



AGENDA

Blackduck City Council Meeting

6:00 PM - Monday, August 4, 2025

City Hall, 8 Summit Drive, Blackduck MN

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1. CALL TO ORDER	
a. Roll Call	
b. Pledge of Allegiance	
2. APPROVAL OF AGENDA	
3. CONSENT AGENDA	
<i>All items listed under the Consent Agenda, unless removed from the Consent Agenda shall be approved by one Council motion.</i>	
a. July 7, 2025 Blackduck City Council Meeting Minutes Council - Jul 07 2025 - Minutes - Pdf	5 - 11
b. July 17, 2025 Kitchigami Regional Library Board Meeting packet including June 2025 Meeting Minutes 2025-07-17 KRLS Board Meeting Packet COMPRESSED	12 - 86
c. July 21, 2025 Blackduck City Council Work Session Minutes Council - Work Session - Jul 21 2025 - Minutes - Pdf	87 - 89
d. July 23, 2025 Blackduck Planning Commission Meeting Minutes Minutes 07232025	90 - 91
e. July 24, 2025 Kitchigami Regional Library Special Board Meeting Notice/Agenda 2025-07-24 KRLS Board Agenda	92
f. July 2025 Fund Balance Report July 2025 Fund Balance Report	93
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o.	June 2025 LG216 Lawful Gambling Monthly Rent Report - Blackduck Fire Relief Association LG216 Blackduck Fire Relief Gambling Rent 072025	103
p.	Final Approval - July 2025 Business Credit Card Payment July 2025 Business Credit Card Payment	104 - 105
q.	Final Approval - July 2025 EFT Disbursements for City of Blackduck payrolls supporting MN Statute §471.38 subd. 3 (3a) July Llabilities	106 - 109
r.	Final Approval - August 2025 New Hire Report July - 22025 new hires approval	110
s.	Final Approval - May 2025 Local Option sales Tax Report - City of Blackduck May 2025	111
t.	Final Approval - Managed Voice Contract between City of Blackduck and Paul Bunyan Communications Blackduck City of Clerk - Managed Voice Renewal Estimate rv.2 CONTRACT RENEWAL -COB- (002)	112 - 120
u.	Final Approval - LMC Claim #383172 payment to Stretch Auto Body & Repair Inc. LMC Claim Fire	121 - 125
v.	Final Approval - June 2025 Supplemental Bills - Blackduck Leever's Foods & McKinnon Co. Inc. June Supp Bill Report 070825 Leever07092025	126 - 127
w.	Final Approval - Local Government Aid, Small City Assistance, & Class 4D1 Transition Payment 0000201376 2025-class-4d1-transition-aid-summary 2025-class-4d1-transition-aid-amounts minnesota 4d tax program - defined v2	128 - 131
x.	Final Approval - WHPP Part II Receipt Confirm from MDH WHPP submission confirmation	132
y.	Final Approval - City of Blackduck Analytics Report - blackduckmn.com City of Blackduck GA4 Report	133 - 134

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	
5.2.	Liquor Store Report - Shawnda Lahr, Director of Liquor Operations	
5.3.	Fire Department Report - Brian Larson, Fire Chief	
a.	August 21, 2025 @ 6pm - Blackduck Fire Protection Area - 2026 Budget Meeting 2025 Fire Protection Area Budget meeting for year 2026	135 - 141
5.4.	Library Report - Kelly Hanks, Head Librarian	
a.	Approval Needed - Contract Agreement between City of Blackduck and Gustafson Home Improvements (GHI) & release of 50% of funds per agreement 2025 Blackduck public library Proposed contract Agreement First Half Library Contract GHI	142 - 144
6.	ADMINISTRATOR'S REPORT	
a.	Council Consideration - Blackduck Planning Commissioner Vacancy - Letter of Interest - Kayla Smischney PC vacancy - Smischney	145
b.	Approval Needed - Resolution 2025-01 v.4 - Resolution of Annual Appointments and Designations for 2025 2025-01 - revised v.4 - Resolution of annual appointments and designations for 2025	146 - 150
c.	Approval Needed - Resolution 2025-11 - Resolution acknowledging donation from the family of Fern Haiby for perpetual care of Lakeview Cemetery 2025-11 Resolution acknowledging a donation from the family of Fern Haiby Haiby Donation to Lakeview Cemetery	151 - 152
d.	Approval Needed - Resolution 2025-12 - Resolution regarding extension of Cedar Avenue 2025-12 Resolution recognizing an extension of Cedar Ave.	153
e.	Approval Needed - Purchase Agreement between the City of Blackduck and Birch & Beyond, Inc. 579403	154 - 160
f.	Approval Needed - Resolution 2025-13 - Resolution authorizing the sale of public property in the city limits of the City of Blackduck 2023-13 Resolution authorizing the sale of public property	161 - 163
g.	Approval Needed - Resolution 2025-15 - Resolution Approving Excluded Gambling License for the Boys & Girls Club of Bemidji Area in City of Blackduck 2025-15 Resolution approving an excluded gambling application for the Boys and girls club of bemidji Bonanza Gambling Permit Application Golf Gambling Permit Application	164 - 170
h.	Approval Needed - Rural Economic Development Grant Letter of Conditions - Supplemental Financing & Management Representation Letter for Ultimate Loan Recipient for the City of Blackduck City Hall Project Supplemental Financing A and D	171 - 173

- i. Council Consideration - Grant Writing Services - Water & Wastewater System Funding Requests, Widseth 174 - 178
[Grant Writing Services Widseth](#)
- j. August 6, 2025 @ 3pm - 2026 Budget Meeting - Finance Committee
- k. August 18, 2025 @ 6pm - Blackduck City Council Work Session
- l. August 20, 2025 @ 2pm - Blackduck Planning Commission Meeting
- m. August 20, 2025 @ 3pm - 2026 Budget Meeting - Finance Committee
- n. August 21, 2025 @ 6pm - Blackduck Fire Protection Budget Meeting 179 - 185
[2025 Fire Protection Area Budget meeting for year 2026](#)
- o. September 1, 2025 - Labor Day Observed - City Offices Closed
- p. September 3, 2025 @ 3pm - 2026 Budget Meeting - Finance Committee
- q. September 8, 2025 @ 6pm - Blackduck City Council Regular Meeting
- 7. MAYOR AND/OR COUNCIL MEMBER REPORTS
- 8. COMMUNITY EVENTS/GOOD THINGS HAPPENING
 - a. August 16, 2025 - Backwoods Bash
 - b. August 17, 2025 - Drakes Scramble
 - c. August 20, 2025 - Blackduck Area Chamber Meeting
- 9. ADJOURNMENT



MINUTES

Council Meeting

6:00 PM - Monday, July 7, 2025

City Hall, 8 Summit Drive, Blackduck MN

The Council of the City of Blackduck was called to order on Monday, July 7, 2025, at 6:00 PM, in the City Hall, 8 Summit Drive, Blackduck MN, with the following members present:

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

COUNCILORS EXCUSED: Councilor Laurie Hamilton

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

OTHERS PRESENT:

1. CALL TO ORDER

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

2. APPROVAL OF AGENDA

- a.

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

Carried 4 to 0

Maxwell Gullette	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. June 9, 2025 Blackduck City Council Meeting Minutes
- b. June 9, 2025 Blackduck City Council Public Hearing
- c. June 23, 2025 Blackduck City Council Work Session Minutes
- d. June 2025 Fund Balance Report
- e. ~~June 2025 Bill Report~~

- f. June 2025 Sewer Income Statement
- g. June 2025 Water Income Statement
- h. June 2025 Pine Tree Park Income Statement
- i. June 2025 Lakeview Cemetery Income Statement
- j. June 2025 Golf Course Income Statement
- k. June 2025 Liquor Store Income Statement
- l. June 2025 Blackduck DMV Income Statement
- m. Q2 2025 General Fund Income Statement
- n. ~~May 2025 LG216 Lawful Gambling Monthly Rent Report – Blackduck Fire Relief Association~~
- o. Final Approval - June 2025 Business Credit Card Payment
- p. Final Approval - June 2025 EFT Disbursements for City of Blackduck payrolls supporting MN Statute §471.38 subd. 3 (3a)
- q. Final Approval - July 2025 New Hire Report
- r. Final Approval - Northwoods Lumber supplemental Bill Report from May 2025
- s. ~~Final Approval – Workstation replacement for COB Administrator – Beltrami County MIS – PO #2025-920~~
- t. Final Approval - 2025 - 2026 Delta Dental Contract Renewal
- u. Final Approval - June 2025 Property Tax Settlement Statement - Beltrami County Auditor
- v. Final Approval - 2024 Financial Audit Deadline Extension Request & Approval from OSA
- w. Final Approval - WHP Plan Part II Submittal - City of Blackduck
- x. Final Approval - City of Blackduck Rental Housing Application Amendment per MN Statute
- y. Final Approval - City of Blackduck Analytics Report - blackduckmn.com - June 2025
- z. Final Approval - Peddlers License 2025-01 - Sota Sips Coffee
- aa. Final Approval - Blackduck Firemens Relief Association Bylaws - OSA approval requested of City Council
- ab.

Maxwell Gullette moved to approve the consent agenda removing items 'E, N, & S' for further discussion Nicholas Seitz seconded the motion.

Carried 4 to 0

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

- ac. Consent Agenda Items Removed for Further Discussion - E. June 2025 Bill Report

Council member Johnson requested clarification regarding a Golf Invoice for DL Seamless for \$3,700 and why the Golf Board was not consulted regarding the invoice

Council
July 7, 2025

prior to approving. Regas states the updates to the facility gutters were discovered during the rip out of the patio and it was recommended to re-route the downspouts to avoid future erosion and damage. Regas states the gutters on the patio side were all redone. Johnson states it seems odd that the cost was not approved prior to proceeding with the update. Regas asked if Johnson wished to remove the invoice for the golf board to approve prior to the council approval and payment. Johnson states the work is already completed and he is just bringing it up at this point that the work should be discussed before completed. Regas reminded the city council members they have the final say as to what is approved for payment, and stated if an invoice is removed from the bill report because the council as a collective doesn't wish to approve the invoice payment a special meeting will then need to be called for approval of said invoice. Gullette stated the golf board new there would be an amount that may be unknown once the patio project began. Regas stated the gutters were the unknown in this project. Regas stated the Golf Director needed to make a decision during the project process on the gutters so the project for the patio would not be held up which is why the gutters were completed. Fredrickson asked if the cost was for gutters on the whole building or just the patio side. Regas stated she thought it was just on the patio side of the building. Regas asked the board if the invoice was to be approved in the consent agenda. Gullette stated he is in favor of approving the invoice, Seitz agreed to approve the invoice. Johnson states he will approve the invoice. Nothing further.

N. May 2025 LG216 Lawful Gambling Monthly Rent Report - Blackduck Fire Relief Association

Council member Fredrickson asked Lahr for reasons on the shortage to the rent report from May. Lahr states it is difficult to narrow down exact reasoning but can state it isn't theft but employee error does happen. Lahr states the number of tabs sold is always high in addition to regular bar traffic which can misplace winning tickets or make for counting errors. Lahr states the state requires all winning tickets to be turned in and if there is a lost ticket that counts against the bar. Gullette asked if the odd amount that is short is due to the E-tabs/games. Lahr states the amount is at increments of \$.25 and that will make for strange amounts. Regas states the report is always a month behind and a game isn't closed out the same time every month. Fredrickson asked if Lahr is confident the shortage is not due to an employee theft. Lahr states she is confident it is not theft. Nothing further.

S. Final Approval - Workstation replacement for COB Administrator - Beltrami County MIS - PO #2025-920

Johnson asked if an employee is getting a new workstation. Regas stated her office computer (workstation) was purchased in 2019 and should have been replaced after 3 years. Regas stated that due to issues with the Deputy Clerk's computer in 2023 that delayed the replacement. Regas further stated the 2019 computer and Microsoft version will be unsupported on October 14, 2025 and needs replacement. Regas states the 2019 computer is showing its age and having delayed response with some applications. Regas states Beltrami County MIS is ordering a new replacement computer and will bill the cost of the replacement to 2026 levy. Gullette asked if the Admin computer backs up all the other computers in the City. Regas stated no it backs up the Deputy Clerk computer and then the Admin computer is backed up on the Server in City Hall.

Ronald Fredrickson moved to approve removed consent agenda items E, N, & S for further discussion
Nicholas Seitz seconded the motion.

Carried 4 to 0

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

4. **BLACKDUCK FORUM**

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

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

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

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

- 5.1.1. Council Consideration - Park / Campground / Pavilion Rental Regulations -
Regas provided the topic to adopt public property rental regulations in place due to the number of annual complaints after an annual event held at Wayside Rest Park. Regas recommends the City adopt regulations for renting out public property and place parameters on the use of public facilities and property. Council member Fredrickson asked any users of public property to access the roof of any public building to mount anything on it. Regas stated not that she is aware. Fredrickson recommends the regulations do not allow any access to the roof of the pavilion or any pavilion. Lahr states during Glow in the Snow, Christmas lights are allowed to be placed on the pavilion. Gullette states that could be stopped if enforced. Schwanke asks how many complaints the City receives on Woodcarvers or Backwoods Bash. Regas states none. Schwanke states the event should be declined to remedy the complaints. Regas would like to provide parameters for the City to refer to in the future for this event or others. Council member Johnson agreed. Fredrickson again stresses the regulation not allowing the erection of anything on the roof of any public structure/facility. Regas will work on revising regulations for the campground and parks to add recommendations made to the meeting.

- 5.1.2. Council Information - Beltrami County Highway Department Road Construction Press Releases - CSAH 32 & City of Tenstrike
Regas provided press releases for road construction in the areas.

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

- 5.2.1. Council Approval - Work Top Cooler with casters - Quotes US Foods & Performance Foods
Lahr reports the current prep refrigerator in the kitchen no longer keeps up the correct temperature for cooling according to MDH for its current use. Lahr states MDH recommends replacing the equipment with a work top cooler that contains access to prep food on the cooler top that is cooled from the bottom allowing for the main cooler area hold a temp longer as doors are not opened and closed frequently. Lahr provided two options from two vendors for consideration and requested the council approve an amount up to a dollar amount for Lahr to make the final approval.

Nicholas Seitz moved to approve the purchase of a work top cooler up to \$7,000 to include shipping and tax Ronald Fredrickson seconded the motion.

Carried 4 to 0

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

6. ADMINISTRATOR'S REPORT

- a. Approval Needed - Resolution 2025-09 - Resolution Acknowledging Donation from the Blackduck Fire Relief Association

Nicholas Seitz moved to approve Resolution 2025-09 - Resolution acknowledging a donation from the Blackduck Fire Relief Association Ronald Fredrickson seconded the motion.

Carried 4 to 0

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

- b. Approval Needed - Resolution 2025-10 - Resolution Authorizing PERA Contributions for Qualifying Part-time Police Officer Richards for the City of Blackduck

Nicholas Seitz moved to approve Resolution 2025-10 - a Resolution authorizing PERA contributions for qualifying part-time Police Officer Richards Ronald Fredrickson seconded the motion.

Carried 4 to 0

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

- c. Approval Needed - City Road Maintenance Agreement - City of Blackduck and Beltrami County

Donald Johnson moved to approve a City Road Maintenance Agreement between the City of Blackduck and Beltrami County Nicholas Seitz seconded the motion.

Carried 4 to 0

Maxwell Gullette	For
Nicholas Seitz	For
Donald Johnson	For

Ronald Fredrickson For

- d. Approval Needed - Amendment to City Road Maintenance Agreement between City of Blackduck and Beltrami County

Donald Johnson moved to approve an Amendment to a City Road Maintenance 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

- e. Council Discussion - Ordinance 2025-03 - An Ordinance Amending Chapter 6, Lakeview Cemetery, of the City Code.

Regas provided more updates on the amended ordinance to the board members and confirmed the input from Cease Funeral home was incorrect from earlier meetings. Regas states there will need to be additional revisions to the amendment before going to a public reading. Regas plans to include those revisions for review at the July work session. Nothing further.

- f. July 21, 2025 - City of Blackduck Council Work Session

- g. July 23, 2025 Blackduck Planning Commission Meeting - 2pm

Regas reports the PC meeting will be held a week later in July due to her absence and reports the board will consider a parcel division in the A-1 Zone owned by Brian Olson.

- h. August 4, 2025 - City of Blackduck Council Meeting - 6pm

- i. Finance Committee Budget Meetings - 2026 Budget Process - Late July - September

7. MAYOR AND/OR COUNCIL MEMBER REPORTS

- a. Council member Fredrickson reminds the public the Talent Show honoring the Slindees will be held the evening after Woodcarvers Festival July 26, 2025.

8. COMMUNITY EVENTS/GOOD THINGS HAPPENING

- a. July 26, 2025 - Blackduck Woodcarvers Festival

9. ADJOURNMENT

- a.

Donald Johnson moved to adjourn the meeting at 7:05pm Nicholas Seitz seconded the motion.

Carried 4 to 0

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

City Administrator, Christina Regas

Maxwell Gullette, Mayor

Kitchigami Regional Library
Board Meeting July 17, 2025, 6:00 p.m.
Kitchigami Regional Headquarters Building, Pine River, MN

A G E N D A

1. Call to order and Pledge of Allegiance
2. KRLS Oath of Office (as needed), pg. 4
3. Approval of Agenda
4. Public Input
5. Consent Agenda
 - a. Minutes: June 2025, pg. 5
 - b. Bills: June 2025, pg. 7
 - c. Financial Statements: 2025 YTD, pg. 11
 - d. Director's Report
6. Old Business
 - a. FY2026 Regional Library Basic System Support (RLBSS) Application, pg. 14
 - b. 2026 KRLS Budget Development
 - c. Compensation Study Proposals, pg. 24
 - d. Other
7. New Business
 - a. ACHF / Legacy FY2026 Application, pg. 60
 - b. Other
8. Chair's Report
9. Adjournment

Please contact Svetlana Lang at 218-587-2171 x 224 or langs@krls.org with your attendance preference or if you are unable to attend.

FUTURE BOARD MEETINGS

Thursday, September 18, 2025	Thursday, November 20, 2025	Thursday, January 15, 2026
Thursday, March 19, 2026	Thursday, May 21, 2026	Thursday, June 18, 2026

2025 Kitchigami Regional Library Board Members (revised 07/09/25)

Kitchigami Director Melissa Whatley (whatleym@krls.org)

BELTRAMI COUNTY

Joe Gould (County Commissioner)

Ph: 218-259-4342; E: joe.gould@co.beltrami.mn.us

Alternate: Vacant

CASS COUNTY

Scott Bruns (County Commissioner)

Ph: 218-820-6545; E: scott.bruns@casscountymn.gov

Alternate: Neal Gaalswyk (County Commissioner)

Ph: 218-839-1841; E: neal.gaalswyk@casscountymn.gov

CROW WING COUNTY

Jamie Lee (County Commissioner)

Ph: 218-866-9040; E: jamie.lee@crowwing.gov

Alternate: Steve Barrows (County Commissioner)

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

HUBBARD COUNTY

Tom Krueger (County Commissioner)

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

Alternate: Charlene Christenson (Cty Commissioner)

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

WADENA COUNTY

Murlyn Kreklau (County Commissioner)

Ph: 218-837-5352; Cell: 218-639-2011

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

Alternate: Ron Noon

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

CITY OF BEMIDJI

Lynn Eaton

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

Alternate: Mark Dickinson

Ph: 218-766-9887; E: mark.dickinson@ci.bemidji.mn.us

CITY OF BLACKDUCK

Laurie Hamilton

Ph: 218-760-3920

E: laurie.hamilton@blackduckmn.com

Alternate: Donald Johnson

Ph: 651-280-9694; E: donald.johnson@blackduckmn.com

CITY OF BRAINERD

Mary Koep

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

Alternate: Vacant

CITY OF CASS LAKE

Cecil Reams

Ph: 218-335-6654; E: cgriiii@msn.com

Alternate: Vacant

CITY OF LONGVILLE

Neil Tobiason

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

Alternate: Phyllis Eck

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

CITY OF PARK RAPIDS

Jeremy Engholm

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Alternate: Vacant

CITY OF PINE RIVER

Brent Norman

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

Alternate: Tamara Hansen

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

CITY OF WADENA

George Deiss

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

Alternate: Mark Lunde

Ph: 218-639-5662; E: mlunde@wadena.org

CITY OF WALKER

Mary Beth Hansen

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

Alternate: Char Moore

Ph: 630-399-8978; E: cmoore@ci.walker.mn.us

2025 KITCHIGAMI REGIONAL LIBRARY BOARD COMMITTEES

(Revised 6/16/2025)

Board Officers

Chair	Tom Krueger
Vice-Chair	Murlyn Kreklau
Treasurer	George Deiss
Secretary	Brent Norman

BUDGET COMMITTEE

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

PERSONNEL / UNION NEGOTIATION COMMITTEE

Tom Krueger, Chair
Murlyn Kreklau
Jeremy Engholm

AUDIT COMMITTEE

Tom Krueger, Chair
George Deiss

OUTREACH COMMITTEE

Committee of the Whole

STRATEGIC PLANNING / POLICY COMMITTEE

Tom Krueger, Chair
Lynn Eaton
Brent Norman

INTERNET / ELECTRONIC RESOURCES COMMITTEE

Tom Krueger, Chair
Brent Norman
Joe Gould

EXTERNAL BOARDS

NORTHERN LIGHTS LIBRARY NETWORK

Governing Board Members:

Delegates: Joe Gould
George Deiss

NWLlinks

Delegate: Director Melissa Whatley

Kitchigami Regional Library

Oath of Office Policy

Policy

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

Oath

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

Administration

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

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

**Kitchigami Regional Library System
Board Meeting, June 12, 2025, 6:00 p.m.
Kitchigami Headquarters Building, Pine River, MN**

Board members present:	Scott Bruns (Cass Co.), Jeremy Engholm (Park Rapids), Neil Tobiason (Longville), George Deiss (Wadena), Tom Krueger (Hubbard Co.), Brent Norman (Pine River), Jamie Lee (Crow Wing Co.), Mary Koep (Brainerd), Murlyn Kreklau (Wadena Co.).
Board members present by interactive technology:	Donald Johnson (Blackduck, alt.), Joe Gould (Beltrami Co.)
Board members absent:	Diane “Annie” Sevenich (Cass Lake), Mary Beth Hansen (Walker), Lynn Eaton (Bemidji)
Others present non-voting:	KRLS Director Melissa Whatley

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

KRLS Oath of Office	None.
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Approval of Agenda	Motion by George Deiss, seconded by Jeremy Engholm, to approve the agenda. Roll call vote was taken. Yes: Scott Bruns, Jeremy Engholm, Neil Tobiason, George Deiss, Tom Krueger, Brent Norman, Jamie Lee, Mary Koep, Murlyn Kreklau, Donald Johnson.
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Public Input	There was no public input.
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Consent Agenda	Motion by Murlyn Kreklau, seconded by Brent Norman, to approve the consent agenda Items A-D. a. Minutes: May 2025 b. Bills: April – May 2025 c. Financial Statements: 2025 YTD d. Director’s Report Yes: Scott Bruns, Jeremy Engholm, Neil Tobiason, George Deiss, Tom Krueger, Brent Norman, Jamie Lee, Mary Koep, Murlyn Kreklau, Donald Johnson. <u>Motion carried unanimously.</u>
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Mary Beth Hansen joined the meeting virtually at 6:08 p.m.

Old Business -- 2026 KRLS Budget Development	There was discussion regarding the preparation and review of the city/county first draft budgets in preparation of finalizing it at the July board meeting.
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New Business --

FY2026 Regional Library Basic
System Support (RLBSS)
Application

Motion by George Deiss, seconded by Mary Koep, that the Board approve signature and submission of the FY2026 RLBSS Application. Roll call vote was taken. Yes: Scott Bruns, Jeremy Engholm, Neil Tobiason, George Deiss, Tom Krueger, Brent Norman, Jamie Lee, Mary Koep, Murlyn Kreklau, Donald Johnson. **Motion carried unanimously.**

Joe Gould joined the meeting virtually at 6:23 p.m.

Compensation Quotes
Received

The Board discussed quotes received for a KRLS compensation / classification study.

Motion by Mary Koep, seconded by Murlyn Kreklau, to table the board discussion until July when the board members have been able to discuss the studies with their constituents. Roll call vote was taken. Yes: Scott Bruns, Neil Tobiason, Brent Norman, Mary Koep, Murlyn Kreklau, Donald Johnson. No: Jeremy Engholm, George Deiss, Tom Krueger, Jamie Lee, Joe Gould. **Motion carried 6 to 5.**

Chair's Report

Chair Krueger said that he'd had the audit interview that day and asked if the related party questionnaire he'd signed had included only the 2024 board members. Director Whatley confirmed that it was meant only for 2024 board members to sign and that 2025 board members will be asked to sign a questionnaire at the end of 2025.

