



# AGENDA

## Blackduck City Council Meeting

6:00 PM - Monday, March 11, 2024  
City Hall, 8 Summit Drive, Blackduck MN

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	Page
1. CALL TO ORDER	
a. Roll Call	
b. Pledge of Allegiance	
2. APPROVAL OF AGENDA	
3. CONSENT AGENDA	
<i>All items listed under the Consent Agenda, unless removed from the Consent Agenda shall be approved by one Council motion.</i>	
a. February 5, 2024 Blackduck City Council Meeting Minutes <a href="#">Council - Feb 05 2024 - Minutes - Pdf</a>	4 - 9
b. February 22, 2024 Blackduck Fire Protection Area Annual Meeting Minutes <a href="#">Annual Mtg mINUTES 02222024</a>	10
c. February 26, 2024 Blackduck Golf Board Meeting Minutes <a href="#">Golf Board Meeting 02262024</a>	11 - 12
d. February 26, 2024 Blackduck City Council Work Session Minutes <a href="#">Council - Work Session - Feb 26 2024 - Minutes - Pdf</a>	13 - 15
e. February 2024 Fund Balance Report <a href="#">March 2024 Fund Balance Report-2</a>	16
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m. January 2024 LG216 Lawful Gambling Monthly Rent Report - Blackduck Fire Relief Association	25

[LG216 Blackduck Fire Relief Gambling Rent 012024](#)

- n. Final Approval - 2023 MN Public Facilities Authority - Annual Compliance Financial Reporting 26 - 38  
[06 Certification Tax Compliance](#)
  - o. Final Approval - 2024 Blackduck Kids Ice Fishing Derby Donation Receipt for purchase for bicycles 39 - 41  
[2402-D64741](#)  
[Derby Flyer 2024](#)
  - p. Final Approval - February 2024 Business Credit Card Payment 42 - 43  
[February 2024 Credit Card Payment](#)
  - q. Final Approval - City of Blackduck website analytics report February 2024 44 - 45  
[City of Blackduck GA4 Report](#)
4. BLACKDUCK FORUM  
*Visitors may share their concerns with Council on any issue, which is not already on the agenda. Each person will have 3 minutes to speak. The Mayor reserves the right to limit an individual's presentation if it becomes redundant. The Mayor may also limit the number of individual presentations on any issue to accommodate the scheduled agenda items. All comments will be taken under advisement by the Council. No action will be taken at the time.*
5. REPORTS OF COMMITTEES AND CITY STAFF
- 5.1. Public Works Report - Mike Schwanke, Public Works Director
    - a. Public Works / Public Safety Facility 11 month Warranty Punchlist & Walk-through Recap 46  
[2024-03-08 Warranty Punchlist](#)
  - 5.2. Liquor Store Report - Shawnda Lahr, Director of Liquor Operations
    - a. Liquor Committee Meeting - Meeting Date
  - 5.3. Golf Course Report - Misty Frenzel, Golf Course Director
6. ADMINISTRATOR'S REPORT
- a. Approval Needed - Resolution 2024-05 - Resolution authorizing PERA Contributions for qualifying part-time Police Officers for the City of Blackduck 47  
[2024-05 Resolution authorizing PERA contributions for qualifying part-time police officers](#)
  - b. March 13, 2024 @ 11am - Blackduck Development Corporation Meeting - Blackduck Golf Course
  - c. March 20, 2024 @ 2pm - Blackduck Planning Commission Meeting - Blackduck City Hall
  - d. March 25, 2024 @ 6pm - Blackduck City Council Work Session - Blackduck City Hall
  - e. April 8, 2024 @ 6pm - Blackduck City Council Regular Meeting - Blackduck City Hall
  - f. April 26, 2024 @ 1pm - Local Board of Appeal and Equalization Meeting - Blackduck City Hall 48  
[Board of Appeal](#)

7. MAYOR AND/OR COUNCIL MEMBER REPORTS
8. COMMUNITY EVENTS/GOOD THINGS HAPPENING
  - a. March 17, 2024 @ Noon - Blackduck Chamber Bingo - The Pond
  - b. March 20, 2024 @ Noon - Blackduck Chamber of Commerce Meeting
9. ADJOURNMENT



# MINUTES

## Council Meeting

6:00 PM - Monday, February 5, 2024  
City Hall, 8 Summit Drive, Blackduck MN

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

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

**COUNCILORS EXCUSED:** Councilor Laurie Hamilton

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

**OTHERS PRESENT:** Tim Ramerth and Caleb Strandlie, Widseth, Ryan Fielding, Beltrami Highway Depart., Kelli Juelson and Julie Juelson, Blackduck Kids Ice Fishing Derby

### 1. CALL TO ORDER

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

### 2. APPROVAL OF AGENDA

- a.

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

Carried 4 to 0

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

### 3. CONSENT AGENDA

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

- a. January 8, 2024 Blackduck City Council Meeting Minutes
- b. January 22, 2024 Blackduck City Council Work Session Minutes
- c. ~~January 2024 Fund Balance Report~~

- d. January 2024 Bill Report
- e. January 2024 Sewer Income Statement
- f. January 2024 Water Income Statement
- g. January 2024 Pine Tree Park & Beach Income Statement
- h. January 2024 Golf Course Income Statement
- i. January 2024 Liquor Store Income Statement
- j. January 2024 Blackduck DMV Office Income Statement
- k. December 2023 LG216 Lawful Gambling Monthly Rent Report - Blackduck Fire Relief Association
- l. Final Approval - January 2024 Business Credit Card Payment
- m. Final Approval - 2023 Peace Officer Benefit
- n. Final Approval - New Employee Hire Report
- o. Final Approval - General Obligation Equipment Certificate, Series 2016A - 2024 Golf Debt Payment
- p. Final Approval - Sewer Discharge Permit 2024-01 - Bemidji Sewer and Waterworks Inc.
- q. Final Approval - 2024 Short Settlement Property Tax Statement
- r. Final Approval - 2024 LMCIT No-Fault Sewer Back-up & Water Main Break Coverage Renewal

Ronald Fredrickson moved to approve the consent agenda removing item 'C' for further discussion  
 Nicholas Seitz seconded the motion.

Carried 4 to 0

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

- s. Removed consent items for further discussion - January 2024 Fund Balance Report  
 Council member Johnson requested information regarding two vendors. Regas reported on the nature of the vendors. Nothing further.

Donald Johnson moved to approve consent agenda item 'C' Ronald Fredrickson seconded the motion.

Carried 4 to 0

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

t.

**4. BLACKDUCK FORUM**

*Visitors may share their concerns with Council on any issue, which is not already on the agenda. Each person*

will have 3 minutes to speak. The Mayor reserves the right to limit an individual's presentation if it becomes redundant. The Mayor may also limit the number of individual presentations on any issue to accommodate the scheduled agenda items. All comments will be taken under advisement by the Council. No action will be taken at the time.

a. no one was present to speak for the forum.

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

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

5.1.1. Council Consideration - CSAH30 Parking on Summit Avenue - Ryan Fielding  
Fielding was present to expand on the options for parking on CSAH30 with the City. Fielding reports new state regulations prohibit 'moving' the centerline to allow for driving lane space. Fielding provided an option that provides a fog line the need no resolution from the City of Blackduck that will provide an illusion of better spacing behind the diagonal parking. Council members agreed keeping the diagonal parking on Summit was a better solution to commercial businesses and agreed to allow the suggested fog line.

5.1.2. Report -  
Schwanke reports his staff working in Pine Tree Park clearing campsites; widening the road and extending the culvert; and looking at relocating the holding tank. Schwanke further reports staff removing and grinding stumps on the golf course and improving on the dock system in the holding pond for the irrigation system.

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

5.2.1. Report -  
Melissa Gulette reports January sales ended well and the bar has events planned for Super Bowl Party February 11th and Chamber Bingo February 18th. Gulette further reports the beer cave door is still operating as intended after recent updates; the new bar dishwasher has been installed and new electrical installed to accommodate the pizza ovens.

**5.3. LAW ENFORCEMENT REPORT - JOSHUA ARHART, INTERIM POLICE CHIEF**

5.3.1. Report  
Regas reports the department has made a contingent offer to a candidate of which was accepted and that person will be starting later in February. Regas reports the current patrol officer will be retiring February 15th, 2024.

5.3.2. Approval Needed - City of Blackduck Police Department - Public Assembly & First Amendment Activity Policy

Nicholas Seitz moved to approve the public assemble and first amendment activity policy Ronald Fredrickson seconded the motion.

Carried 4 to 0

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

5.3.3. Approval Needed - City of Blackduck Police Department - Police Pursuit Policy - mandated update per POST

Ronald Fredrickson moved to approve the updated police pursuit policy Nicholas Seitz seconded the motion.

Carried 4 to 0

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

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

5.4.1. Council Information - Annual Fire Protection Area Annual Meeting - February 22, 2024 @6pm - Blackduck City Hall  
Regas provided details on the annual fire protection area annual meeting.

**6. ADMINISTRATOR'S REPORT**

a. Council Approval Needed - Donation Request - Blackduck Area Kid's Ice Fishing Derby  
Juelson(s) provided information regarding the upcoming event and requested a donation for prizes.

Donald Johnson moved to approve the donation of 1 26" women's bicycle with helmet and 1 26" men's bicycle with helmet for the Blackduck Area Kid's Ice Fishing Derby Nicholas Seitz seconded the motion.

Carried 4 to 0

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

b. Council Approval Needed - Proposal for Professional Service for the Lakeview Cemetery - Widseth

Ronald Fredrickson moved to approve the services proposed for Lakeview Cemetery from Widseth for professional land surveys and GIS Services of Lakeview Cemetery for \$10,400 from the perpetual care fund. Nicholas Seitz seconded the motion.

Carried 4 to 0

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

- c. Council Approval Needed - 2024 Assessment Agreement between City of Blackduck and Beltrami County

Nicholas Seitz moved to approve the 2024 assessment agreement between the City of Blackduck and Beltrami County Ronald Fredrickson seconded the motion.

Carried 4 to 0

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

- d. Council Approval Needed - 2024 LMCIT Liability Coverage Waiver

Ronald Fredrickson moved to approve the 2024 LMCIT Liability Coverage Waiver Nicholas Seitz seconded the motion.

Carried 4 to 0

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

- e. February 19, 2024 - Blackduck City Offices & DMV Closed in observance of President's Day
- f. February 20-23, 2024 - 2023 City of Blackduck Financial On-site Audit - Miller McDonald
- g. February 21, 2024 @ 2pm - Blackduck Planning Commission Meeting - Blackduck City Hall  
Regas noted that due to the financial audit and currently no new business this meeting may be tabled until March.
- h. February 26, 2024 @ 6pm - Blackduck City Council Work Session
- i. March 5, 2024 - Minnesota Presidential Primary - Blackduck Precinct Polls Open 7am -8pm - Blackduck City Hall
- j. March 11, 2024 6pm - Blackduck City Council Regular Council Meeting
- k. April 26, 2024 @1pm - Local Board of Appeal and Equalization Meeting - Blackduck City Hall

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

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

- a. February 21, 2024 @ Noon - Blackduck Chamber of Commerce Meeting  
Mayor Gullette noted this month's meeting will be held at Choice Therapy.
- b. February 18, 2024 1-4pm - Blackduck Chamber Bingo - The Pond
- c. Beltrami County CHA Work Group - Assistance Requested of the public



**9. ADJOURNMENT**

a.

Donald Johnson moved to adjourn the meeting at 6:44pm Maxwell Gullette seconded the motion.

Carried 4 to 0

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

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City Administrator, Christina Regas

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Maxwell Gullette, Mayor

TOWNSHIP CONTRACT MEETING BLACKDUCK CITY HALL THURSDAY, FEB. 22, 2024 @ 6PM

**MEETING MINUTES**

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

The Meeting was called to order at 6:08pm.

**Roll Call** was taken by City Administrator Christina Regas those present included: City of Blackduck Administrator Christina Regas; Bill Rabe of Hines Township; Terry Frenzel of Langor Township; Maxwell Gullette of Blackduck, Rob Ingersoll of Hagali Township, Jerome Geerdes of Birch Township, and Fire Chief Brian Larson a quorum was established of 71%.

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

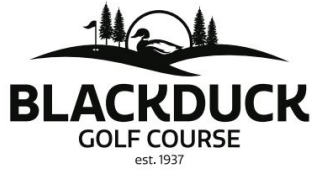
**1. OLD BUSINESS –**

- a. **2024-2034 FIRE CONTRACT** - Regas reports contracts have been mailed to governing entities and the City is awaiting on Summit, O'Brien, and Moose Park Contracts to be returned. Regas thanked the townships and cities for the quick turn-around.
- b. **REVIEW OF 2023 ACTUAL EXPENDITURES** – Larson and Regas reviewed the pre-audit year-end 2023 expenditures. Regas provide information regarding 'rebates/dividends' from LMCIT on the Liability and Workers Compensation Insurance premiums for the department; how the dividends are calculated; the timeframe for the calculation(s) and when they are returned to the City. Larson and Regas provided an better understanding of how township funding for the budget was spent removing the amount paid for the new Chassis and stated the department was overspent in 2023 due to the investment in new turnout gear and radios.
  - i. *Birch Township requested the 2023 end of year amount of the Special Equipment Fund balance. Regas provided a year-end amount of \$583,227.65 after the donation from the Fire Relief of \$110,000. Parties discussed how much the Fire Relief benefits the Fire Budget and reduces the tax burden to the townships and cities.*
- c. **REVIEW OF 2024 BUDGET** – *There were no questions on the 2024 budget.*
- d. **REVIEW OF 2024 PAYMENT**–*There were no questions on the 2024 payment.*
- e. **YTD 2023 FIRE DEPT. INCIDENT** – *Chief Larson reviewed the 2023 Incident listing and reminded townships the procedure for reporting the calls to the state are listed by postal code not township.*

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

Motion by Hagali and seconded by Hines Township to adjourn the meeting at 6:26pm. Motion passed.

