 613-49830-207	Computer Supplies	\$0.00	\$0.00	\$350.00	\$0.00	\$350.00	
E 613-49830-208	Training and Instruction	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
E 613-49830-210	Operating Supplies (GENERAL)	\$2,200.00	\$2,411.60	\$2,200.00	\$3,755.32	\$3,000.00	
E 613-49830-211	Cleaning Supplies	\$0.00	\$75.85	\$0.00	\$195.89	\$200.00	
E 613-49830-212	Motor Fuels	\$3,500.00	\$3,534.04	\$3,500.00	\$4,983.63	\$4,000.00	
E 613-49830-213	Lubricants and Additives	\$0.00	\$163.67	\$0.00	\$0.00	\$0.00	
E 613-49830-216	Chemicals and Chem Products	\$5,000.00	\$6,035.28	\$6,500.00	\$7,074.39	\$6,000.00	
E 613-49830-220	Repair/Maint Supply (GENERAL)	\$0.00	\$1,467.44	\$0.00	\$2,411.96	\$0.00	
E 613-49830-221	Equipment Parts	\$0.00	\$0.00	\$0.00	\$219.44	\$0.00	
E 613-49830-222	Tires	\$0.00	\$0.00	\$0.00	\$624.71	\$0.00	
E 613-49830-223	Building Repair Supplies	\$0.00	\$362.09	\$0.00	\$874.57	\$0.00	
E 613-49830-240	Small Tools and Minor Equip	\$0.00	\$279.00	\$0.00	\$1,303.31	\$1,000.00	
E 613-49830-251	Liquor Expense	\$0.00	\$0.00	\$0.00	\$4,221.65	\$3,000.00	
E 613-49830-252	Beer Expense	\$3,000.00	\$3,083.45	\$3,400.00	\$4,918.44	\$5,000.00	
E 613-49830-254	Pop Expense	\$3,000.00	\$3,012.83	\$3,400.00	\$5,158.44	\$3,400.00	
E 613-49830-255	Mix Expense	\$0.00	\$0.00	\$0.00	\$0.00	\$1,500.00	
E 613-49830-259	Other For Resale-Tax	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
E 613-49830-260	Food for Resale	\$1,500.00	\$654.11	\$1,000.00	\$5,041.59	\$5,000.00	
E 613-49830-270	Golf Clubs for Resale	\$0.00	\$1,061.00	\$0.00	\$0.00	\$0.00	
E 613-49830-271	Golf Accessories for Resale	\$1,000.00	\$1,742.64	\$1,500.00	\$1,513.86	\$1,500.00	
E 613-49830-272	Clothing for Resale	\$500.00	\$778.52	\$1,000.00	\$3,884.01	\$3,500.00	
E 613-49830-304	Legal Fees	\$0.00	\$645.00	\$0.00	\$0.00	\$0.00	
E 613-49830-305	Medical Fees	\$500.00	\$294.00	\$250.00	\$637.00	\$300.00	
E 613-49830-310	Other Professional Services	\$0.00	\$800.00	\$800.00	\$124.00	\$0.00	
E 613-49830-311	Website Development & Maintenance	\$0.00	\$0.00	\$1,000.00	\$1,919.00	\$948.00	Pinnacle monthly \$79
E 613-49830-321	Telephone	\$600.00	\$871.31	\$700.00	\$1,026.07	\$1,176.00	Cell phone and landline PBTC
E 613-49830-322	Postage	\$50.00	\$55.00	\$50.00	-\$69.01	\$100.00	
E 613-49830-324	Cable Television	\$200.00	\$331.11	\$0.00	\$0.00	\$0.00	
E 613-49830-327	Internet Access	\$0.00	\$274.80	\$300.00	\$589.25	\$600.00	PBTV \$50/month
E 613-49830-331	Travel Expenses	\$0.00	\$0.00	\$0.00	\$55.90	\$0.00	
E 613-49830-361	General Liability Ins	\$2,200.00	\$2,820.54	\$2,800.00	\$3,414.17	\$3,584.88	5%
E 613-49830-362	Property Ins	\$3,200.00	\$2,593.00	\$2,600.00	\$1,946.00	\$2,043.30	5%
E 613-49830-340	Advertising	\$0.00	\$223.29	\$1,000.00	\$1,830.00	\$1,000.00	
E 613-49830-343	Promotions/Entertainment - Grill n Chill	\$0.00	\$0.00	\$0.00	\$3,147.77	\$2,000.00	
E 613-49830-345	Sponsorship Expense - cart wrap	\$0.00	\$0.00	\$0.00	\$1,909.32	\$1,000.00	
E 613-49830-364	Dram Shop	\$750.00	\$750.00	\$750.00	\$250.00	\$250.00	
E 613-49830-366	Workers Compensation Insurance	\$550.00	\$590.94	\$590.00	\$1,302.45	\$1,432.70	10%
E 613-49830-367	Unemployment Paid	\$4,500.00	\$0.00	\$4,500.00	\$8,609.66	\$4,500.00	
E 613-49830-384	Refuse/Garbage Disposal	\$700.00	\$880.68	\$900.00	\$1,260.34	\$1,000.00	
E 613-49830-401	Repairs/Maint Buildings	\$1,200.00	\$2,001.10	\$1,500.00	\$698.19	\$4,000.00	exterior doors & light fixtures
E 613-49830-402	Repairs/Maint Structures	\$0.00	\$955.00	\$0.00	\$0.00	\$0.00	
E 613-49830-403	Improvements Other Than Bldgs	\$0.00	\$0.00	\$8,000.00	\$9,143.74	\$8,000.00	Parking lot
E 613-49830-404	Repairs/Maint Machinery/Equip	\$5,000.00	\$13,829.34	\$7,000.00	\$8,815.20	\$11,000.00	
E 613-49830-407	Golf Cart Maintenance/Repair	\$0.00	\$0.00	\$0.00	\$0.00	\$500.00	
E 613-49830-406	Maintenance Course Property	\$3,000.00	\$5,437.43	\$4,500.00	\$4,363.79	\$5,000.00	
E 613-49830-408	Clubhouse Renovations - BDC	\$0.00	\$0.00	\$15,000.00	\$15,875.43	\$0.00	
E 613-49830-410	Rentals - General	\$0.00	\$0.00	\$0.00	\$257.64	\$0.00	
E 613-49830-415	Other Equipment Rentals	\$0.00	\$0.00	\$0.00	\$1,212.19	\$0.00	
E 613-49830-416	Golf Cart Lease - deposit	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
E 613-49830-425	Depreciation	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
E 613-49830-430	Miscellaneous (GENERAL)	\$0.00	\$540.00	\$0.00	\$162.00	\$0.00	
E 613-49830-431	Cash Short	\$0.00	\$903.23	\$0.00	\$1,327.10	\$0.00	
E 613-49830-432	Uncollectable Checks	\$0.00	\$250.00	\$0.00	\$0.00	\$0.00	
E 613-49830-433	Dues and Subscriptions	\$2,000.00	\$3,157.10	\$2,500.00	\$6,091.06	\$2,500.00	
E 613-49830-438	Bank Service Charges	\$1,300.00	\$1,891.54	\$1,750.00	\$3,917.75	\$3,000.00	
E 613-49830-460	Gift Certificates / Discounts Redeemed	\$0.00	\$0.00	\$0.00	\$3,545.82	\$0.00	
E 613-49830-550	Motor Vehicles	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
E 613-49830-560	Furniture and Fixtures	\$0.00	\$0.00	\$0.00	\$148.24	\$0.00	
E 613-49830-580	Other Equipment	\$0.00	\$646.98	\$0.00	\$1,900.04	\$0.00	
E 613-49830-598	2022 Rough Mower Internal Debt	\$0.00	\$0.00	\$0.00	\$0.00	\$3,650.74	
E 613-49830-599	Improvements - Cart Shed Debt	\$6,118.00	\$1,118.00	\$6,118.00	\$6,118.00	\$6,118.00	
E 613-49830-601	Debt Principal - 2012 Debt	\$10,000.00	\$31,179.00	\$10,000.00	\$10,000.00	\$10,000.00	
E 613-49830-603	Debt Principal - 2016 Equipment Debt	\$13,000.00	\$13,000.00	\$13,000.00	\$13,000.00	\$14,000.00	
E 613-49830-605	2021 Golf Cart Lease	\$0.00	\$0.00	\$14,670.00	\$15,159.00	\$14,670.00	
E 613-49830-610	2012 Debt Interest	\$660.00	\$1,816.00	\$480.00	\$480.00	\$300.00	
E 613-49830-613	2016 Debt Interest	\$1,537.50	\$1,537.50	\$1,212.50	\$1,213.00	\$875.00	
		\$150,884.50	\$197,606.60	\$258,291.37	\$274,709.58	\$246,813.95	
					Without Renovations Funded by donations: \$257,364.32	2023 Anticipated loss: -\$49,280.20	