Chair Krueger also asked that board members be sure to look at the financial pages in their packets and bring up any questions for discussion at the meetings.

Motion by George Deiss, seconded by Mary Koep, to adjourn the meeting at 6:56 p.m.

Roll call vote was taken. Yes: Scott Bruns, Jeremy Engholm, Neil Tobiason, George Deiss, Tom Krueger, Brent Norman, Jamie Lee, Mary Koep, Murlyn Kreklau, Donald Johnson, Joe Gould. **Motion carried unanimously.**

Minutes respectfully submitted by Administrative Assistant Svetlana Maria Lang.

Minutes signed by Board Secretary Brent Norman _____

Date _____

KITCHIGAMI REGIONAL LIBRARY SYSTEM

CHECK REGISTER

June 10, 2025

Check Number	Name	GL Account Title	Amount
26047	AFSCME	AFSCME COUNIL 65 UNION DUES	1,046.96
26048	AMAZON BOOKS	BOOKS	47.95
26049	AMAZON OFFICE	EXTRA STUB	-
26050	AMAZON OFFICE	LEGACY SUPPLIES, OFFICE SUPPLIES	1,249.22
26051	ANOKA COUNTY LIBRARY	ILL LOST OR DAMAGED BOOK	25.06
26052	ARVIG	TELEPHONES	664.07
26053	AUTO OWNERS INSURANCE	VEHICLE INSURANCE	11,380.59
26054	BAKER & TAYLOR L4409322	BOOKS	13,380.98
26055	BAKER & TAYLOR LI4409332	BOOKS	766.51
26056	BAKER & TAYLOR L4409342	BOOKS	676.86
26057	BAKER & TAYLOR L4409362	BOOKS	9.03
26058	BLUE CROSS/BLUE SHIELD	VISION INSURANCE	134.61
26059	AUDREY ELISSA BRANDT-LOER	LEGACY ART KITS	480.00
26060	CENTURY LINK	TELEPHONES	339.00
26061	CITY OF PINE RIVER	HQ WATER	40.72
26062	CROSSING ARTS	LEGACY ART KITS	6,160.00
26063	DEERWOOD TECHNOLOGIES	NETWORK SUPPORT, DATA STORAGE	24,179.97
26064	CENGAGE LEARNING	BOOKS	1,879.27
26065	GARDINER'S HARDWARE	HQ REPAIR & MAINTENANCE	12.99
26066	LIBERTY BUSINESS SYSTEMS	COPIER LEASE/INSURANCE WADENA	403.17
26067	MARCO BEMIDJI	COPIER LEASE	112.81
26068	MARCO WALKER	COPIER LEASE	18.30
26069	MIDWEST TAPE	BOOKS/HOOPLA	21,956.01
26070	MINNESOTA POWER	HQ ELECTRICITY	244.65
26071	MN PEIP	HEALTH INSURANCE	26,747.86
26072	NORTH PINE RIVER TIRE SERVICE	DELIVERY VAN R&M	451.08
26073	OCLC	CLOUD LIBRARY	167.99
26074	THE OFFICE SHOP	OFFICE SUPPLIES	2,805.54
26075	PAUL BUNYAN COMMUNICATIONS	TELEPHONES	100.76
26076	PINE RIVER ELECTRIC	HQ BUILDING R&M	270.00
26077	PINE RIVER SANITARY DISTRICT	HQ SEWER	48.40
26078	QUINLIVAN & HUGHES	PROFESSIONAL FEES	162.00
26079	TRUGREEN	HQ LAWN SERVICE	671.76
26080	WASTE PARTNERS	HQ GARBAGE SERVICE	74.48
26081	MELISSA WHATLEY	ADMIN MILEAGE	51.66
26082	XCEL ENERGY	HQ BUILDING HEAT	40.13

TOTAL A/P CHECK RUN

116,800.39

KITCHIGAMI REGIONAL LIBRARY SYSTEM

PAYROLL CHECKS

Payroll for June 10th (May 16 through 31st)

Pay Day	Check Numbers	Account	Amount
6/10/2025	50681-50760	Direct Deposits	63,870.88
		Paper Checks	1,381.37
		Minnesota Withholding Tax paid	2,767.28
		Federal Withholding Tax paid	17,936.97
		PERA-Public Employee Retirement Association paid	11,682.94
		Union Dues Withholding	524.67
		Total Payroll Expense	\$ 98,164.11

Check number 50211 was VOIDED

AMOUNT EXPENSED PAGE 1	214,964.50
AMOUNT EXPENSED PAGE 2	
TOTAL AMOUNT EXPENSED	

**KITCHIGAMI REGIONAL LIBRARY SYSTEM
CHECK REGISTER
June 11, 2025**

Check Number =====	Name =====	GL Account Title =====	Amount =====
26083	SPARKLE THEATRICALS	JUNE LEGACY WORKSHOPS	6,000.00
		TOTAL A/P CHECK RUN	<u>6,000.00</u>

**KITCHIGAMI REGIONAL LIBRARY SYSTEM
PAYROLL CHECKS
Payroll for June 10th (1st through 15th)**

Pay Day =====	Check Numbers =====	Account =====	Amount =====
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Total Payroll Expense

\$

AMOUNT EXPENSED PAGE 1	6,000.00
AMOUNT EXPENSED PAGE 2	
TOTAL AMOUNT EXPENSED	

**KITCHIGAMI REGIONAL LIBRARY SYSTEM
CHECK REGISTER
June 25, 2025**

Check Number	Name	GL Account Title	Amount
26084	AMAZON BOOKS	BOOKS	449.10
26085	AMAZON OFFICE	LEGACY SUPPLIES, OFFICE SUPPLIES	3,063.68
26086	ARVIG	TELEPHONES	56.39
26087	BAKER & TAYLOR L4409322	BOOKS	4,903.78
26088	BAKER & TAYLOR L4409332	BOOKS	128.20
26089	BAKER & TAYLOR L4409342	BOOKS	251.11
26090	AUDREY ELISSA BRANDT-LOER	LEGACY ART KITS	480.00
26091	CANON FINANCIAL SERVICES	COPIER LEASE/INSURANCE WK & PR	157.88
26092	CHRISTINA LOIS DAVIDGE	LEGACY ART CLASSES	1,575.00
29093	DEERWOOD TECHNOLOGIES	NETWORK SUPPORT, DATA STORAGE	21,880.40
26094	GEORGE DEISS	MILEAGE	151.20
26095	JEREMY ENGHOLM	MILEAGE	63.00
26096	CENGAGE LEARNING INC	BOOKS	976.28
26097	HOMEWARD BOUND THEATRE CO.	LEGACY PROGRAMMING	1,450.00
26098	KIMBER CREEK FORD	OUTREACH AND DELIVERY VEHICLE MAINT	214.80
26099	MARY KOEP	MILEAGE	44.80
26100	MURLYN KREKLAU	MILEAGE	124.60
26101	THOMAS KRUEGER	MILEAGE	42.00
26102	JAMIE LEE	MILEAGE	57.40
26103	MICHAEL MEUERS	LEGACY AUTHOR TALK	200.00
26104	NCPERS	LIFE INSURANCE	272.00
26105	NJK HEATING AND AIR LLC	AIR CONDITIONER MAINTENANCE	875.00
26106	NORTH STAR MUTUAL INSURANCE	INSURANCE	8,103.00
26107	PITNEY BOWES	POSTAGE MACHINE RENTAL	240.00
26108	PLUM CREEK LIBRARY SYS	MATERIALS REPLACEMENT FEES	33.00
26109	REGENTS OF THE UNIV OF MN	RECEIPT PAPER	300.00
26110	ALLISON ROYCE	LEGACY PROGRAM TRAVEL	107.19
26111	SHELL PRAIRIE AG ASSOC	FAIR BOOTH RENTAL	250.00
26112	CHRISTINA SILVA	LEGACY PROGRAMMING	300.00
26113	SPARKLE THEATRICALS	LEGACY PROGRAMMING	861.70
26114	HACIBER EUGENIA STUMBO	LEGACY PROGRAMMING	960.00
26115	TDS TELECOM	PHONES, ADMINISTRATION	93.68
26116	TDS TELECOM	PHONES, ADMINISTRATION	24.13
26117	TDS TELECOM	PHONES, PINE RIVER LIBRARY	27.35
26118	NEIL TOBIASON	MILEAGE	35.00
26119	DANIEL TOUCHETT	EMPLOYMENT REIMBURSEMENT	99.32
26120	VERIZON WIRELESS	ADMIN, HOTSPOTS	1,439.63
26121	VERIZON	MOBILE LIBRARY-REMOTE	50.02
26122	VISA	SEE NEXT PAGE	2,772.25
26123	MELISSA WHATLEY	ADMIN TRAVEL	67.20
26124	XCEL ENERGY	HQ BUILDING HEAT	67.93

TOTAL A/P CHECK RUN

53,248.02

**KITCHIGAMI REGIONAL LIBRARY SYSTEM
PAYROLL CHECKS
Payroll for June 25th (June 1st through 15th)**

Pay Day	Check Numbers	Account	Amount
6/23/2025	50761-50842	Direct Deposits	57,992.96
		Paper Checks	1,289.86
		Minnesota Withholding Tax paid	2,467.16
		Federal Withholding Tax paid	16,067.29
		PERA-Public Employee Retirement Association paid	10,242.61
		Union Dues Withholding	484.14
		Total Payroll Expense	<u>\$ 88,544.02</u>

AMOUNT EXPENSED PAGE 1 141,792.04

AMOUNT EXPENSED PAGE 2

TOTAL AMOUNT EXPENSED

VISA PINE RIVER STATE BANK

MAY 15-JUNE 15

3728		773					
DATE	VAL	DATE	MELISSA	PO#	Vendor	Description	Acct
5/20/25	90.76	5/16/25	7.34		Holiday	Admin Travel to bank	5310.01
5/27/25	111.50	5/23/25	51.86		Godfrey's	Delivery Van gas-Admin	5410.04
6/5/25	90.25	5/30/25	1,445.00		Cover One	Book Binding Equipment	1530.00
		6/1/25	182.43		Zoom	Software	5655.00
VAL	292.51	MELISSA	1,686.63				

8002		4889					
DATE	RICHARD	DATE	TAMI	PO#	Vendor	Description	Acct
5/13/25	34.75						
5/14/25	47.45						
5/16/25	49.63						
5/19/25	50.49						
5/21/25	50.84						
5/27/25	48.19						
5/28/25	49.03	6/12/25	180.24		Country Inn Walker	Legacy Program Lodging	5620.00
5/30/25	48.73						
6/2/25	49.21	SVETLANA	180.24				
6/4/25	48.88						
6/6/25	47.90						
6/9/25	50.59						
		DATE	ALLISON	PO#	Vendor	Description	Acct
		5/14/25	6.92		Station 371	Supply run to Crossing Arts-BRD	5310.01
		5/28/25	30.26		Station 371	Legacy-Wellness in the Park	5620.00
RICHARD	575.69	ALLISON	37.18				

CARD	ACCT	DESCRIPTION	AMOUNT
VAL	5410.040	Gas for Mobile Library	292.51
RICHARD	5310.020	Gas for Delivery Van	575.69
MELISSA	5310.01	Admin Travel	7.34
MELISSA	5410.040	Gas for Delivery Van-Admin	51.86
MELISSA	1530.000	Equipment Purchase	1,445.00
MELISSA	5655.000	Zoom for Brd Meetings	182.43
SVETLANA	5620.000	Legacy Program Lodging	180.24
ALLISON	5310.010	Staff Van-Admin Travel	6.92
ALLISON	5620.000	Legacy Program Travel	30.26
		TOTAL	2,772.25

KITCHIGAMI REGIONAL LIBRARY
BALANCE SHEET
June 30, 2025

ASSETS		
Current Assets		
Petty Cash Checking PRSB	3,179.78	
Main Checking PRSB	489,148.39	
Money Market PRSB	3,507,198.73	
Special Money Market PRSB	711,825.90	
Kitchigami Endowment Fund	137,172.90	
Accounts Receivable	2,003.00	
Interest Receivable	1,984.83	
Prepaid Insurance	7,565.03	
Prepaid Health Insurance	22,966.28	
Prepaid Materials	42,228.35	
Investment - Certificates of Deposit	584,491.08	
TOTAL Current Assets		5,509,764.27
Fixed Assets		
Land	30,000.00	
Buildings	650,368.00	
A/D Buildings	(362,107.36)	
Vehicles	276,876.21	
A/D Vehicles	(167,678.32)	
Furniture, Fixtures, and Equipment	180,384.90	
A/D Furniture, Fixtures, and Equipment	(149,899.73)	
Legacy Equipment	1,269.00	
A/D Legacy Equipment	(1,269.00)	
Shared Collections	301,067.67	
Book/Contents-HQ	648.07	
Book, Mobile Library	394,420.74	
A/D Books	(491,450.82)	
Intangible Assets	19,916.00	
Accumulated Amortization	(19,916.33)	
Sound, Mobile Library	35,279.55	
Video, Mobile Library	157,561.52	
TOTAL Fixed Assets		855,470.10
TOTAL ASSETS		<u>6,365,234.37</u>
Current Liabilities		
Accounts Payable		
*A/P Special Revenue Fund	143,607.92	
Accounts Payable Salaries	66,505.57	
PERA Payable	0.01	
PERA Life Insurance Withholding Payable	(120.00)	
Union Dues W/H Payable	484.14	
Deferred Revenue	201,742.30	
TOTAL Current Liabilities		<u>412,219.94</u>
TOTAL LIABILITIES		412,219.94
CAPITAL		
Investment In Fixed Assets	737,943.15	
C/F Building Repair & Maintenance Reserve	287,767.53	
C/F Automation, HQ Reserve	393,601.90	
R/F ARR Branch Reserves	247,426.89	
C/F Capital Appropriation Fund	701,683.13	
C/F Accounting Software Reserve	26,255.60	
C/F Summer Reading Program Reserve	30,578.45	
C/F Sue Tricker Memorial Outreach Reserve	169,086.94	
C/F Outreach Reserve	3,560.15	
C/F Vehicle Reserve	76,094.38	
C/F Gates Reserve	19,819.47	
C/F County Levy Buydown Reserve	257,384.00	
C/F Crow Wing County Reserve	124,581.85	
R/F Donations Reserve	129,213.82	
C/F Health Insurance Reserve	100,000.00	
C/F Hoopla Overage Reserve	220,000.00	
C/F Endowment MN Community Fund	137,172.27	
FUND BALANCE, General Funds	2,465,268.21	
Year-to-Date Earnings	(174,423.31)	
TOTAL CAPITAL		5,953,014.43
TOTAL LIABILITIES & CAPITAL		<u>6,365,234.37</u>

KITCHIGAMI REGIONAL LIBRARY
INCOME STATEMENT
2025

	<i>April</i>	<i>May</i>	<i>June</i>	<i>Year-to-Date</i>
STATE AND FEDERAL FUNDS				
State RLBSS				278,802.17
State RLTA Priority 1	11,773.76		(48,287.66)	11,365.50
State MN LINKS				
State RLTA Priority 2			24,740.15	74,220.39
NW-LINKS Library System Funds				-
Misc. State Funds				-
Legacy Funds		11,773.75	23,547.51	58,868.77
TOTAL STATE AND FEDERAL FUNDS	11,773.76	11,773.75	-	423,256.83
COUNTY GOVERNMENTS				
Beltrami County		218,862.50		218,862.50
Cass County	243,075.00			243,075.00
Crow Wing County			254,563.50	254,563.50
Hubbard County	131,334.00			131,334.00
Wadena County		74,292.50		74,292.50
TOTAL COUNTY GOVERNMENTS	374,409.00	293,155.00	254,563.50	922,127.50
CITY GOVERNMENTS				
Bemidji	80,522.00			80,522.00
Blackduck	10,190.00			10,190.00
Brainerd			40,545.00	40,545.00
Cass Lake	10,030.00			10,030.00
Longville	6,416.50			6,416.50
Park Rapids			27,000.00	27,000.00
Pine River	15,260.00			15,260.00
Wadena		47,506.50		47,506.50
Walker	9,362.50			18,112.50
TOTAL CITY GOVERNMENTS	131,781.00	47,506.50	67,545.00	255,582.50
AUTOMATION RR				
Bemidji				-
Blackduck	350.00			350.00
Brainerd			4,659.00	4,659.00
Cass Lake	300.00			300.00
Longville				-
Park Rapids			3,601.00	3,601.00
Pine River	255.00			255.00
Wadena				-
Walker	406.00			406.00
TOTAL AUTOMATION RR	1,311.00	-	8,260.00	9,571.00
OTHER INCOME				
Interest	5,055.36	5,765.51	12,357.78	42,998.01
Endowment Income				5,480.91
NLLN Grants				7,500.00
Donations Region Wide	1,850.00	303,925.08	800.00	318,960.25
Branch Sales & Fees	2,388.12	2,228.22	2,737.77	13,156.43
Branch Other Income		7.00	23.00	893.90
Inter Library Loan	15.00	30.00	15.00	227.00
Miscellaneous	81.00	3,035.00		4,534.74
Over/Short	12.00	0.41	9.73	29.32
TOTAL OTHER INCOME	9,401.48	314,991.22	15,943.28	393,780.56
TOTAL INCOME	528,676.24	667,426.47	346,311.78	2,004,318.39

**KITCHIGAMI REIONAL LIBRARY
EXPENSE STATEMENT
2025**

	<u>April</u>	<u>May</u>	<u>June</u>	<u>Year-to-Date</u>
PERSONNEL				
Wages and Benefits	188,397.07	189,618.37	186,312.14	1,125,118.95
Health Plan + Supplement	28,356.06	28,484.26	28,215.04	172,328.46
Training & Development	125.00	3,470.27	210.98	7,699.05
Hiring Ads & Interviews	464.96	439.23	1,911.43	2,815.62
TOTAL PERSONNEL	<u>217,343.09</u>	<u>222,012.13</u>	<u>216,649.59</u>	<u>1,307,962.08</u>
LIBRARY MATERIALS				
Books, Collections & Processing	40,227.52	23,304.04	13,057.75	133,783.25
Video/DVD/Sound	4,970.00	6,710.48	1,827.99	21,413.58
Periodicals			(13,793.39)	14,294.18
Hot Spots		717.99	923.09	4,210.41
E-Resources	43,481.86	167.99	47,983.54	170,367.08
Data Based Platforms	(9,331.93)			20,043.07
TOTAL LIBRARY MATERIALS	<u>79,347.45</u>	<u>30,900.50</u>	<u>49,998.98</u>	<u>364,111.57</u>
LIBRARY OPERATIONS				
Postage/Meter Rental	1,200.00	704.00	240.00	3,685.65
Telecommunications/ML Remote	1,662.96	2,202.77	1,107.11	9,369.75
Supplies	1,576.41	4,503.44	2,236.91	25,895.44
Copier Contracts/Leases	687.16	710.46	8,776.86	13,772.65
Data Lines NW Links			8,058.78	24,176.34
ARR Reserve Expenses				34.00
Capital Grant Expense	120,714.00			120,714.00
Contracted Network Support & Software	19,387.81	21,306.50	25,456.50	154,842.95
Network Infrastructure	5,746.94		(2,873.47)	2,873.47
Technical Equipment & Supplies	1,807.79			8,427.01
ILS Maintenance				3,000.00
Summer Reading Program	7,752.67			11,225.04
Winter Reading Program				2,081.32
Promotion				
Inter Library Loans		50.06	28.00	210.01
TOTAL LIBRARY OPERATIONS	<u>160,535.74</u>	<u>29,477.23</u>	<u>43,030.69</u>	<u>380,307.63</u>
DELIVERY & STAFF VAN				
Mileage/Route Expense	982.37	530.25	589.95	4,670.53
Insurance		8,080.22		9,020.83
Repairs and Maintenance/Rentals	2,322.70	253.84	526.36	3,102.90
Capital Van Replacement Transfer				
TOTAL DELIVERY & STAFF VAN	<u>3,305.07</u>	<u>8,864.31</u>	<u>1,116.31</u>	<u>16,794.26</u>
MOBILE VEHICLE, Regional Outreach				
Mileage/Route Expense	408.16	424.51	483.89	2,753.96
Insurance		3,300.37		4,554.82
Repairs and Maintenance				
TOTAL MOBIL LIBRARY VEHICLE	<u>408.16</u>	<u>3,724.88</u>	<u>483.89</u>	<u>7,308.78</u>
HEADQUARTERS FACILITY				
Utilities	632.42	1,153.41	143.25	5,644.53
Insurance-Contents & Liability				
Building Repair & Maintenance	115.00	730.13	1,000.00	5,676.98
TOTAL HEADQUARTERS FACILITY	<u>747.42</u>	<u>1,883.54</u>	<u>1,143.25</u>	<u>11,321.51</u>
KRL BOARD & ADMINISTRATION				
Board Meetings		312.20	518.00	1,380.40
Special Projects				
Legacy Fund Expenses	10,899.42	15,777.54	22,841.95	77,431.41
Membership Dues		65.00		65.00
Professional Fees	3,849.60	1,900.20		8,438.80
Board Insurance				
Software/Fees	1,691.44	171.69	182.43	3,014.45
TOTAL KRL BOARD	<u>16,440.46</u>	<u>18,226.63</u>	<u>23,542.38</u>	<u>90,330.06</u>
OTHER				
Administration Travel	44.80	75.46	67.20	344.19
Associate Service Crosslake				
Associate Service Pequot Lakes				
Banking Fees	5.00	24.00	5.00	89.00
Miscellaneous, (Income) or Expense				172.62
Late Fees & (Discounts Saved)				
TOTAL OTHER	<u>49.80</u>	<u>99.46</u>	<u>72.20</u>	<u>605.81</u>
TOTAL EXPENSES	<u>478,177.19</u>	<u>315,188.68</u>	<u>336,037.29</u>	<u>2,178,741.70</u>
TOTAL INCOME	<u>528,676.24</u>	<u>667,426.47</u>	<u>346,311.78</u>	<u>2,004,318.39</u>
EXCESS (DEFICIT) OVER EXP.	<u>50,499.05</u>	<u>352,237.79</u>	<u>10,274.49</u>	<u>(174,423.31)</u>

6a 2026 RLBSS (Regional Library Basic System Support) Application

Action Request: For Board information

RLBSS is the primary grant in aid from the state. It supports the administration and infrastructure of the Regional Library system, which make up the bulk of the HQ budget for KRLS. Maintenance of Effort (MOE) amounts from cities and counties are reported in the RLBSS application, and this updated and final application includes the reported amounts from all KRLS cities and counties. Please review this updated application for your information. This was submitted to the state prior to the June 30th deadline.



REGIONAL LIBRARY BASIC SYSTEM SUPPORT (RLBSS)

FY 2026 (July 1, 2025 – June 30, 2026) Application

A. Applicant Information

1. Regional public library system name and address:

Kitchigami Regional Library System
310 2nd Street N
Pine River MN 56474

2. Name, title, phone, fax, and e-mail address of regional public library system's chief administrator:

Melissa Whatley
Director
phone 218-587-2171x222
fax 218-587-4855
whatleym@krls.org

3. Educational background (including degrees, dates and institutions) and library work experience of the regional public library system's chief administrator:

MLIS Emporia State University, 2018. BA in English, Lindenwood University, 2011. 15+ years' experience working in academic and public libraries in MO and now MN.

4. Number of FTE staff paid with RLBSS funds: 10

5. Attach a copy of all organizational agreements defining service expectations of membership, signed by participating political entities that were signed and/or updated since last year's application. Please check appropriate box:

- ☐ Organizational agreement(s) that are new or have been updated since the last application are attached.
- ☒ There are no updates to organizational agreements.

6. Strategic Plan:

Regional Public Library Systems are required to provide State Library Services a long-range strategic plan in even numbered years. Because planning cycles vary and planning is continuous, please provide the most recent strategic plan.

Attached in application bundle

7. Proposed Program Activities:

Regional Library Basic System Support is given to support services that include but are not limited to: communication among participants, resource sharing, delivery of materials, reciprocal borrowing, and cooperative reference service.

At a Glance – Please summarize your plans for State FY2026 in a few sentences:

Briefly describe the programs that will take place during FY2026, using the format below.

Programs identified in this section should reflect the budget, provisions of the organizational agreements and your organization's strategic plan. Possible program areas include but are not limited to, automation systems, databases, program development, ebooks, professional development, and interlibrary loan/delivery.