*Meeting minutes submitted by Christina Regas City of Blackduck Administrator.*



## GOLF BOARD MEETING

### BLACKDUCK GOLF COURSE – GOLF COURSE

February 26, 2024 @ 2pm

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

**Golf Board members absent:** none

**Others present:** none

Golf Board members met at the Blackduck Golf Course to discuss the 2024 Season.

#### OLD BUSINESS –

1. FINANCIAL INCOME STATEMENT – Board members discussed pre-audit 2023 income and expenses through December 2023.
2. 2023 & FUTURE COURSE & CLUB HOUSE ACTION ITEMS TO COMPLETE -
  - a. 2023 ACTION ITEM UPDATES
    - i. Correct Alarm System on newly installed exterior doors – Frenzel reports the new system was installed by Arvig and is operational and working well.
    - ii. Take action on old used TORO mowers- Frenzel reports the old greens mower reels were sent to MTI.
  - b. EQUIPMENT –
    - i. 777 Replacement – Frenzel reports City Public works new John Deere Mower purchased in 2023 is not suitable for their needs and is considering selling to the golf course \$5,000 less than originally paid to vendor. Frenzel provided information to board members and requests feedback. Erpelding requested specs on mower including number of hours on unit.  
**ACTION Item:** Gullette will retrieve information from public works and provide to board.
    - ii. Trim Mower Replacement - Frenzel did not have a solution for mower at this time; noted motor/ignition issues. Members discussed alternate back up mowers including the greens mower. Erpelding states a new trim mower will cost \$25-\$30,000 to replace and it would be better to find a used replacement due to the low number of hours the equipment uses each season.
    - iii. Purchase a tiller for sand traps – Frenzel did not have updates on the agenda item at this time.
    - iv. Sell Tractor – Erpelding reports having interest in the tractor by a private party.
    - v. Sell Sprayer - Erpelding reports the sprayer is still listed at his location.
    - vi. Golf Cart Rotation – Frenzel reports the rotation plan is complete. 3 gas carts sold at end of season 2023 and 3 2018 carts are committed through Versatile and will be delivered in April/May 2024.
    - vii. Repair Old Greens mower (help from Public works) - Frenzel reports this mower will be serviced by the city and as stated earlier the reels are at MTI.
  - c. PROJECTS –
    - a. Grind stumps – City completed this project under budget over the last month due to low snow.
    - b. Smooth Fairways – City will complete this with current staff and black dirt



## GOLF BOARD MEETING

### BLACKDUCK GOLF COURSE – GOLF COURSE

February 26, 2024 @ 2pm

- c. Add Fuel tanks @ shop – Frenzel is still working on this and will follow-up with Blackduck Co-op for a quote.
- d. Cut trees around pond – Frenzel reports City staff completed this off-season with low snow totals. Frenzel further reports a new dock was built by City staff.
- e. Remove bridge & replace with culvert, granite – Board members agreed to shore up bridge #7 and level up the bricks but not replace at this time.
- f. Cart Wrap & Tee Box Sponsorship Programs – 2024 renewals sent to vendors and Frenzel will begin seeking sponsors for new carts coming in 2024.
- g. Consider School Membership Pricing – Members discussed the decision to increase the membership rate for schools after their October 2023 vote to increase the cost to \$2,000 per team. Frenzel spoke of finding a more suitable cost for the teams. After much discussion the board approved the following change:
  1. School Team Memberships will cost \$900 (same rate as a family membership) for up to 10 golfers. Each additional 1-5 team players over the first 10 will be \$300. Regas will draft a letter to both Blackduck and Kelliher/Northome schools explaining the change stipulating the benefit to the players of having free-golf for the summer; and if team coaches wished to purchase a membership they would be offered an individual membership at a reduced rate of 20% off. No further discounts will apply.

#### NEW BUSINESS –

1. Sound System Quote from Digital Jake – Frenzel presented a quote to improve the sound system in the club house. Members agreed to not move ahead with the upgrades due to other projects that needed funding and attention.
2. Promotional Mailer – Frenzel presented a draft of a promotional mailer created by Pinnacle Marketing that will be sent out in spring to gain more traffic from local residents and how the mailer will provide an on-line membership registration option.
3. 2024 Staffing – Frenzel reported on returning staff for the 2024 season and staff that will not. Frenzel will be attending the career fair at Blackduck School and has posted on social media staffing needs.

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



# MINUTES

## Council - Work Session Meeting

6:00 PM - Monday, February 26, 2024  
City Hall, 8 Summit Drive, Blackduck MN

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The Council - Work Session of the City of Blackduck was called to order on Monday, February 26, 2024, at 6:00 PM, in the City Hall, 8 Summit Drive, Blackduck MN, with the following members present:

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

**COUNCILORS EXCUSED:** Councilor Nicholas Seitz

**STAFF PRESENT:** City Administrator Christina Regas and Public Works Director Mike Schwanke

**OTHERS PRESENT:**

### 1 CALL TO ORDER

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

### 2 APPROVAL OF AGENDA

- a)

Donald Johnson moved to approve the agenda as presented Laurie Hamilton seconded the motion.

Carried 4 to 0

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

### 3 OLD BUSINESS

- a) PER / ER Report Update  
Regas reports the report is still in progress and Widseth was not able to attend tonight's meeting.
- b) Kitchigami Regional Library Capital Appropriation Project - 2024 Plans & feedback from Library Board  
Councilor Hamilton reports the Library Board does not have a scheduled meeting until April and does not have feedback to provide regarding the capital improvements.

Hamilton reports the library board has the need for privacy rooms and more space and their vision is still working towards a larger facility. Regas states she will attend the next library board meeting with Hamilton to assist to bridge ideas between boards.

- c) Blackduck Co-Op Railbank Convenyance Property Update  
Regas reports still awaiting on the well disclosure from the state.
- d) Historic Black Duck and Lions Duck Restoration Project  
Regas has no new business or donations to report. Regas plans to add Jensen to the calendar in the spring. Councilor Fedrickson reminds Regas of the need to have the trades programs complete the sanding of the statues prior to Jensen arriving. Regas agreed and will work on connecting with the school program.
- e) Pafko / Moon Performance Stage - update  
Gullette states he has been contacted by the family and reports the family would like to see movement on the stage project in April or May of this year and if the project does not move forward to return the funding to the family. Gullette discussed the project with Blackduck Chamber Members to see if members had interest in assisting with additional fundraising but that did not produce results. Gullette plans to speak with Jacob Lien to discuss options. Regas asked if the original plans for the stage that exceeded the donation amount are still the plans to move ahead with. Gullette agreed. Schwanke asked who created the plans. Regas recalls the plans were drafted by Northwoods Lumber from feedback of Lien and Kalvig. Schwanke understands the plans ceased once funding exceeded estimates for the building. Schwanke clarified the City was the landowner and only wanted a say as to what the building would look like but not fundraise. Schwanke states the plans are excellent and at this point falls short due to not having a 'champion' to guide the project. Gullette states he will work to meet with Lien and Schwanke prior to the March 11 regular meeting to determine the future and report at the meeting findings.
- f) Blackduck City Hall Repairs - Funding Options  
Regas reports Gail Leverson from Widseth has uncovered another funding option for the updates to City Hall and is currently working on connecting with that resource. Regas will provide details at the next meeting. Regas and Schwanke provided information that surfaced after a recent back-up in City Hall. Schwanke reports after snake-ing and camera-ing the line(s) it was discovered the City Hall service line is shared with one of the lines from the demolished buildings. Schwanke and Regas both state that the City Hall service line will need to be plumbed to the main and the vacant lot will need to be excavated and the service line validated it is still capped and not failing. Regas further states there will be additional costs to repair the service line when updates are made to the facility.
- g) 2024 Local Sales Tax Option - Marketing Plan  
Regas reports the local sales tax option marketing plan will begin work during a meeting on Feb, 28 between the City, Pinnacle, and Widseth. Regas states the deadline for the ballot language for the vote is due to Beltrami County by August 15, 2024. Regas will work on the ballot language prior to that date.
- h) Water Tower Repainting - updates  
Schwanke reports interior and exterior powerwash, rust treatment, and repainting quote is \$153,900.

#### **4 NEW BUSINESS**

- a) Notice of Redistricting Commission Meeting - March 11, 2024 @ 4:30pm Public Hearing - Blackduck City Hall  
Regas provided information to the City Council regarding a public hearing on March 11, 2024 @ 4:30pm at Blackduck City Hall for the Redistricting Commission.
- b) Beltrami County Transfer Station - Blackduck Recycling bins vs. Compactor

Schwanke reports Beltrami County Waste Management would like to replace the existing recycling bins on Railroad Ave with a single compactor. Schwanke states the county would fund property improvements; provide a cement pad to place the compactor upon; run electrical for the unit; and screen the unit if the City requests. Schwanke is seeking feedback from the board members for or against. Gullette has concerns the unit will end up being filled with trash instead of recycling and the city will still have people from other counties leaving non-recycling items on the ground near the units. Board members were in favor of the change and requested Schwanke contact the county to begin moving forward with the process.

**5 ADJOURNMENT**

a)

Donald Johnson moved to adjourn the meeting at 7:27pm Ronald Fredrickson seconded the motion.

Carried 4 to 0

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

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Christina Regas, City Administrator

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Maxwell Gullette, Mayor

March 11, 2024

FUND	Deerwood Checking BEGINNING BALANCE	Bill Report through 03/11/2024	Deerwood Checking ENDING BALANCE	Deerwood First Preferred Savings BEGINNING BALANCE	Deerwood First Preferred Savings Bill Report through 03/11/2024	Deerwood First Preferred Savings ENDING BALANCE	Total Balance of all Accounts
GENERAL (101)	\$233,075.92	\$35,809.02	\$197,266.90	\$50,149.39	\$0.00	\$50,149.39	
POLICE RESTRICTED CASH	\$67,888.09	\$0.00	\$67,888.09	\$0.00	\$0.00	\$0.00	
CEMETERY (201)	(\$9,164.93)	\$0.00	(\$9,164.93)	\$4,909.81	\$0.00	\$4,909.81	
PERPETUAL CARE (202)	\$13,631.32	\$0.00	\$13,631.32	\$53,418.01	\$0.00	\$53,418.01	
SEWER MAINTENANCE (204)	\$0.00	\$0.00	\$0.00	\$62,567.69	\$0.00	\$62,567.69	
SEWER REPLACE. (205)	\$0.00	\$0.00	\$0.00	\$102,778.62	\$0.00	\$102,778.62	
SCDP REVOLVING LOAN FUND (207)	\$0.00	\$0.00	\$0.00	\$20,442.67	\$0.00	\$20,442.67	
FIRE DEPT RESERVE (TruckFund) (208)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
PINE TREE PARK (209)	\$17,237.40	\$1,288.75	\$15,948.65	\$5,540.65	\$0.00	\$5,540.65	
WATER SINKING FUND (212)	\$0.00	\$0.00	\$0.00	\$194,370.96	\$0.00	\$194,370.96	
PUBLIC WORKS RESERVE FUND (215)	\$0.00	\$0.00	\$0.00	\$3,362.60	\$0.00	\$3,362.60	
Fire Dept Special Equip Fund (216)	\$585,910.62	\$3,654.72	\$582,255.90	\$8,255.44	\$0.00	\$8,255.44	
2018 Revolving Loan Fund (250)	\$0.00	\$0.00	\$0.00	\$333,425.17	\$0.00	\$333,425.17	
1989 Go Bond (301)	\$195.23	\$0.00	\$195.23	\$0.00	\$0.00	\$0.00	
2006 GO BOND (307)	\$51,170.17	\$0.00	\$51,170.17	\$33,368.75	\$0.00	\$33,368.75	
2009A Refunding Bond (309)	\$41,691.36	\$0.00	\$41,691.36	\$13,942.37	\$0.00	\$13,942.37	
2011 Industrial Lane IntraLoan (311)	\$7,218.28	\$0.00	\$7,218.28	\$0.00	\$0.00	\$0.00	
2014A Disposal System Loan (314)	\$19,249.92	\$0.00	\$19,249.92	\$0.00	\$0.00	\$0.00	
2017A Disposal System Project/Sum/Main (316)	\$33,434.30	\$0.00	\$33,434.30	\$0.00	\$0.00	\$0.00	
2017A Disposal Sys Loan (317)	\$13,740.91	\$0.00	\$13,740.91	\$0.00	\$0.00	\$0.00	
2017 PFA Debt Sys Bond Debt Service (320)	\$70,279.89	\$0.00	\$70,279.89	\$0.00	\$0.00	\$0.00	
2018 Frontage/Pine Ave Internal Loan (325)	\$12,742.58	\$0.00	\$12,742.58	\$0.00	\$0.00	\$0.00	
TAX INCREMENT FINANCING (376)	\$14,622.38	\$0.00	\$14,622.38	\$133,267.20	\$0.00	\$133,267.20	
Blackduck HRA Fund (210)	\$18,281.93	\$0.00	\$18,281.93	\$0.00	\$0.00	\$0.00	
2022 CIP Project Fund (380) PW/PS Facility	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
2023A Go Bond (381)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
2023B Go Bond (382)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Capital Project Fund (401) <i>for city projects</i>	\$47,643.26	\$0.00	\$47,643.26	(\$56,028.84)	\$0.00	(\$56,028.84)	
WATER FUND (601)	\$59,238.20	\$3,600.90	\$55,637.30	\$0.00	\$0.00	\$0.00	
SEWER FUND (602)	\$111,442.82	\$2,612.07	\$108,830.75	\$0.00	\$0.00	\$0.00	
LIQUOR FUND (609)	\$128,819.82	\$103,059.09	\$25,760.73	\$0.00	\$0.00	\$0.00	
LIQUOR RENT FUND	\$5,802.10	\$0.00	\$5,802.10	\$0.00	\$0.00	\$0.00	
GOLF COURSE (613)	(\$193,379.25)	\$2,582.96	(\$195,962.21)	\$0.00	\$0.00	\$0.00	
<b>Total:</b>	<b>\$1,350,772.32</b>	<b>\$152,607.51</b>	<b>\$1,198,164.81</b>	<b>\$963,770.49</b>	<b>\$0.00</b>	<b>\$963,770.49</b>	<b>\$2,161,935.30</b>