Pine Tree Park Operational Revenue Budget Worksheet 2023

updated 11/30/22

	2021 Budget	2021 Actual	2022 Budget	2022 Actual	2023 Worksheet
R 209-33100 Federal Grants and Aids	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
R 209-33400 State Grants and Aids	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
R 209-33600 County Grants	\$11,000.00	\$17,780.00	\$11,000.00	\$11,000.00	\$11,000.00
R 209-34000 Charges for Services	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
R 209-34780 Camping Fees	\$17,000.00	\$25,708.00	\$25,000.00	\$24,607.00	\$25,000.00
R 209-34781 Reservation Fees	\$1,000.00	\$910.00	\$1,000.00	\$866.00	\$1,000.00
R 209-34950 Other Revenues	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
R 209-36210 Interest Earnings	\$0.00	\$249.11	\$150.00	\$145.32	\$150.00
R 209-36230 Contributions and Donations	\$0.00	\$7,100.00	\$0.00	\$26,008.00	\$0.00
R 209-36240 Reimbursements	\$0.00	\$1,103.43	\$0.00	-\$30.00	\$0.00
R 209-39204 Intrafund Transfer	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	\$29,000.00	\$52,850.54	\$37,150.00	\$62,596.32	\$37,150.00

Pine Tree Park/Blackduck Beach Operational Expenditure Budget Worksheet 2023

<i>updated 11/30/22</i>		2021 Budget	2021 Actual	2022 Budget	2022 Actual	2023 Worksheet	
E 209-45183-101	Full-Time Employees Regular	\$5,239.00	\$4,065.89	\$5,573.00	\$3,997.73	\$5,974.46	
E 209-45183-102	Full-Time Employees Overtime	\$250.00	\$123.65	\$250.00	\$293.17	\$250.00	
E 209-45183-103	Part-Time Employees	\$2,832.00	\$664.13	\$3,024.00	\$813.66	\$3,177.36	
E 209-45183-121	PERA	\$432.00	\$364.11	\$543.98	\$382.82	\$580.47	
E 209-45183-122	FICA	\$529.00	\$359.41	\$554.86	\$385.06	\$592.08	
E 209-45183-126	Medicare	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
E 209-45183-131	Employer Paid Health	\$810.00	\$809.07	\$810.47	\$742.87	\$838.33	
E 209-45183-200	Office Supplies (GENERAL)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
E 209-45183-206	Electricity	\$2,700.00	\$3,331.96	\$3,500.00	\$2,971.22	\$3,500.00	
E 209-45183-210	Operating Supplies (GENERAL)	\$800.00	\$668.12	\$900.00	\$1,566.96	\$500.00	
E 209-45183-211	Cleaning Supplies	\$0.00	\$37.79	\$0.00	\$0.00	\$0.00	
E 209-45183-212	Motor Fuels	\$1,000.00	\$1,018.93	\$1,300.00	\$2,005.41	\$1,400.00	
E 209-45183-213	Lubricants and Additives	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
E 209-45183-220	Repair/Maint Supply (GENERAL)	\$750.00	\$379.55	\$750.00	\$214.05	\$750.00	
E 209-45183-221	Equipment Parts	\$200.00	\$46.37	\$200.00	\$68.98	\$200.00	
E 209-45183-310	Other Professional Services	\$600.00	\$1,592.60	\$600.00	\$650.00	\$1,750.00	
E 209-45183-321	Telephone	\$0.00	\$0.00	\$1,750.00	\$0.00	\$0.00	
E 209-45183-322	Postage	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
E 209-45183-340	Advertising	\$500.00	\$0.00	\$1,000.00	\$2,437.50	\$1,000.00	
E 209-45183-351	Legal Notices Publishing	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
E 209-45183-352	General Notices and Pub Info	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
E 209-45183-353	Ordinance Publication	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
E 209-45183-354	Other Print/Binding	\$0.00	\$0.00	\$0.00	\$0.00	\$250.00	
E 209-45183-361	General Liability Ins	\$640.00	\$118.08	\$700.00	\$941.84	\$988.93	5%
E 209-45183-362	Property Ins	\$3,000.00	\$3,297.00	\$3,200.00	\$1,787.00	\$1,876.35	5%
E 209-45183-365	Other Insurance	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
E 209-45183-366	Workers Compensation Insurance	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
E 209-45183-367	Unemployment Paid	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
E 209-45183-380	Utility Services (GENERAL)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
E 209-45183-384	Refuse/Garbage Disposal	\$1,750.00	\$2,005.48	\$1,750.00	\$2,473.66	\$2,100.00	
E 209-45183-401	Repairs/Maint Buildings	\$20,000.00	\$30,753.11	\$4,000.00	\$1,134.93	\$4,000.00	
E 209-45183-402	Repairs/Maint Structures	\$0.00	\$0.00	\$0.00	\$1,512.00	\$0.00	
E 209-45183-403	Improvements Other Than Bldgs - Beach	\$0.00	\$19,867.71	\$500.00	\$37,212.79	\$5,000.00	sand/rock/drain tile
E 209-45183-404	Repairs/Maint Machinery/Equip	\$1,500.00	\$149.61	\$1,500.00	\$962.87	\$1,500.00	
E 209-45183-405	Depreciation (GENERAL)	\$5,000.00	\$0.00	\$5,000.00	\$5,000.00	\$5,000.00	
E 209-45183-417	Portable Restrooms Rentals	\$0.00	\$220.00	\$0.00	\$0.00	\$0.00	
E 209-45183-430	Miscellaneous (GENERAL)	\$0.00	\$110.00	\$0.00	\$243.00	\$0.00	
E 209-45183-433	Dues and Subscriptions	\$375.00	\$500.00	\$375.00	\$875.00	\$375.00	
E 209-45183-437	Bad Debt Expense	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
E 209-45183-490	Donations to Civic Org s	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
E 209-45183-520	Buildings and Structures	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
E 209-45183-580	Other Equipment	\$0.00	\$7,770.88	\$0.00	\$0.00	\$0.00	
E 209-45183-603	Short-Term Debt Principal	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
E 209-45183-610	PFA Debt Srv Interest	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
E 209-45183-701	Transfer to General Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
		\$48,907.00	\$78,253.45	\$37,781.31	\$68,672.52	\$41,602.98	

Cemtery Operational Revenue Budget Worksheet 2023

<i>updated 11/30/22</i>	2021 Budget	2021 Actual	2022 Budget	2022 Actual	2023 Worksheet
R 201-33422 Other State Aid Grants	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
R 201-34940 Cemetery Lot Revenues	\$1,700.00	\$4,187.50	\$2,350.00	\$1,650.00	\$1,700.00
R 201-34942 Vault Rental	\$500.00	\$0.00	\$500.00	\$0.00	\$0.00
R 201-34950 Other Revenues	\$0.00	\$75.00	\$0.00	\$0.00	\$0.00
R 201-36210 Interest Earnings	\$250.00	\$130.27	\$200.00	\$221.62	\$200.00
R 201-36230 Contributions and Donations	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
R 201-36240 Reimbursements	\$0.00	\$99.46	\$0.00	\$0.00	\$0.00
R 201-39201 Transfer from General Fund	\$2,000.00	\$2,000.00	\$2,000.00	\$2,000.00	\$2,000.00
R 201-39203 Transfer from Other Fund	\$2,500.00	\$0.00	\$2,500.00	\$0.00	\$2,500.00
R 201-39204 Intrafund Transfer	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
R 201-39222 Transfer from Perpetual Care	\$0.00	\$0.00	\$0.00	\$100.00	\$0.00
	\$6,950.00	\$6,492.23	\$7,550.00	\$3,971.62	\$6,400.00