For at least one and up to five programs, please include these four components, limiting the narrative for each activity to 200-250 words:

- Please describe the goal(s) of this program.
 - How will this program contribute to your organization's mission and strategic plan goals?
 - Who will be served by this program?
 - Please describe this program's proposed activities.
 - How will these activities help to achieve your program goal?
-
1. Kitchigami will continue to provide centralized service and support activities necessary to the operations of a consolidated regional public library system. These include the critical administrative tasks of human resources management and reporting, bookkeeping, operational necessities of delivery, interlibrary and intraregional lending, acquisitions, cataloging and maintenance of the region's integrated library system.
 2. Program of note 1: KRLS will continue to assess and improve the technology hardware structure in the region for continued security and accessibility of essential systems. Implementing updates and upgrading current technology equipment and internal security procedures will enable the Region, its staff and patrons to more effectively access and utilize the technology necessary for the region.
 3. Program of note 2: KRLS will continue to assess outreach services for our region including within branch communities and bookmobile stop communities to ensure the best access to library services in our expansive region. KRLS will continue to expand the offerings at rural locations through community partnerships (food banks, businesses, etc) and maintaining a presence at public events (county fairs, etc).

8. List local governmental units (cities and counties with branch or member libraries) participating in the region as of June 30, 2025, **and the amount of funding that the governmental unit provided** for operating purposes of public library service during the preceding year. *This information is used to determine compliance with state-certified level of library support requirements (Minnesota Statutes 134.34).*

Beltrami County	\$437,917
City of Bemidji	\$220,878
City of Blackduck	\$36,321
Cass County	\$460,165
City of Cass Lake	\$13,484
City of Longville	\$27,163
City of Pine River	\$37,850
City of Walker	\$31,575
Crow Wing County	\$509,127
City of Brainerd	\$162,656
Hubbard County	\$253,012
City of Park Rapids	\$77,221
Wadena County	\$141,961
City of Wadena	\$135,270

9. If a participating governmental unit (city or county with branch or member library) has changed its library levy status (i.e., city levy transferred back to county levy, moved from associate, unaffiliated or stand-alone status to full membership status, etc.), please specify governmental unit, status change and effective date:

None

10. Please list names of all nonparticipating (unaffiliated or stand-alone) public libraries that are not a member of this designated regional public library system:

Jessie F Hallet Memorial Library, City of Crosby MN

11. Please provide contact information, name and location of any new libraries completed or any buildings that underwent substantial remodeling in the last calendar year.

Dale & Harriet Jones Walker Public Library – New location, opened September 2024

Branch Manager Carrie Huston

203 Tower Ave W

P.O. Box 550

Walker, MN 56484

(218)-547-1019

walker@krls.org, hustonc@krls.org

*Please note – the following locations were also reported in the FY2025 RLBSS Application, reporting them again in case it's relevant for the 7/1/24-12/31/24 period of FY2025 that is being reported here.

Wadena City Library – move to a newly-renovated location, completed 2024

Branch Manager Renee Frethem

210 First Street SW

Wadena, MN 56482

(218)-631-2476

Wadena@krls.org, frethemr@krls.org

Margaret Welch Memorial Library – addition to existing building, completed 2024

Branch Manager Cheryl Martin

5051 St. Hwy 84

P.O. Box 106

Longville, MN 56655

(218)-363-2710

longville@krls.org, martinc@krls.org

B. Assurances

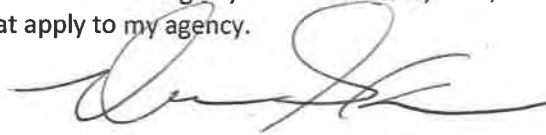
The regional public library system assures that it will comply with the following:

1. Funds shall be used only for purposes for which granted as specified in the approved grant application or approved by the Director of State Library Services in an amendment to the original application submitted under provisions of Minnesota Rule, 3530. Approval by the Director of State Library Services shall be obtained for expenses in a category that reflect more than a 10% change from the proposed budget in the approved application.
2. A narrative report indicating program or project results accomplished and a report of expenditures shall be filed with State Library Services on forms supplied by the State Library Agency no later than 90 days after the completion of the project or program, or the end of the state fiscal year, whichever is earlier, provided that such period shall not be less than 90 days. (Minnesota Rule, 3530.0200, subdivision 4(B)).
3. If participation by a regional public library system or a member local governmental unit is discontinued, ownership of the discontinuing system's or unit's assets, including cash or the fair market value thereof of such assets cannot be transferred by the applicant, if acquired during the last three years of participation from Regional Library Basic System Support funds, and shall revert to the Minnesota Department of Education for reassignment for library services elsewhere. (Minnesota Rule, 3530.0200, subdivision 4(C)).
4. The provisions of Title VI of the Civil Rights Act of 1964, (42 USC Sec. 2000d et seq.), its regulations and all other applicable federal and state laws, rules and regulations. (Minnesota Rule, 3530.0200, subdivision 4(D)).
5. That the regional public library system and its branches/members are in compliance with Minnesota Statutes 2004, section 134.50 (a) so that all public library computers with access to the Internet available for use by children under the age of 17 must be equipped to restrict, including by use of available software filtering technology or other effective methods, all access by children to material that is reasonably believed to be obscene or child pornography or material harmful to minors under federal or state law, and section (c) so that the library prohibits, including through the use of available software filtering technology or other effective methods, adult access to material that under federal or state law is reasonably believed to be obscene or child pornography.
6. That the regional public library system and its branches/members are in compliance with Minnesota Laws 2000, Chapter 492, Article 1, Section 49, Subd. 5A, and has adopted a policy to prohibit library users from using the library's Internet access workstations to view, print, or distribute material that is obscene within the meaning of Minnesota Statutes 1998, Chapter 617, Article 241.
7. An independent auditor's report of the systems' general purpose financial statements in accordance with generally accepted auditing standards and the standards applicable to financial audits contained in Government Auditing Standards, issued by the Comptroller General of the United States. The audit shall be submitted no later than 180 days after the close of the system's fiscal year. (Minnesota Rule, 3530.1200)

C. Signature Page

I certify that I have read the application (narrative, assurances, budget and attachments) and will comply with all provisions including any additional state, local, federal regulations and policies governing the funding that apply to my agency.

Signature:



Printed Name: Tom Krueger
Chair, System Governing Board

Date:

6/12/2025

I certify that I have read the application (narrative, assurances, budget and attachments) and will comply with all provisions including any additional state, local, federal regulations and policies governing the funding that apply to my agency.

Signature:



Printed Name: Melissa Whatley
Regional Public Library System Administrator

Date:

6/12/2025

D. Attachments and Due Date

- FY 2026 Proposed Budget (required): Please indicate how you plan to spend state aid dollars.
- Strategic Plan Document (required)
- Organizational Agreements (as needed)

Applications are due **Monday, June 30, 2025**. Please submit one PDF of the signed original application to emma.devera@state.mn.us

Regional Library System Name: Kitchigami Regional Library	
State Fiscal Year 2026	
Proposed Budget	
	Amount
Personnel Expenses	
Salaries and Wages	\$669,750
Benefits	\$109,920
Staff Development, Tuition and Other Reimbursements	\$10,000
Total Personnel	\$789,670
Total FTE Supported	10
Operating Expenses	
Telephone (voice and data)	\$8,500
Telecommunications	
Computer Software and Software Licensing	\$2,000
Other Technology Equipment	
Printing and Copying	
Postage and Delivery	\$6,000
Travel and Mileage	
Rent	
Operating Leases or Rentals	
Utility Services	\$10,000
Repairs and Maintenance Services	\$5,000
Insurance	\$11,100
Dues and Memberships	
Audit	\$24,675
Board expenses, including per diem	\$3,000
Materials and Supplies	
Other (please specify)	
Total Operating Expenses	\$70,275
Program Expenses	
Consulting Fees/Fees for Services	\$50,000
Services Purchased from Other MN Joint Powers Agencies	
Automation System	\$20,280
Delivery	\$7,520
Vehicles	
Equipment	
Travel and Mileage	
Scholarships/Direct Member support	
Library Materials and Collections	\$1,000
Communications and Marketing	\$1,000
Staff Development	
Materials and Supplies	\$10,000
Workshops and Events	
Other Contracted services	
Food and Beverages	
Other (please specify)	
Total Program Expenses	\$89,800
Total Anticipated State Aid Expenditures	\$949,745

Kitchigami Regional Library Strategic Plan

GOALS + STRATEGIES

Approved 1.21.2021

Goal 1: Marketing & Public Awareness:

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

STRATEGIES:

- Establish a staff/stakeholder working group to develop a comprehensive marketing plan intended to introduce the library to non-users and identify communities within the region that lack familiarity with core library services.
- Increase library/regional presence in each community, and augment libraries' existing offerings through strategic partnerships with key community partners.
- Develop more robust relationships with local media, both print and e-outlets (in all locations) to enhance public awareness.
- Develop regionwide feedback instrument to continuously gather feedback from KRLS users, as a passive and ongoing way to identify public awareness gaps.

Goal 2: Enhance the User Experience:

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

STRATEGIES:

- Create an internal programming work group with a clear charter to coordinate centrally produced (and higher profile) programs and balance these with local programming.
- Develop regionwide, ongoing protocols of how programming goals will be measured and new programs added.
- Explore and expand outreach services by going to where community members gather.
- Establish a technology plan which addresses equipment replacement, broadband access, IT support in branches, and ensuring that equipment and access is up-to-date and available to all residents of the region.
- Invest in and migrate to a new Integrated Library System, in order to improve search capabilities and offer other needed functionality.

Goal 3: Regional Access:

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

STRATEGIES

- Expand remote access, delivery, outreach, and other means of bringing the library to the more remote areas of the region's expansive service area, including a reassessment of current bookmobile practices.
- Establish a staff/community working group to explore partnerships and collaborations to address populations underserved by current physical facilities and the mobile library.
- Retain web design firm to design a new and dynamic website that is current, mobile responsive, ease to navigate, easy to maintain, and provides user analytics.
- Implement program/event calendar with online registration, waitlist and other functionality.
- Expand the number and availability of hot spots throughout the region.

Goal 4: Regional Success:

Ensure that the region has adequate resources and operates effectively, in order to strengthen the region's financial position for sustainability and growth.

STRATEGIES

- Conduct ongoing staff development/training programs.
- Initiate efforts to protect and/or restore funding during the COVID recovery process, and advance funding from both public and private sources to provide needed regional staffing levels and other resources.
- Establish an ad hoc board finance committee to create a plan for the distribution of reserve funding in ways that support regional needs.
- Implement a KRLS Board Task Force to establish clear policies/protocols for the establishment of new branches.
- Research the possibility of contracting with a regional county/city department for Human Resource services.
- Create staff committee to establish regionwide policies and procedures relating to patron services, emergency planning for disasters and ongoing COVID issues.

06c Compensation Study Vendor Discussion

Action Request: That the Board review and discuss the quotes and updated information received for a KRLS compensation / classification study.

In May, the Board approved going out for quotes from HR consultants / vendors for a compensation and classification study to help inform the 2026 budgeting cycle, and in June, the Board tabled the discussion until more information could be obtained and to provide time for Board members to discuss the project with their local constituents. The quotes, as well as any additional information received from vendors, are included for board review and discussion.

Updated information received at Board request:

At the last board meeting, we discussed the quotes received for a compensation study, and the Board requested additional information on the David Drown & Associates proposal. I contacted the consultant who let me know that the additional services listed under the table on page 31 of the proposals packet (page 14 of the DDA proposal) are additional services available with the purchase of a package, and not available on their own.

Kelly Rietow with Roo Solutions also verified that the \$2,000 - \$2,500 quoted is a total package on its own, and that the hourly costs listed below would be for additional services only. It was also confirmed that the vendor would not expect services for the project to exceed the quoted amount unless there were extensive updates to job descriptions.



CLASSIFICATION & COMPENSATION STUDY PROPOSAL

Kitchigami Regional Library System

Issued
June 2, 2025

June 2, 2025

Melissa Whatley
Director
Kitchigami Regional Library
310 2nd Street North
Pine River, MN 56474

Dear Ryan:

Please accept the attached proposal in response to your RFP for a classification and compensation study for the Kitchigami Regional Library. The Pontifex Consulting Group is experienced in conducting studies similar to yours in comparable organizations. We are confident that we can deliver quality service that is second to none.

We have attached a concise proposal that will provide the following information:

Firm Information
Staff Resumes
Project Approach
Cost Proposal
References

We very much appreciate the opportunity to submit this information and look forward to assisting you in performing these consulting services. Should you require any additional information or have questions regarding our attached proposal or fee schedule, please call me at 612.803.3516 or email at pronza@pontifex-hr.

Sincerely,



Peter Ronza, CCP, SPHR
President

Firm Profile

Pontifex Consulting Group LLC

The Pontifex Consulting Group LLC, a Minnesota corporation, was formed eighteen years ago by human resources professionals who have extensive experience as both practitioners and consultants in compensation, benefits and other human resources disciplines. We adhere to a client-focused philosophy of highly personal service with integrity, confidentiality, dedication, efficiency, fairness to all parties, and professionalism.

We recognize that your employees are your greatest investment and that they are the key element to the success of your organization. That fact alone requires that you employ a consultant who is experienced and accountable. Our goal is to provide a service experience that is second to none. You should experience nothing less.

Our goal is to satisfy our customer's needs with solutions that will work in relation to your culture. **We do not believe in recommending "cookie-cutter" products or automated programs that are revised to adapt to your organization.** There are as many different methods of classifying and compensating employees as there are different varieties of organizations. That kind of service takes time and effort and is the only way we know of to provide you with the quality professional products that get you where you want to be.

We provide personalized services that are reasonably priced. Your project is serviced from beginning to end with service to you, our customer, as our primary objective. Compensation is a very sensitive issue and we treat it as such. For an employer it is their largest investment and for employees it means putting food on the table and a roof over their head. We take our responsibility very seriously.

Our services are reasonably priced due to the fact that we do not have extensive overhead that we are relying on our clients to support. Through the efficient and effective use of technology and our experience, we can give our clients first class service at affordable prices. We expect to deliver the same value as what we would expect if we were in our client's shoes.

The consultants assigned to your project are the people who are committed to your project's success. We do not dazzle you on-site with talent and then come back home to assign your project to a room full of neophyte employees. Our consultants have decades of professional experience in performing services similar to what is being proposed for your organization. If you have a question or issue, your consultant will be able to address it to your satisfaction.

Published articles and resources may be accessed on our website at:

<https://pontifex-hr.com/resources-publications>

The firm has not experienced any financial difficulties or been involved in any pending or threatened investigations or litigation in its eighteen (18) years of existence.

Firm Profile

Key differentiators from our competitors:

- Expertise – The depth of professional experience and skills of staff assigned to this project (as outlined in resume section) is second to none. We have provided services to a wide variety of industries both as consultants and practitioners. We also “give back” to the professional community through publishing, speaking at professional conferences and teaching.
- Custom Solutions – There is no “one solution” for an organization or industry. We take the time to assess your culture, needs, and objectives. There are many different methods by which to compensate employees and the solution for your organization must “fit” your organization to be successful. We will never recommend an “off-the-shelf” product that we have used for all our clients. That is against our professional ethics and would ask that you retain another firm if you desire that kind of deliverable.
- Service – What you see is what you get. The practitioners who will appear on your worksite at the project implementation meetings will be the individuals who service your contract from beginning to end. We do not have a cadre of neophyte analysts who will be given your project once the team has returned from your organization. If you need to contact us, we will be available. If you need changes, they will be discussed and executed. This is not our project, it is your project.
- Honesty – We are being engaged to ensure quality and success. That requires that we engage in a professionally honest relationship. We will present you with options, opinions and recommendations, and will actively listen to you. We are being retained due to our professional experience as your consultants and will engage in such a manner. We will not provide confusing, voluminous proposals and documentation for the purpose of self-aggrandizement.
- Familiarity with Public Sector – Although we have provided services for the public sector as consultants, we also have extensive experience as practitioners within organizations. This gives us a valuable insight into the issues, political and cultural, that come into play when designing, implementing and maintaining compensation systems. This is also why we commit to provide assistance at no charge after the study has been delivered.

Firm Profile *(Our People)*



Peter Ronza CCP, SPHR - President

Mr. Ronza will be responsible for managing the project and providing consulting services. He has over thirty years of experience in health care, banking, higher education, government and as a consultant for a variety of industries. He also has been called upon as a resource based on his expertise by print and video media (NBC Nightly News, Wall Street Journal, US News & World Report).

Mr. Ronza is an Adjunct Professor for graduate and undergraduate programs at the Human Resources and Industrial Relations Department of the Carlson School of Management at the University of Minnesota. He also served as an Adjunct Professor at the Organizational Learning and Development Department at the University of St. Thomas.

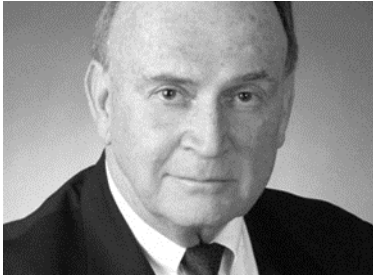
Mr. Ronza is also an expert on regulatory issues such as the Fair Labor Standards Act (FLSA). He has assisted a variety of clients in ensuring that they are in compliance with overtime and equal pay provisions of the act. He advises clients on designing their workforce structures to ensure that they are in compliance with regulations while at the same time achieving organizational objectives.

Mr. Ronza has a Master's degree in Human Resources/Industrial Relations from the University of Minnesota.

Mr. Ronza is a member of:

- WorldatWork (formerly American Compensation Association) and has his Certified Compensation Professional (CCP) certification.
- Society for Human Resources Management and has his Senior Professional Human Resources (SPHR) certification. He also served on the Total Rewards Special Expertise Panel (2005-2008) and the Ethics Special Expertise Panel (2010-2012) that provided advice and professional services to the 285,000 members of SHRM.

Firm Profile *(Our People)*



Robert Greene Ph.D. – Consulting Principal

Dr. Greene is a Consulting Principal with our compensation and human resources management consulting practice. He will be responsible for cultural assessment, classification analysis, quality assurance and composition of the final report. He has over forty years of human resources consulting experience with a wide variety of organizations.

Dr. Greene is an expert on consulting with organizations on formulating human resources management strategies and designing, implementing, administering and evaluating performance and compensation management programs. He also provides counsel on defining, assessing and reshaping organizational culture and the effective management of cross-cultural workforces.

Dr. Greene has written four books (Rewarding Performance; Rewarding Performance Globally; The Most Important Asset: Valuing Human Capital; Strategic Talent Management) and over 100 articles on HR and compensation management, performance management, organizational culture and change management. He was awarded the first Keystone Award for attaining the highest level of excellence in the field by the American Compensation Association (now WorldatWork). He serves as adjunct faculty at DePaul University and a faculty member for the CPHRC certification program offered in countries around the world.

Dr. Greene has a Ph.D. in Applied Behavioral Science from Northwestern University and an MBA from the University of Chicago.

Dr. Greene is a member of:

- WorldatWork (formerly ACA) and has his Certified Compensation Professional (CCP), Certified Benefits Professional (CBP) and Global Remuneration Professional (GRP) certifications.
- Society for Human Resources Management (SHRM) and has his Senior Professional Human Resources (SPHR), Global Professional Human Resources (GPHR) and SHRM-SCP certifications. He has served as a designer and faculty member for SHRM's professional development programs and was a principal designer of the PHR/SPHR certifications.
- Society for Industrial and Organizational Psychology (SIOP), a division of the American Psychological Association.

Firm Profile *(Our People)*



David Gramer CCP, GRP, PHR – Consultant

Mr. Gramer will be responsible for providing market analysis and compensation system design services on this project. He has over eighteen years of compensation experience, which include external and internal consulting, and ten of which have been working with national and global compensation and expatriate programs.

Mr. Gramer has served as an adjunct professor of Global Business and Human Resources programs. He has also served as a guest speaker on these topics at colleges and universities as well as professional associations.

Mr. Gramer has a Master's degree in Business Administration from the University of St. Thomas.

Mr. Gramer is a member of:

- WorldatWork (formerly American Compensation Association) and has his Certified Compensation Professional (CCP) certification, as well as his and Global Remuneration Professional (GRP) certifications.
- Society for Human Resources Management and has his Professional Human Resources (PHR)

Firm Profile *(Our People)*



Anthony Wade PhD, APM, PHR – Consultant

Dr. Wade will be responsible for providing equity analysis and compensation system design services on this project. He has over thirty years of compensation experience, which include external and internal consulting, conflict management, and assisting organizational leaders in driving inclusive business practices and cultural change.

Mr. Wade is a life-long member and former regional Vice President of the National Association of African Americans in Human Resources (NAAAHR). He was a founding member of NAAAHR Colorado State Chapter and its first President. He is a skilled facilitator and has served as a guest speaker on at regional state and national conferences on the topics of diversity, equity and inclusion.

Dr. Wade has a PhD from Colorado State University and is a graduate of the Defense Equal Opportunity Management Institute.

Dr. Wade is a member of:

- Society for Human Resources Management and has his Professional Human Resources (PHR)
-

Firm Profile *(our People)*



Jerry Keating **IPMA-SCP, SPHR – Consultant**

Mr. Keating will be responsible for employee communications, outreach, onsite consultation and system development services on this project. He has over twenty years of human resources experience, which extensive experience in labor relations, mediation, collective bargaining and arbitration. He has an additional ten years of consulting experience nationwide in all areas of human resources management. He is often called upon to provide training for organizations in systems implementation and conflict resolution.

Mr. Keating has a Master's degree in Business Administration from Columbia Southern University.

Mr. Keating is a member of:

- International Public Management Association for Human Resources (IPMA-HR) and has his IPMA-HR Senior Certified Professional certification (IPMA-SCP).
 - Society for Human Resources Management and has his Senior Professional Human Resources (SPHR) certification.
-

Project Approach

The purpose of the comprehensive compensation study is to evaluate the labor market competitiveness of the classification and compensation plans for the Kitchigami Regional Library (Client).

Given our desire to provide customized service to the Client, we believe our proposal is straightforward and identifies the core elements of the study. Our services are flexible so as to take into account your needs and any conclusions or requirements during the project. The Pontifex Consulting Group (Consultant) will perform the following tasks to achieve the Client's goals and objectives:



Project Approach *(Continued)*

Task I – Project Initiation & Onsite Meetings

Task	Description
Organizational Strategy	The Consultant will discuss with the Client organizational objectives and cultural perspectives to ensure that they are taken into account in the development of programs that will serve your needs today and in the future. We will engage onsite with management, human resources, and other staff members as required to obtain information or clarification necessary for project deliverables.
Human Resources Strategy	The Consultant will engage in overall discussion of the human resources strategy to attract, retain, develop and motivate staff, as well as meet the changing needs of the workforce. We will also examine how the compensation program supports other human resources initiatives for the workforce.
Current Program Review	The Consultant will review existing job descriptions, organization charts, job evaluation and salary administration methodology, and all other relevant job classification material. These actions will allow us to provide recommendations on how to guide the study to a successful completion. We will seek clarification and follow-up during our onsite meetings with management staff.
Total Compensation Philosophy	The Consultant will confirm the Client's Total Compensation (compensation and benefits) philosophy and assist in the drafting of an official document, if required. It is critical for the Consultant to completely understand the Client's total compensation philosophy and its role in the attraction, retention and motivation of staff. Consultant will also discuss and reach agreement on the competitive labor markets to be used for benchmarking purposes.
Project Administration	The Consultant will work with the Client to confirm the schedule of deliverables for the study. We will also clarify involvement of the Client's staff to ensure timely completion of tasks, approval of documents and distribution of communication materials.
Task Outcome	
The outcome of this Task is a philosophy and strategy that will serve as the basis to evaluate current programs, guide the alignment of the compensation programs, and reach agreement on study goals, objectives and deliverables.	

Project Approach *(Continued)*

Task II – Classification Analysis

Based on the study objectives outlined in Task I, a classification analysis will be conducted of all covered jobs. Jobs will be examined to ensure description of work is current and in a relevant format. This process will also result in a job evaluation with the objective of providing a system that reflect the current classification of work while adhering to the culture of the organization. This will deliver internal equity while providing a system that can be maintained by internal staff.