**Transfer Recommended:**

Fund Transfer from:	Fund transfer to:	Reason:	Amount of Transfer:
DW Checking Liquor Fund (609)	DW Checking General Fund (101)	budgeted transfer	\$5,000.00

**2024 Bond Payments:**

Principal:	Interest:	Fees:	Total:
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CITY OF BLACKDUCK

Monthly Bills

February 2024

Check Name	Amount		
<b>101 GENERAL FUND</b>		BELTRAMI ELECTRIC COOP	\$941.80
Marco Technologies LLC	\$670.35	Hawkins, Inc	\$680.05
AMERIPRIDE LINEN & APPAREL	\$196.95	JUELSON PLUMBING & HEATING	\$1,032.50
ARIEL SCHAUMBURG	\$88.86	MN DEPT OF HEALTH	\$687.00
ARROW PRINTING	\$95.38	NORTHWOODS LUMBER CO	\$12.48
BAAI TRAINING ASSOCIATION	\$65.00	PAUL BUNYAN COMMUNICATIONS	\$78.25
BELTRAMI ELECTRIC COOP	\$4,307.88	QUILL CORPERATION	\$5.99
BEMIDJI PIONEER	\$139.88	VERIZON WIRELESS	\$80.02
Blackduck Area Chamber of Comm	\$150.00	<b>601 WATER FUND</b>	\$3,600.90
BLACKDUCK AUTO PARTS	\$985.40	<b>602 SEWER FUND</b>	
BLACKDUCK CO-OP	\$108.10	Marco Technologies LLC	\$82.81
BLACKDUCK DEVELOPMENT CORP	\$50.00	BELTRAMI ELECTRIC COOP	\$924.84
BLACKDUCK LEEVERS FOODS	\$14.18	BLACKDUCK LEEVERS FOODS	\$37.75
CHRISTINA REGAS	\$125.00	Gopher State One Call	\$1.35
GM FINANCIAL	\$14,237.58	MN Pollution Control Agency	\$1,450.00
Great Plains Fire	\$6,063.00	MN PUMP WORKS	\$115.32
JUELSON PLUMBING & HEATING	\$3,495.00	<b>602 SEWER FUND</b>	\$2,612.07
MN STATE COMM.&TECH COLLEGES	\$150.00	<b>609 MUNICIPAL LIQUOR FUND</b>	
NORTHLAND FIRE PROTECTION LLC	\$102.00	Marco Technologies LLC	\$221.95
NORTHWOODS LUMBER CO	\$274.23	AMERIPRIDE LINEN & APPAREL	\$1,007.90
PAUL BUNYAN COMMUNICATIONS	\$509.15	BELTRAMI COUNTY SOLID WASTE	\$670.41
QUILL CORPERATION	\$258.96	BELTRAMI ELECTRIC COOP	\$405.29
RATWIK, ROSZAK & MALONEY, P.A.	\$697.00	BEMIDJI COCA-COLA	\$349.70
ROGER'S TWO WAY RADIO	\$111.00	BERNATELLOS	\$420.00
SANFORD OCCUPATIONAL MEDICINE	\$318.00	Bernick Companies	\$9,712.11
STREICHERS	\$384.91	Blackduck Area Chamber of Comm	\$30.00
TIMBERLINE SPORTS, INC	\$571.19	BLACKDUCK CO-OP	\$86.48
ULTIMATE SAFETY CONCEPTS	\$269.68	BLACKDUCK LEEVERS FOODS	\$3,148.01
VERIZON WIRELESS	\$1,370.34	Breakthru Beverage	\$7,845.17
<b>101 GENERAL FUND</b>	\$35,809.02	CHARLIE WARD	\$110.00
<b>209 PINE TREE PARK FUND</b>		CLARITY GLASS	\$250.00
BELTRAMI COUNTY SOLID WASTE	\$4.33	CROIX VALLEY FOODS	\$238.22
BELTRAMI ELECTRIC COOP	\$105.82	DAHLHEIMER BEVERAGE BRAINERD	\$522.35
BLACKDUCK AUTO PARTS	\$197.35	D-S BEVERAGES, INC.	\$15,978.55
BLACKDUCK CO-OP	\$11.25	GUARDIAN PEST CONTROL	\$96.86
Ziegler Inc	\$970.00	HEGGIES PIZZA LLC	\$334.15
<b>209 PINE TREE PARK FUND</b>	\$1,288.75	JOHNSON BROTHERS LIQUOR CO.	\$5,510.45
<b>216 FIRE DEPT SPECIAL EQUIP FUND</b>		JONS REFUSE SOLUTIONS INC	\$380.00
MOTOROLA	\$3,654.72	JUELSON PLUMBING & HEATING	\$2,166.61
<b>216 FIRE DEPT SPECIAL EQUIP FUN</b>	\$3,654.72	MELISSAS CLEANING	\$1,190.00
<b>601 WATER FUND</b>		MIKINNON CO., INC	\$9,969.55
Marco Technologies LLC	\$82.81	NAYLOR REFRIGERATION & HTG.	\$1,100.08
		NEI BOTTLING INC	\$1,743.64

Check Name	Amount
NORTHWOODS LUMBER CO	\$28.65
OLD DUTCH	\$306.54
PAUL BUNYAN COMMUNICATIONS	\$342.75
PAUSTIS WINE COMPANY	\$593.50
PERFORMANCE FOOD SERVICE	\$9,797.51
Phillips Wine and Spirits	\$9,348.65
PINNACLE MARKETING GROUP	\$79.00
Southern Glazer's of MN	\$3,908.13
TODAVICH ELECTRIC, INC	\$1,625.00
TOTAL REGISTER SYSTEMS, INC	\$3,240.94
TOTAL TAP SERVICES	\$80.00
US FOODs	\$4,071.00
VINOCOPIA INC	\$987.55
WINE MERCHANTS	\$162.39
<b>609 MUNICIPAL LIQUOR FUND</b>	<u>\$98,059.09</u>
<b>613 GOLF COURSE</b>	
ARROW PRINTING	\$95.38
ARVIG ENTERPRISES INC.	\$336.08
BELTRAMI ELECTRIC COOP	\$425.96
Blackduck Area Chamber of Comm	\$30.00
BLACKDUCK AUTO PARTS	\$180.70
HORNUNGS	\$93.33
NORTHWOODS LUMBER CO	\$263.02
PAUL BUNYAN COMMUNICATIONS	\$109.49
PINNACLE MARKETING GROUP	\$79.00
Ziegler Inc	\$970.00
<b>613 GOLF COURSE</b>	<u>\$2,582.96</u>
	<u>\$147,607.51</u>

**Sewer Fur**  
**Year to Date Income Statement thru 2/29/2024**

Sewer Operating Revenue:	Budget	
Reimbursements	\$28.47	\$0.00
Interest Earnings	\$462.65	\$750.00
Sewer Sales	\$34,820.46	\$221,000.00
Farm Lease Agreement Revenue	\$0.00	\$6,098.00
Swr Penalty	\$221.22	\$1,500.00
Charges for Service	\$4,450.00	\$2,500.00
<b>Total Sewer Revenues</b>	<b>\$39,982.80</b>	<b>\$231,848.00</b>

Sewer Operating Expenditures:	Budget		Remaining
Full-Time Employees Regular	\$14,258.53	\$83,048.32	\$68,789.79
Part-Time Employees	\$537.84	\$1,464.34	\$926.50
PERA	\$1,109.68	\$6,098.75	\$4,989.07
FICA	\$1,123.96	\$6,220.73	\$5,096.77
Employer Paid Health	\$2,309.45	\$13,788.31	\$11,478.86
Office Supplies (GENERAL)	\$139.96	\$400.00	\$260.04
Heating Fuel	\$0.00	\$1,000.00	\$1,000.00
Electricity	\$1,875.03	\$20,500.00	\$18,624.97
Training and Instruction	\$0.00	\$1,000.00	\$1,000.00
Operating Supplies (GENERAL)	\$251.34	\$1,000.00	\$748.66
Motor Fuels	\$0.00	\$2,000.00	\$2,000.00
Lubricants and Additives	\$0.00	\$500.00	\$500.00
Repairs/Maint Supply	\$0.00	\$1,500.00	\$1,500.00
Equipment Parts	\$0.00	\$0.00	\$0.00
Computer Supplies	\$0.00	\$850.00	\$850.00
Merchandise Resale	\$0.00	\$0.00	\$0.00
Building Repair Supply	\$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	\$0.00	\$3,500.00	\$3,500.00
Architect Fees	\$0.00	\$0.00	\$0.00
Legal Fees - for project	\$0.00	\$100.00	\$100.00
Testing/Analysis	\$105.55	\$1,700.00	\$1,594.45
Other Professional Services	\$0.00	\$4,000.00	\$4,000.00
Telephone	\$0.00	\$0.00	\$0.00
Postage	\$0.00	\$700.00	\$700.00
Travel Expense	\$0.00	\$1,000.00	\$1,000.00
Other Printing/Binding	\$0.00	\$0.00	\$0.00
Freight and Express	\$0.00	\$0.00	\$0.00
Legal Notices/Publications	\$0.00	\$0.00	\$0.00
General Liability Insurance	\$0.00	\$2,732.72	\$2,732.72
Property Insurance	\$0.00	\$6,522.18	\$6,522.18
Other Insurance	\$0.00	\$0.00	\$0.00
Automotive Insurance	\$0.00	\$0.00	\$0.00
Workers Compensation	\$0.00	\$4,614.02	\$4,614.02
Unemployment Paid	\$0.00	\$0.00	\$0.00
State Connection Fee	\$0.00	\$0.00	\$0.00
Repairs/Maint Building	\$0.00	\$0.00	\$0.00
Repairs/Maintenance Structure	\$984.53	\$10,000.00	\$9,015.47
Repairs/Main Machinery/Equip	\$0.00	\$4,500.00	\$4,500.00
Dues and Subscriptions	\$1,661.35	\$4,500.00	\$2,838.65
Improvements other	\$0.00	\$0.00	\$0.00
Refuse/Garbage Dispal -	\$0.00	\$1,000.00	\$1,000.00
Medical Fees	\$0.00	\$0.00	\$0.00
Miscellaneous -	\$0.00	\$0.00	\$0.00
Other Equipment <i>marco printer</i>	\$165.62	\$933.72	\$768.10
<b>Total Sewer Expenditures</b>	<b>\$24,522.84</b>	<b>\$187,273.09</b>	<b>\$162,750.25</b>

		Budget	Remaining
2019 Micro Loan Principal	\$0.00	\$0.00	\$0.00
2019 Micro Loan Interest	\$0.00	\$0.00	\$0.00
Debt Srv Principal 2014 Go Bond	\$3,000.00	\$3,000.00	\$0.00
2023A Go Bond Principal	\$0.00	\$12,286.43	\$12,286.43
2023A Go Bond Interest	\$0.00	\$8,342.67	\$8,342.67
2023B Go Bond Principal	\$0.00	\$2,436.40	\$2,436.40
2023B Go Bond Interest	\$0.00	\$1,475.07	\$1,475.07
Depreciation/Capital Outlay	\$0.00	\$20,000.00	\$20,000.00
<b>Total</b>	<b>\$3,000.00</b>	<b>\$47,540.57</b>	<b>\$44,540.57</b>