Cemetery Operational Expenditure Worksheet 2023

updated 11/30/22

		2021 Budget	2021 Actual	2022 Budget	2022 Actual	2023 Worksheet	
E 201-44400-101	Full-Time Employees Regular	\$3,268.00	\$3,298.77	\$3,441.53	\$3,277.36	\$3,805.17	
E 201-44400-102	Full-Time Employees Overtime	\$200.00	\$153.27	\$200.00	\$353.45	\$200.00	
E 201-44400-103	Part-Time Employees	\$566.00	\$132.83	\$604.80	\$162.73	\$635.47	
E 201-44400-121	PERA	\$270.00	\$268.78	\$303.48	\$284.68	\$333.05	
E 201-44400-122	FICA	\$294.00	\$272.20	\$309.54	\$289.35	\$339.71	
E 201-44400-131	Employer Paid Health	\$585.00	\$757.33	\$585.28	\$536.80	\$605.19	
E 201-44400-210	Operating Supplies (GENERAL)	\$200.00	\$280.59	\$400.00	\$277.84	\$40.00	
E 201-44400-212	Motor Fuels	\$725.00	\$847.82	\$900.00	\$1,224.34	\$900.00	
E 201-44400-310	Other Professional Services	\$0.00	\$250.00	\$0.00	\$3,225.00	\$0.00	
E 201-44400-322	Postage	\$0.00	\$31.20	\$0.00	\$0.00	\$0.00	
E 201-44400-351	Legal Notices Publishing	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
E 201-44400-361	General Liability Ins	\$80.00	\$97.26	\$80.00	\$117.73	\$123.62	5%
E 201-44400-362	Property Ins	\$340.00	\$303.00	\$350.00	\$144.00	\$151.20	5%
E 201-44400-366	Workers Compensation Insurance	\$250.00	\$291.37	\$300.00	\$322.85	\$355.14	10%
E 201-44400-402	Repairs/Maint Structures	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
E 201-44400-430	Miscellaneous (GENERAL)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
E 201-44400-433	Dues and Subscriptions	\$200.00	\$0.00	\$0.00	\$0.00	\$0.00	
E 201-44400-510	Land	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
E 201-44400-782	Intrafund Transfer	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
		\$6,978.00	\$6,984.42	\$7,474.63	\$10,216.13	\$7,488.54	

Water Operational Revenue Worksheet 2023

updated 11/30/22

	2021 Budget	2021 Actual	2022 Budget	2022 Actual	2023 Worksheet
R 601-31300 General Sales and Use Tax	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
R 601-33100 Federal Grants and Aids	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
R 601-33400 State Grants and Aids	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
R 601-33422 Other State Aid Grants	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
R 601-34500 Health Department Charges	\$2,994.00	\$2,675.37	\$2,994.00	\$2,561.30	\$2,994.00
R 601-34950 Other Revenues	\$0.00	\$182.58	\$0.00	\$0.00	\$0.00
R 601-36210 Interest Earnings	\$1,750.00	\$851.48	\$1,750.00	\$732.26	\$890.00
R 601-36236 Loan Payment	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
R 601-36240 Reimbursements	\$0.00	\$1,421.23	\$0.00	\$0.00	\$0.00
R 601-36241 NSF Payment/Reimbursement	\$0.00	\$57.34	\$0.00	\$59.36	\$0.00
R 601-37100 Water Sales	\$216,500.00	\$215,272.08	\$216,500.00	\$185,301.35	\$251,000.00
R 601-37140 Water Meter Sales	\$0.00	\$0.00	\$0.00	\$2,033.34	\$0.00
R 601-37150 Water Connect/Reconnect Fee	\$1,500.00	\$488.56	\$1,500.00	\$653.46	\$1,500.00
R 601-37160 Water Penalty	\$1,750.00	\$1,719.04	\$1,750.00	\$1,117.93	\$1,750.00
R 601-37940 Cash Over	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
R 601-39000 Other Financing Sources	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
R 601-39101 Sales of General Fixed Assets	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
R 601-39104 Transfer from Money Market	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
R 601-39201 Transfer from General Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
R 601-39203 Transfer from Other Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
R 601-39204 Intrafund Transfer	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
R 601-39269 Transfer from Liquor Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
R 601-39331 Insurance Proceeds	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
R 601-99999 UNALLOCATED UTILITY REVENUE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	\$224,494.00	\$222,667.68	\$224,494.00	\$192,459.00	\$258,134.00