Task	Description
Position Information (Job Analysis)	Consultant will utilize existing Client documentation together with management interviews to obtain relevant information in regard to job duties, responsibilities and requirements. Upon examination of the existing documentation, Consultant will conduct onsite interviews with management staff to clarify questions and resolve any issues. Consultant will not complete this stage of the study until they have acquired a complete understanding of Client's operations and jobs.
Finalize Job Descriptions	Based upon the job analysis process, Consultant will recommend new/revised job descriptions, in a format acceptable to Client that ensures all requirements regarding essential functions and minimum qualifications are included. Job descriptions will be composed in a manner that complies with ADA, EEO standards, and other legally required information. Consultant will also conduct Fair Labor Standards Act (FLSA) exemption tests using current United States Department of Labor FLSA guidelines.
Review Phase	Client Human Resources and management staff will review and comment on job description drafts and classification recommendations. Consultant will review and revise job description drafts as appropriate.
Job Evaluation Process	Consultant will utilize the appropriate job evaluation methodology to provide a recommendation for a classification system that reflects the Client's organizational structure and culture as well as ensuring internal pay equity. It will incorporate job families (where appropriate) and clear career progression paths. <i>We do not sell a "one-size-fits-all" methodology as a solution to your needs.</i> The structure must also be constructed in a way that will allow for inhouse staff to maintain and administer the system after the study is completed. The Client will provide input in regard to the Consultant's recommendations and changes will be made as appropriate.
Task Outcome	
The outcome of this Task is an analysis of the organization's jobs, composition of job descriptions in a desired format, and job evaluation of those jobs that provides a classification structure. The structure will be developed utilizing a job evaluation system that is best suited to the Client's mix of jobs, assignment of duties, and culture while providing a standard of internal equity. Inhouse staff will acquire training into new plan by Consultant explaining this process as it occurs. Understanding construction of the system will enhance comprehension of administration of the system.	

Project Approach *(Continued)*

Task III – Compensation Analysis

Based on the study objectives outlined in Task I, a compensation survey will be conducted. The competitive labor market data will be analyzed to determine the current competitive stance of the Client compared to its total compensation philosophy and strategy.

Task	Description
Collect Labor Market Data	The Consultant will work with the Client to identify and confirm specific labor market competitors that will be contacted to provide compensation and benefits data for non-union jobs. The Consultant will design custom market survey(s) and follow-up with respondents to ensure accurate analysis and reporting of information. The Consultant possesses published professional salary surveys that will provide for data from the private sector market.
Market Data Analysis	The Consultant will collect and analyze data to ensure accuracy and reliability of data. Follow-up will be conducted with competitors to ensure accuracy and relevancy of data. We will then analyze the current compensation of Client employees in relation to the competitive labor market data to determine the Client's positioning, both on an individual and aggregate basis.
Market Best Practices	The analysis will also survey competitor best practices and determine where they may be of value in consideration of the Client's compensation philosophy and strategy outlined in Task I. The principles will be discussed, and recommendations provided for possible inclusion of concepts into the plan design.
Market Position	The Consultant will analyze the current compensation of Client's jobs in relation to the competitive labor market data to determine if the Client leads, matches, or lags the market based on the Client's compensation philosophy.
Salary Structure Design	Client management staff will review and comment on recommendations for a salary structure that reflects market alignment as well as internal equity. The structure will also be constructed in a manner to avoid salary compression. Consultant will also provide financial impact scenarios to assist the Client in the implementation of said recommendations. Consultant will review, discuss and revise recommendations as appropriate.
Impact Analysis	Consultant will provide financial modeling and system implementation recommendations. Identification of any compensation outliers/concerns and appropriate options for remediation will also be provided. Consultant will also provide policy language and guidelines for the administration of the system to address placement of staff in a variety of circumstances (recruitment, promotion, reclassification, etc.).
Task Outcome	
The outcome of this Task is an analysis of the Client's position to their competitive labor market and the development of a compensation structure. The structure will be developed utilizing standard compensation analytical tools, such as regression analysis, as appropriate to prevent pay compression and other issues commonly associated with salary structures. Inhouse staff will acquire training into new plan by Consultant explaining this process as it occurs. Understanding construction of the system will enhance comprehension of administration of the system.	

Project Approach *(Continued)*

Task IV – Project Report

The Consultant will prepare a comprehensive report that will summarize the processes used to conduct the study as well as the findings and recommendations of the study. The Client will have an opportunity to review and discuss the report with the Consultant. Based on these discussions, the Consultant will update and finalize the report.

Task	Description
Report Elements	1. Detailed summary of the job analysis process. 2. New/revised job descriptions. 3. Job evaluation recommendations (internal equity) 4. Results of the comparative compensation and benefits (external equity) analysis. 5. Recommendation for a base compensation structure(s) for all jobs that will align with compensation philosophy. 6. Compliance with Minnesota Local Government Pay Equity Act. 7. Recommendations on pay compression issues. 8. Recommendations on a process to update and keep the system current. 9. Draft policies and procedures for system administration practices. 10. Recommendations on implementation options. 11. Financial impact analysis on the implementation of Consultant's recommendations.
Onsite Presentations	The Consultant will be available to present the findings and recommendations to the Board of Directors, management, and staff (as desired). This will allow all parties an opportunity to ask questions and have a complete understanding of the goals, objectives and deliverables of the study.
Study Documentation	All study documentation will be provided to the Client in electronic formats (Windows compatible files). There is no need or value for the Client to expend additional resources to acquire a licensed automated system. Maintenance can easily be performed by Client staff utilizing Excel and their existing ERP system.
System Training	Consultant will provide training to inhouse staff regarding how to maintain the classification and compensation programs. Again, our goal is to provide you a system that requires little outside involvement from a consultant. Included with this training are desired policy language that will address procedures, adjustment practices and career progression processes.

The end result is to design, implement and maintain a compensation system that allows for the recruitment, retention and recognition of employees while adhering to the compensation philosophy of the Client.

Cost Proposal

Total cost for the study is proposed based upon the employee population and services mentioned in your RFP. Proposed fees to conduct a classification and compensation study = \$16,800.

The Consultant agrees to answer questions and provide implementation assistance at no additional cost pertaining to this study for a minimum of twelve (12) months following the date of study completion to ensure that the system/products that we have provided are administered properly.

A report can be provided to the Client in five (5) weeks if work proceeds in early June of 2025.

References

Clients served on projects similar in scope:

Carson City, Nevada

Carson City is a combined City and County government entity. We were initially retained to conduct a classification and compensation study for represented and non-represented staff. All staff completed job questionnaires from which classification descriptions were composed. This study included a combination of compensation and benefits analyses based upon custom and published survey sources. Deliverables consisted of compensation philosophy and strategies, new classification descriptions, a new classification structure, and compensation programs. We completed a compensation study in 2024 to benchmark the City's position to market and recommend changes based upon labor market pressures related to changes in their community.

Contact: Stephanie Hicks, Deputy City Manager, 775.283.7904

shicks@carson.org

West Valley City, Utah

We were retained to conduct a compensation study to determine labor market positioning in the fastest growing labor market in the United States. This included a combination of analyses based upon custom and published survey sources. We provided a variety of analyses, recommendations and presentations that resulted in a job evaluation system, labor market benchmarking processes, and merit pay policies.

Contact: Kori Durfee, Compensation Manager, 801.232.0371

Kori.Durfee@wvc-ut.gov

Prior Lake – Savage Area School District

We have completed development of compensation, classification and benefits programs for non-represented and represented staff. The studies involved the analysis of all jobs and composition of new classification specifications, as well as labor market analysis and composition of new salary ranges for those new classifications. We have also ensured that the District was able to satisfactorily complete their compliance audit with the State of Minnesota in regard to the Local Government Pay Equity Act.

Contact: Tammy Frederickson, Executive Director Business Services, 952.245.0727.

tfrederiskson@plsas.org

References *(continued)*

City of Grandville, Michigan

We were retained to perform a classification and compensation analysis of non-represented jobs. This involved updating/revising job descriptions, and a comprehensive compensation and benefits practices analysis of labor market competitors. Revised salary ranges and benchmark positioning were recommended.

Contact: Emily Navarre, Human Resources Manager, 616.530.7811
navaree@cityofgrandville.com

Harnett County, North Carolina

We conducted a compensation study to determine labor market positioning of County jobs. This included a variety of analyses based upon custom and published survey sources. We are consulting on pay structure, practices and policies that will ensure labor market competitiveness and the effect of pay compression on the compensation structure.

Contact: Janice Lane, Director Human Resources, 910.814.6401.
jlane@harnett.org

We have also completed studies for the following Library Districts:

- Allen County Library District, Fort Wayne, Indiana
- Fort Vancouver Library District – Vancouver, Washington
- Las Vegas-Clark County Library District - Las Vegas, Nevada
- Orange County Library System – Orlando, Florida
- Spokane County Library District – Spokane, Washington

We would be happy to share other references from public sector clients we have serviced in the past eighteen (18) years

KITCHIGAMI REGIONAL LIBRARY SYSTEM



SERVICE PROPOSAL
May 2025
MARK GOLDBERG

EXECUTIVE SUMMARY

May 2025

Melissa Whatley, Director
Kitchigami Regional Library
310 2nd St N
Pine River MN 56474

RE: Proposal for Personnel Review

Dear Ms. Whatley:

Thank you for the opportunity to submit this proposal to the Kitchigami Regional Library System. Based on our experience with the type of work outlined in the proposal, we are confident our experience and expertise will allow us to address your needs, goals and exceed your expectations.

Three major factors distinguish DDA Human Resources from other providers:

- All our employees come with years of public sector experience. We specialize in government, and we know first-hand the challenges of managing public sector compensation. This helps us deliver practical, workable solutions.
- We believe that classification and compensation can and should be managed as a practical, common-sense process – not as some theoretical or statistical exercise in regression analysis. We will help you design a compensation system that is technically solid and one you understand. We measure our effectiveness as a consulting firm not by studies completed, but by studies that are **actually implemented**.
- We think a compensation should be actively managed as an ongoing program – not neglected and then fixed with a major compensation study like this. With proper on-going maintenance support, major disruptive and expensive compensation studies are unnecessary. We are pioneers in providing ongoing maintenance solutions.

Our firm's goal is to be known as the best human resources consultant in Minnesota. There is only one way to get there – by delivering exceptional service. We will do our very best to earn your trust, your respect, and your future business.

Our success has been driven by utilizing staff that is experienced and well-trained in government planning, human resources, payroll, compensation systems and market analysis. We understand that each client has a specific project scope. We will customize our approach with our attention to detail, collaboration with your staff, transparent and customized communications. Our overall project approach provides efficient and effective outcomes and sets ourselves apart in our ability to value your organization.

Involvement with Personnel

Our approach to this project is to engage staff to ensure that we have an understanding of the project, each individual's role in the project, overall expectations and needs and deadlines. Throughout the project, there will be periodic meetings with staff, Project Team, Working Committee and other groups as needed to share information, solicit input and provide updates. We believe communications is important and will customize a plan that suits the organization. Your internal staff and leadership are key to truly understanding your organization and developing solutions that can be implemented.

Commitment to Meet Your Needs

We assist all our clients in implementing a solution that works. In order to do that, we will do the following for you:

- Present a clear project plan.
- Use portal technology to share and collaborate documents.
- Provide an environment that solicits and welcomes ideas and strategies from the employees and designated teams.
- Present recommendations in a clear, concise manner. We use non-technical terms and examples to gain employee buy-in.
- Respond to project team needs in a timely manner.

We have included the cost for each option for 22 positions, as follows:

Option	Services	Total Cost Not to Exceed
1	Compensation Study/ Market Analysis	\$8,000
2	Compensation Study/ Market Analysis Amend or Establish Compensation System	\$10,000
3	Compensation Study/ Market Analysis Amend or Establish Compensation System Implementation Analysis and Strategy for Compensation	\$11,500
4	Ongoing Maintenance	\$4,500 year 1 \$6,500 years 2 and 3
5	Full Classification and Compensation Study (no job descriptions)	\$18,300

Contents of Proposal

- Our Firm and Qualifications
 - Our Philosophy for Compensation and Classification Studies
 - Our Service Team
 - References
 - Project Plan and Timeline
 - Project Investment
 - Our Clients
 - Our Offices
-

OUR FIRM AND QUALIFICATIONS

Our parent company, David Drown Associates, Inc. has provided consulting services to over 450 units of government across Minnesota since 1997. Over these years, DDA Human Resources staff has gotten to know government well and we continually strive to keep our services practical, useful, and up to date. Our history and corporate culture have grown from an honest desire to serve public sector clients in a practical and common-sense manner. We are not your ordinary consultant. The DDA Human Resource difference is:



In addition to our work with various cities, counties and government entities, we partner with organizations that include League of Minnesota Cities, Association of Minnesota Counties (AMC) and Pay Equity. As part of our work with AMC, we provide the Technical Human Resource Program. And we have teamed up with Pay Equity to help educate entities on reporting, classifications, and compliance.

Other Services We Provide

Executive Searches

Our approach to conducting executive searches is a simple one. We want to find the best fit for your organization. This is accomplished by listening to what you are saying and building the entire search process off that foundation. We strive to gather a significant amount of background information so, when the elected body ultimately approves moving forward with the search, we will have fully encapsulated your expectations.

Organizational Analysis

Creating an organizational structure that maximizes service effectiveness is challenging. In order for the City or County to function in a lean, efficient manner, there must a structure in place to capitalize on the organization's most valuable resource – the people.

Multi-Agency Services

Cities and Counties continue to face financial challenges created by a growing list of mandates and service expectations and a contraction of available financial resources. This dilemma can sometimes be solved by creating service partnerships with other units of government. We have experience evaluating options and providing a path forward for specific services or large parts of the organization.

We approach compensation study work as a practical, common-sense process
– not as some theoretical or statistical exercise in regression analysis.

We collect information, analyze it,
and communicate our findings in simple understandable ways.

Our honest goal is to help you design a compensation system
that is technically solid, is one you actually understand,
and one that works better than what you have now.

We measure our effectiveness as a consulting firm not by studies completed,
but by studies that are **actually implemented**.

We do this through customizing your competitive pay philosophy.

DDA's proprietary compensation model incorporates the latest data on competitive market conditions with data on your organization. Using this model, we can calibrate and compare your current wage ranges with the market and provide trend lines clearly showing how your wage scales stack up. You will have the information you need to make informed decisions.



Internal Indicators

- Benefits
- Incentives
- Healthcare
- Retirement
- Vacation/ Sick time
- Work Balance
- Flexibility

External Indicators

- Benchmarks (size, tax capacity, services, etc.)
- Level of Responsibility
- Reporting Relationships
- Experience Required
- Size of Organizations
- Organizational Structure
- # of Employees Supervised

OUR PHILOSOPHY FOR COMPENSATION AND CLASSIFICATION STUDIES

Government is in the service delivery business, and quality service requires quality employees. An effective compensation system will help you attract and keep talented employees. Likewise, an out-of-date or ill-conceived compensation system will produce turnover and hamper efforts to recruit quality replacements.

In the real world of limited resources, government is increasingly expected to do more with less. Accordingly, a community's pay philosophy must strike a reasonable balance between a desire to pay your good employees well to retain their good services, while at the same time controlling costs to keep faith with the taxpayers. Designing a pay system is not easy, every community is different, and a "one size fits all" approach seldom produces a good result.

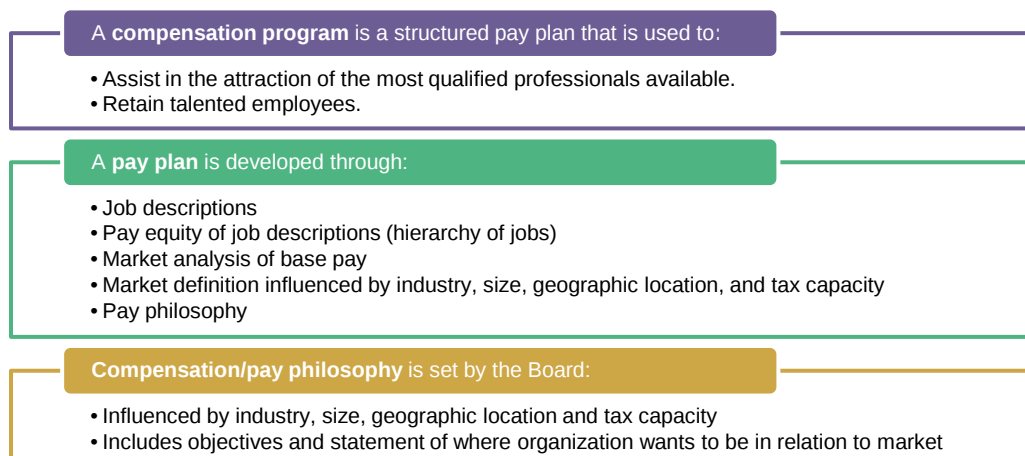
We approach compensation study work as a practical, common-sense process – not as some theoretical or statistical exercise in regression analysis. We collect information, analyze it, and communicate our findings in simple understandable ways. Our honest goal is to help you design a compensation system that is technically solid, is one you actually understand, and one that works better than what you have now.

As we work with you to build the best compensation system for your community, we keep four very practical objectives in mind:

Compensation and Benefits	Internal Equity	Positive and Transparent	Customized
• Competitive to hire, retain, and motivate qualified employees	• Satisfy MN Pay Equity Requirements	• Be open and fair to employees, managers and unions	• Establish a pay philosophy based on your organization

DDA Human Resources believes your compensation and classifications systems should be based on:

1. Updated job descriptions
2. Market Competitiveness set by a decided pay philosophy
3. Pay Equity

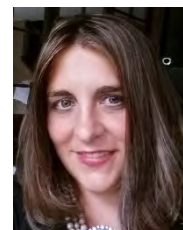


OUR FIRM AND QUALIFICATIONS

DDAHR maintains a staff of 10 individuals. We also maintain relationships with several independent consultants in key specialty areas. Here is the Team we have assembled for your project:

Dr. Tessia Melvin –Department Head

Tessia heads the compensation and classification (C&C) services area of DDAHR. Over the past six years, Tessia has served as lead analyst on over 65 separate C&C engagements with Minnesota communities. She brings to the position nearly 13 years of diverse service to city and county government. As a City Administrator in Maple Plain, Minnesota, Tessia drafted five-year budgets, capital improvement plans, infrastructure improvement plans, and led strategic planning program. Working in Dakota County, Minnesota, Tessia provided leadership training, managed their performance management system, and worked with compensation and benefits. Dedicated to local governments and continued learning, Tessia earned her doctorate in Public Administration.



Mark Goldberg, MA-HRR – Principal Consultant

Mark Goldberg is a Principal Consultant with the firm. Mark's experience is broad and deep. He has held a variety of compensation leadership positions in media, high tech, manufacturing, local government organizations and the University of Minnesota. In addition, Mr. Goldberg has over 6 years of experience consulting with major public sector organizations around the country with a focus on project in Minnesota such as Koochiching County, the city of Red Wing and the City of Aitkin. He has a master's degree in Industrial and Labor Relations from Cornell University and a bachelor's degree in Human Resource Administration from Muhlenberg College.



David Drown – Technical Support

David is the founder and owner of DDA. David will lend his technical and statistical expertise to the team to manage the collection and analysis of market data, help calibrate your compensation plan, and calculate budget impacts. David received his undergraduate degree in civil engineering and served in local government as a registered civil engineer early in his career. He also holds an MBA in finance from the Carlson School of Management and has served as a finance and economic development consultant to numerous cities and counties across the State.

Kelly Jones – Technical Support

Kelly received his Bachelor of Arts degree in Psychology and his Master of Science degree in Industrial and Organizational Psychology from Saint Cloud State University in Saint Cloud, Minnesota. Prior to entering the field of compensation, he served as a project coordinator and talent management specialist for Sleep Number and Robert Half. Kelly has spent the last 3 years as a technical analyst and compensation consultant, while assisting dozens of Cities and Counties across the United States with their compensation and classification needs. His work will be primarily focused on data collection and analysis, while also assisting the DDA team with any ongoing project needs.

Tom Blakesley – Technical Support

Tom is the newest member of the DDA team. Prior to joining DDA, Tom worked extensively in client/customer relations. He also brings experience in working with and analyzing business data in the private sector. He will be primarily working on data collection and analysis and providing a great deal of the initial groundwork and research for classification and compensation studies.

Supporting Team Members (*Our Bench*)

Melanie Ault

Melanie Ault brings to DDAHR over 20 years of experience leading Minnesota county human resources and labor relations operations with additional experience at the city, regional, and state levels. Melanie joined DDAHR in 2017, after serving as Washington County's HR Director. You might recognize her by her passion for examining pending legislation and its ramifications for the public sector. Melanie holds BA, MAPA, and JD degrees, with further education in public administration. She is an avid supporter of professional organizations, serving on the state and national levels. She loves making new connections and looks forward to helping you find answers and ideas. Melanie is one of our AMC Human Resources Technical Assistance Program staff.

George Gmach

George has been doing classification and compensation study work in Minnesota for 30 years. He worked with the Stanton Group for 12+ years with management responsibility for salary and benefit surveys and compensation consulting. His experience has crossed multiple industries and included private, non-private and public sectors. George also worked at Employers Association and its successor for 16 years. During his career, he has designed and conducted several hundred compensation and benefit surveys and has implemented multiple compensation programs in large and small organizations across all sectors. He designed and modified job evaluation systems and implemented them in the public sector. He has worked with the Minnesota Pay Equity Statutes since their inception. In addition, he is a military veteran who served as a combat medic in Vietnam.

REFERENCES

Reference #1: Blue Earth County, Minnesota

Contact: Laura Elvebak, Human Resources Director, 507-304-4286,
Laura.Elvebak@blueearthcountymn.gov
Contract dated: April 2022 – we continue to provide ongoing maintenance
Scope of Services: *This was a full-service class and comp study. We; classified all job titles using DDA's JET system, completed a market analysis, evaluated two alternative salary plans with pay ranges, and provided an implementation plan with employee-by-employee grade/step assignments and a calculation of budget impact. The County enrolled in the Ongoing Maintenance program in 2024*

Reference #2: Brown County, MN

Contact: Ruth Schaefer, Human Resources Director, 507- 233-6614
Ruth.Schaefer@co.brown.mn.us
Contract Dated: February 2021 – we continue to provide ongoing maintenance
Scope of Services: *DDA was originally engaged to conduct a complete compensation and classification study for the County in 2021, this lead to an organizational study in 2022 and the County entered into an ongoing maintenance agreement in 2023.*

Reference #3: **Morrison County, MN**

Contact: Matt LeBlanc, Morrison County Administrator, 320-632-0293,
MattL@co.morrison.mn.us

Contract Dated: November 2023 – completed April 2024

Scope of Services: *We completed a full classification and compensation project for the County earlier this year. We transitioned the County to a new classification system, conducted a full market study, worked with them on a communication plan, designed detailed costing models and rewrote all job descriptions*

PROJECT PHASE

Project Orientation

The first step of the project is to review and analyze data provided by the client. This includes any existing job description, job evaluation system, policies, pay philosophies and pay strategies, current compensation model, pay equity and any other data the client has available. We will discuss strengths and weaknesses of the current compensation and classification systems and identify possible barriers to implementing and maintain change.

- **Project Administration:** Meeting with Project Team to develop and confirm detailed project schedule and review system history/materials.
- **Define Communication Strategy:** Partner with the client to design a communication strategy that combines best practices in the industry with practical applications and tools. Create necessary stakeholder teams to assist with communication (Project Team, Working Committee, etc.)
- **Employee Orientation Sessions (optional):** Conducted virtually, with one session recorded so any employee who is unable to attend can see the information presented.

After this review, we will meet with the client to discuss project expectations, define strategic goals and objectives, identify current challenges and discuss timeline.

Position Review

Using the client's existing job descriptions and Job Evaluation system, our team will conduct a review and analysis of the overall compensation structure with a focus on:

- Opportunities for improvement or areas of risk
- Alignment of compensation and performance with management philosophies
- Identification of current or potential pay compression, pay equity, or bargaining issues
- Identification of any ADA, FLSA and other State and Federal Requirement concerns
- Identification of job classification and industry mismatch.

We have worked with a variety of job evaluation systems and is experienced in many compensation models. This phase of the project will include meeting with leadership to understand and discuss any noted recommendations and identified challenges moving to the next phase of the project.

Labor and Market Analysis

We will work with Project Team to confirm the labor market and identify comparable organizations and gather data from various sources.

We will utilize the data that we have collected from around the state, supplemented by additional survey sources to provide updated and accurate wage information.

- If we do not have data from a particular entity selected by the City/County, we will reach out to that organization and ask them to provide us with a current roster.
- We will collect detailed wage information on *all jobs* that you have in common with these communities – not just a selected list.
- We will organize the results of this analysis using a series of graphs and charts that are designed to clearly show how your current pay ranges and wages compare to those of benchmark entities. This is the information needed to develop of a pay

structure that balances both internal and external equity and assures compliance with State Pay Equity Compensation Standards.

Job Classification

Job classification is a series of decisions about how a position is valued within an organization. Each factor requires a decision as to how the job under consideration will be rated using levels that are increasingly complex and of great impact, frequency, or quantity. We look at the job rather than the employee.