**Net Total                    \$12,459.96                    \$234,813.66                    \$207,290.82**

## Water Fund

Year to Date Income Statement thru 2/29/2024

Water Operating Revenue:	Budget:	
Water Meter Sales	\$317.72	\$0.00
Health Dept Charges	\$16.19	\$2,994.00
Penalties and Interest	\$0.00	\$0.00
Water Sales	\$35,162.83	\$251,000.00
Water Connect/Reconnect Fee	\$36.15	\$1,500.00
Water Penalty	\$241.22	\$1,750.00
Interest Earnings	\$219.69	\$890.00
Reimbursements	\$19.78	\$0.00
<b>Total Water Revenues</b>	<b>\$36,013.58</b>	<b>\$258,134.00</b>

Water Operating Expenditures:	Year to Date	Budget	Remaining
Full-Time Employees Regular	\$12,469.32	\$77,305.05	\$64,835.73
Full-Time Employees OT	\$1,039.80	\$2,000.00	\$960.20
Part-Time Employees	\$515.43	\$2,936.68	\$2,421.25
PERA	\$1,051.83	\$6,018.13	\$4,966.30
FICA	\$1,064.97	\$6,138.49	\$5,073.52
Employer Paid Health	\$2,211.11	\$13,413.66	\$11,202.55
Office Supplies (GENERAL)	\$411.49	\$400.00	(\$11.49)
Printed Forms	\$0.00	\$0.00	\$0.00
Heating	\$0.00	\$1,000.00	\$1,000.00
Electricity	\$1,932.04	\$12,000.00	\$10,067.96
Computer Supplies	\$0.00	\$850.00	\$850.00
Training and Instruction	\$0.00	\$1,000.00	\$1,000.00
Operating Supplies (GENERAL)	\$788.35	\$2,600.00	\$1,811.65
Cleaning Supplies	\$0.00	\$0.00	\$0.00
Motor Fuels	\$0.00	\$1,500.00	\$1,500.00
Lubricants and Additives	\$0.00	\$0.00	\$0.00
Chemicals	\$0.00	\$0.00	\$0.00
Chlorine	\$990.73	\$7,000.00	\$6,009.27
Fluoride	\$0.00	\$1,300.00	\$1,300.00
Repairs/Maint Supply	\$0.00	\$1,100.00	\$1,100.00
Equipment Parts	\$0.00	\$0.00	\$0.00
Building Repair Supply	\$12.48	\$0.00	(\$12.48)
Utility Maint Supply	\$0.00	\$0.00	\$0.00
Small Tools	\$0.00	\$500.00	\$500.00
Merchandise for Resale	\$328.08	\$750.00	\$421.92
Auditing and Acc't	\$0.00	\$3,500.00	\$3,500.00
Legal fees -	\$0.00	\$200.00	\$200.00
Testing/Analysis	\$0.00	\$0.00	\$0.00
Professional Services	\$0.00	\$0.00	\$0.00
Other Professional Services	\$1,032.50	\$1,000.00	(\$32.50)
Telephone	\$71.50	\$911.40	\$839.90
Radio/communications Expense	\$122.02	\$480.12	\$358.10
Internet	\$84.00	\$504.00	\$420.00
Postage	\$0.00	\$1,100.00	\$1,100.00
Travel Expense	\$85.26	\$1,000.00	\$914.74
Other Equipment Rentals	\$0.00	\$0.00	\$0.00
Legal Notices/Publications	\$0.00	\$0.00	\$0.00
General Liability Insurance	\$0.00	\$645.32	\$645.32
Property Insurance	\$0.00	\$6,095.88	\$6,095.88
Workers Compensation	\$0.00	\$3,728.95	\$3,728.95
Unemployment Paid	\$0.00	\$0.00	\$0.00
Refuse/Garbage Disposal	\$0.00	\$350.00	\$350.00
State Connection Fee	\$687.00	\$2,994.00	\$2,307.00
Repairs/Maint Building -	\$0.00	\$0.00	\$0.00
Repairs/Maintenance Structure	\$650.44	\$12,000.00	\$11,349.56
Repairs/Maintenance Machinery	\$59.99	\$2,500.00	\$2,440.01
Dues and Subscriptions	\$361.35	\$4,000.00	\$3,638.65
Uncolletable Checks/Bad Debt	\$0.00	\$100.00	\$100.00
Medical Fees	\$0.00	\$0.00	\$0.00
Office Equipment and furniture	\$0.00	\$0.00	\$0.00
Other Equipment <a href="#">Marco Printer</a>	\$165.62	\$933.72	\$768.10
Miscellaneous -	\$0.00	\$0.00	\$0.00
Bank Service Charges	\$0.00	\$150.00	\$150.00
<b>Total Water Expenditures</b>	<b>\$26,135.31</b>	<b>\$180,005.40</b>	<b>\$153,870.09</b>

Other Water Expenditures:	Budget	Remaining
Transfer Fr Other Fund	\$0.00	\$0.00
2023A Go bond principal	\$0.00	\$12,286.43
2023A Go Bond Interest	\$0.00	\$8,342.67
2023B Go Bond Principal	\$0.00	\$2,436.40
2023B Go Bond Interest	\$0.00	\$1,475.07
Debt Service Bond Principal	\$45,000.00	\$45,000.00
Debt Service Bond Interest	\$7,541.25	\$14,610.00
Depreciation/Capital Outlay	\$0.00	\$13,000.00
<b>Total</b>	<b>\$52,541.25</b>	<b>\$97,150.57</b>

<b>Net Total</b>	<b>(\$42,662.98)</b>	<b>\$277,155.97</b>	<b>\$177,850.31</b>
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**Pine Tree Park**  
**Year to Date Income Statement thru 2/29/2024**

<b>PTP Revenues -</b>	<b>2024</b>	<b>2023</b>	<b>2024 Budget</b>
Reservation Fees	\$101.00	\$40.00	\$750.00
Grants	\$0.00	\$0.00	\$11,000.00
Camping Fees	\$557.00	\$623.00	\$25,000.00
Other Revenue	\$0.00	\$0.00	\$0.00
Contributions and Donations	\$0.00	\$0.00	\$0.00
Interest Earnings	\$122.47	\$12.83	\$150.00
<b>Total PTP Revenues</b>	<b>\$780.47</b>	<b>\$675.83</b>	<b>\$36,900.00</b>

<b>PTP Expenditures</b>	<b>2024 YTD</b>	<b>2023 YTD</b>	<b>2024 Budget</b>	<b>Remaining</b>
Full-Time Employees Regular	\$843.63	\$708.67	\$6,224.46	\$5,380.83
Part-Time Employees Regular	\$134.46	\$0.00	\$3,177.36	\$3,042.90
PERA	\$73.34	\$53.14	\$580.47	\$507.13
FICA	\$74.83	\$54.20	\$592.08	\$517.25
Employer Paid Health	\$111.46	\$139.59	\$838.33	\$726.87
Office Supplies	\$0.00	\$52.99	\$0.00	\$0.00
Electricity	\$211.78	\$109.11	\$3,500.00	\$3,288.22
Operating Supplies (GENERAL)	\$97.55	\$0.00	\$500.00	\$402.45
Cleaning Supplies	\$0.00	\$0.00	\$0.00	\$0.00
Motor Fuels	\$197.35	\$0.00	\$1,400.00	\$1,202.65
Repairs/Maint Supply	\$0.00	\$0.00	\$750.00	\$750.00
Equipment Parts	\$0.00	\$0.00	\$200.00	\$200.00
Other Professional Services	\$0.00	\$0.00	\$1,750.00	\$1,750.00
Postage	\$0.00	\$0.00	\$0.00	\$0.00
Advertising	\$0.00	\$0.00	\$1,000.00	\$1,000.00
Other Printing/Binding	\$0.00	\$0.00	\$250.00	\$250.00
General Liability Insurance	\$0.00	\$0.00	\$988.93	\$988.93
Property Insurance	\$0.00	\$0.00	\$1,876.35	\$1,876.35
Workers Compensation Insurance	\$0.00	\$0.00	\$0.00	\$0.00
Garbage	\$4.33	\$0.00	\$2,100.00	\$2,095.67
Repairs/Maint Building	\$0.00	\$0.00	\$4,000.00	\$4,000.00
Repairs/Maintenance Structure	\$0.00	\$0.00	\$0.00	\$0.00
Improvements Other	\$970.00	\$0.00	\$5,000.00	\$4,030.00
Repairs/Maintenance Machinery	\$65.23	(\$0.44)	\$1,500.00	\$1,434.77
Other Equipment - <i>new mower</i>	\$0.00	\$0.00	\$0.00	\$0.00
Depreciation	\$0.00	\$0.00	\$5,000.00	\$5,000.00
Miscellaneous -	\$0.00	\$0.00	\$0.00	\$0.00
Portable Restrooms	\$0.00	\$0.00	\$0.00	\$0.00
Dues and Subscriptions - includes refunds	\$0.00	\$0.00	\$375.00	\$375.00
<b>Total PTP Expenditures</b>	<b>\$2,783.96</b>	<b>\$1,117.26</b>	<b>\$41,602.98</b>	<b>\$38,819.02</b>

**Net Profit**      **(\$2,003.49)**      **(\$441.43)**

**Blackduck Municipal Golf Course**  
**Year-To-Date Income Statement 02/29/2024**

	Actual 2024 Sales	2024 Revenue Budget	2024 Cost of Goods	2024 Gross Profit	2024 Gross Margin	2024 Expense Budget	Remaining Expense Budget
Beer	\$0.00	\$20,000.00	\$0.00	\$0.00	#DIV/0!	\$10,000.00	\$10,000.00
Liquor	\$0.00	\$4,000.00	\$0.00	\$0.00	#DIV/0!	\$1,000.00	\$1,000.00
Soft Drinks	\$0.00	\$10,000.00	\$0.00	\$0.00	#DIV/0!	\$6,000.00	\$6,000.00
Food	\$0.00	\$10,000.00	\$0.00	\$0.00	#DIV/0!	\$9,000.00	\$9,000.00
Golf Merchandise & Clubs fr	\$0.00	\$4,000.00	\$93.33	(\$93.33)	#DIV/0!	\$2,000.00	\$1,906.67
Clothing	\$0.00	\$4,000.00	\$0.00	\$0.00	#DIV/0!	\$3,500.00	\$3,500.00
<b>Total</b>	<b>\$0.00</b>	<b>\$52,000.00</b>	<b>\$93.33</b>	<b>(\$93.33)</b>	<b>#DIV/0!</b>	<b>\$31,500.00</b>	<b>\$31,406.67</b>

Charges for Services	Actual 2024 Revenue	Revenue Budget
Green Fees	\$0.00	\$90,000.00
Membership Fees	\$0.00	\$38,000.00
Trail Fees	\$0.00	\$1,000.00
Cart Storage	\$0.00	\$2,000.00
Rentals (Clubs, Carts)	\$0.00	\$1,850.00
Power Carts	\$0.00	\$50,000.00
Clubhouse Rental	\$0.00	\$1,000.00
Kayak Rental	\$0.00	\$500.00
Golf Tournament Revenue	\$200.00	\$8,000.00
<b>Total Charges for Services</b>	<b>\$200.00</b>	<b>\$192,350.00</b>

**Total Income \$200.00**

Less Operating Expense	Budget	Remaining
FT Wages	\$28,700.79	\$24,350.44
PT Wages	\$57,760.06	\$57,760.06
PERA	\$6,599.18	\$6,272.93
FICA	\$8,809.89	\$8,477.10
Employer Paid Health	\$12,061.08	\$10,050.90
Office Supplies	\$400.00	\$260.04
Heating Fuel	\$0.00	\$0.00
Electricity	\$6,000.00	\$5,040.65
Computer Supplies	\$350.00	\$350.00
Training & Instructions	\$0.00	\$0.00
Operating Supplies	\$3,500.00	\$3,500.00
Cleaning Supplies	\$0.00	\$0.00
Motor Fuels	\$4,000.00	\$3,819.30
Lubricants/Additives	\$0.00	\$0.00
Chemicals	\$6,000.00	\$6,000.00
Repair/Maint/Supplies	\$0.00	\$0.00
Equipment parts	\$0.00	\$0.00
Building Repair supply	\$0.00	\$0.00
Small Tools/Equipment	\$1,000.00	\$1,000.00
Tires	\$0.00	\$0.00
Auditing/Accounting	\$0.00	\$0.00
Mix Expense	\$0.00	\$0.00
Other for Resale - ice	\$0.00	\$0.00
Medical Fees	\$0.00	\$0.00
Legal Fees	\$0.00	\$0.00
Telephone	\$1,200.00	\$1,040.92
Internet	\$600.00	\$500.10
Travel Expense	\$0.00	\$0.00
Other Equipment	\$0.00	\$0.00
Other Professional services	\$0.00	\$0.00
Website Development & Maintenance	\$950.00	\$792.00
Sponsorship Expense	\$1,000.00	\$1,000.00
Postage	\$100.00	\$100.00
Advertising	\$1,000.00	\$750.00
Promotional Expenses	\$2,000.00	\$1,904.62
Liability Insurance	\$4,678.61	\$4,678.61
Property Insurance	\$2,391.90	\$2,391.90
Work Comp	\$1,507.13	\$1,507.13
Unemployment	\$4,250.00	\$3,414.24
Dram Insurance	\$750.00	\$750.00
Garbage Disposal	\$1,300.00	\$1,300.00
Repair/Maint Building	\$4,000.00	\$3,736.98
Improvements other than Bldgs -	\$8,000.00	\$7,030.00
Repairs/Maint Machinery	\$9,000.00	\$9,000.00
Maintenance Course	\$5,000.00	\$4,554.04
Golf Cart Maintenance - ONLY	\$2,500.00	\$2,500.00
Furniture & Fixtures	\$0.00	\$0.00
Motor Vehicles - <i>golf cart purchase</i>	\$15,300.00	\$15,300.00
Club House renovations	\$0.00	\$0.00
Other Equipment	\$0.00	\$0.00
Uncollectable Checks	\$0.00	\$0.00
Dues and Subscriptions	\$2,500.00	\$1,171.78
Bank Service Charges	\$4,000.00	\$3,645.96
Cart Shed Internal Loan 2020	\$6,118.00	\$6,118.00
Golf Rough Mower Internal Loan - 2022	\$3,650.74	\$3,650.74
Cart Lease - Huntington Bank - 2021	\$14,670.00	\$14,670.00
Club House Debt Principal 2012	\$10,000.00	\$0.00
Club House Debt Interest 2012	\$105.00	\$0.00
Equipment Bond Interest 2016	\$350.00	\$0.00
Equipment Bond Principal 2016	\$14,000.00	\$0.00
<b>Total Expense</b>	<b>\$37,713.94</b>	<b>\$218,388.44</b>