Water Operational Expenditures Budget Worksheet 2023

updated 11/30/22

	updated 11/30/22	2021 Budget	2021 Actual	2022 Budget	2022 Actual	2023 Worksheet	
E 601-43200-101	Full-Time Employees Regular	\$65,627.00	\$65,946.02	\$67,628.40	\$61,035.30	\$75,778.18	
E 601-43200-102	Full-Time Employees Overtime	\$2,000.00	\$1,913.58	\$2,000.00	\$4,013.43	\$2,000.00	
E 601-43200-103	Part-Time Employees	\$2,666.00	\$2,473.19	\$2,419.20	\$2,905.25	\$2,541.89	
E 601-43200-104	Temporary Employees Regular	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
E 601-43200-105	Temporary Employees Overtime	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
E 601-43200-111	Other	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
E 601-43200-121	PERA	\$5,023.00	-\$2,738.17	\$5,253.57	\$5,096.03	\$5,873.99	
E 601-43200-122	FICA	\$5,194.00	\$5,182.43	\$5,358.65	\$5,134.33	\$5,991.49	
E 601-43200-126	Medicare	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
E 601-43200-131	Employer Paid Health	\$13,491.00	\$13,363.87	\$13,497.29	\$12,271.92	\$13,645.49	
E 601-43200-200	Office Supplies (GENERAL)	\$300.00	\$188.45	\$300.00	\$79.26	\$300.00	
E 601-43200-205	Heating Fuel	\$0.00	\$0.00	\$0.00	\$190.60	\$1,000.00	new building
E 601-43200-206	Electricity	\$12,000.00	\$12,168.26	\$12,000.00	\$12,351.63	\$15,000.00	new building
E 601-43200-207	Computer Supplies	\$850.00	\$0.00	\$850.00	\$0.00	\$850.00	
E 601-43200-208	Training and Instruction	\$1,000.00	\$55.00	\$1,000.00	\$0.00	\$1,000.00	
E 601-43200-210	Operating Supplies (GENERAL)	\$1,600.00	\$464.88	\$2,600.00	\$1,108.22	\$2,600.00	
E 601-43200-211	Cleaning Supplies	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
E 601-43200-212	Motor Fuels	\$1,000.00	\$1,130.40	\$1,000.00	\$2,086.35	\$1,100.00	
E 601-43200-213	Lubricants and Additives	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
E 601-43200-215	Shop Supplies	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
E 601-43200-216	Chemicals and Chem Products	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
E 601-43200-217	Salt	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
E 601-43200-218	Chlorine	\$7,000.00	\$6,974.86	\$7,000.00	\$6,261.42	\$7,000.00	
E 601-43200-219	Flouride	\$1,000.00	\$0.00	\$1,000.00	\$0.00	\$1,000.00	
E 601-43200-220	Repair/Maint Supply (GENERAL)	\$0.00	\$0.00	\$1,000.00	\$1,119.38	\$1,100.00	
E 601-43200-221	Equipment Parts	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
E 601-43200-222	Tires	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
E 601-43200-223	Building Repair Supplies	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
E 601-43200-227	Utility Maint Supplies	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
E 601-43200-228	Other Repair Supplies	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
E 601-43200-240	Small Tools and Minor Equip	\$500.00	\$500.00	\$500.00	\$0.00	\$500.00	
E 601-43200-250	Merchandise Resale (GENERAL)	\$750.00	\$0.00	\$750.00	\$2,042.83	\$750.00	
E 601-43200-259	Other For Resale-Tax	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
E 601-43200-300	Professional Svcs (GENERAL)	\$1,000.00	\$780.00	\$0.00	\$0.00	\$0.00	
E 601-43200-301	Auditing and Acct g Services	\$3,500.00	\$3,500.00	\$3,500.00	\$3,500.00	\$3,500.00	
E 601-43200-302	Architects Fees	\$0.00	-\$253.39	\$9,633.00	\$5,609.30	\$0.00	
E 601-43200-303	Engineering Fees	\$4,000.00	\$3,519.63	\$0.00	\$0.00	\$0.00	
E 601-43200-304	Legal Fees	\$0.00	\$0.00	\$0.00	\$191.25	\$200.00	
E 601-43200-305	Medical Fees	\$0.00	\$98.00	\$0.00	\$0.00	\$0.00	
E 601-43200-307	Management Fees	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
E 601-43200-308	Testing/Analysis	\$0.00	\$21.70	\$0.00	\$0.00	\$0.00	
E 601-43200-309	Construction Services	\$0.00	\$0.00	\$6,906.00	\$52,714.90		
E 601-43200-310	Other Professional Services	\$1,000.00	\$1,898.26	\$1,000.00	\$195.00	\$1,000.00	