DDA is unique in our willingness and ability to utilize a variety of job evaluation systems used by the various compensation consultants in Minnesota to classify and score your jobs. If you are committed and satisfied with the system you have, we will work with you using your system, DDA has two proprietary systems that we have used effectively across the state.

- Our Job Evaluation Tool (JET) identifies and examines the following aspects of all job positions
 - o Experience and Education needed for the position. This includes licenses and certifications.
 - o Decision Making and its impact on the job, division, department, and organization.
 - o Problem Solving and its impact on the organization and budget. We also include 14 aspects of supervision.
 - o Mental and Physical Effort of the Job
 - o Relationships and Communications
 - o Conditions and Hazards of the job
- Our Decision Authority Ranking (DAR) is a decision-based model that looks at a job from a different perspective:
 - o This system states that every job, from a mayor to a custodian, needs to make decisions in his/her role and those decisions can be quantified
 - o DAR then examines the complexity of the duties performed compared to other substantially similar positions.
 - o Aspects of the job such as working conditions or certifications can increase the complexity of the evaluation
- Appeal of Assigned Grade: DDA HR will partner with the County to design a structure that aligns internally. However, we strongly recommend an appeal process should an employee feel that their position was assigned an incorrect grade. We will provide forms and a process for the County to use for these appeals with all appeal decisions reviewed by Council.
- Recommend Changes to Current System: DDA HR will conduct analysis of existing classifications and provide recommendations on any changes to current classification plan, to

include recommendation of standard classification and titling conventions.

- Review Fair Labor Standards Act (FLSA) Designations: DDA HR will review exempt and non-exempt designations to ensure they are appropriate for classifications and make recommended changes, where appropriate.

Pay Grid Calibration

All compensation and market adjustment recommendations will be evaluated to calculate reliable implementation costs. We will provide 2 recommendations.

- We will provide recommendations and options for either an adjustment of your existing compensation plan, or a replacement plan that produces a better match with your compensation philosophy.
- We will fine tune the plan to establish fair and equitable compensation relationships within and outside the organization that are workable within a union and non-union environment.
- We will provide system testing to assure that any option proposed will comply with the State's pay equity standards and Federal requirements.

Implementation Cost Analysis

All compensation and market adjustment recommendations will be evaluated to calculate reliable implementation costs.

- We will outline transition options and next steps/costs.
- We will evaluate the cost/budget implications of up to two (2) alternative implementation strategies that consider your current budget constraints.

Final Documents and Systems Presentation

All documents will be reviewed with the Project Team in draft format before finalization and distribution. Final reporting will include comprehensive findings, recommendations, description of methodology, data analysis and resources to maintain classification and compensation changes.

- Quality Assurance: DDA HR conducts quality assurance reviews and provides the draft report to the County for review and feedback.
- Final Report: DDA HR discusses consolidated feedback from the County and finalizes the report and communications plan.
- Guidelines and Policies: DDA HR provides the Project Team with compensation administrative guidelines and policies aligned with the updated/new system for review.
- Two draft revisions with Project Team and in person presentation to Council and related travel time and mileage.

ADDITIONAL SERVICES

Job Description Re-Write

- Position Analysis Questionnaire (PAQ)- DDA will work with you to design a PAQ that reflects your needs. We have several versions to customize your needs.
- We will distribute a position analysis questionnaire (PAQ) to all employees and their supervisors, asking them to outline all the important requirements for and duties of the job.
- DDA write job descriptions in newly designed and approved job description template.
- Employees and supervisors will be asked to review the new job descriptions, and we will guide a controlled process for employees to appeal the content of descriptions before they are finalized.
- Addition job descriptions may be added to provide for internal promotional opportunities, or jobs may be consolidated to make administration easier.
- Job Description Appeal Process: Once jobs descriptions are completed, employees and supervisors will review. If changes are needed, they will complete a Job Description Appeal form.
- DDA will review appeals and work with Project Team and employees to create consistent results.

Ongoing Maintenance

This exclusive DDA Human Resources, Inc. program is designed to eliminate the need for large classification and compensation study every 4 to 6 years. Services include everything needed to keep a freshly updated compensation plan perpetually current. We find that over half of larger communities who have completed a compensation study with DDAHR have opted to convert to this management approach. Our ongoing maintenance scope generally includes a three-year commitment and includes the following services:

- We review, update and reclassify as necessary 1/3 of job descriptions annually.
- We annually update a market analysis of wages with benchmark communities and suggestion changes to pay plan as necessary to remain in tune with the market.
- For any new jobs or changed jobs, we will write and classify the position for placement in the compensation system.
- We will complete and submit a pay equity report every three years or when otherwise required.
- If desired, we will handle data input of wage data into the LMC/AMC salary system

We will provide budget support by:

- Recommending an adjustment to your Pay Plan for the coming year based upon COLA and market factors.
- Preparing up to two (2) analysis of budget impacts of alternatives for wage adjustments.
- Making an annual presentation to the staff and/or selected group on the status of your compensation system.

PROJECT TIMELINE

Key Milestones	Completion Week of
Introduction and Project Orientation; collect organizational information (roster, org charts, policies, etc.)	6/16/2025
Discuss compensation philosophy	6/16/2025
Creation of communication strategy	6/16/2025
Develop list of comparable organizations	6/16/2025
Finalize list of comparable organizations	6/23/2025
Kickoff Presentation to Staff	6/30/2025
Collection and verification of market data	7/7/2025
Competitive analysis performed	7/14/2025
Finalization of market data	7/21/2025
Begin discussion of existing job evaluation method and alternative options	6/16/2025
In depth review of options for job evaluation methods	6/23/2025
Selection of appropriate job evaluation method for the Library	7/7/2025
DDA evaluates jobs using structured job evaluation tool	7/21/2025
Finalization of job evaluation with review from organization	8/4/2025
Development of new structure of grades and ranges	8/18/2025
Transition options and next steps/costs outlined	8/25/2025
Finalization of new structure	9/15/2025
System testing for equity and fairness	9/22/2025
Presentation to staff and leadership	10/6/2025
System Adoption/Presentation to Library	10/13/2025

PROJECT INVESTMENT

Option	Services	Total Cost Not to Exceed	Proposed Timeline
1	Compensation Study/ Market Analysis	\$8,000	6-8 weeks
2	Compensation Study/ Market Analysis Amend or Establish Compensation System	\$10,000	6-8 weeks
3	Compensation Study/ Market Analysis Amend or Establish Compensation System Implementation Analysis and Strategy for Compensation	\$11,500	8-12 weeks
4	Ongoing Maintenance	\$4,500 year 1 \$6,500 years 2 and 3	Annual work
5	Full Classification and Compensation Study (no job descriptions)	\$18,300	3-4 months

For clients who prefer to receive maintenance support in a less rigorous manner, we offer a full range of support services with standard pricing:

- Write or revised job description \$250 per position
- Classify a job description provided by client \$200 per position
- Market Wage Analysis \$150 base fee plus \$200 per position

Hourly rates:

- Professional \$275 per hour
- Technical Support \$175 per hour
- Clerical \$125 per hour

Our 105 City Clients

Adrian
Aitkin
Albert Lea
Arlington
Audubon
Brainerd
Breckenridge
Breezy Point
Brooklyn Park
Browns Valley
Brownton
Byron
Caledonia
Cambridge
Cannon Falls
Canton
Clarks Grove
Cokato
Cold Spring
Crosby
Deephaven
Detroit Lakes
Dodge Center
Dundas
East Grand Forks
East Gull Lake
Eden Prairie
Edina
Eyota
Fairfax
Fridley
Gaylord
Glyndon
Golden Valley
Granite Falls

Hanover
Harmony
Hawley
Henning
Howard Lake
Janesville
Jenkins
Kasson
Lake City
Lake Crystal
Lake Elmo
Lake Park
Lakefield
Lanesboro
Lafayette
Lauderdale
Lester Prairie
Little Canada
Mahnomen
Mankato
Mantorville
Maple Grove
Mayer
Medford
Medina
Mendota Heights
Minneota
Minnetonka
Minnetrista
Mora
Mounds View
New Richland
New Ulm
Nisswa
North St. Paul

North Mankato
Norwood Young
America
Olivia
Ortonville
Paynesville
Pequot Lakes
Pierz
Pillager
Pipestone
Plymouth
Preston
Rochester
Rockville
Royalton
Sartell
Sebek
Shorewood
Slayton
Spring Valley
St. Augusta
St. Joseph
St. Paul Park
Staples
Thief River Falls
Thomsen
Victoria
Wabasha
Waconia
Wadena
Warroad
Watertown
Waverly
Willmar
Zumbrota

Our 53 County Clients

Aitkin County
Becker County
Benton County
Big Stone County
Blue Earth County
Brown County
Cass County
Chippewa County
Clay County
Cook County
Dodge County
Douglas County
Faribault County
Fillmore County
Freeborn County
Goodhue County
Grant County
Houston County

Hubbard County
Itasca County
Jackson County
Kandiyohi County
Kittson County
Koochiching County
Lac Qui Parle County
Le Sueur County
Macomb County, ND
Mahnomen County
Martin County
Meeker County
Morrison County
Mower County
Murray County
Nicollet County
Olmsted County
Pine County

Polk County
Pope County
Renville County
Rice County
Rock County
Sargent County, ND
Sherburne County
St. Louis County
Stearns County
Stevens County
Swift County
Traverse County
Wabasha County
Wadena County
Waseca County
Wilkin County
Yellow Medicine County

Our 36 Other Governmental Entity Clients

Brown County Soil and Water Conservation District
Carnelian Marine St. Croix Watershed District
Central MN Council on Aging
Criminal Justice Network Dakota County
Cook County Soil and Water Conservation District
Counties Providing Technology
Crow Wing County Soil and Water Conservation District
Dakota County Community Development Agency
Detroit Lakes Utilities
East Regional Development Commission
Fairview Care Center
Fillmore County Soil Water Conservation District
Headwaters Regional Development Commission
Metro I-Net
Metro Cities Group
MN County Attorney's Association
MN Prairie County Alliance
MN Multi Housing Authority
Mower County Soil/Water Conservation District
Murray County Hospital
New Ulm Utilities
NW Minnesota HRA
Pipestone HRA
Pope Douglas Solid Waste Management
Prairie Lakes Municipal Solid Waste Authority
Region 4 Mental Health
Ric Rice and Steele 911 Center
SMSC Gaming Enterprise
Sourcewell
South County Health Alliance
Southlake Minnetonka Police Department
Three Rivers Park District
Tri-Cap
Tri-County Community Corrections
Upper Valley Regional Development Center
Washington County Conservation District

Higher Education Institutions

Aims Community College
College of Florida Keys
University of Northern Colorado

Our Offices

Minneapolis	5029 Upton Avenue S, Minneapolis, MN 55410
Otsego	6954 Martin Farms Ave NE, Otsego, MN 55330
St. Paul	1887 Montreal Avenue, Saint Paul, MN 55116
Stillwater	6363 Jamaca Avenue North, Stillwater, MN 55082
Wayzata	3620 Northome Avenue, Wayzata, MN 55391



Submitted May 29, 2025

KITCHIGAMI REGIONAL LIBRARY HR SERVICES PROPOSAL

Consultant Responsibilities & Professional Fees:

Essential Services: \$2,000 – \$2,500

1. Review and assess current job classifications, representing approximately 22 positions. Adjust job classification system as necessary to ensure future pay equity compliance between classifications. Note: final structure may be impacted by collective bargaining agreement).
2. Update wage/labor benchmarks and market pricing. Review current pay schedule for comparability with other Minnesota regional and public libraries, as well as regional city and county governmental workers, employees of area public agencies and the private sector (primary reference point, MN DEED).
3. Calibrate pay structure. Review and recommend changes to the current criteria for the placement of employees on the pay schedule.
4. Develop a plan for implementation, future maintenance and support of the revised compensation plan within budget constraints.

Products and outcomes:

- Revised compensation plan that aligns with current labor market conditions and KRLS budget constraints.
- Updated job classification system to ensure continued compliance with the Minnesota Local Government Pay Equity Act.
- Presentation to KRLS Board regarding report and recommendations.
- Written final report with findings and recommendations

Desired Services: \$125 / hour

If job description updates beyond general review are required, services will be billed at \$125/hour. A general review and formatting suggestions will not result in additional fees.

Primary Reference:

SELCO | Southeastern Libraries Cooperating

2600 19th St NW, Rochester, MN 55901

Contact at time of prior project: Jen Schroeder jschroeder@selco.info (507) 288-5513

Director of Administrative Services, Southeastern Libraries Cooperating (SELCO)

Most recent contact (Roo unavailable for project): Pam O'Hara, MLIS

Additional references available upon request.

Roo Solutions bears the responsibility for successful and timely completion of projects and tasks but requires timely communication from Client should issues or questions arise. Client agrees to bear responsibility for communications and agrees project deadlines are automatically extended when unable to respond to Roo Solutions in a timely manner.

Duration of Contract

Agreement is effective upon receipt of document signed by both parties and is of open duration until terminated by either party with a 30-day notice. Contract may be terminated for any reason, however, payment for hours already completed must be remitted and any agreed-upon services must be completed unless revoked by Client.

Payments

Payments can be made by check payable to Roo Solutions, LLC. Invoices will be emailed monthly and payment is due 15 days from receipt of invoice. Unpaid invoices will accrue \$50.00 / month late charge 30 days after invoice date.

Confidentiality & Non-Disclosure

It is understood and agreed to that the below identified discloser (Signed "Client") of confidential information may provide certain information that is and must be kept confidential. To ensure the protection of such information, and to preserve any confidentiality necessary under patent and/or trade secret laws, it is agreed that

1. The Confidential Information to be disclosed may include individual employee information, technical and business information relating to proprietary ideas and inventions, ideas, patentable ideas, trade secrets, drawings and/or illustrations, patent searches, existing and/or contemplated products and services, research and development, production, costs, profit and margin information, finances and financial projections, customers, clients, marketing, and current or future business plans and models, regardless of whether such information is designated as "Confidential Information" at the time of its disclosure.
2. The Recipient (Signed "Kelly Rietow" on behalf of Roo Solutions, LLC) agrees not to disclose the confidential information obtained from the discloser to anyone unless required to do so by law.
3. This Agreement states the entire agreement between the parties concerning the disclosure of Confidential Information. Any addition or modification to this Agreement must be made in writing and signed by the parties.
4. This Agreement shall be interpreted according to the laws of the State of Minnesota without regard to choice of law principles. Any action regarding this Agreement shall be venued in the state or federal courts of Minnesota. If any of the provisions of this Agreement are found to be unenforceable, the remainder shall be enforced as fully as possible and the unenforceable provision(s) shall be deemed modified to the limited extent required to permit enforcement of the Agreement as a whole.

WHEREFORE, the parties acknowledge that they have read and understand this Agreement and voluntarily accept the duties and obligations set forth herein.

Client Signature

Printed Name

Date

Kelly Rietow for Roo Solutions, LLC

Printed Name

Date

07a FY 2026 Arts & Cultural Heritage Fund (ACHF) Legacy Application

Action Request: That the Board approve the submission of the FY2026 application with the necessary signatures.

The application for FY26 ACHF funding is attached. Allotment calculations partly rely on population data from the State Demographic Center, which is generally not available until July 15 or later. At this time, KRLS expects a similar allotment to that provided in FY2025, so the narrative section presented in the application provides general plans for ACHF, and specific budgetary amounts would be updated and provided to the Board once that information is available from the state.

Purpose:

“The purpose of the grant is to provide educational opportunities in the arts, history, literary arts, and cultural heritage in order to expand arts, arts education, and arts access and to preserve Minnesota's history and cultural heritage.”

ARTS AND CULTURAL HERITAGE FUND (ACHF) Regional Library System Application Narrative Form State Fiscal Year 2026 (July 1, 2025 – June 30, 2026)

The regional library system named below applies for funds as authorized and provided for in [Minnesota Session Laws - 2025, Regular Session, chapter 36, Article 4, Section 5.](#)

A completed application, due July 31, 2025 at 5 p.m., includes:

- This narrative form including assurances with signature(s) (PDF)
- Completed budget form (Excel spreadsheet)

Please submit the signed original application documents to [Ashley Bieber](#) at State Library Services.

Regional library system name: Kitchigami Regional Library System

Address: PO Box 84, 310 St N, Pine River, MN 56474

Regional Library System Administrator Name: Melissa Whatley

Phone: 218-587-2171 x222

Email: whatleym@krls.org

ACHF program coordinator name: Allison Royce

Phone: 218-587-2171 x235

Email: roycea@krls.org

Regional Library System Finance Manager: Konnie Schiller

Phone: 218-587-2171 x225

Email: schillerk@krls.org

Regional library system UEI Number: LUYTNNACAWN3

AUTHORIZED SIGNATURES

The information in this application is true and correct to the best of our knowledge. We understand and agree to comply with the Arts and Cultural Heritage Fund grant program assurances and all other applicable state policies.

Chair, Regional Library System Governing Board

Regional Library System Administrator

Signature_____

Signature_____

Printed Name_____

Printed Name_____

Date_____

Date_____

ARTS AND CULTURAL HERITAGE FUND Regional Library System Grant Program Assurances

The regional library system assures that it will comply with the following:

1. Use of Funds

Funds shall be used only for purposes specified in the approved grant application or approved by the director of State Library Services in an amendment to the original application submitted under provisions of [Minnesota Rules, chapter 3530](#). The purpose of the grant is to provide educational opportunities in the arts, history, literary arts, and cultural heritage in order to expand arts, arts education, and arts access and to preserve Minnesota's history and cultural heritage. These funds may be used to sponsor projects provided by regional public libraries, or to provide grants to local arts and cultural heritage programs for projects in partnership with regional public libraries. A recipient may not incur expenses on the grant award prior to the execution of the grant agreement.

Funds may not be used for the benefit of state employees, which includes, but is not limited to, reimbursement for any of their expenditures, including travel expenses, alcohol purchases, costs of registration fees for training sessions or educational courses presented or arranged, payments to state employees for presentations at workshops, seminars, etc., whether on state time, vacation time, leave of absence or any other non-work time.

Reimbursement for travel and subsistence expenses actually and necessarily incurred by grantee in performance of this project will be paid provided that the grantee shall be reimbursed for travel and subsistence expenses in the same manner and in no greater amount than in the current "[Commissioner's Plan](#)," promulgated by the Commissioner of Minnesota Management & Budget (MMB).

2. Terms of Acceptance

These funds are granted to the Regional Library System under (session law) and in accordance with Minnesota Statutes 2021, [section 16B.97 Grants Management](#) and [section 16B.98 Grants Management](#) Process requirements. By accepting an award the Grantee agrees to comply with all provisions of the award including all assurances and certifications made in this application and in the executed Official Grant Award Notification (OGAN), and all applicable state or federal statutes, regulations, and guidelines. The Grantee agrees to administer the program in accordance with the approved application, budget, timelines, and other supplemental information submitted in support of the approved application. Grant goals and objectives should

be carried out in accordance with the guidelines established by the Minnesota Department of Education. The Constitutional Amendment (Article XI, section 15) of the Minnesota Constitution that established the grant program states that ACHF must supplement traditional sources of funding, and may not be used as a substitute or to supplant existing funding sources.

3. Grant Agreement Components

The grant agreement between the regional library system and MDE consists of the signed application and budget (including assurances), Official Grant Award Notification (OGAN), and the MDE Arts and Cultural Heritage Fund Grant Guidelines. The Grantee shall comply with all required grants management policies and procedures under [Minnesota Statutes, section 16B.97](#) except when superseded by specific instructions contained herein.

4. Payments

Payments will be distributed in ten equal payments beginning in fall 2025.

5. Program Reporting

Reports summarizing grant activities and outcomes, including any data collected, requested or related to the grant program are due to MDE as follows:

- a) **Interim Progress Reports** including 1) an executive summary of accomplishments, and 2) a spreadsheet with details about each of the projects paid for with funds from state fiscal year 2026 are due to MDE by September 30 of each year of the grant.
- b) A **Completion Report** must be submitted within 90 days of fully expending your state fiscal year 2026 allocation, or by June 30, 2029, whichever comes first. A Completion Report includes but is not limited to 1) a final executive summary of accomplishments, including any data requested; 2) a spreadsheet with details about each of the projects paid for with funds from the identified fiscal year; and 3) other materials as requested by MDE program staff or required by the state funding source.
- c) Information in the Completion Report is cumulative with Interim Progress Reports. A Completion Report updates and adds to previously submitted Interim Progress Reports, and closes out the spending of the state fiscal year 2026 allocation by itemizing, on a project by project basis, how the total allocation was spent.

6. Financial Reporting

Financial Reporting Forms summarizing grant expenditures shall be submitted in the form and manner prescribed by MDE, as follows:

- a) Financial Reporting Forms shall be submitted quarterly and separately for each grant year until all funds are expended through the end of grant term, as follows:

Time period	Due date
September 1, 2025 – December 31, 2025	January 31, 2026
January 1, 2026 – March 31, 2026	April 30, 2026
April 1, 2026 – June 30, 2026	July 31, 2026
July 1, 2026 – September 30, 2026	October 30, 2026
October 1, 2026 – December 31, 2026	February 1, 2027
January 1, 2027 – March 31, 2027	April 30, 2027

Time period	Due date
April 1, 2027 – June 30, 2027	July 30, 2027

- b) The Grantee must track the ACHF grant budget and expenditures separately from other organization budgets.

7. Budget Revisions

The Grantee must receive prior written approval from MDE for any budgetary changes of approved line item amounts greater than 10% of the total grant award available for expenditure during the grant period. Total budget line item deviations exceeding 10% of the total award must be approved in writing by MDE prior to incurring the expenditure. In its request for approval, the Grantee must include supporting information to justify why the change is necessary. MDE is not legally obligated to approve expenditures incurred on budget line item changes that exceed 10% of the total award for which prior approval has not been granted. The Grantee may not incur expenditures within a budget line item that is not included in the approved budget without the written approval of MDE.

8. Continuation of Future Funding

Continuation of future funding is contingent upon satisfactory performance. The Grantee is responsible for:

- Submitting statutorily-compliant reports in a timely manner.
- Ensuring all ACHF-funded projects comply with ACHF intent, goals and desired outcomes.
- Satisfying all applicable ACHF requirements.
- Submitting an application with work plan and budget for Fiscal Year 2024 ACHF funds.

9. Discontinuation of Participation

If participation by a regional library system or a member local governmental unit is discontinued, ownership of the discontinuing system's or unit's assets purchased with Arts and Cultural Heritage Funds, including cash or the fair market value of such assets, cannot be transferred by the applicant and shall revert to the Minnesota Department of Education (MDE) for reassignment for library services elsewhere. ([Minn. R. 3530.0200, subp. 4, C](#) (2013))

10. Cancellation

- a) **Cancellation With or Without Cause.** An award contract may be cancelled by the state at any time, with or without cause, upon thirty (30) days' written notice to the Grantee. Upon termination, the Grantee will be entitled to payment, determined on a pro rata basis, for services satisfactorily performed and for approvable expenditures.
- b) **Cancellation Due to Discontinued or Insufficient Funding.** It is expressly understood and agreed that in the event the funding to the state from appropriations by the Minnesota Legislature is not obtained and/or continued at an aggregate level sufficient to allow for the Grantee's program to continue operating, the grant shall immediately be terminated upon written notice by the state to the Grantee. The state is not obligated to pay for any services that are provided after notice and effective date of termination. However, the Grantee will be entitled to payment, determined on a pro-rata basis, for services satisfactorily performed and approvable expenditures incurred prior to termination to the extent that funds are available. The state will not be assessed any penalty if the grant is terminated because of a decision of the Minnesota Legislature not to appropriate funds. The state must provide the Grantee notice within a reasonable time of the state receiving notice.

- c) **Cancellation Due to Failure to Comply.** The state may cancel an award contract immediately if the state finds that there has been a failure to comply with the provisions of an award, that reasonable progress has not been made, or that the purposes for which the funds were awarded/granted have not been or will not be fulfilled. The state may take action to protect the interests of the state of Minnesota, including the refusal to disburse additional funds and requiring the return of all or part of the funds already disbursed.
- d) **In the event of any cancellation,** the state will recover any unexpended funds that have not been accounted for in an accepted financial report to the State.

11. Conditions of Payment

- a) The Grantee must comply with the [Minnesota Constitution, article XI, section 15](#), and may not substitute money received from the Arts and Cultural Heritage Fund for a traditional source of funding.
- b) The Grantee must promptly return to the state any unexpended funds that have not been accounted for annually in a financial report to the state due at grant closeout.
- c) Payments to individuals: The Grantee must ensure that every individual receiving money from this grant in exchange for work, services, performances or participation, complete IRS form W-4, W-8 or W-9, depending upon the individual's employment or citizenship status. All payments to individuals must comply with federal and state tax laws and reporting requirements.