**OPERATING INCOME OR LOSS (\$37,607.27)**

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

Other Income	
General Property taxes	\$206.44
Transfer Fr Liq Str	\$0.00
Reimbursements	\$93.44
Donations and Contributions	\$0.00
Promotional Event Revenue	\$0.00
Cash Over	\$0.00
Sponsorship Revenue ( <i>cart / tee box</i> )	\$8,500.00
<b>Total Other Income</b>	<b>\$8,799.88</b>

**NET INCOME OR LOSS YEAR TO DATE (\$28,807.39)**

Inventory On-Hand at 1/1/2024 after inventory total	\$3,363.99
Inventory On-Hand at 2/29/2024	\$2,896.54
Difference	(\$467.45)

Sales Comparison YTD	2023 thru February	2024	+/- over prior year
Green Fees	\$0.00	\$0.00	#DIV/0!
Cart Rental	\$0.00	\$0.00	#DIV/0!

YTD Comparisons:	2023 thru February	2024	+/- over prior year
Operating Revenue	\$6,965.83	\$8,999.88	22.60%
Operating Expense	\$35,530.29	\$37,807.27	6.02%
	(\$28,564.46)	(\$28,807.39)	0.84%

**Blackduck Municipal Liquor Store Income Statement**  
**Year to Date Ending 2/29/2024**

\$160,865.39 *How much we paid for our inventory (expenses)*

	YTD Sales	Cost of Goods	Gross Profit	Gross Profit Margin	2024 Liquor Expense Budget	2024 Liquor Revenue Budget	Percent of sales +/- to budget
THC Beverages - Off-Sale	\$2,091.15	\$1,313.95	\$777.20	37.17%	\$5,000.00	\$9,000.00	-330.39%
Liquor Sales Off-Sale	\$49,903.00	\$37,297.98	\$12,605.02	25.26%	\$292,260.00	\$350,000.00	-601.36%
Beer Sales Off-Sale	\$75,658.12	\$57,864.96	\$17,793.16	23.52%	\$483,540.00	\$625,000.00	-726.08%
Wine Sales Off-Sale	\$7,794.84	\$4,646.00	\$3,148.84	40.40%	\$24,876.00	\$50,000.00	-541.45%
Other Sales On/Off-Sale	\$1,955.20	\$1,701.58	\$253.62	12.97%	\$6,000.00	\$25,596.00	-1209.12%
Liquor Sales On-Sale	\$21,370.34	\$4,415.01	\$16,955.33	79.34%	\$0.00	\$135,000.00	-531.72%
Beer Sales On-Sale	\$24,686.49	\$5,189.69	\$19,496.80	78.98%	\$0.00	\$170,000.00	-588.64%
Wine Sales On-Sale	\$242.73	\$96.54	\$146.19	60.23%	\$0.00	\$2,161.00	-790.29%
Clothing	\$437.99	\$407.36	\$30.63	6.99%	\$7,000.00	\$8,000.00	-1726.53%
Soft Drinks On Sale	\$4,586.33	\$2,217.32	\$2,369.01	51.65%	\$10,548.00	\$26,503.00	-477.87%
Food Sales	\$57,617.06	\$34,054.91	\$23,562.15	40.89%	\$224,000.00	\$382,950.00	-564.65%
<b>Total</b>	<b>\$246,343.25</b>	<b>\$149,205.30</b>	<b>\$97,137.95</b>	<b>39.43%</b>	<b>\$1,053,224.00</b>	<b>\$1,784,210.00</b>	<b>-86.19%</b>

*cost of our inventory*

Less Operating Expense	2024 YTD	Budget	Remaining
Wages FT	\$37,440.26	\$228,128.00	\$190,687.74
Wages PT	\$14,780.49	\$106,837.00	\$92,056.51
PERA	\$4,448.59	\$23,954.00	\$19,505.41
FICA	\$4,689.37	\$25,510.00	\$20,820.63
Health Insurance	\$10,401.34	\$62,201.00	\$51,799.66
Office Supplies	\$139.96	\$1,200.00	\$1,060.04
Electricity	\$1,843.34	\$20,000.00	\$18,156.66
Heating Fuel	\$86.48	\$10,000.00	\$9,913.52
Computer Supplies	\$3,240.94	\$3,500.00	\$259.06
Training and Instruction	\$70.00	\$500.00	\$430.00
Operating & Bar Supplies	\$987.27	\$15,000.00	\$14,012.73
Cleaning Supplies	\$0.00	\$0.00	\$0.00
Bar Supply	\$0.00	\$0.00	\$0.00
Building Repair Supplies	\$0.00	\$0.00	\$0.00
Mix Expense	\$3,441.96	\$12,000.00	\$8,558.04
Auditing / Acct'g Services	\$0.00	\$6,500.00	\$6,500.00
Other Professional Services- <i>Cleaning &amp; Aramark Services</i>	\$4,585.90	\$20,000.00	\$15,414.10
Website Development	\$158.00	\$1,000.00	\$842.00
Telephone	\$377.80	\$2,000.00	\$1,622.20
Postage	\$0.00	\$850.00	\$850.00
Cable Television	\$297.80	\$1,600.00	\$1,302.20
Internet Access	\$169.90	\$1,200.00	\$1,030.10
Advertising	\$0.00	\$300.00	\$300.00
Travel Expense	\$0.00	\$300.00	\$300.00
Freight	\$1,332.24	\$6,000.00	\$4,667.76
Legal Fees	\$0.00	\$0.00	\$0.00
Promotions/Entertainment	\$293.17	\$6,000.00	\$5,706.83
Legal Notices	\$0.00	\$0.00	\$0.00
Liability Insurance	\$0.00	\$4,678.61	\$4,678.61
Property Insurance	\$0.00	\$7,676.55	\$7,676.55
Dram Shop/Liquor Liability	\$0.00	\$3,589.00	\$3,589.00
Other Insurance	\$0.00	\$0.00	\$0.00
Work Comp	\$0.00	\$16,416.08	\$16,416.08
Unemployment	\$0.00	\$500.00	\$500.00
Water Utility	\$468.40	\$3,100.00	\$2,631.60
Garbage Disposal	\$1,470.41	\$7,000.00	\$5,529.59
Catering Expense	\$0.00	\$500.00	\$500.00
Repairs & Maintenance	\$0.00	\$0.00	\$0.00
Repairs/Maintenance Building	\$6,101.88	\$10,000.00	\$3,898.12
Uncollectable Checks	\$96.39	\$200.00	\$103.61
Dues and Subscriptions	\$850.00	\$4,500.00	\$3,650.00
Bank Service Charges	\$6,200.41	\$20,000.00	\$13,799.59
Furniture & Fixtures	\$2,371.30	\$2,000.00	(\$371.30)
Office Equip & Furnishings -	\$0.00	\$0.00	\$0.00
Improvements Other than Buildings - remodel	\$0.00	\$0.00	\$0.00
Building & Structures	\$0.00	\$0.00	\$0.00
Medical Fees	\$0.00	\$150.00	\$150.00
Assessment	\$0.00	\$1,065.00	\$1,065.00
Obligation Debt - Remodel/Addition - Principal	\$30,000.00	\$30,000.00	\$0.00
Obligation Debt - Remodel/Addition - Interest	\$5,255.00	\$10,345.00	\$5,090.00
Other Equipment - Message board debt & copier lease	\$361.39	\$14,307.50	\$13,946.11
<b>Total Operating Expense</b>	<b>\$141,959.99</b>	<b>\$690,607.74</b>	<b>\$548,647.75</b>

**Inventory Expense** \$11,660.09

**NET INCOME OR LOSS** (\$56,482.13) *(gross profit - expenses)*

**Other Expenses**

<i>Donations</i>	<i>\$427.98</i>	<i>2024 Budget - \$6,000.00</i>
Capital Outlay	\$0.00	
Unemployment Paid	\$0.00	
Cash Short	(\$45.99)	
Misc. Expense	\$0.00	
<b>Total Other Expenses</b>	<b>\$381.99</b>	

**Other Income**

Reimbursements (NSF)	\$1,012.40
<i>Rent Income</i>	<i>\$2,168.35</i>
Vending Income	\$848.45
Interest	\$667.80
Catering Revenue	\$0.00
Bank Service Fees Charged to customers	\$2,975.34
<i>Transfer from Liquor Rent Fund</i>	<i>\$12,000.00</i>
Cash Over	\$0.00
<b>Total Other Income</b>	<b>\$19,672.34</b>

**Gross Profit Before Transfers** (\$37,191.78)

**Transfer to General Fund & Other Funds** \$0.00

**Net Profit After Inventory Exp & Transfers** (\$37,191.78)

Inventory On-Hand at 1/1/2024 after inventory total	\$88,758.76
Inventory On-Hand at 2/29/2024	\$104,278.46
Difference	\$15,519.70

**Sales Comparison Year to Date Ending 2/29/2024**

	2022	2023	2024	% of Increase from 2023-2024
Off-Sale Liquor	\$45,557.32	\$48,528.54	\$49,903.00	2.83%
Off-Sale Beer	\$68,634.75	\$72,091.56	\$75,658.12	4.95%
Off-Sale Wine	\$7,815.48	\$6,796.67	\$7,794.84	14.69%
<b>Total Off-Sale</b>	<b>\$122,007.55</b>	<b>\$127,416.77</b>	<b>\$133,355.96</b>	<b>4.66%</b>
On-Sale Liquor	\$24,636.20	\$23,213.81	\$21,370.34	-7.94%
On-Sale Beer	\$28,222.81	\$27,556.12	\$24,686.49	-10.41%
On-Sale Wine	\$322.89	\$250.00	\$242.73	-2.91%
<b>Total On-Sale</b>	<b>\$53,181.90</b>	<b>\$51,019.93</b>	<b>\$46,299.56</b>	<b>-9.25%</b>
<b>Total On and Off Sale</b>	<b>\$175,189.45</b>	<b>\$178,436.70</b>	<b>\$179,655.52</b>	<b>0.68%</b>
Total Food Sales	\$42,095.95	\$46,453.09	\$57,617.06	24.03%
Gross Liquor Store Sales Comparison	\$228,468.74	\$238,729.62	\$266,015.59	11.43%

## Blackduck DMV Office Income Statement

*Year to date Revenue thru 02/29/2024*

	DMV Sales	DNR Sales	Total Office Sales	DMV Office Retain	DNR Office Retain	Remit to DMV - State	Remit to DNR State	Net Office Revenue	YTD DMV Expenses	YTD Net Profit
January	\$55,575.77	\$7,655.20	\$63,230.97	\$2,872.01	\$681.60	\$52,703.76	\$6,973.60	\$3,553.61	892.74	\$2,660.87
February	\$83,140.88	\$3,108.20	\$86,249.08	\$4,833.00	\$215.40	\$78,307.88	\$2,892.80	\$5,048.40		
March	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		
April	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		
May	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		
June	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		
July	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		
August	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		
September	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		
October	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		
November	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		
December	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		
	\$138,716.65	\$10,763.40	\$149,480.05	\$7,705.01	\$897.00	\$131,011.64	\$9,866.40	\$8,602.01	\$892.74	\$7,709.27



# MINNESOTA Lawful Gambling

## LG216 Worksheet for Calculating Lawful Gambling Monthly Rent

Organization Name  
**Blackduck Fire Relief**

Licence Number  
**01944**

Site Name  
**POND**

Site Number  
**001**

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

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

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

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

A	B1	B2	C1	C2	D	E1	E2	F	G	H
	Booth Operation		Bar Operation		Rent Limit	Bar Operation Electronic Games		Total Rent	Bar Operation	
Month and Year	Multiply the total of this month's net receipts from paper pull-tabs, electronic pull-tabs, tipboards, and paddletickets by the amount in Box 1.	Multiply the total of this month's net receipts from paper pull-tabs, tipboards, tipboards, and paddletickets by the amount in Box 2.	If an amount was entered, in Col B, enter the sum of Cols B and C up to a max of \$1750. If Col B is blank, enter Col C.	Multiply the total of this month's net receipts from paper pull-tabs, tipboards, and paddletickets by the amount in Box 2.	Multiply the total of this month's net receipts from, electronic pull-tabs and electronic linked bingo by the amount in Box 3.	Add Columns D and E	Report amount on Schedule A, line 22h	Enter cash short for games sold from bar-op. Report amount on Sched A, line 22m, in month the Col H is paid.	Subtract Col G from Col F. This is the amount of rent to be paid. The amount is not reported on Sched A.	
1/2024			5170.00	1034.00	1034.00	4864.00		1034.00	0.00	1034.00

1 This amount may not exceed 10%  
 2 Enter no more than 10% if paper or electronic pull-tabs, tipboards, paddle tickets (other than paddlewheel without a table once weekly), or electronic linked bingo games are conducted by the organization's employees. Otherwise, enter no more than 20%.  
 3 This amount may not exceed 15%.  
 4 Electronic pull-tab rent is based on the receipts incurred during the month, and not on when each pull-tab deal is closed.  
 5 If the amount in Column H is negative, contact your compliance specialist.