E 601-43200-321	Telephone	\$0.00	\$104.34	\$500.00	\$382.34	\$500.00	
E 601-43200-322	Postage	\$750.00	\$850.91	\$900.00	\$885.77	\$1,100.00	
E 601-43200-323	Radio/Communications Expenses	\$0.00	\$0.00	\$0.00	\$270.00	\$0.00	
E 601-43200-331	Travel Expenses	\$1,000.00	\$646.61	\$1,000.00	\$107.47	\$1,000.00	
E 601-43200-333	Freight and Express	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
E 601-43200-351	Legal Notices Publishing	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
E 601-43200-361	General Liability Ins	\$315.00	\$389.04	\$400.00	\$187.68	\$197.06	5%
E 601-43200-362	Property Ins	\$1,600.00	\$1,904.00	\$1,850.00	\$470.92	\$1,494.47	5% + new building
E 601-43200-363	Automotive Ins	\$0.00	\$0.00	\$0.00	\$3,016.00	\$3,257.28	8%
E 601-43200-365	Other Insurance	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
E 601-43200-366	Workers Compensation Insurance	\$2,000.00	\$2,201.21	\$2,300.00	\$2,097.77	\$2,307.55	10%
E 601-43200-367	Unemployment Paid	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
E 601-43200-384	Refuse/Garbage Disposal	\$0.00	\$307.80	\$310.00	\$1,032.69	\$1,300.00	
E 601-43200-388	State Connection Fee	\$2,994.00	\$2,027.00	\$2,994.00	\$2,748.00	\$2,994.00	
E 601-43200-401	Repairs/Maint Buildings	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
E 601-43200-402	Repairs/Maint Structures	\$12,000.00	\$6,772.50	\$12,000.00	\$3,215.10	\$12,000.00	
E 601-43200-404	Repairs/Maint Machinery/Equip	\$2,500.00	\$579.00	\$2,500.00	\$432.73	\$2,500.00	
E 601-43200-415	Other Equipment Rentals	\$0.00	\$7,740.00	\$0.00	\$0.00	\$0.00	
E 601-43200-416	Vehicles Rentals	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
E 601-43200-422	Amorization Expense	\$0.00	\$489.00	\$0.00	\$0.00	\$0.00	
E 601-43200-425	Depreciation	\$10,000.00	\$84,030.00	\$12,000.00	\$500.00	\$13,000.00	
E 601-43200-430	Miscellaneous (GENERAL)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
E 601-43200-431	Cash Short	\$0.00	\$0.44	\$0.00	\$0.00	\$0.00	
E 601-43200-432	Uncollectable Checks	\$200.00	\$222.84	\$100.00	\$345.98	\$100.00	
E 601-43200-433	Dues and Subscriptions	\$3,000.00	\$4,656.69	\$3,000.00	\$4,254.65	\$3,000.00	
E 601-43200-436	Towing Charges	\$0.00	\$200.00	\$0.00	\$0.00	\$0.00	
E 601-43200-437	Bad Debt Expense	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
E 601-43200-438	Bank Service Charges	\$750.00	\$172.47	\$150.00	\$175.25	\$150.00	
E 601-43200-465	Sales Tax Receipts	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
E 601-43200-500	Capital Outlay (GENERAL)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
E 601-43200-540	Heavy Machinery	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
E 601-43200-570	Office Equip and Furnishings - Marco Printer Lease	\$0.00	\$2,000.00	\$0.00	\$0.00	\$500.00	new
E 601-43200-580	Other Equipment	\$0.00	\$3,668.85	\$0.00	\$14,284.66	\$0.00	
E 601-43200-600	PFA Debt Srv Prin (GENERAL)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
E 601-43200-601	Debt Srv Bond Principal	\$45,000.00	\$0.00	\$45,000.00	\$45,000.00	\$45,000.00	
E 601-43200-608	2019 Micro Loan Prin	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
E 601-43200-609	2019 Micro Loan Interest	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
E 601-43200-610	PFA Debt Srv Interest - PW/PS Facility	\$0.00	\$0.00	\$0.00	\$0.00	\$6,301.67	
E 601-43200-611	Bond Interest	\$17,107.50	\$17,107.50	\$16,297.50	\$16,297.25	\$15,487.50	
E 601-43200-612	Other Long-Term Oblig Interest - Equipment Portion PW/PS Facility	\$3,352.00	\$0.00	\$7,157.70	\$0.00	\$3,427.22	
E 601-43200-701	Transfer to General Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
E 601-43200-720	Operating Transfers	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
E 601-43200-741	Transfer to Capital Imp. Fund	\$0.00	\$10,000.00	\$0.00	\$0.00	\$0.00	
		\$232,069.50	\$263,257.17	\$253,655.31	\$273,610.66	\$258,347.79	