12. Amendments

Any amendments to this award shall be in writing and shall be executed by the same parties who executed the original award, or their successors. An amendment must be requested 45 days prior to the end date of the award period and is valid and effective upon written approval from the MDE Authorized Representative or their delegate. No amendments will be considered on expired grant awards.

13. Civil Rights Act

The provisions of Title VI of the Civil Rights Act of 1964, (42 USC Sec. 2000d et seq.), its regulations and all other applicable federal and state laws, rules and regulations ([Minn. R. 3530.0200, subp. 4, D](#) (2013)).

14. Internet Safety

The regional library system and its members/branches are in compliance with [Laws of Minnesota 2000, chapter 489, article 6, section 27\(a\)](#) so that all public library computers with access to the Internet available for use by children under the age of 17 restrict, including by use of available software filtering technology or other effective methods, all access by children to material that is reasonably believed to be obscene or child pornography or material harmful to minors under federal or state law, and section (c) so that the library prohibits, including through the use of available software filtering technology or other effective methods, adult access to material that under federal or state law is reasonably believed to be obscene or child pornography.

The regional library system and its members/branches are in compliance with [Laws of Minnesota 2000, chapter 492, article 1, section 49.5A](#), and has adopted a policy to prohibit library users from using the library's Internet access workstations to view, print, or distribute material that is obscene within the meaning of [Minnesota Statutes 2021, section 617.241](#).

15. Audits

An independent auditor's report of the regional library system's general purpose financial statements in accordance with generally accepted auditing standards and the standards applicable to financial audits contained in Government Auditing Standards, issued by the Comptroller General of the United States shall include audit of the Arts and Cultural Heritage funds as a unique categorical fund account. The audit shall be submitted no later than 180 days after the close of the system's fiscal year ([Minn. R. 3530.1200 \(2013\)\)](#).

Financial Reconciliations/Monitoring and Supporting Documentation

- a) **A financial reconciliation or desk review** of reported expenditures to supporting documentation will occur at least once during the award period on grants that exceed \$50,000. MDE will request supporting documentation for review and reconciliation of at least two (2) budget line item expenditures based on a Financial Reporting Form submitted by the Grantee.
- b) In the event a **monitoring visit(s)** is required by MDE, the Grantee shall cooperate with MDE and shall comply with MDE's requests for documentation and other information, before, during and/or after the visit(s).
- c) Financial documentation to support expenditures incurred under this award must be maintained by the Grantee and provided to MDE upon request. The Grantee's books, records, documents and accounting procedures and practices of the Grantee or other party that are relevant to the grant or transaction are subject to examination by the granting agency and either the legislative auditor or the state auditor, as appropriate, for a minimum of six years from the grant agreement end date (Minn. Stat. 16B.98, subd. 8 (2021)).

State and Federal Audits

The books, records, documents and accounting procedures and practices of the Grantee shall be subject to examination by state or federal auditors, as authorized by law. [Minnesota Statutes 2021, section 16C.05, subdivision 5](#) requires the state audit clause be in effect for a minimum of six years. Federal audits shall be governed by requirements of federal regulations.

- a) Under [Minnesota Statutes 2021, section 16B.98, subdivision 8](#), the Grantee's books, records, documents, and accounting procedures and practices relevant to this grant contract are subject to examination by the State and/or the State Auditor or Legislative Auditor, as appropriate, for a minimum of six years from the end of the grant contract end date, receipt and approval of all final reports, or the required period of time to satisfy all state and program retention requirements, whichever is later.
- b) If the Grantee (in federal OMB Circular language known as "subrecipient") receives federal assistance from the state of Minnesota, it will comply with the Single Audit Act of 1984 as amended and [OMB circular A-133](#), "Audits of States, Local Governments and Non-Profit Organizations" for audits of fiscal years beginning after June 30, 1996; or,
- c) The Grantee will provide copies of the single audit reporting package (as defined in A-133 section 320(c)), financial statement audits, management letters and corrective action plans to the state, the Office of the State Auditor, Single Audit Division or Federal Audit Clearinghouse, in accordance with [OMB A-133](#).

Examination and Audit of Accounts and Records

The state or its representative shall have the right to examine books, records, documents and other evidence and accounting procedures and practices, sufficient to reflect properly all direct and indirect costs and the

method of implementing the award. The Grantee shall make available at its office and at all reasonable times before and during the period of record retention, proper facilities for such examination and audit.

16. Subgrantees/Subcontractor/Consultant Services

If the Grantee deems it necessary to contract with outside resources for service delivery, consulting services or technical assistance, a formal agreement must be drawn. The negotiated fees should be reasonable and align with current costs for similar work. The contract executed with each contractor should not allow for work or obligations to begin before the executed date of this grant project and the contract should not extend beyond the end date of the grant project. The work duties should be clearly defined and should explain what initiative the work is related to and the outcome expected from the contractor including due dates for drafts, etc. The contract should outline the payment and invoicing terms. If travel expenses are included as part of the contract terms, maximum travel reimbursement costs should not exceed the [Commissioner's Plan](#). Receipts for travel reimbursements should be submitted along with expense reimbursement requests and invoices prior to reimbursements. The inclusion of a cancellation clause in contracts is recommended. A copy of the contract agreement is to be retained by the Grantee.

The grant agreement for local units of government incorporates the requirements of [Minnesota Statutes 2021, section 471.345](#).

The grant agreement for nongovernmental organizations incorporates these best practices:

- a) Any services and/or materials that are expected to cost \$20,000 or more must undergo a formal notice and bidding process.
- b) Any services and/or materials that are expected to cost between \$10,000 and \$19,999 must be scoped out in writing and offered to a minimum of three (3) bidders.
- c) Any services and/or materials that are expected to cost between \$5,000 and \$9,999 must be competitively based on a minimum of three (3) verbal quotes.
- d) Support documentation of the bidding process utilized to contract services must be included in the Grantee's financial records, including support documentation justifying a single/sole source bid, if applicable.
- e) For projects that include construction work of \$25,000 or more, prevailing wage rules apply per [Minnesota Statutes 2021, section 177.41 through 177.44](#). Consequently, the bid request must state the project is subject to prevailing wage. These rules require that the wages of laborers and workers should be comparable to wages paid for similar work in the community as a whole. A prevailing wage form should accompany these bid submittals.

17. Liability

Grantee agrees to indemnify and save and hold the State, its agents and employees harmless from any and all claims or causes of action, including all attorneys' fees incurred by the State arising from the performance of the award by Grantees, agents or employees. This clause shall not be construed to bar any legal remedies Grantee may have for the state's failure to fulfill its obligations pursuant to the award and subsequent awards.

18. Use of Works and Documents

Grantee owns any works or documents developed by the Grantee, its employees, agents, subcontractors, either individually or jointly with others in the performance of this contract unless otherwise negotiated by the Grantee with its subcontractor(s). The State will have royalty free, non-exclusive, and irrevocable right to

reproduce, publish, or otherwise use, and to authorize others to use, the works or documents for government purposes.

Definitions. *Works* means all inventions, improvements, discoveries (whether or not patentable or copyrightable), databases, computer programs, reports, notes, studies, photographs, negatives, designs, drawings, specifications, materials, tapes, and disks conceived, reduced to practice, created or originated by the Grantee, its employees, agents, and subcontractors, either individually or jointly with others in the performance of this contract. Works includes “Documents.” Documents are the originals of any databases, computer programs, reports, notes, studies, photographs, negatives, designs, drawings, specifications, materials, tapes, disks or other materials, whether in tangible or electronic forms, prepared by the Grantee, its employees, agents or subcontractors, in the performance of this contract.

19. Publicity

Any publicity regarding the subject matter of this grant contract must comply with [Laws of Minnesota 2011, 1st Spec. Sess., chapter 6, article 5, section 5](#) which amended [Minnesota Statutes 2021, section 129D.17, subdivision 2\(g\)](#) to require use of the Arts and Cultural Heritage Fund logo when practicable. All projects funded by the ACHF must publicly credit the fund, including on the Grantee’s website when practicable. Publicity and logo guidelines are detailed on the [Legacy website](#). The Grantee must not claim that the State endorses its products or services.

20. Conflict of Interest

In accordance with the [Minnesota Office of Grants Management Policy 08-01](#), the Grantee will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or present the appearance of personal or organizational conflicts of interest, or personal gain.

21. Government Data Practices

The Grantee and the State must comply with [Minnesota Statutes 2021, section 13 Government Data Practices](#) as it applies to all data provided by the State under the award, and as it applies to all data created collected, received, stored, used, maintained or disseminated by the Grantee under the award. The civil remedies of [Minnesota Statutes 2021, section 13.08](#) apply to the release of the data referred to in this paragraph by either the Grantee or the State. If the Grantee receives a request to release the data referred to in this paragraph, the Grantee must immediately notify the State. The State will give the Grantee instructions concerning the release of the data to the requesting party before the data is released.

22. Data Disclosure

Under [Minnesota Statutes 2021, section 270C.65](#) and other applicable law, the Grantee consents to disclosure of its SWIFT Vendor ID Number, Social Security number, DUNS number, federal employer tax identification number and/or Minnesota tax identification number, already provided to the State, to federal and state tax agencies and state personnel involved in the payment of state obligations. These identification numbers may be used in the enforcement of federal and state tax laws which could result in action requiring the Grantee to file state tax returns and pay delinquent state tax liabilities, if any.

23. Worker’s Compensation

Grantee certifies that it is in compliance with [Minnesota Statutes 2021, section 176.181, subdivision 2](#), pertaining to workers' compensation insurance coverage. The Grantee's employees and agents will not be considered state employees. Any claims that may arise under the Minnesota Workers' Compensation Act on behalf of these employees and any claims made by any third party as a consequence of any act or omission on the part of these employees are in no way the State's obligation or responsibility. (Exemption/Waiver as allowed under law.)

24. Governing Law, Jurisdiction and Venue

Minnesota law, without regard to its choice-of-law and provisions, governs the award. Venue for all legal proceedings arising out of the award, or its breach, must be in the appropriate state or federal court with competent jurisdiction in Ramsey County, Minnesota.

25. Lobbying

As required by Section 1352, Title 31 of the U.S. Code, and implemented at 2 Code of Federal Regulations (CFR), Part 200, the grantee when signing the application, certifies that:

1. No federally appropriated funds have been paid or will be paid, by or on behalf of organization, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any federal award, and the extension, continuation, renewal, amendment or modification of any federal grant.
2. If any funds other than federally appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this federal grant award, the applicant/grantee shall complete and submit a Standard Form - LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
3. The grantee shall require that the language herein shall be included in any award documents for all subawards at all tiers (including subgrants, contracts under award, and subcontracts) and that all subrecipients shall certify and disclose accordingly.

Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

26. Debarment, Suspension, and Other Responsibility Matters

As required by [Executive Order 12549](#), Debarment and Suspension, and implemented at 2 CFR 180.200 or amendments thereto, for prospective participants in primary covered transactions.

The grantee certifies that it and its principals:

1. Are not presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from covered transactions by any federal department or agency;
2. Have not within a three-year period preceding this application or award been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state or local) transaction or contract under a public transaction; violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements or receiving stolen property;

3. Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (federal, state or local) with commission of any of the offenses enumerated in paragraph (2)(b) of this certification; and,
4. Have not within a three-year period preceding this application had one or more public transaction (federal, state or local) terminated for cause or default.

27. Drug-Free Workplace (Awardees Other Than Individuals)

As required by the Drug-Free Workplace Act of 1988, and implemented at 2 CFR, Part 200, the grantee certifies that it will continue to provide a drug-free workplace by:

1. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;
2. Establishing an on-going drug-free awareness program to inform employees about:
 - a. The dangers of drug abuse in the workplace;
 - b. The grantee's policy of maintaining a drug-free workplace;
 - c. Any available drug counseling, rehabilitation and employee assistance programs; and
 - d. The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;
3. Making it a requirement that each employee to be engaged in the performance of the award be given a copy of the statement required by paragraph (1);
4. Notifying the employee in the statement required by paragraph (1) that, as a condition of employment under the award, the employee will:
 - a. Abide by the terms of the statement; and,
 - b. Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;
5. Notifying the agency, in writing, within 10 calendar days after receiving notice under subparagraph (4)(b) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to: Director, Grants Policy and Oversight Staff, U.S. Department of Education, 400 Maryland Avenue, S.W. (Room 3652, GSA Regional Office Building No. 3), Washington, DC 20202-4248. Notice shall include the identification number(s) of each affected award;
6. Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (4)(b), with respect to any employee who is so convicted:
 - a. Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or,
 - b. Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, state or local health, law enforcement or other appropriate agency;
7. Making a good faith effort to continue to maintain a drug-free workplace through implementation of Paragraphs (1), (2), (3), (4), (5) and (6).

28. Transferability

The grantee shall not transfer or assign to any party or parties any right(s), obligation(s) or claim(s) under the award without the prior written consent of the state. It is understood, however, that grantee remains solely responsible to the state for providing the products and services described.

29. Time

The grantee must comply with the time requirements described in the application and award, in the performance of this award and if inform the grantor of any potential long term delays or changes affecting those timelines.

30. Nondiscrimination

The grantee will comply with nondiscrimination statutes.

1. Grantees will follow the Civil Rights Act of 1964 and amendments thereto which prohibits discrimination on the basis of race, color, or national origin
2. Section 504 of the Rehabilitation Act of 1973, and amendments which prohibits discrimination on the basis of disability
3. Title IX of the Education Amendments of 1972 which prohibits discrimination on the basis of sex in education programs
4. Age Discrimination in Employment Act of 1975 and amendments.
5. In addition, per federal CFR 200.415, Agreement of Applicant, which states that prior to the Commissioner's issuance of any commitment or other loan approval, shall agree, by signing the application, (in a form prescribed by the Commissioner), that there shall be no discrimination against anyone who is employed in carrying out work receiving assistance pursuant to this chapter, or against an applicant for such employment, because of race, color, religion, sex, handicap, age or national origin.
6. [Minnesota Statutes Chapter 363A. Human Rights](#)

31. Pre-Award Work and Pre-Award Costs

The grantee understands that no work should begin and no pre-award costs would be covered under this award until all required signatures have been obtained; an Official Grant Award Notification (OGAN) has been issued or other award documentation has been received and the grantee is notified to begin work by the state's program authorized representative or their designee. If an exception to this is determined necessary by MDE, the grantee would be informed in writing or email by the state's program authorized representative or designee.

32. Grantee's Grant Program Representative

The applicant's Program Contact Representative will be named on the OGAN or other award information. If the Program Contact Representative or official with authority to sign changes at any time during the grant award period, the applicant/grantee must immediately notify the state.

33. Voter Registration Services

The commissioner or chief administrator officer of each state agency or community-based public agency or nonprofit corporation that contracts with the state agency to carry out obligations of the state agency shall provide voter registration services for employees and the public. Refer to [Minnesota Statutes, section 201.162](#), Duties of State Agencies for the complete statute.

34. Minimizing State Funded Administrative Costs

Under [Minnesota Statutes, section 16B.98](#), Grants Management Process, a grant from an appropriation of state funds, the recipient of the grant must agree to minimize administrative costs.

35. Supplanting

Grant funds shall not be used to supplant salaries and wages normally budgeted for an employee of the applicant/agency. Total time for each staff position paid through various funding streams financed in part or whole with grant funds shall not exceed one Full Time Equivalent (FTE) except in certain situations. The grantee may allow staff to work on extended day assignments such as after school programs, special education services or other projects, if necessary, or allowable under funding. The grantee must be prepared to disclose all required supporting documentation for salaries paid for their employees.

36. Uniform Municipal Contracting Law – Counties, Schools, Cities – Supplies/Construction

[Per Minnesota Statutes, section 471.345](#), grantees that are municipalities as defined in Subdivision 1 must follow service contracting and bidding requirements as stated including prevailing wage rules for construction work of \$25,000 or more. Support documentation for the procurement processes must be retained.

Support document for the procurement processes must be retained regardless of the source of funding.

37. Contracting – Nongovernmental Entities

Pursuant to Minnesota Statute 471.345, any grant-funded services and/or materials that are expected to cost:

- \$175,000 or more must undergo a formal notice and bidding process.
- Between \$25,000 and \$174,999 must be competitively awarded based on a minimum of three (3) verbal quotes or bids.
- Between \$10,000 and \$24,999 must be competitively awarded based on a minimum of two (2) verbal quotes or bids or awarded to a targeted vendor.

For grant-funded projects that include construction work of \$25,000 or more, prevailing wage rules apply per [Minnesota Statutes, section 177.41 through section 177.44](#). The bid request must state the project is subject to *prevailing wage*. These rules require that the wages of laborers and workers should be comparable to wages paid for similar work in the community as a whole. A prevailing wage form should accompany these bid submittals.

The grantee must take all necessary affirmative steps to assure that targeted vendors from businesses with active certifications through these entities are used when possible:

- State Department of Administration's Certified Targeted Group, Economically Disadvantaged and Veteran-Owned Vendor List
- Metropolitan Council's Targeted Vendor list: Minnesota Unified Certification Program
- Small Business Certification Program through Hennepin County, Ramsey County, and City of St. Paul: Central Certification Program

The grantee must maintain:

- Written standards of conduct covering conflicts of interest and governing the actions of its employees engaged in the selection, award and administration of contracts.
- Support documentation of the purchasing and/or bidding process utilized to contract services in their financial records, including support documentation justifying a single/sole source bid, if applicable.

The grantee must not contract with vendors who are on the [Suspended/Debarred Vendor Report](#).

Domestic preferences for procurements

As appropriate and to the extent consistent with law, the non-Federal entity should, to the greatest extent practicable under a Federal award, provide a preference for the purchase, acquisition, or use of goods, products, or materials produced in the United States (including but not limited to iron, aluminum, steel, cement, and other manufactured products). The requirements of this section must be included in all subawards including all contracts and purchase orders for work or products under this award.

38. Evidence-Based Education Grant Report

[Minnesota statute 127A.20](#) requires that, within 180 days of the end of the grant period, each grant recipient must compile a report that describes the data that was collected and evaluate the effectiveness of the strategies. The evidence-based report may identify or propose alternative strategies based on the results of the data. The report must be submitted to the commissioner of education and to the chairs and ranking minority members of the legislative committees with jurisdiction over prekindergarten through grade 12 education. The report must be filed with the Legislative Reference Library according to section [3.195](#).

39. Other Provisions

- a. When a grant includes the production of a report or other publication and this publication may be posted on the Minnesota Department of Education's website, that document must adhere to all department communication's policies, available upon request from the Communication Division.
- b. The grantee shall cooperate with the state when enforcing applicable Minnesota Office of Grants Management policies and statutes.
- c. Grantees funded with federal funding must follow CFR 200.308, Revision of Budget and Program or as approved in the OGAN or other award documentation.
- d. Grantees and subcontractors receiving grants exceeding \$100,000 must comply with all applicable standards, orders, or requirements under Section 306 of the Clean Air Act, Section 508 of the Clean Water Act and Environmental Protection Agency regulations (40 CFR, part 15).
- e. The grantee must promptly return to the state any unexpended funds that have not been accounted for in a financial report to the state due at grant closeout.
- f. The grantee shall comply with any and all provisions of the Family Educational Rights to Privacy Act of 1974 (FERPA).
- g. Grantees will submit reports and comply with the terms as outlined in the OGAN, other award document and relevant legislation.

ARTS AND CULTURAL HERITAGE FUND

Regional Library System Grant Program Application

7. Please describe how your regional library system anticipates using its state fiscal year 2026 ACHF allocation to achieve the goals of the ACHF legislation, which are to provide educational opportunities in the arts, history, literary arts and cultural heritage of Minnesota.

KRLS plans to use ACHF funding to provide educational and cultural programs throughout the Region in four main categories: History Alive, Words and Music, Kitchi Reads/Kitchi Writes, and Kitchi Creates. There will be Regionwide tours which will visit four or more locations and some local programs which will be put on at least one to three locations. These programs will provide a quality experience for members of our Region who may not be able to experience these types of programs otherwise due to our rural location. Some of the programs may be hosted at local schools, community centers, senior centers, or use of our outreach pop-up library trailer to better serve a community's needs. These programs will allow our communities to learn and interact through various cultural programs and experiences.

8. Will your organization use ACHF funds for administrative costs? Please check yes or no.

Yes ☒

No ☐

If yes, please identify the amount you anticipate spending on administration on the budget form. Please briefly describe how your organization's ACHF administrative funds are used:

Administrative costs will go towards our Bookkeeper who maintains and keeps track of the accounting for ACHF, and staff other than the Legacy Coordinator involved in overseeing programs and writing applications for the programing.

9. Does your organization intend to subgrant ACHF Funds? Please check yes or no.

Yes ☐

No ☒

If yes, please identify the amount you anticipate subgranting under "Other" on the budget form. Please briefly describe your organization's subgranting process(es).

10. Authorizing legislation requires recipients to measure the outcomes of ACHF projects. Expected outcomes are described in the Legislative Guide. These include, but are not limited to:

- Arts, culture and history will be interwoven into every facet of community life.
- Increased Minnesotans of all ages, ethnicities, abilities and incomes who participate in the arts, culture and history.
- Increased student exposure to professional performing arts, and the work of professional artists.
- Increased knowledge and awareness of the way that history affects people's lives and how that knowledge can help people make informed decisions for the future.

Outcomes of ACHF projects must be reported to the Legislative Coordinating Commission for inclusion on the Legacy website. Required reporting asks for both proposed and realized outcomes as well as participation/attendance.

Briefly describe how you plan to establish, track and measure outcomes for ACHF projects based on reporting requirements. Indicate how you will evaluate success in achieving ACHF outcomes as described on page 11 of the ACHF Legislative Guide.

The number of attendees will be recorded for each event. Paper and online surveys will be available at each event for attendants to rate the quality of the program, share their favorite part of the program, and share what they learned from the program. They can also leave comments if desired. Staff observation of programs and projects will also be considered. Survey results will be collected, compiled, and analyzed to ensure that programs were educational for our communities.

11. Please share any additional information about how the Arts and Cultural Heritage Fund will contribute to your capacity to offer arts, history, literary arts and cultural heritage learning experiences to Minnesotans.

Our capacity to provide arts, history, and arts and cultural heritage learning experiences to Minnesotans is greatly expanded because of ACHF. Our Region is very rural, so having funding to provide high quality cultural programming allows opportunities to increase cultural awareness throughout our communities. These funds allow us to bring local and professional artists, musicians, historians, authors, and much more to our communities that may not have access to this kind of programming otherwise. This funding enables KRLS to provide much needed and much appreciated high-quality, educational programming and experiences to communities throughout the five counties.

Thank you for completing the FY2026 ACHF application.



MINUTES

Council - Work Session Meeting

6:00 PM - Monday, July 21, 2025

City Hall, 8 Summit Drive, Blackduck MN

The Council - Work Session of the City of Blackduck was called to order on Monday, July 21, 2025, at 6:00 PM, in the City Hall, 8 Summit Drive, Blackduck MN, with the following members present:

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

COUNCILORS EXCUSED: Councilor Laurie Hamilton

STAFF PRESENT: Officer Amsden and Chief Arhart, City Administrator Christina Regas, Public Works Director Mike Schwanke

OTHERS PRESENT: Ethan Anstine, MnDOT, Benji Hofstad, Widseth, Rachel Merill and Terry Frenzel, Blackduck Coop, Mary Loeken, Resident

1 CALL TO ORDER

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

2 APPROVAL OF AGENDA

- a)

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

Carried 4 to 0

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

3 RECOGNITION OF COMMUNITY SERVICE - BLACKDUCK POLICE CHIEF JOSH ARHART

- a) Officer Amsden and Chief Arhart presented Mary Loeken with a Certificate of Meritorious Citizenship for her courageous and selfless actions on July 5, 2025 assisting the Blackduck Police Department.