# MINNESOTA

## PUBLIC FACILITIES AUTHORITY

January 11, 2024

Blackduck, City of

RE: Annual Compliance Packet for the Calendar Year ended December 31, 2023

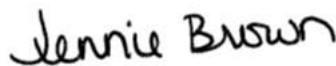
MPFA financing agreements include compliance-related requirements. Early each calendar year, MPFA will send recipients this "MPFA Compliance Packet" including information, reminders, and perhaps one or more forms for completion and return. Your packet for this year includes the enclosures listed below. Please complete all forms on, and submit reports to, your MPFA SharePoint site, in the "Annual Compliance\2023" folder.

**Included with this year's Compliance Packet:**

Description	format	Return due date
Cover Letter	pdf	n/a-informational
<input type="checkbox"/> Financial reporting requirements Report on Loans Payable to the Authority <i>with current copies of loan schedules</i>	pdf	see document
<input type="checkbox"/> Certification: Replacement Fund	Excel **	02/29/2024
<input type="checkbox"/> Certification(s): Tax Compliance	Excel **	03/29/2024
<i>Please note that your excel file(s) may have more than one sheet-tab. Please review and complete each sheet.</i>		
<input type="checkbox"/> Request for Updated User Rates		
<i>Please provide a copy of current water/sewer rates in whatever format you've historically used for the Authority.</i>		

Thank you in advance for your assistance. Please do not hesitate to contact me if there are any questions about these compliance requirements or any issues accessing or using your MPFA SharePoint site.

Sincerely,



[mn.pfa@state.mn.us](mailto:mn.pfa@state.mn.us)

651-259-7683

**Annual Compliance Packet for the Calendar Year ended December 31, 2023**  
***Blackduck***

***Financial Reporting-Audit Requirements, and Request for User Rate Information***

**Annual financial reporting and audit requirements:**

The Recipient shall provide to the Authority its annual financial statements and independent audit report. The audit must be conducted in accordance with generally accepted government auditing standards.

Please note regarding federal single audit requirements:

Total expenditure of federal awards of \$750,000 or more during the reporting year triggers requirements under Title 2 U.S. Code of Federal Regulations Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards.

Note regarding Authority pass-thru of federal awards to recipients under Assistance Listing Numbers (ALN) 66.458 (Clean Water State Revolving Fund) and 66.468 (Drinking Water State Revolving Fund): the United States Environmental Protection Agency has determined that Part 200 procurement requirements and indirect cost provisions do not apply.

**Updated User Rates:**

Please provide a copy of current water/sewer rates in whatever format you've historically used for the Authority.

***Instructions for submitting***

All financial and audit reports, including any single audit reports, management letters, reports on internal controls, etc., must be submitted within 30 days after completion but no later than one year after the end of the financial report period.

Please save your rate schedules and all reports to your MPFA SharePoint site, under the folder:

**Annual Compliance\2022\**

Thank you in advance for your assistance. Please do not hesitate to contact me if there are any questions about these compliance requirements or any issues accessing or using your MPFA SharePoint site.

Sincerely,

*Jennie Brown*

[mn.pfa@state.mn.us](mailto:mn.pfa@state.mn.us)

651-259-7683

MN Public Facilities Authority  
 Annual Compliance Packet for the calendar year ended December 31, 2023

**Blackduck**  
**Report on Loans Payable to the Authority**

This summary information is based on MPFA records. Current loan schedules are attached for each of the loans shown below. Total MPFA loan activity during the year, and ending balances, by loan ID; sorted by "loan ref":

loan ref	Loan ID	Loan Date	Maturity Date	Interest Rate	Loan Commitment	Undisbursed Commitment	01/01/23	Transaction Totals for the Calendar Year			12/31/23		
							Beg. Balance	Disbursed	Interest paid	Principal paid	End. Balance	Accrued Int (1)	Current (2)
DW_01	MPFA-DWRF-L-022-FY17	08/29/16	08/20/46	1.000%	188,485.52	-	154,000.00	-	1,540.00	4,000.00	150,000.00	545.83	4,000.00
					188,485.52	-	154,000.00	-	1,540.00	4,000.00	150,000.00	545.83	4,000.00

- (1) Accrued Interest: shows the amount of interest accrued on the loan through December 31.
- (2) Current portion of the loan: shows the amount of scheduled principal payments on the loan during the following calendar year.

**Blackduck\_DWRF\_01**

MPFA-DWRF-L-022-FY17

funding dates:	08/29/16	468,834.00
amend #1:	Oct-17	(229,511.00)
	Aug-20	(50,837.48)
final loan amount:		<u>188,485.52</u>

private activity:

Date	Effective	Source	Disbursement	Repayment	Interest	Principal	Loan Balance	Annl Debt Srv
03/29/17	03/29/17	2016A_DW	2,797.95				2,797.95	
07/26/17	07/26/17	2016A_DW	9,419.19		9.09		12,217.14	
08/10/17	08/20/17			7,251.23	17.23	7,234.00	4,983.14	7,251.23
08/23/17	08/23/17	2016A_DW	53,804.62		0.42		58,787.76	
09/28/17	09/28/17	S2017	81,551.24		57.57		140,339.00	
09/28/17	09/28/17	2016A_DW	720.00		57.57		141,059.00	
02/08/18	02/20/18			613.97	613.97		141,059.00	
08/09/18	08/20/18			6,794.30	705.30	6,089.00	134,970.00	7,408.27
12/26/18	12/26/18	S2017	9,720.62		472.40		144,690.62	
02/11/19	02/20/19			689.44	689.44		144,690.62	
05/29/19	05/29/19	Op Res	471.90		397.90		145,162.52	
08/09/19	08/20/19			7,724.52	724.52	7,000.00	138,162.52	8,413.96
12/27/19	12/27/19	Op Res	30,000.00		487.41		168,162.52	
02/14/20	02/20/20			734.98	734.98		168,162.52	
07/10/20	08/20/20			7,840.81	840.81	7,000.00	161,162.52	8,575.79
02/16/21	02/20/21			805.81	805.81		161,162.52	
08/16/21	08/20/21			3,968.33	805.81	3,162.52	158,000.00	4,774.14
02/14/22	02/20/22			790.00	790.00		158,000.00	
07/22/22	08/20/22			4,790.00	790.00	4,000.00	154,000.00	5,580.00
02/13/23	02/20/23			770.00	770.00		154,000.00	
08/11/23	08/20/23			4,770.00	770.00	4,000.00	150,000.00	5,540.00
	02/20/24			750.00	750.00		150,000.00	
	08/20/24			4,750.00	750.00	4,000.00	146,000.00	5,500.00
	02/20/25			730.00	730.00		146,000.00	
	08/20/25			5,730.00	730.00	5,000.00	141,000.00	6,460.00
	02/20/26			705.00	705.00		141,000.00	
	08/20/26			5,705.00	705.00	5,000.00	136,000.00	6,410.00
	02/20/27			680.00	680.00		136,000.00	
	08/20/27			5,680.00	680.00	5,000.00	131,000.00	6,360.00
	02/20/28			655.00	655.00		131,000.00	
	08/20/28			6,655.00	655.00	6,000.00	125,000.00	7,310.00
	02/20/29			625.00	625.00		125,000.00	
	08/20/29			6,625.00	625.00	6,000.00	119,000.00	7,250.00
	02/20/30			595.00	595.00		119,000.00	
	08/20/30			6,595.00	595.00	6,000.00	113,000.00	7,190.00
	02/20/31			565.00	565.00		113,000.00	
	08/20/31			6,565.00	565.00	6,000.00	107,000.00	7,130.00
	02/20/32			535.00	535.00		107,000.00	
	08/20/32			6,535.00	535.00	6,000.00	101,000.00	7,070.00
	02/20/33			505.00	505.00		101,000.00	
	08/20/33			6,505.00	505.00	6,000.00	95,000.00	7,010.00
	02/20/34			475.00	475.00		95,000.00	
	08/20/34			6,475.00	475.00	6,000.00	89,000.00	6,950.00
	02/20/35			445.00	445.00		89,000.00	
	08/20/35			6,445.00	445.00	6,000.00	83,000.00	6,890.00
	02/20/36			415.00	415.00		83,000.00	
	08/20/36			6,415.00	415.00	6,000.00	77,000.00	6,830.00
	02/20/37			385.00	385.00		77,000.00	
	08/20/37			6,385.00	385.00	6,000.00	71,000.00	6,770.00
	02/20/38			355.00	355.00		71,000.00	

Date	Effective	Source	Disbursement	Repayment	Interest	Principal	Loan Balance	Annl Debt Srv
	08/20/38			7,355.00	355.00	7,000.00	64,000.00	7,710.00
	02/20/39			320.00	320.00		64,000.00	
	08/20/39			8,320.00	320.00	8,000.00	56,000.00	<b>8,640.00</b>
	02/20/40			280.00	280.00		56,000.00	
	08/20/40			8,280.00	280.00	8,000.00	48,000.00	8,560.00
	02/20/41			240.00	240.00		48,000.00	
	08/20/41			8,240.00	240.00	8,000.00	40,000.00	8,480.00
	02/20/42			200.00	200.00		40,000.00	
	08/20/42			8,200.00	200.00	8,000.00	32,000.00	8,400.00
	02/20/43			160.00	160.00		32,000.00	
	08/20/43			8,160.00	160.00	8,000.00	24,000.00	8,320.00
	02/20/44			120.00	120.00		24,000.00	
	08/20/44			8,120.00	120.00	8,000.00	16,000.00	8,240.00
	02/20/45			80.00	80.00		16,000.00	
	08/20/45			8,080.00	80.00	8,000.00	8,000.00	8,160.00
	02/20/46			40.00	40.00		8,000.00	
	08/20/46			8,040.00	40.00	8,000.00	-	8,080.00
<b>totals</b>			<b>188,485.52</b>	<b>217,263.39</b>	<b>28,777.87</b>	<b>188,485.52</b>		<b>217,263.39</b>

**MN Public Facilities Authority**  
**ANNUAL TAX-COMPLIANCE CERTIFICATION CHECKLIST FOR PFA BORROWERS**  
**For the Calendar Year Ended December 31, 2023**

Borrower:	Blackduck
Borrower's Tax Compliance Officer (official of the borrower completing this form)	Christina Regas
Loan Info:      Loan Date:	08/29/16
Funding ID:	MPFA-DWRF-L-022-FY17
Description of Financed Assets	Watermain replacement on Summit Ave and Main St N

Item	Question	Response Yes / No
<b>1 Ownership</b>	1a. Were all of the Financed Assets owned by the Borrower during the entire Annual Period?	Yes
	1b. If answer to 1a is "No," was Bond Counsel consulted prior to the transfer, and is documentation of the issue in your Tax-Exempt Bond File?	
	1c. If answer to 1b is "No," contact Bond Counsel and the Authority immediately.	
<b>2 Leases and Other Rights</b>	2a. During the Annual Period, were any of the Financed Assets or any part of a Financed Asset leased at any time pursuant to a lease or similar agreement for more than 50 days?	No
	2b. If answer to 2a is "Yes," was Bond Counsel consulted prior to entering into the lease or other arrangement, and is documentation of the issue in your Tax-Exempt Bond File?	
	2c. If answer to 2b is "No," contact Bond Counsel and the Authority immediately.	
<b>3 Management or Service Agreements</b>	3a. During the Annual Period, has the Borrower entered into an agreement with another entity to manage the operation of the Financed Assets? (for example, does a private entity operate the System on behalf of the Borrower)	No
	3b. If answer to 3a is "Yes," was Bond Counsel consulted prior to entering into the agreement, and is documentation of the issue in your Tax-Exempt Bond File?	
	3c. If answer to 3b is "No," contact Bond Counsel and the Authority immediately.	
<b>4 Output Agreements &amp; Other Use</b>	4a. During the Annual Period, has the Borrower entered into any agreement with an individual or entity that grants special legal rights to the Financed Asset or permits any entity to purchase output of the system other than at retail (e.g., has the Borrower entered into a take agreement, a take or pay agreement, a requirements agreement, or similar agreement related to output from the Financed Assets)?	No
	4b. If answer to 4a is "Yes," was Bond Counsel consulted prior to entering into the agreement, and is documentation of the issue in your Tax-Exempt Bond File?	
	4c. If answer to 4b is "No," contact Bond Counsel and the Authority immediately.	