Sewer Operational Revenue Budget Worksheet 2023

updated 11/30/22

	2021 Budget	2021 Actual	2022 Budget	2022 Actual	2023 Worksheet
R 602-33400 State Grants and Aids	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
R 602-33422 Other State Aid Grants	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
R 602-34000 Charges for Services	\$1,000.00	\$3,975.00	\$2,500.00	\$4,175.00	\$2,500.00
R 602-34950 Other Revenues	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
R 602-36100 Special Assessments	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
R 602-36102 Penalties and Interest	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
R 602-36200 Miscellaneous Revenues	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
R 602-36210 Interest Earnings	\$750.00	\$532.99	\$750.00	\$468.22	\$750.00
R 602-36240 Reimbursements	\$0.00	\$2,489.89	\$0.00	\$21.17	\$0.00
R 602-37140 Water Meter Sales	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
R 602-37200 Sewer Sales	\$190,000.00	\$206,555.38	\$205,000.00	\$183,066.00	\$221,000.00
R 602-37240 Farm Lease Agreement Revenue	\$6,098.80	\$6,098.00	\$6,098.00	\$6,098.00	\$6,098.00
R 602-37250 Sewer Connect/Reconnect Fee	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
R 602-37260 Swr Penalty	\$1,500.00	\$1,570.27	\$1,500.00	\$1,065.66	\$1,500.00
R 602-39101 Sales of General Fixed Assets	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
R 602-39104 Transfer from Money Market	\$0.00	\$0.00	\$0.00	\$33,397.65	\$0.00
R 602-39201 Transfer from General Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
R 602-39203 Transfer from Other Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
R 602-39204 Intrafund Transfer	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
R 602-39269 Transfer from Liquor Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
R 602-39331 Insurance Proceeds	\$0.00	\$0.00	\$0.00	\$30,591.38	\$0.00
	\$199,348.80	\$221,221.53	\$215,848.00	\$258,883.08	\$231,848.00