4 OLD BUSINESS

- a) Blackduck Co-op Fertilizer Plant Construction & Cedar Avenue Extension
Merrill and Frenzel requested the City Council consider recognizing an extension of

Cedar Ave. Merrill states in order for Blackduck Coop finances may complete it is necessary for the City of Blackduck to acknowledge the new proposed extension of Cedar Ave. provided by MnDOT. Regas states the City and the Coop will work on a maintenance agreement for future services to Cedar Ave. in the future. Board members agreed the Resolution 2025-12 stating the extension would be approved at the next regular council meeting on August 4, 2025. Mayor Gullette stated it is just a 'loose end' that needs completing that was missed and the City would continue assisting the Coop in the construction of the new fertilizer plant. Nothing further.

b) PER / ER - Widseth

Hofstad stated the PER/ER are in draft form right now and Ramerth would have final document in August. Nothing further.

c) Kitchigami Regional Library Improvement Project -

Regas reports meeting with the contractor today and demolition will begin this Thursday which will require some volunteers and staff to assist relocating some books, desks, and the food shelf items to prepare for the contractor. Regas further states attending the County Commissioners meeting last week providing a summary of how the project has proceeded, funding resources, and revised plans from the original feasibility study on the library building. Regas states the communication to the county was well received. Council member Fredrickson asked if there were any ideas as to the length of time the project would need. Regas could not comment but did state that interior renovations can be difficult while operating but noted the contractor plans to work on the days the library would be closed to the public. Nothing further.

d) Lions Duck Restoration Project

Councilor Johnson states he went and looked at the statue recently and he believes there may be more needed that earlier thought on the base so he will get with Schwanke to work on it.

e) Blackduck City Hall Repairs - Status of Funding Opportunity with Beltrami Electric Coop

Regas reports that Rural Development approved the grant to begin the revolving loan fund for Beltrami Electric Cooperative which in turn means the City will receive fundings to begin renovations to City Hall. Regas provided the letter of conditions from rural development to BEC and required documents from the City to complete the paperwork. Regas states those documents will be in the August 4, 2025 packet. Regas states the repairs may be able to begin in 2026 and will work with Widseth to receive bids for the project. Nothing further.

f) Birch & Beyond Inc. Property Sale & ROW vacation request

Regas reports the purchase agreement has been prepared by legal and the board needs to determine the sale price of the property to be approved on August 4, 2025. After much discussion the board agreed to offer the price for the property of \$50. Regas will present the purchase agreement draft to Birch & Beyond with the intention to proceed with closing after August 4, 2025. Nothing further.

g) Ordinance Amendment - Lakeview Cemetery - Chapter 6

Regas presented another draft of Ordinance 2025-03 revising Lakeview Cemetery to the board members to review and discuss. Board members agreed to the current draft and called the first public reading for August 18, 2025 and final reading and approval on September 8, 2025. Nothing further.

h) 2024 Financial Audit Presentation & Submission - August 4, 2025

Regas reports CLA will be present on August 4, 2025 to present the 2024 financial audit. Nothing further.

i) Local Option Sales Tax - Monthly Report

Regas provided the board members the May 2025 local option sales tax report from MN Dept. of Revenue sighting the debit of funds from the payout for setting up the

tax which did not provide any credit to the City after the April sales and use tax collected. Mayor Gullette asked if the start up costs count toward the total the City gets to receive. Regas believes the start costs do come off the top of the \$100,000 allowed to collect for the project. Nothing further.

5 NEW BUSINESS

- a) MnDot Updates - 71/72 Intersection Project and Intent to Participate - Ethan Anstine
Anstine was present to update the City Council on the 71/72 project expected to begin in 2028. Anstine provided a draft of items the City of Blackduck would be in charge of for costs and responsibility during and after the project has concluded. Anstine provided the pre-design for the intersection of Summit Ave. and the crossing pointing out locations of pedestrian crossing and location of infrastructure. Anstine states the full project will be a full mill and overlay and repave which spans from Tenstrike to Hwy 72. Anstine discussed potential shared costs and answered questions the City had.
- b) Noon Whistle -
Councilor Fredrickson noted the Noon Whistle is now going off on Sundays which did not happen prior to the recent large storm.
- c) Good things Happening
Councilor Fredrickson noted the Variety Show is coming up Friday, July 25, 2025 at 7pm and the Woodcarvers Festival is on Saturday, July 26, 2025.
- d) Extension of Water Main to new Blackduck Coop Building
Schwanke states the Fire Chief approached him requesting the potential of extending water service line down Cedar Ave. to service the Blackduck Coop and the new construction. Schwanke states a new hydrant and line would both be needed and would be a private line if completed at the cost of the Blackduck Coop.

6 ADJOURNMENT

a)

Nicholas Seitz moved To adjourn the work session at 7:14pm Ronald Fredrickson seconded the motion.

Carried 4 to 0

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

Christina Regas, City Administrator

Maxwell Gullette, Mayor



BLACKDUCK PLANNING MEETING

Regular Planning Meeting

Blackduck City Hall

July 23, 2025@ 2pm

ROLL CALL:

Commissioners present: Curt Cease, Ernie Tindell, and John Winnett via Zoom

Commissioners Absent: Ron Rockis

Staff Present: Christina Regas

Public Present: Joe Wilhelmi

Meeting was called to order at 2:00pm

Approval of Minutes – *Moved by Tindell and seconded Winnett by to approve the minutes of the April 16, 2025 meeting. Motion carried.*

Old Business –

1. City Wide Clean Up Program – May 15, 2025 – Commissioners discussed the success of the City Wide Clean up program in May and agreed utilizing the jotform process kept the registration communication consistent.
2. City Wide Blight Tour – Due to lack of quorum the last two months, the Planning Commission will proceed with the Blight Tour after the August 20th meeting. Regas will send notice to all board members to verify who will be present on that proposed date.
3. Planning Commission Vacancy – Commissioners suggested providing notice in the Blackduck American to drive interest.
4. Vehicles on Property Restrictions – Regas reported the number of vehicles did lower on the property in question, however, there is a still a concern for parking on Railroad on both north and south sides and emergency management getting by. Board members requested additional discussion with property owner.
5. Birch & Beyond Inc – Petition for Vacation of Street and Alley – Regas reports the process has changed for the property owner that made petition. Regas states the proposed ROW of Euclid was not correct in GIS and the parcel of land is owned by the City of Blackduck. Regas reports the City has drafted a purchase agreement to sell the parcel in consideration to Birch & Beyond. Regas states after that property sale is completed the consideration for the alley ROW process will proceed. Nothing further.
6. Revision of Ordinance 920.04 – Health & Safety, Nuisances – Farm Animals within the City of Blackduck to permit Chickens in the City – Regas reports the City now permits chickens inside the City and highlighted restrictions and the permitting process. Nothing further.



BLACKDUCK PLANNING MEETING

Regular Planning Meeting

Blackduck City Hall

July 23, 2025@ 2pm

New Business –

1. Preliminary Land Division Request – 2025-01 – Brian Olson – 81.00066.00 – 24135 Beighely Rd NE. – Regas summarized the application and provided Wilhelmi to provide further details on the request. Wilhelmi is representing Olson. Wilhelmi reports the 40-acre property represents 3 parcels including one that surrounds the south shore of Stoner Lake. Wilhelmi reports Olson owns all 3 parcels and is requesting to divide the parcels and create 2 new parcels. Wilhelmi states the Certificate of Survey contains the new parcel descriptions and markers to record with the county if approved. Wilhelmi reports the division follows an existing horse pasture that is fenced and will provide for two good sized parcels of which building could provide in the future. Wilhelmi reports his intention to purchase the properties from Olsen once the division is completed. Wilhelmi wishes to improve the existing structures on existing parcel 81.00066.01 and to plant sunflowers on existing parcel 81.00066.00.

Moved by Commissioner Winnett and seconded by Commissioner Tindell to approve the application for land division 2025-01 for Brian Olson. Motion carried.

Regas will approve the division request and provided documentation for the County Recorder's Office and send notice to Wilhelmi and or Olson.

2. Mike Murray ROW request – 325 Summit Ave E. – Request to purchase COB property and vacate ROW – Regas reports this item will need to be tabled until the next meeting as no action has been taken on the request. Nothing further.
3. Permits Approved Prior to PC Meeting by Zoning Administrator –
 - a. Land Use Permit Application -2025-02 – Scott Keeley – 318 Carlson Ave NW – Storage Shed – Regas states approving this application for Keeley after visiting the site for location of the shed.
 - b. Land Use Permit Application 2025-03 – Adam Kolb – 572 Main St. N. – Re-Roof Single-Family Home – Regas states approving this application for Kolb as the single family home has not changes to the structure.
4. Public Nuisance Notices – Properties – Dollar General & Joe Enger Jr. – Regas reports sending notices to two property owners after reviewing their property for blight. Regas recommends if the parcel owned by Enger is not dealt with the property may need to be condemned. Nothing further.

Adjourn – *Moved by Commission Tindell and seconded by Commission Winnett to adjourn the planning meeting at 3:00pm. Motion carried.*

Closed Session: The Kitchigami Regional Library Board will go into closed session during the meeting on July 24, 2024, scheduled to begin at 6:00 p.m. at KRLS Headquarters located at 310 - 2nd St. N., Pine River, MN, as permitted by Minnesota Statute § 13D.05, subdivision 2 (b) for preliminary consideration of allegations or charges against an individual subject to its authority.

Kitchigami Regional Library
Special Board Meeting July 24, 2025, 6:00 p.m.
Kitchigami Regional Headquarters Building, Pine River, MN

A G E N D A

Chair Tom Krueger called a meeting of the whole scheduled for Thursday, July 24, at 6:00 p.m., to be located at KRLS Headquarters for preliminary consideration of allegations or charges against an individual subject to its authority.

Public Input — After the Board returns from closed session, there will be 10 minutes allowed for public input. Each speaker is asked to limit their comments to 3 minutes.

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

August 4, 2025

FUND	Deerwood Checking BEGINNING BALANCE	Bill Report through 8/4/2025	Deerwood Checking ENDING BALANCE	Deerwood First Preferred Savings BEGINNING BALANCE	Deerwood First Preferred Savings Bill Report through 8/4/2025	Deerwood First Preferred Savings ENDING BALANCE	Total Balance of all Accounts
GENERAL (101)	\$578,048.96	\$13,717.44	\$564,331.52	\$130,316.40	\$0.00	\$130,316.40	
POLICE RESTRICTED CASH (101)	\$13,308.21	\$0.00	\$13,308.21	\$0.00	\$0.00	\$0.00	
CEMETERY (201)	(\$12,196.00)	\$0.00	(\$12,196.00)	\$8,188.29	\$0.00	\$8,188.29	
PERPETUAL CARE (202)	\$5,434.72	\$0.00	\$5,434.72	\$53,418.01	\$0.00	\$53,418.01	
SEWER MAINTENANCE (204)	\$0.00	\$0.00	\$0.00	\$42,196.58	\$0.00	\$42,196.58	
SEWER REPLACEMENT (205)	\$0.00	\$0.00	\$0.00	\$256,779.43	\$0.00	\$256,779.43	
SCDP REVOLVING LOAN FUND (207)	\$0.00	\$0.00	\$0.00	\$32,163.99	\$0.00	\$32,163.99	
FIRE DEPT RESERVE (TruckFund) (208)	\$0.00	\$0.00	\$0.00	\$31,221.20	\$0.00	\$31,221.20	
PINE TREE PARK (209)	\$26,438.81	\$1,447.46	\$24,991.35	\$10,070.54	\$0.00	\$10,070.54	
WATER SINKING FUND (212)	\$0.00	\$0.00	\$0.00	\$208,554.23	\$0.00	\$208,554.23	
PUBLIC WORKS RESERVE FUND (215)	\$0.00	\$0.00	\$0.00	\$3,575.04	\$0.00	\$3,575.04	
Fire Dept Special Equip Fund (216)	\$20,078.90	\$0.00	\$20,078.90	\$5,123.98	\$0.00	\$5,123.98	
2018 Revolving Loan Fund (250)	\$0.00	\$0.00	\$0.00	\$337,084.48	\$7,218.00	\$329,866.48	
1989 Go Bond (301)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
2006 GO BOND (307)	\$11.40	\$0.00	\$11.40	\$0.00	\$0.00	\$0.00	
2009A Refunding Bond (309)	\$337.17	\$0.00	\$337.17	\$0.00	\$0.00	\$0.00	
2014A Disposal System Debt Service Fund (314)	\$21,857.80	\$0.00	\$21,857.80	\$0.00	\$0.00	\$0.00	
2017A Disposal System Debt Service Fund (317)	\$3,475.71	\$0.00	\$3,475.71	\$0.00	\$0.00	\$0.00	
2017 PFA Debt System Debt Service Fund (320)	\$80,225.15	\$0.00	\$80,225.15	\$0.00	\$0.00	\$0.00	
2018 Frontage/Pine Ave Internal Loan (325)	\$14,150.57	\$0.00	\$14,150.57	\$0.00	\$0.00	\$0.00	
2024A Gen. Obligation Equipment Project fund (330)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
2024A Gen. Obligation Equipment Debt Fund (331)	(\$3,996.26)	\$0.00	(\$3,996.26)	\$0.00	\$0.00	\$0.00	
2025A Gen. Obligation Equipment Project Fund (340) Fire	\$14,624.24	\$0.00	\$14,624.24	\$0.00	\$0.00	\$0.00	
2025A Gen. Obligation Equipment Debt Fund (341) Fire	\$41.95	\$0.00	\$41.95	\$0.00	\$0.00	\$0.00	
TAX INCREMENT FINANCING (376)	\$33,309.70	\$0.00	\$33,309.70	\$133,267.20	\$0.00	\$133,267.20	
Blackduck HRA Fund (210)	\$30,783.68	\$0.00	\$30,783.68	\$0.00	\$0.00	\$0.00	
2023A Gen. Obligation Debt fund PW/PS Facility (381)	(\$7,825.91)	\$0.00	(\$7,825.91)	\$0.00	\$0.00	\$0.00	
2023B Gen. Obligation Debt Fund PW/PS Facility (382)	(\$1,312.51)	\$0.00	(\$1,312.51)	\$0.00	\$0.00	\$0.00	
Capital Project Fund (401)	\$14,229.85	\$0.00	\$14,229.85	(\$18,201.84)	\$0.00	(\$18,201.84)	
KRLS Library Renovation Project (550) - <i>new</i>	\$28,583.00	\$0.00	\$28,583.00	\$0.00	\$0.00	\$0.00	
WATER FUND (601)	(\$11,277.35)	\$2,353.11	(\$13,630.46)	\$0.00	\$0.00	\$0.00	
SEWER FUND (602)	\$82,827.56	\$7,775.52	\$75,052.04	\$0.00	\$0.00	\$0.00	
LIQUOR FUND (609)	\$118,219.64	\$95,448.85	\$22,770.79	\$0.00	\$0.00	\$0.00	
LIQUOR RENT RESTRICTED FUND (609)	\$26,048.63	\$0.00	\$26,048.63	\$0.00	\$0.00	\$0.00	
GOLF COURSE FUND (613)	(\$206,524.82)	\$14,339.52	(\$220,864.34)	\$0.00	\$0.00	\$0.00	
Total:	\$868,902.80	\$135,081.90	\$733,820.90	\$1,233,757.53	\$7,218.00	\$1,226,539.53	\$1,960,360.43

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	
General Fund DW Checking (101)	Cemetery Fund DW Checking (201)	Budgeted Transfer	\$2,000.00	
Liquor Fund DW Checking (609)	Cemetery Fund DW Checking (201)	Budgeted Transfer	\$3,500.00	
Perpetual Care DW Checking (202)	Cemetery Fund DW Checking (201)	Budgeted Transfer	\$2,300.00	
Liquor Fund DW Checking (609)	Golf Fund DW Checking (613)	Budgeted Transfer	\$10,000.00	
General Fund DW Checking (101)	Police Restricted Fund DW Savings (101)	Budgeted Transfer	\$10,000.00	
General Fund DW Checking (101)	Fire Departmnet Truck Fund - DW Savings (208)	Budgeted Transfer	\$30,000.00	
General Fund DW Checking (101)	Fire Department Special Equipment - DW Savings (216)	Budgeted Transfer	\$5,000.00 Armer Radios	
2025 Bond Payments:	Principal:	Interest:	Fees:	Total:
2023A Gen. Obligation Bond Public Works/Public Safety Facility (381)	\$26,529.85	\$36,658.15	\$0.00	\$63,188.00
2023B Gen. Obligation Bond Public Works/Public Safety Facility (382)	\$5,100.81	\$6,484.19	\$0.00	\$11,585.00
MN Deed Demolition Load (250)	\$5,713.55	\$1,504.45	\$0.00	\$7,218.00

CITY OF BLACKDUCK

08/04/25 3:24 PM

Monthly Bills

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July 2025

Check Name	Amount		
101 GENERAL FUND		BLACKDUCK AUTO PARTS	\$571.54
Marco Technologies LLC	\$1,344.87	MN RURAL WATER ASSOCIATION	\$450.00
ACME Tools	\$949.32	PAUL BUNYAN COMMUNICATIONS	\$77.51
BELTRAMI COUNTY-AUDITOR/TREAS.	\$299.00	THEIN WELL CO	\$215.00
BELTRAMI ELECTRIC COOP	\$2,389.57	VERIZON WIRELESS	\$40.01
BLACKDUCK AUTO PARTS	\$407.17	601 WATER FUND	\$2,353.11
BLACKDUCK CO-OP	\$254.04	602 SEWER FUND	
BLACKDUCK TRANSFER STATION	\$40.00	BELTRAMI COUNTY-AUDITOR/TREAS.	\$210.00
BOGARTS REPAIR AND RECOVERY	\$11.00	BELTRAMI ELECTRIC COOP	\$3,255.87
Certified Laboratories	\$459.95	BLACKDUCK AUTO PARTS	\$487.82
CLIFTON LARSON ALLEN LLP	\$2,100.00	BLACKDUCK CO-OP	\$427.48
COLUMN SOFTWARE PBC	\$41.90	Gopher State One Call	\$13.50
FRONTIER REPAIR	\$863.17	JUELSON PLUMBING & HEATING	\$1,237.50
Grainger	\$189.60	MN POLLUTION CONTROL TEA/CEAD	\$1,450.00
KEN K THOMPSON JEWELRY	\$40.53	MN PUMP WORKS	\$693.35
MJ REPAIR	\$131.75	602 SEWER FUND	\$7,775.52
NORTHWOODS LUMBER CO	\$162.78	609 MUNICIPAL LIQUOR FUND	
PAUL BUNYAN COMMUNICATIONS	\$510.69	Marco Technologies LLC	\$271.01
PINNACLE MARKETING GROUP	\$79.00	ABSOLUTE ICE	\$988.80
QUILL CORPERATION	\$252.18	BELTRAMI COUNTY SOLID WASTE	\$857.81
RATWIK, ROSZAK & MALONEY, P.A.	\$570.00	BELTRAMI COUNTY-AUDITOR/TREAS.	\$210.00
ROGER'S TWO WAY RADIO	\$324.45	BELTRAMI ELECTRIC COOP	\$2,059.77
STREICHES	\$11.90	BEMIDJI COCA-COLA	\$613.00
TIMBERLINE SPORTS, INC	\$892.31	BEMIDJI PAPER	\$126.65
VERIZON WIRELESS	\$582.11	BERNATELLOS	\$342.00
VESTIS	\$178.05	Bernick Companies	\$15,795.07
Ziegler Inc	\$632.10	BLACKDUCK CO-OP	\$931.58
101 GENERAL FUND	\$13,717.44	Breakthru Beverage	\$3,497.23
209 PINE TREE PARK FUND		CHARLIE WARD	\$120.00
ACME Tools	\$98.80	CROIX VALLEY FOODS	\$119.36
BELTRAMI COUNTY SOLID WASTE	\$171.56	D-S BEVERAGES, INC.	\$15,837.43
BELTRAMI ELECTRIC COOP	\$583.88	FORESTEDGE WINERY	\$276.00
BLACKDUCK AUTO PARTS	\$216.36	GUARDIAN PEST CONTROL	\$186.62
JONS REFUSE SOLUTIONS INC	\$360.87	HEGGIES PIZZA LLC	\$368.60
NORTHWOODS LUMBER CO	\$15.99	JOHNSON BROTHERS LIQUOR CO.	\$5,101.93
209 PINE TREE PARK FUND	\$1,447.46	JONS REFUSE SOLUTIONS INC	\$375.40
250 2018 REVOLVING LOAN FUND		MELISSAS CLEANING	\$1,320.00
MN DEPT OF EMPLOYMENT & ECONO	\$7,218.00	MIKINNON CO., INC	\$12,400.25
250 2018 REVOLVING LOAN FUND	\$7,218.00	NEI BOTTLING INC	\$1,697.78
601 WATER FUND		OLD DUTCH	\$583.20
BELTRAMI COUNTY-AUDITOR/TREAS.	\$210.00	PAUL BUNYAN COMMUNICATIONS	\$385.69
BELTRAMI ELECTRIC COOP	\$789.05	PERFORMANCE FOOD SERVICE	\$11,761.04
		Phillips Wine and Spirits	\$7,561.56

Check Name	Amount
PINNACLE MARKETING GROUP	\$79.00
QUILL CORPERATION	\$720.95
Southern Glazer's of MN	\$3,644.96
TOAST INC.	\$171.25
TOTAL TAP SERVICES	\$85.00
US FOODS	\$6,103.49
VESTIS	\$496.42
YOUR HOMETOWN HEMP CO.	\$360.00
609 MUNICIPAL LIQUOR FUND	\$95,448.85
613 GOLF COURSE	
ABSOLUTE ICE	\$264.00
BELTRAMI COUNTY SOLID WASTE	\$107.23
BELTRAMI COUNTY-AUDITOR/TREAS.	\$210.00
BELTRAMI ELECTRIC COOP	\$566.46
BEMIDJI COCA-COLA	\$608.05
Bernick Companies	\$582.05
BLACKDUCK AUTO PARTS	\$495.64
BLACKDUCK CO-OP	\$2,219.65
DAVIS EQUIPMENT CORPORATION	\$136.62
D-S BEVERAGES, INC.	\$1,316.30
GIOVANNIS FROZEN PIZZA	\$324.55
HUNTINGTON NATIONAL BANK	\$2,445.00
JIM DANDY SNACK FOOD CO.	\$292.50
JONS REFUSE SOLUTIONS INC	\$108.73
MAIN COURSE MENUS	\$300.00
MIKINNON CO., INC	\$519.40
MN UNEMPLOYMENT INSURANCE	\$708.81
NEI BOTTLING INC	\$1,152.50
NORTHWOODS ICE, INC	\$82.04
NORTHWOODS LUMBER CO	\$695.52
PAUL BUNYAN COMMUNICATIONS	\$110.02
PERFORMANCE FOOD SERVICE	\$345.05
PINNACLE MARKETING GROUP	\$79.00
TIMBERLINE SPORTS, INC	\$47.77
TRUE NORTH EQUIPMENT	\$200.16
VESTIS	\$302.70
VON HANSON'S SNACKS INC.	\$119.77
613 GOLF COURSE	\$14,339.52
	\$142,299.90

Sewer Fund
Year to Date Income Statement thru 07/31/2025

Sewer Operating Revenue:		Budget
Reimbursements	\$7.35	\$0.00
Interest Earnings	\$1,357.70	\$750.00
Sewer Sales	\$128,111.86	\$250,297.86
Farm Lease Agreement Revenue	\$3,049.00	\$6,098.00
Swr Penalty	\$616.81	\$1,500.00
Transfer from Money Market - ARPA Funds	\$0.00	\$0.00
Sewer Connet/Reconnect	\$0.00	\$0.00
Other State Aid Grant	\$325.00	\$0.00
Charges for Service	\$6,850.00	\$5,000.00
Total Sewer Revenues	\$140,317.72	\$263,645.86