**Instructions for submitting:**

Please complete the yes/no drop-down boxes and follow-up as required.

Please identify the responsible borrower official in "Borrower's Tax Compliance Officer" above.

Please re-save this certification to the SharePoint folder.

MN Public Facilities Authority  
ANNUAL CERTIFICATION REGARDING SYSTEM REPLACEMENT FUND(S)  
For the Calendar Year Ended December 31, 2023

Recipient: **Blackduck - Drinking Water**

**Instructions for completing and submitting this certification form:**

Please complete the blue and green-shaded cells in the two tables on the sheet "Fund(s)\_Activity&Bal", and complete the certification below.

Please use the comments section below to reference a separate document, or to explain if:

Any corrections are needed to existing, hard-coded data.

The related loan (MPFA or USDA Rural Development) has been paid-in-full.

**Please complete this file (on your MPFA SharePoint site) by February 29, 2024.**

**Also:**

Please ensure that the System Replacement Fund(s) activity and balances are properly reported in your audited annual financial statements, including classification of this asset as restricted.

**Certifications:**

1. In accordance with Minnesota Statutes 446A.072, subdivision 12 and the project financing agreement(s) with the Public Facilities Authority, the recipient hereby certifies that for the calendar year ended December 31, 2020 it deposited into restricted Water Infrastructure System Replacement Funds amounts at least equal to the required deposits reflected in the enclosed Table 1, to be used for major rehabilitation or expansion of the treatment system, or replacement of the system at the end of its useful life.
2. The recipient further certifies that at the close of business December 31, 2023, the balance in the System Replacement Fund was as reflected in "Ending Balance" in the enclosed Table 2.

Christina Regas, City Administrator

Certifying Official - name and title

Notes and Comments:

2023 depreciation of \$13,000 was completed in December 2023 pre-audit.

\* Any questions, please contact: Jennie Brown  
[mn.pfa@state.mn.us](mailto:mn.pfa@state.mn.us)  
651-259-7683



**MN Public Facilities Authority**  
**ANNUAL CERTIFICATION REGARDING SYSTEM REPLACEMENT FUND(s)**  
**For the Calendar Year Ended December 31, 2023**

***Blackduck - Drinking Water***

Recipient - system:

**MS 446A.071 Subd. 12. System replacement fund.** Each governmental unit receiving a grant under this section shall establish a system replacement fund and shall annually deposit a minimum of \$.50 per 1,000 gallons of flow for major rehabilitation, expansion, or replacement of the wastewater or drinking water system. Money must remain in the account for the life of the corresponding project loan from the authority or USDA/RECD, unless use of the fund is approved in writing by the authority for major rehabilitation, expansion, or replacement of the wastewater or drinking water system. By March 1 each year during the life of the loan, each recipient shall submit a report to the authority regarding the amount deposited and the fund balance for the prior calendar year. A recipient is not required to maintain a fund balance greater than the amount of the grant received. Failure to comply with the requirements of this subdivision shall result in the authority assessing a penalty fee to the recipient equal to one percent of the supplemental assistance amount for each year of noncompliance.

note: for agreements made prior to Laws of Minnesota 2002, chapter 393 section 74, the rate was \$.10 per 1,000 gallons of flow.

MPFA financing agreements (and related loan IDs) that carry the Replacement Fund Requirement are listed below. If any of the information below is missing or wrong (e.g. the U.S. Rural Development loan maturity date), please notify your loan officer.

There are two more sheets in this excel file:

Certification                      see directions on that sheet  
 Fund(s)\_Activity&Bal            see directions on that sheet

Contract ID	Project Descr-Short	Grant Funding ID	Related Loan ID	Contract Date	Loan Maturity	Grant Award Amount	Replacement Fund Requirement
Blackduck_DWRF_01	Watermain replacement on	MPFA-DWRF-G-023-FY17	MPFA-DWRF-L-022-FY17	08/29/16	08/20/46	\$468,548	\$0.50

MN Public Facilities Authority  
**ANNUAL CERTIFICATION REGARDING SYSTEM REPLACEMENT FUND**  
**For the Calendar Year Ended December 31, 2023**

Recipient:

**Blackduck - Drinking Water**

Key to cell shading below:  manual entry needed  
 formula

<b>Table 1, Required Deposits during the Calendar Year</b>				
System name / description	Rate (per 1,000 gal)	# gallons flow for the system	÷ 1,000	= Minimum Deposit
Drinking Water	\$0.50	23,446,000	÷ 1,000	\$11,723.00

<b>Table 2, Actual Replacement Fund Activity and Balances during the Calendar Year</b>					
System #	System name / description	Beginning Balance	Actual Deposits	Actual Uses / Withdrawals	Ending Balance
1	Drinking Water	174,008.17	18,936.98		192,945.15



# 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 1<sup>st</sup> offense; \$50 for a 2<sup>nd</sup> offense; & \$60 for a 3<sup>rd</sup> 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 1<sup>st</sup> offense and \$100 for the 2<sup>nd</sup> 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 1<sup>st</sup> offense; \$50 for a 2<sup>nd</sup> offense; & \$60 for a 3<sup>rd</sup> 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 5<sup>th</sup> of December, 2022.

Approved:

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Maxwell Gullette, Mayor

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Christina Regas – City Administrator



Northwoods Lumber Co.  
 P.O. Box 130  
 25778 Hwy 71 NE  
 Blackduck MN 56630  
 218-835-7745  
 Fax: 218-835-4180

**CUSTOMER COPY**



**ORDER**

2402-D64741 R1 PAGE 1 OF 1

SOLD TO
CITY CLERK CITY OF BLACKDUCK P.O. BOX 380 BLACKDUCK MN 56630

JOB ADDRESS
MISC MAINTENANCE CITY OF BLACKDUCK P.O. BOX 380 BLACKDUCK MN 56630 218-835-4803

ACCT NO.	JOB
DCI700	0
ENTRY DATE	2/8/2024 10:50:37 AM
CUST PICKUP	
BRANCH	1000
CUSTOMER PO#	
STATION	DFC3
CASHIER	LUKE
SALESPERSON	
ORDER ENTRY	LUKE
MODIFIED BY	LUKE

Item	Description	D	Ordered	Sold	Remain	UM	Price	Per	Amount
SOD64741-001	118429-BICYCLE WOMENS GRANITE MTB 26IN		1		1	EACH	189.0000	EACH	189.00
SOD64741-002	118428-BICYCLE MENS GRANITE MTB 26IN		1		1	EACH	189.0000	EACH	189.00
SOD64741-003	762682-BIKE HELMET 14YR SILVER/TITANIUM		2		2	EACH	24.9900	EACH	49.98

Payment Method(s)	SubTotal	427.98
EXEMPT 0.00% EXE: 8020651	Sales Tax	0.00
	Deposit	0.00
Please pay this amount		427.98

PLEASE CHECK FOR ANY ERRORS OR OMISSIONS. ALL SALES ARE FINAL ON SPECIAL ORDERS. SCAN THE QR CODE FOR DETAILS ON OUR ORDERS POLICY, OR GO TO, [northwoodslumber.com/pages/quote-to-delivery](http://northwoodslumber.com/pages/quote-to-delivery)



Signature



# Blackduck Area Kid's Ice Fishing Derby!

DATE: March 3<sup>rd</sup>, 2024

TIME: Registration 12:00pm – 12:30pm

Derby: 12:30pm – 2:30pm

LOCATION: Blackduck Lake – East Public Access

AGES: 15 and under. Ages 10 and under must be accompanied by a guardian.

REGISTRATION FEE: Free. Sign up on day of the derby.

WHAT TO BRING: Your own fishing pole.

Bait and one ice hole per child will be provided.

Lunch wagon will be on the ice for cash concessions.



Deanne Adams  
218-556-4221



Julie Juelson  
218-766-7416



**DEERWOOD**  
EST. **BANK** 1910

Kelli Juelson  
218-368-5067





CITY OF BLACKDUCK

PUBLIC FUNDS REQUEST FORM

PO BOX 380 BLACKDUCK, MN 56630

Organization or Group Requesting Public Funding:

Blackduck Area Kids Ice Fishing Derby

What type of project will the Public Funds used for:

we are putting on the 2<sup>nd</sup> Annual Kids Ice Fishing derby on Blackduck Lake. we will be purchasing prizes, bikes & 2 lifetime Fishing licenses

Describe IN DETAIL the overall benefits this will provide to the City of Blackduck as a body and what public purpose will the project provide to the residents of the City of Blackduck: The goal is to get the

children & families in the area & surrounding area out on the lake to be able to experience ice fishing in a fun & safe environment.

Outline specifically WHAT PORTION of the project these funds will be used for:

Purchasing of Bikes, scooters, prizes for the attending children

What other Organization has your group contacted for funding? Please list names of other organizations and the dollar amounts requested and or grants requested:

Local Blackduck Businesses  
Belt Electric, PB Telephone, Firemans Relief

Date Funds are being requested: 1-18-2024

Date the project starts and completes: Derby is being held on 3-3-24

See opposite side of form for Conditions for Requesting Public Funds



CITY OF BLACKDUCK

02/27/24 3:01 PM

Page 1

Payments

Current Period: February 2024

Payment Batch DWDC022324

\$3,635.98

Refer	886	CARDMEMBER SERVICE -DEERW	Ck# 012987	2/23/2024		
Cash Payment	E 101-41400-433	Dues and Subscriptions	Business Card Holder - Christina Regas			-\$107.36
Invoice						
Cash Payment	E 101-41400-433	Dues and Subscriptions	Business Card Holder - Christina Regas			\$119.99
Invoice						
Cash Payment	E 101-41400-210	Operating Supplies (GEN	Business Card Holder - Christina Regas			\$31.06
Invoice						
Cash Payment	E 101-41400-322	Postage	Business Card Holder - Christina Regas			\$997.89
Invoice						
Cash Payment	E 101-44444-322	Postage	Business Card Holder - Christina Regas			\$650.09
Invoice						
Cash Payment	E 609-49750-210	Operating Supplies (GEN	Business Card Holder - Christina Regas			\$74.60
Invoice						
Cash Payment	E 101-41400-433	Dues and Subscriptions	Business Card Holder - Christina Regas			\$8.86
Invoice						
Cash Payment	E 101-43100-235	Personal Protective Equi	Business Card Holder - Christina Regas			\$231.03
Invoice						
Transaction Date	2/23/2024		DW Checking	10100	<b>Total</b>	\$2,006.16

Refer	887	CARDMEMBER SERVICE -DEERW	Ck# 012987	2/23/2024		
Cash Payment	E 601-43200-218	Chlorine	Business Credit Card Holder - Mike Schwanke			\$138.08
Invoice						
Cash Payment	E 101-43100-212	Motor Fuels	Business Credit Card Holder - Mike Schwanke			\$92.78
Invoice						
Cash Payment	E 601-43200-331	Travel Expenses	Business Credit Card Holder - Mike Schwanke			\$85.26
Invoice						
Cash Payment	E 601-43200-402	Repairs/Maint Structures	Business Credit Card Holder - Mike Schwanke			\$442.14
Invoice						
Cash Payment	E 101-43100-240	Small Tools and Minor E	Business Credit Card Holder - Mike Schwanke			\$114.86
Invoice						
Cash Payment	E 209-45183-404	Repairs/Maint Machinery	Business Credit Card Holder - Mike Schwanke			\$65.23
Invoice						
Cash Payment	E 101-43100-233	Uniforms	Business Credit Card Holder - Mike Schwanke			\$275.88
Invoice						
Cash Payment	E 601-43200-323	Radio/Communications	Business Credit Card Holder - Mike Schwanke			\$1.99
Invoice						
Transaction Date	2/23/2024		DW Checking	10100	<b>Total</b>	\$1,216.22

Refer	888	CARDMEMBER SERVICE -DEERW	Ck# 012987	2/23/2024		
Cash Payment	E 101-42110-230	Equipment	Business Card Holder - Police Chief			\$343.60
Invoice						
Transaction Date	2/23/2024		DW Checking	10100	<b>Total</b>	\$343.60

Refer	889	CARDMEMBER SERVICE -DEERW	Ck# 012987	2/23/2024		
Cash Payment	E 609-49750-208	Training and Instruction	Business Card Holder - Shawnda Lahr			\$70.00
Invoice						
Transaction Date	2/23/2024		DW Checking	10100	<b>Total</b>	\$70.00