Sewer Operational Expenditure Budget Worksheet 2023

updated 11/30/22

		2021 Budget	2021 Actual	2022 Budget	2022 Actual	2023 Worksheet	
E 602-43200-101	Full-Time Employees Regular	\$68,434.00	\$69,296.30	\$70,532.34	\$64,278.79	\$79,583.35	
E 602-43200-102	Full-Time Employees Overtime	\$2,000.00	\$2,081.08	\$2,000.00	\$4,401.00	\$2,000.00	
E 602-43200-103	Part-Time Employees	\$1,133.00	\$2,207.49	\$1,209.60	\$2,579.72	\$1,270.94	
E 602-43200-121	PERA	\$5,218.00	-\$2,590.36	\$5,420.97	\$5,343.87	\$6,064.07	
E 602-43200-122	FICA	\$6,765.00	\$5,423.88	\$6,937.55	\$5,385.84	\$6,185.36	
E 602-43200-131	Employer Paid Health	\$14,074.00	\$13,946.19	\$14,080.54	\$12,808.65	\$14,250.68	
E 602-43200-200	Office Supplies (GENERAL)	\$200.00	\$224.68	\$300.00	\$29.77	\$300.00	
E 602-43200-205	Heating Fuel	\$0.00	\$0.00	\$0.00	\$190.60	\$1,000.00	
E 602-43200-206	Electricity	\$20,000.00	\$17,668.93	\$20,000.00	\$25,327.28	\$25,000.00	
E 602-43200-207	Computer Supplies	\$850.00	\$0.00	\$850.00	\$0.00	\$800.00	
E 602-43200-208	Training and Instruction	\$1,000.00	\$679.04	\$1,000.00	\$23.00	\$1,000.00	
E 602-43200-210	Operating Supplies (GENERAL)	\$500.00	\$611.98	\$600.00	\$326.10	\$1,000.00	
E 602-43200-211	Cleaning Supplies	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
E 602-43200-212	Motor Fuels	\$1,750.00	\$1,749.95	\$1,750.00	\$2,324.12	\$2,000.00	
E 602-43200-213	Lubricants and Additives	\$500.00	\$95.80	\$500.00	\$0.00	\$500.00	
E 602-43200-216	Chemicals and Chem Products	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
E 602-43200-220	Repair/Maint Supply (GENERAL)	\$1,000.00	\$564.66	\$1,000.00	\$480.07	\$1,500.00	
E 602-43200-221	Equipment Parts	\$0.00	\$134.25	\$0.00	\$0.00	\$0.00	
E 602-43200-222	Tires	\$0.00	\$1,640.82	\$1,500.00	\$0.00	\$1,500.00	
E 602-43200-223	Building Repair Supplies	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
E 602-43200-240	Small Tools and Minor Equip	\$600.00	\$599.75	\$600.00	\$0.00	\$600.00	
E 602-43200-250	Merchandise Resale (GENERAL)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
E 602-43200-301	Auditing and Acct g Services	\$3,500.00	\$3,500.00	\$3,500.00	\$3,502.00	\$3,500.00	
E 602-43200-302	Architects Fees	\$0.00	-\$253.39	\$9,633.00	\$5,609.30	\$0.00	
E 602-43200-303	Engineering Fees	\$4,000.00	\$3,519.62	\$0.00	\$0.00	\$0.00	
E 602-43200-304	Legal Fees	\$0.00	\$0.00	\$0.00	\$191.25	\$100.00	
E 602-43200-305	Medical Fees	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
E 602-43200-308	Testing/Analysis	\$1,000.00	\$1,408.37	\$1,500.00	\$1,542.92	\$1,700.00	
E 602-43200-309	Cnstruction Services	\$0.00	\$0.00	\$6,906.00	\$52,714.91	\$0.00	
E 602-43200-310	Other Professional Services	\$1,500.00	\$6,437.86	\$3,000.00	\$3,835.00	\$4,000.00	
E 602-43200-321	Telephone	\$500.00	\$317.36	\$500.00	\$0.00	\$500.00	
E 602-43200-322	Postage	\$500.00	\$615.56	\$600.00	\$600.00	\$700.00	
E 602-43200-331	Travel Expenses	\$1,000.00	\$203.00	\$1,000.00	\$364.34	\$1,000.00	
E 602-43200-351	Legal Notices Publishing	\$0.00	\$0.00	\$0.00	\$73.59	\$0.00	
E 602-43200-354	Other Print/Binding	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
E 602-43200-361	General Liability Ins	\$2,000.00	\$2,034.08	\$2,050.00	\$2,175.84	\$2,284.63	5%
E 602-43200-362	Property Ins	\$1,500.00	\$3,230.00	\$3,000.00	\$3,381.00	\$4,550.05	5% + new building
E 602-43200-363	Automotive Ins	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
E 602-43200-364	Dram Shop	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
E 602-43200-365	Other Insurance	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
E 602-43200-366	Workers Compensation Insurance	\$2,500.00	\$2,713.92	\$3,500.00	\$2,570.99	\$2,828.09	10%
E 602-43200-367	Unemployment Paid	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
E 602-43200-368	Refuse/Garbage Disposal	\$0.00	\$0.00	\$0.00	\$724.89	\$650.00	
E 602-43200-401	Repairs/Maint Buildings	\$0.00	\$0.00	\$0.00	\$1,224.00	\$0.00	
E 602-43200-402	Repairs/Maint Structures	\$10,000.00	\$2,363.00	\$10,000.00	\$4,559.54	\$10,000.00	
E 602-43200-403	Improvements Other Than Bldgs	\$0.00	\$3,643.19	\$0.00	\$2,515.49	\$0.00	
E 602-43200-404	Repairs/Maint Machinery/Equip	\$0.00	\$0.00	\$0.00	\$30,841.38	\$0.00	
E 602-43200-405	Depreciation (GENERAL)	\$25,000.00	\$0.00	\$25,000.00	\$0.00	\$20,000.00	
E 602-43200-420	Tower Lease	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
E 602-43200-422	Amorization Expense	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
E 602-43200-425	Depreciation	\$0.00	\$28,146.00	\$0.00	\$0.00	\$0.00	
E 602-43200-430	Miscellaneous (GENERAL)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
E 602-43200-433	Dues and Subscriptions	\$4,000.00	\$4,590.01	\$4,000.00	\$4,730.32	\$4,000.00	
E 602-43200-437	Bad Debt Expense	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
E 602-43200-500	Capital Outlay (GENERAL)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
E 602-43200-520	Buildings and Structures	\$0.00	\$0.00	\$0.00	\$43,812.46	\$0.00	
E 602-43200-540	Heavy Machinery	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
E 602-43200-570	Office Equip and Furnishings - <i>Marco Printer Lease</i>	\$0.00	\$505.03	\$0.00	\$0.00	\$500.00	new
E 602-43200-580	Other Equipment	\$6,700.00	\$9,751.85	\$2,600.00	\$0.00	\$2,600.00	
E 602-43200-600	PFA Debt Srv Prin (GENERAL)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
E 602-43200-601	Debt Srv Bond Principal (<i>314 debt</i>)	\$3,000.00	\$0.00	\$3,000.00	\$3,000.00	\$3,000.00	
E 602-43200-603	Short-Term Debt Principal	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
E 602-43200-608	2019 Micro Loan Prin	\$8,449.00	\$0.00	\$10,000.00	\$10,000.00	\$10,000.00	
E 602-43200-609	2019 Micro Loan Interest	\$3,352.00	\$0.00	\$0.00	\$0.00	\$0.00	
E 602-43200-610	PFA Debt Srv Interest - <i>PW/PS facility</i>	\$0.00	\$0.00	\$7,157.70	\$0.00	\$6,301.67	
E 602-43200-611	Bond Interest - <i>Equipment portion PW/PS facility</i>	\$0.00	\$0.00	\$527.27	\$527.00	\$3,427.22	
E 602-43200-620	Fiscal Agent s Fees	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
E 602-43200-701	Transfer to General Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
E 602-43200-720	Operating Transfers	\$0.00	\$11,000.00	\$0.00	\$0.00	\$0.00	
E 602-43200-782	Intrafund Transfer	\$0.00	\$25,000.00	\$0.00	\$0.00	\$0.00	
		\$202,525.00	\$223,059.90	\$225,754.97	\$301,995.03	\$226,196.06	



CITY OF BLACKDUCK RESOLUTION NO: 2022-27

RESOLUTION APPROVING FINAL 2022 TAX LEVY, COLLECTABLE IN 2023

BE IT RESOLVED, by the City Council of the City of Blackduck, County of Beltrami, Minnesota, that the following sums of money be levied for the current year, collectible in 2023, upon the taxable property in the City of Blackduck;

Total levy	\$373,941
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BE IT ALSO RESOLVED, by the City Council of the City of Blackduck, that the Truth N Taxation Hearing was held on December 5th at 6:15 p.m. in the Council Chamber at Blackduck City Hall and where comment was requested.

BE IT FURTHER RESOLVED, The City Administrator is hereby instructed to transmit a certified copy of this resolution to the county auditor of Beltrami County, Minnesota.

Adopted by the City Council on December 5th, 2022

Maxwell Gullette, Mayor

Christina Regas – City Administrator

BLACKDUCK
CHAMBER AFTER HOURS

Choice Therapy

7 DECEMBER, WEDNESDAY

DRINKS AND APPETIZERS
5:00PM - 7:00PM

50 MARGARET AVE.
WWW.CHOICETHERAPY1.COM

Scan the QR Code to enter to win
\$250 in Blackduck Chamber Bucks



SHOP LOCAL. SHOP BLACKDUCK.

Register to win one of three prizes.

Each prize: \$250 in Blackduck Chamber Bucks

Drawing December 18

Visit and enter at these Blackduck Chamber Members:

Blackduck Dental
Northwoods Lumber
Blackduck Leever's Foods
Flowers In The Attic
Blackduck Co-op
Liquor Lodge

Kalvig & Associates
Rudy's Repair
Timberline
Restaurant 71
The Pond
Blackduck Floral

Anderson Fabrics Outlet
Blackduck Auto Parts
Security Insurance USA
Your Hometown Hemp Co.
Northlander Gifts

Sponsored by:



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