**CITY OF BLACKDUCK**  
**Payments**

02/27/24 3:01 PM  
Page 2

Current Period: February 2024

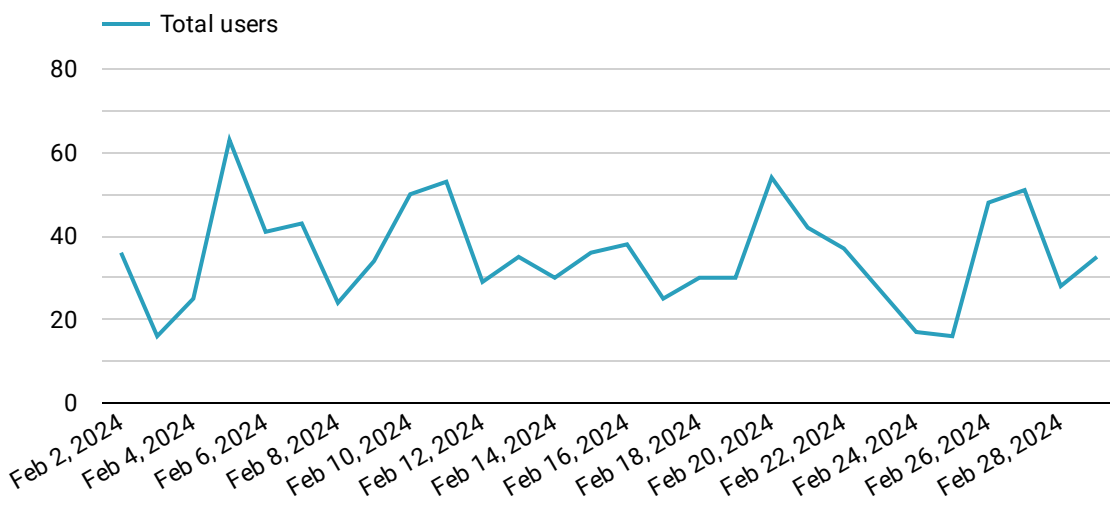
Fund Summary

	10100 DW Checking
101 GENERAL FUND	\$2,758.68
209 PINE TREE PARK FUND	\$65.23
601 WATER FUND	\$667.47
609 MUNICIPAL LIQUOR FUND	\$144.60
	\$3,635.98

Pre-Written Checks	\$3,635.98
Checks to be Generated by the Computer	\$0.00
Total	\$3,635.98

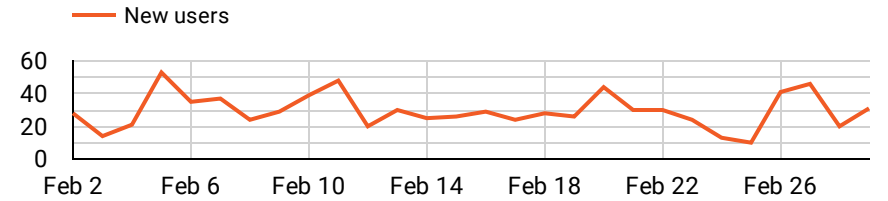
# City of Blackduck Analytics Report

Country ▾ Region ▾ Device category ▾ Session campaign ▾ Jan 31, 2024 - Feb 29, 2024 ▾

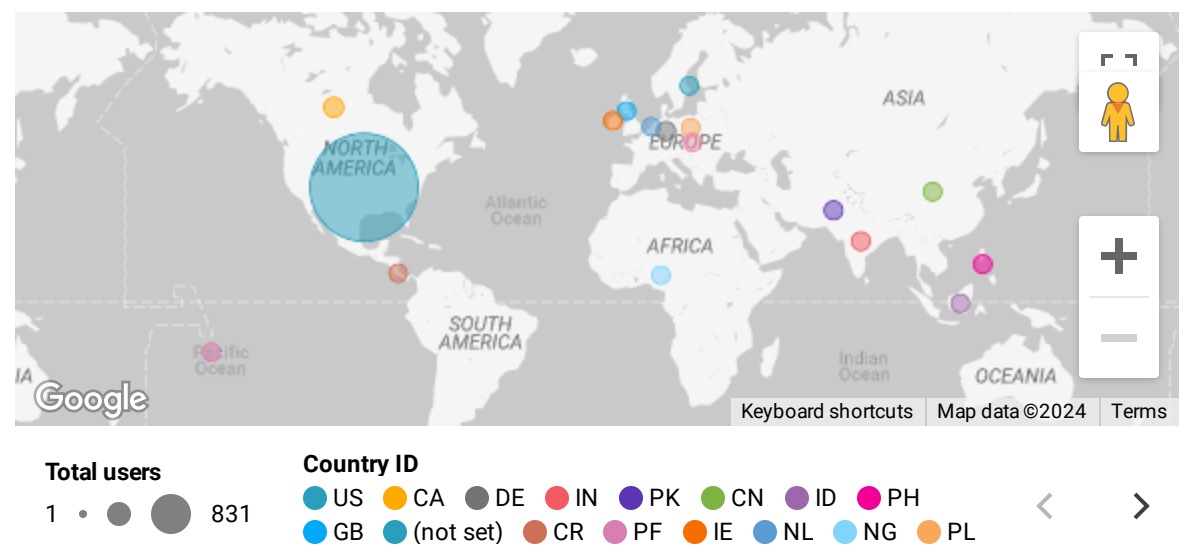
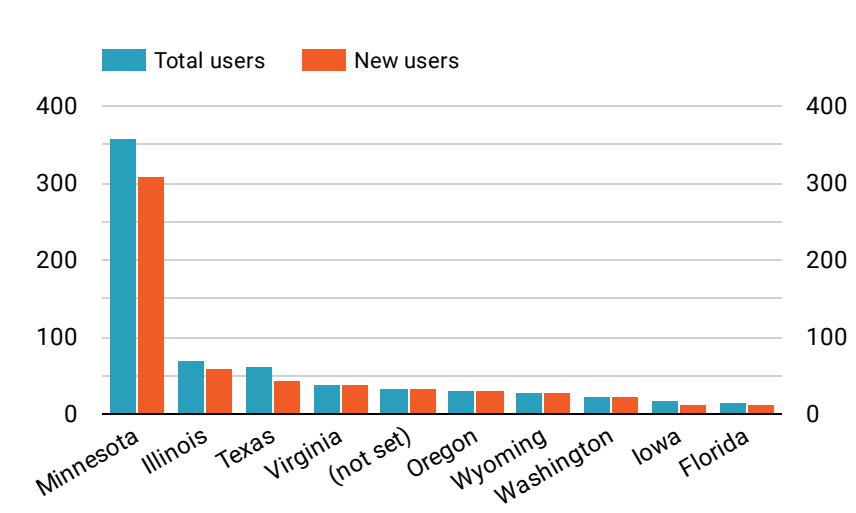
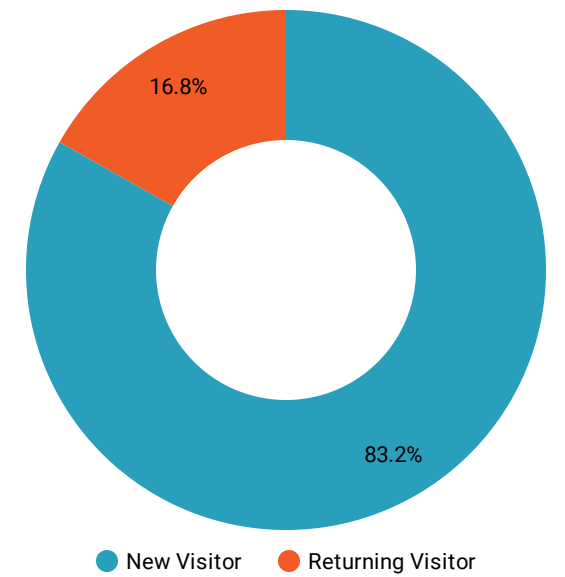


	First user source	Total users ▾	New users
1.	google	530	484
2.	(direct)	286	277
3.	bing	32	30
4.	yahoo	15	14

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<p>Total users</p> <p><b>884</b></p>	<p>New users</p> <p><b>825</b></p>	<p>Sessions per user</p> <p><b>1.2</b></p>	<p>Sessions</p> <p><b>1,065</b></p>
<p>Views</p> <p><b>1,653</b></p>	<p>Events per session</p> <p><b>5.3</b></p>	<p>Engaged sessions</p> <p><b>615.0</b></p>	<p>Engagement rate</p> <p><b>57.7%</b></p>

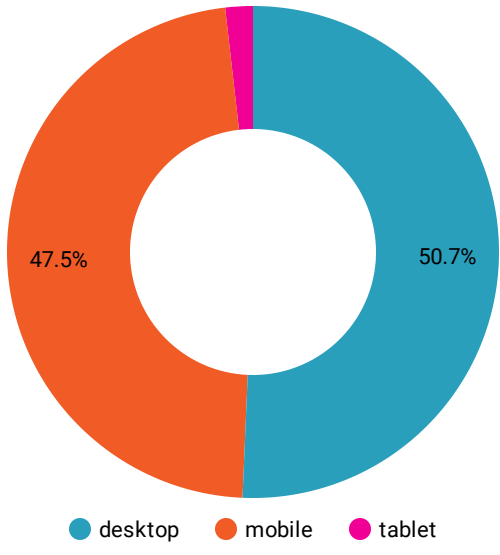


Region	Total users ▾	New use...
1. Minnesota	358	310
2. Illinois	70	61
3. Texas	63	44
4. Virginia	38	38
5. (not set)	34	34
6. Oregon	30	30
7. Wyoming	29	29
8. Washington	23	23

Country	Total users ▾	New users
1. United States	831	771
2. Canada	17	17
3. Germany	8	8
4. India	6	6
5. Pakistan	5	5

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Device category	Total users
1. desktop	448
2. mobile	420
3. tablet	16

	Page path	Views	Average Engagment Time
1.	/	575	00:00:19
2.	/contact-us/	105	00:00:20
3.	/city-hall/	95	00:00:30
4.	/public-safety/	94	00:00:38
5.	/rentals/	86	00:00:36
6.	/campground/	77	00:01:11
7.	/employment/	74	00:00:30

1 - 49 / 49 < >

# 11 Mo. WARRANTY PUNCHLIST



PROJECT NAME: Combined Maintenance and Police Facility

WIDSETH #: 2020-11912

Review Date: March 8, 2024

Present: Mike Schwanke, Angela Bokovoy, Clay Witkofsky, Brent Dammann, Caleb Stradlie

Location	Description	Completed	
		Initial	Date
	The windows continue to have issues with leaking. Occurs at all of the windows. The leaking seems to be occurring at the center area of the sill. A hose test should be conducted first to determine the cause of the leak and then corrected.		
	The boilers are not operating according to Mike. The sub-contractor had been back to work on them. The issue was resolved, but seems to have resurfaced recently.		
	At the south overhead door within the washbay, the gap below the door and the floor was not able to be closed off. Clay indicated they would pour a Tammspatch along the length of the overhead door and then would cut in a control joint back to the floor drain to eliminate any minor ponding.		
	The pressure valve within the washbay continues to leak. They needs to be looked at again. In addition, the relief opening should be piped to direct the water away from the wall so it goes to a floor drain.		
	The bubbling of the FRP within the washbay continues to be an issue. Some areas don't look as bad as last year. Suspicion is that it may be caused by different coefficients of expansion in the FRP and substrate. Additional study of corrective measures is needed		
	The exterior lights on the east side of the building continue to be an issue. They currently were not working.		



# CITY OF BLACKDUCK RESOLUTION NO: 2024-05

## RESOLUTION AUTHORIZING PERA CONTRIBUTIONS FOR QUALIFYING PART-TIME POLICE OFFICERS FOR THE CITY OF BLACKDUCK

**WHEREAS**, Minnesota Statutes 353.64, Subdivision 2, permits the governing body of a governmental subdivision to declare that a position is that of a police officer and that the person who holds said position on a part-time basis is to be covered by the Police and Fire retirement plan if the following employment duties and qualification requirements are met.

1. The position requires a license by the Minnesota peace officer standards and training board and the employee is so licensed;
2. The primary (over 50%) duty of the position is to enforce the general criminal laws of the state;
3. The position charges the employee with the prevention and detection of crime;
4. The position gives this employee the full power of arrest, and
5. The position is assigned to a designated police or sheriff's department.

**THEREFORE, BE IT RESOLVED** that the City of Blackduck hereby declares that the position of part-time police officer in the Blackduck Police Department satisfies all of the requirements listed above and declares its desire to provide all future employees holding said part-time law enforcement position with coverage under the Police and Fire plan; AND

**BE IT FURTHER RESOLVED** that this governmental unit will provide a copy of this resolution to PERA each time it provides Police and Fire membership to a person who is hired to said part-time position and will indicate the name of the employee eligible for such coverage.

### STATE OF MINNESOTA COUNTY OF BELTRAMI

I, Christina Regas, clerk of the City of Blackduck, do hereby certify that this is a true and correct transcript of the resolution that was adopted at a meeting held on the 11<sup>th</sup> day of March 2024; the original of which is on file in this office. I further certify that \_\_\_ members voted in favor of this resolution and that \_\_\_ members were present and voting.

Adopted by the City Council this 11<sup>h</sup> day of March 2024.

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Maxwell Gullette, Mayor

---

Christina Regas, City Administrator



January 3, 2024

Christina Regas  
PO Box 380  
Blackduck, MN 56630

Greetings,

We are writing to notify you of the Local Board of Appeal and Equalization Meeting that is scheduled for the City of Blackduck on Friday, April 26th at 1:00 pm at City Hall. Please make sure someone is there to open the building. Let us know if this date/time does not work for you by February 15<sup>th</sup>, 2024 to reschedule.

Please feel free to contact my office with any questions.

Sincerely,

*Travis Else*  
Assessment Specialist  
Travis.else@co.beltrami.mn.us  
218-333-4113