Sewer Operating Expenditures:		Budget	Remaining
Full-Time Employees Regular	\$54,007.26	\$85,646.98	\$31,639.72
Full-time Employee overtime	\$5,765.24	\$4,000.00	(\$1,765.24)
Part-Time Employees	\$908.94	\$1,349.46	\$440.52
Employer CPF Contribution - Union Contract	\$1,486.14	\$3,102.84	\$1,616.70
PERA	\$4,338.53	\$6,524.73	\$2,186.20
FICA	\$4,525.20	\$6,655.23	\$2,130.03
Employer Paid Health	\$8,610.66	\$17,044.92	\$8,434.26
Office Supplies (GENERAL)	\$0.00	\$400.00	\$400.00
Heating Fuel	\$0.00	\$1,000.00	\$1,000.00
Electricity	\$16,235.37	\$21,000.00	\$4,764.63
Training and Instruction	\$469.46	\$1,000.00	\$530.54
Operating Supplies (GENERAL)	\$960.32	\$1,000.00	\$39.68
Motor Fuels	\$1,166.36	\$2,000.00	\$833.64
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	\$0.00	\$0.00
Merchandise Resale	\$0.00	\$0.00	\$0.00
Building Repair Supply	\$0.00	\$0.00	\$0.00
Tires	\$0.00	\$1,500.00	\$1,500.00
Small Tools	\$0.00	\$600.00	\$600.00
Auditing and Acc't	\$3,500.00	\$3,500.00	\$0.00
Architect Fees	\$0.00	\$0.00	\$0.00
Legal Fees - for project	\$0.00	\$100.00	\$100.00
Testing/ Analysis	\$598.42	\$1,700.00	\$1,101.58
Other Professional Services	\$3,881.40	\$4,000.00	\$118.60
Engineering Services - <i>PER/ER</i>	\$5,435.63	\$0.00	(\$5,435.63)
Telephone	\$0.00	\$0.00	\$0.00
Postage	\$805.02	\$700.00	(\$105.02)
Travel Expense	\$371.67	\$1,000.00	\$628.33
Other Printing/Binding	\$0.00	\$0.00	\$0.00
Freight and Express	\$0.00	\$0.00	\$0.00
Legal Notices/Publications	\$0.00	\$0.00	\$0.00
General Liability Insurance	\$1,146.14	\$2,877.64	\$1,731.50
Property Insurance	\$2,778.20	\$5,941.09	\$3,162.89
Other Insurance	\$0.00	\$0.00	\$0.00
Automotive Insurance	\$0.00	\$0.00	\$0.00
Workers Compensation	\$2,323.00	\$3,872.62	\$1,549.62
Unemployment Paid	\$0.00	\$0.00	\$0.00
State Connection Fee	\$0.00	\$0.00	\$0.00
Repairs/Maint Building	\$0.00	\$125.00	\$125.00
Repairs/Maintenance Structure	\$8,145.14	\$10,000.00	\$1,854.86
Repairs/Main Machinery/Equip	\$19.47	\$4,500.00	\$4,480.53
Dues and Subscriptions	\$2,617.23	\$4,500.00	\$1,882.77
Buildings & Structures - <i>Lifstations</i>	\$3,910.16	\$0.00	(\$3,910.16)
Improvements other	\$0.00	\$0.00	\$0.00
Refuse/Garbage Dispsal -	\$167.20	\$0.00	(\$167.20)
Medical Fees	\$0.00	\$0.00	\$0.00
Miscellaneous -	\$0.00	\$0.00	\$0.00
Other Equipment <i>marco printer</i>	\$513.66	\$993.72	\$480.06
Total Sewer Expenditures	\$134,685.82	\$198,634.23	\$63,948.41

		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	\$0.00	\$3,000.00	\$3,000.00
2023A Go Bond Principal	\$12,562.88	\$12,562.88	\$0.00
2023A Go Bond Interest	\$8,061.72	\$8,061.72	\$0.00
2023B Go Bond Principal	\$2,488.18	\$2,488.18	\$0.00
2023B Go Bond Interest	\$1,423.29	\$1,423.30	\$0.01
Depreciation/Capital Outlay	\$15,000.00	\$20,000.00	\$5,000.00
Total	\$39,536.07	\$47,536.08	\$8,000.01

Net Total **(\$33,904.17)** **\$246,170.31** **\$71,948.42**

Water Fund

Year to Date Income Statement thru 07/31/2025

Water Operating Revenue:	Budget:	
Water Meter Sales	\$1,985.00	\$0.00
Health Dept Charges	\$43.64	\$2,994.00
Penalties and Interest	\$0.00	\$0.00
Water Sales	\$137,448.40	\$292,111.78
Water Connect/Reconnect Fee	\$299.80	\$800.00
Water Penalty	\$654.03	\$1,300.00
Interest Earnings	\$26.16	\$900.00
Reimbursements	\$102.25	\$0.00
Total Water Revenues	\$140,559.28	\$298,105.78

Water Operating Expenditures:	Year to Date	Budget	Remaining
Full-Time Employees Regular	\$51,117.51	\$81,038.72	\$29,921.21
Full-Time Employees OT	\$5,339.86	\$2,000.00	(\$3,339.86)
Part-Time Employees	\$908.99	\$1,349.46	\$440.47
Employer CPF Contribution - Union Contract	\$1,417.46	\$2,895.62	
PERA	\$4,111.15	\$6,179.12	\$2,067.97
FICA	\$4,275.89	\$6,302.71	\$2,026.82
Employer Paid Health	\$8,232.67	\$16,297.77	\$8,065.10

Office Supplies (GENERAL)	\$0.00	\$400.00	\$400.00
Printed Forms	\$0.00	\$0.00	\$0.00
Heating	\$0.00	\$1,000.00	\$1,000.00
Electricity	\$6,016.79	\$10,000.00	\$3,983.21
Computer Supplies	\$0.00	\$0.00	\$0.00
Training and Instruction	\$32.00	\$1,000.00	\$968.00
Operating Supplies (GENERAL)	\$295.31	\$2,600.00	\$2,304.69
Cleaning Supplies	\$0.00	\$0.00	\$0.00
Motor Fuels	\$571.54	\$1,500.00	\$928.46
Lubricants and Additives	\$0.00	\$0.00	\$0.00
Chemicals	\$0.00	\$0.00	\$0.00
Chlorine	\$5,236.39	\$7,000.00	\$1,763.61
Fluoride	\$0.00	\$1,300.00	\$1,300.00
Repairs/Maint Supply	\$60.61	\$1,100.00	\$1,039.39
Equipment Parts	\$14.99	\$0.00	(\$14.99)
Building Repair Supply	\$0.00	\$0.00	\$0.00
Utility Maint Supply	\$0.00	\$0.00	\$0.00
Small Tools	\$150.66	\$500.00	\$349.34
Merchandise for Resale	\$0.00	\$750.00	\$750.00
Auditing and Acct	\$3,500.00	\$3,500.00	\$0.00
Legal Notices/Publications	\$0.00	\$0.00	\$0.00
Legal fees -	\$0.00	\$200.00	\$200.00
Testing/Analysis	\$538.37	\$0.00	(\$538.37)
Professional Services	\$0.00	\$0.00	\$0.00
Other Professional Services	\$759.94	\$1,000.00	\$240.06
Engineering Services - PER/ER	\$11,150.62	\$0.00	(\$11,150.62)
Telephone	\$248.76	\$917.40	\$668.64
Radio/communications Expense	\$687.85	\$480.12	(\$207.73)
Internet	\$334.00	\$504.00	\$170.00
Postage	\$1,087.39	\$900.00	(\$187.39)
Travel Expense	\$316.10	\$1,000.00	\$683.90
Other Equipment Rentals	\$0.00	\$0.00	\$0.00
Legal Notices/Publications	\$0.00	\$0.00	\$0.00
General Liability Insurance	\$274.32	\$740.68	\$466.36
Property Insurance	\$3,088.20	\$6,679.91	\$3,591.71
Workers Compensation	\$2,428.24	\$3,139.93	\$711.69
Unemployment Paid	\$0.00	\$0.00	\$0.00
Refuse/Garbage Disposal	\$354.40	\$350.00	(\$4.40)
State Connection Fee	\$1,374.00	\$2,994.00	\$1,620.00
Repairs/Maint Building -	\$0.00	\$0.00	\$0.00
Repairs/Maintenance Structure	\$3,811.25	\$12,000.00	\$8,188.75
Repairs/Maintenance Machinery	\$0.00	\$2,500.00	\$2,500.00
Dues and Subscriptions	\$1,921.78	\$4,000.00	\$2,078.22
Uncollectable Checks/Bad Debt	\$1,220.59	\$150.00	(\$1,070.59)
Medical Fees	\$0.00	\$0.00	\$0.00
Office Equipment and furniture	\$0.00	\$0.00	\$0.00
Other Equipment <u>Marco Printer</u>	\$513.66	\$993.72	\$480.06
Miscellaneous -	\$0.00	\$0.00	\$0.00
Cash Short	\$0.00	\$0.00	\$0.00
Bank Service Charges	\$0.00	\$150.00	\$150.00
Total Water Expenditures	\$121,391.29	\$185,413.16	\$62,543.71

Other Water Expenditures:	Budget	Remaining
Transfer Fr Other Fund	\$0.00	\$0.00
2023A Go bond principal	\$12,562.87	\$12,562.88
2023A Go Bond Interet	\$8,061.72	\$8,061.72
2023B Go Bond Principal	\$2,488.18	\$2,488.18
2023B Go Bond Interest	\$1,423.29	\$1,423.30
Debt Service Bond Principal	\$50,000.00	\$50,000.00
Debt Service Bond Interest	\$13,612.50	\$13,612.50
Depreciation/Capital Outlay	\$0.00	\$13,000.00
Total	\$88,148.56	\$101,148.58

Net Total	(\$68,980.57)	\$286,561.74	\$75,543.72
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Pine Tree Park
Year to Date Income Statement thru 07/31/2025

PTP Revenues -	2025	2024	2025 budget
Reservation Fees	\$666.00	\$511.00	\$600.00
Grants	\$11,000.00	\$11,000.00	\$11,000.00
Camping Fees	\$16,258.93	\$15,383.00	\$20,000.00
Other Revenue	\$0.00	\$0.00	\$0.00
Transfer from Golf Course - mower	\$0.00	\$10,500.00	\$0.00
Interest Earnings	\$530.74	\$464.02	\$300.00
Total PTP Revenues	\$28,455.67	\$37,858.02	\$31,900.00

PTP Expenditures	2025 YTD	2024 YTD	2025 Budget	Remaining
Full-Time Employees Regular	\$2,683.16	\$4,363.60	\$5,332.32	\$2,649.16
Full-time Employee Overtime	\$345.79	\$173.99	\$250.00	
Part-Time Employees Regular	\$2,272.44	\$1,554.99	\$3,373.65	\$1,101.21
Employer CPF Contribution	\$90.10	\$0.00	\$204.62	
PERA	\$221.79	\$351.86	\$652.95	\$431.16
FICA	\$400.30	\$465.97	\$666.01	\$265.71
Employer Paid Health	\$526.89	\$547.34	\$1,030.33	\$503.44
Office Supplies	\$0.00	\$0.00	\$0.00	\$0.00
Electricity	\$1,936.78	\$1,112.77	\$3,000.00	\$1,063.22
Operating Supplies (GENERAL)	\$329.61	\$337.82	\$700.00	\$370.39
Cleaning Supplies	\$11.99	\$11.97	\$200.00	\$188.01
Motor Fuels	\$0.00	\$767.59	\$1,400.00	\$1,400.00
Repairs/Maint Supply	\$0.00	\$75.51	\$850.00	\$850.00
Equipment Parts	\$216.36	\$302.01	\$300.00	\$83.64
Other Professional Services	\$400.00	\$300.00	\$1,750.00	\$1,350.00
Postage	\$0.00	\$0.00	\$0.00	\$0.00
Advertising	\$0.00	\$0.00	\$0.00	\$0.00
Other Printing/Binding	\$0.00	\$0.00	\$250.00	\$250.00
General Liability Insurance	\$548.64	\$679.52	\$1,481.35	\$932.71
Property Insurance	\$1,141.50	\$1,166.50	\$2,472.45	\$1,330.95
Workers Compensation Insurance	\$0.00	\$0.00	\$0.00	\$0.00
Garbage	\$1,468.41	\$1,039.42	\$2,500.00	\$1,031.59
Repairs/Maint Building	\$1,315.32	\$0.00	\$2,500.00	\$1,184.68
Repairs/Maintenance Structure	\$0.00	\$0.00	\$0.00	\$0.00
Improvements Other	\$0.00	\$970.00	\$0.00	\$0.00
Repairs/Maintenance Machinery	\$1,843.77	\$146.21	\$1,500.00	(\$343.77)
Other Equipment - <i>new mower</i>	\$0.00	\$17,559.44	\$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	\$185.00	\$160.00	\$375.00	\$190.00
Total PTP Expenditures	\$15,937.85	\$32,086.51	\$35,788.68	\$19,832.10
Net Profit	\$12,517.82	\$5,771.51		

Lakeview Cemetery
Year to Date Income Statement thru 07/31/2025

Cemetery Revenue	2025	2024	2025 Budget
Cemetery Lot Revenues	\$0.00	\$1,337.00	\$1,700.00
Other Revenue	\$0.00	\$0.00	\$0.00
Interest Earnings	\$1,320.77	\$1,369.51	\$400.00
Transfer from General Fund	\$0.00	\$0.00	\$2,000.00
Transfer from Perpetual Fund	\$0.00	\$0.00	\$2,300.00
Transfer from Liquor Fund	\$0.00	\$0.00	\$3,500.00
Insurance Proceeds	\$2,180.00	\$0.00	\$0.00
Total PTP Revenues	\$3,500.77	\$2,706.51	\$9,900.00

Cemetery Expenditures	2025 YTD	2024 YTD	2025 Budget	Remaining
Full-Time Employees Regular	\$2,855.10	\$2,630.98	\$4,608.13	\$1,753.03
Full-time Employee overtime	\$460.00	\$331.81	\$300.00	(\$160.00)
Part-Time Employees Regular	\$454.49	\$305.84	\$674.73	\$220.24
Employer CPF Contribution	\$68.70	\$0.00	\$155.48	\$86.78
PERA	\$227.21	\$224.20	\$396.21	\$169.00
FICA	\$284.32	\$249.92	\$404.14	\$119.82
Employer Paid Health	\$378.08	\$370.66	\$747.15	\$369.07
Operating Supplies (GENERAL)	\$0.00	\$0.00	\$400.00	\$400.00
Motor Fuels	\$664.40	\$0.00	\$1,000.00	\$335.60
Other Professional Services	\$375.00	\$475.00	\$500.00	\$125.00
Postage	\$0.00	\$0.00	\$0.00	\$0.00
General Liability Insurance	\$68.58	\$84.94	\$185.17	\$116.59
Property Insurance	\$82.50	\$84.00	\$178.08	\$95.58
Workers Compensation Insurance	\$368.31	\$476.42	\$500.24	\$131.93
Total Cemetery Expenditures	\$6,286.69	\$5,233.77	\$10,049.33	\$3,762.64
Net Profit	(\$2,785.92)	(\$2,527.26)		

Blackduck Municipal Golf Course
Year-To-Date Income Statement - 07/31/2025

	Actual 2025 Sales	2025 Revenue Budget	2025 Cost of Goods	2025 Gross Profit	2025 Gross Margin	2025 Expense Budget	Remaining Expense Budget
Beer	\$12,487.85	\$20,000.00	\$6,935.25	\$5,552.60	44.46%	\$10,000.00	\$3,064.75
Liquor	\$4,428.04	\$4,000.00	\$490.00	\$3,938.04	88.93%	\$1,000.00	\$510.00
Soft Drinks	\$5,717.85	\$10,000.00	\$6,758.82	(\$1,040.97)	-18.21%	\$6,000.00	(\$758.82)
Food	\$6,580.64	\$10,000.00	\$5,797.54	\$783.10	11.90%	\$8,000.00	\$2,202.46
Golf Merchandise & Clubs for Sale	\$3,953.84	\$4,000.00	\$3,077.89	\$875.95	22.15%	\$3,000.00	(\$77.89)
Clothing	\$3,637.05	\$4,000.00	\$4,757.85	(\$1,120.80)	-30.82%	\$3,500.00	(\$1,257.85)
Total	\$36,805.27	\$52,000.00	\$27,817.35	\$8,987.92	24.42%	\$31,500.00	\$3,682.65

Charges for Services	Actual 2025 Revenue	Revenue Budget
Green Fees	\$65,373.00	\$90,000.00
Membership Fees	\$41,293.90	\$38,000.00
Trail Fees	\$777.00	\$1,000.00
Cart Storage	\$1,251.00	\$1,584.00
Rentals (Clubs, Carts)	\$1,597.54	\$1,500.00
Power Carts	\$41,352.39	\$55,000.00
Clubhouse Rental	\$1,550.00	\$1,000.00
Kayak Rental	\$0.00	\$500.00
Golf Tournament Revenue	\$5,540.77	\$10,000.00
Total Charges for Services	\$158,735.60	\$198,584.00

Total Income \$195,540.87

Less Operating Expense		2025 Budget	Remaining
FT Wages	\$17,678.47	\$30,776.58	\$13,098.11
PT Wages	\$37,911.87	\$88,275.05	\$50,363.18
PERA	\$2,270.82	\$7,340.13	\$5,069.31
FICA	\$4,268.00	\$9,107.45	\$4,839.45
Employer Paid Health	\$7,291.41	\$12,499.56	\$5,208.15
Office Supplies	\$0.00	\$400.00	\$400.00
Heating Fuel	\$0.00	\$0.00	\$0.00
Electricity	\$3,827.42	\$6,000.00	\$2,172.58
Computer Supplies	\$0.00	\$0.00	\$0.00
Training & Instructions	\$0.00	\$0.00	\$0.00
Operating Supplies	\$3,982.95	\$5,000.00	\$1,017.05
Cleaning Supplies	\$0.00	\$0.00	\$0.00
Motor Fuels	\$3,210.53	\$4,000.00	\$789.47
Lubricants/Additives	\$996.35	\$0.00	(\$996.35)
Chemicals	\$2,546.05	\$8,000.00	\$5,453.95
Repair/Maint/Supplies	\$63.79	\$0.00	(\$63.79)
Equipment parts	\$0.00	\$0.00	\$0.00
Building Repair supply	\$0.00	\$0.00	\$0.00
Small Tools/Equipment	\$327.40	\$1,000.00	\$672.60
Tires	\$0.00	\$0.00	\$0.00
Auditing/Accounting	\$0.00	\$0.00	\$0.00
Mix Expense	\$0.00	\$0.00	\$0.00
Other for Resale - ice	\$0.00	\$0.00	\$0.00
Medical Fees	\$0.00	\$0.00	\$0.00
Legal Fees	\$0.00	\$0.00	\$0.00
Telephone	\$700.74	\$1,196.52	\$495.78
Internet	\$349.65	\$600.00	\$250.35
Travel Expense	\$0.00	\$0.00	\$0.00
Other Equipment	\$0.00	\$0.00	\$0.00
Other Professional services	\$145.24	\$0.00	(\$145.24)
Website Development & Maintenance	\$553.00	\$948.00	\$395.00
Sponsorship Expense	\$1,159.17	\$1,000.00	(\$159.17)
Postage	\$0.00	\$0.00	\$0.00
Advertising	\$558.91	\$1,000.00	\$441.09
Promotional Expenses	\$2,453.11	\$0.00	(\$2,453.11)
Liability Insurance	\$1,988.82	\$5,369.91	\$3,381.09
Property Insurance	\$1,169.00	\$2,540.82	\$1,371.82
Work Comp	\$2,545.79	\$1,454.30	(\$1,091.49)
Unemployment	\$6,535.24	\$3,000.00	(\$3,535.24)
Dram Insurance	\$0.00	\$1,250.00	\$1,250.00
Garbage Disposal	\$668.58	\$1,300.00	\$631.42
Repair/Maint Building	\$257.57	\$2,000.00	\$1,742.43
Improvements other than Bldgs -	\$10,968.02	\$5,000.00	(\$5,968.02)
Repairs/Maint Machinery	\$7,748.30	\$11,000.00	\$3,251.70
Maintenance Course	\$3,922.99	\$8,000.00	\$4,077.01
Golf Cart Maintenance - ONLY	\$3,003.31	\$2,000.00	(\$1,003.31)
Furniture & Fixtures	\$0.00	\$0.00	\$0.00
Motor Vehicles - <i>golf cart purchase</i>	\$12,976.58	\$12,900.00	(\$76.58)
Club House renovations	\$0.00	\$0.00	\$0.00
Other Equipment <i>new rental clubs</i>	\$75.24	\$0.00	(\$75.24)
Uncollectable Checks	\$0.00	\$0.00	\$0.00
Dues and Subscriptions	\$1,618.89	\$2,500.00	\$881.11
Bank Service Charges	\$3,641.10	\$6,500.00	\$2,858.90
Cart Shed Internal Loan 2020	\$6,118.00	\$6,118.00	\$0.00
Golf Rough Mower Internal Loan - 2022	\$1,825.37	\$3,650.74	\$1,825.37
Cart Lease - Huntington Bank - 2021	\$9,780.00	\$14,670.00	\$4,890.00
Equipment Bond Interest 2016	\$175.00	\$175.00	\$0.00
Equipment Bond Principal 2016	\$14,000.00	\$14,000.00	\$0.00
Total Expense	\$179,312.68	\$280,572.06	\$101,259.38

OPERATING INCOME OR LOSS (\$11,589.16)

Other Expenses	
Misc. Expenses	\$0.00
Equipment - Gator	\$0.00
Gift Certificates / Discounts <i>discounts for punch cards & savings cards</i>	\$7,617.64
Cash Short -	\$341.14
Total Other Expenses	\$7,958.78

Other Income	
General Property taxes	\$339.85
Transfer Fr Liq Str	\$0.00
Reimbursements	\$341.92
Donations and Contributions	\$0.00
Promotional Event Revenue	\$0.00
Charges for Service - Bank Card Fees	\$2,125.76
Cash Over	\$604.81
Other Revenue	\$50.00
Sponsorship Revenue <i>(cart / tee box)</i>	\$4,500.00
Total Other Income	\$7,962.34

NET INCOME OR LOSS YEAR TO DATE (\$11,585.60)

Inventory On-Hand at 1/1/2025 after inventory total	\$3,802.17
Inventory On-Hand at 7/31/2025	\$3,802.17
Difference	\$0.00

Sales Comparison YTD	2022	2023	2024	2025	+/- over prior year
Green Fees	\$33,907.00	\$59,328.54	\$60,421.59	\$65,373.00	7.57%
Cart Rental	\$20,222.12	\$27,567.48	\$37,880.72	\$41,352.39	8.40%

YTD Comparisons:	2022	2023	2024	2025	+/- over prior year
Operating Revenue	\$135,567.29	\$181,300.32	\$187,584.33	\$203,503.21	7.82%
Operating Expense	\$174,635.53	\$195,583.78	\$213,744.59	\$215,088.81	0.62%
	(\$39,068.24)	(\$14,283.46)	(\$26,160.26)	(\$11,585.60)	

Blackduck Municipal Liquor Store Income Statement
Year to Date Ending 07/31/2025

\$588,421.54 *How much we paid for our inventory (expenses)*

	YTD Sales	Cost of Goods	Gross Profit	Gross Profit Margin	2025 Liquor Expense Budget	2025 Liquor Revenue Budget	Percent of sales +/- to budget
THC Edibles - Off-Sale	\$16,253.78	\$9,929.75	\$6,324.03	38.91%	\$10,000.00	\$13,000.00	20.02%
THC Beverages - Off-Sale	\$13,250.30	\$8,247.36	\$5,002.94	37.76%	\$15,000.00	\$20,000.00	-50.94%
Liquor Sales Off-Sale	\$191,919.46	\$138,602.61	\$53,316.85	27.78%	\$220,000.00	\$330,000.00	-71.95%
Beer Sales Off-Sale	\$307,881.73	\$234,027.00	\$73,854.73	23.99%	\$400,000.00	\$560,000.00	-81.89%
Wine Sales Off-Sale	\$27,258.55	\$16,218.33	\$11,040.22	40.50%	\$35,000.00	\$50,000.00	-83.43%
Other Sales On/Off-Sale	\$11,857.19	\$9,602.96	\$2,254.23	19.01%	\$7,800.00	\$25,750.00	-117.17%
Liquor Sales On-Sale	\$72,222.67	\$13,613.30	\$58,609.37	81.15%	\$0.00	\$135,000.00	-86.92%
Beer Sales On-Sale	\$97,778.84	\$18,662.35	\$79,116.49	80.91%	\$0.00	\$170,000.00	-73.86%
Wine Sales On-Sale	\$1,220.56	\$425.47	\$795.09	65.14%	\$0.00	\$2,000.00	-63.86%
Clothing	\$3,550.83	\$1,428.65	\$2,122.18	59.77%	\$5,000.00	\$5,100.00	-43.63%
Soft Drinks On Sale	\$19,200.27	\$7,316.73	\$11,883.54	61.89%	\$17,000.00	\$30,000.00	-56.25%
Food Sales	\$254,328.82	\$137,613.17	\$116,715.65	45.89%	\$220,000.00	\$400,000.00	-57.28%
Total	\$1,016,723.00	\$595,687.68	\$421,035.32	41.41%	\$929,800.00	\$1,740,850.00	-41.60%

cost of our inventory

Less Operating Expense	2025 YTD	Budget	Remaining
Wages FT	\$144,868.56	\$243,327.49	\$98,458.93
FT Overtime	\$1,162.28	\$1,500.00	\$337.72
Wages PT	\$60,925.31	\$108,405.55	\$47,480.24
PERA	\$17,701.57	\$26,096.34	\$8,394.77
FICA	\$18,851.18	\$26,907.57	\$8,056.39
Health Insurance	\$37,747.60	\$64,944.73	\$27,197.13
Office Supplies	\$25.64	\$900.00	\$874.36
Electricity	\$11,275.12	\$20,000.00	\$8,724.88
Heating Fuel	\$3,754.09	\$10,000.00	\$6,245.91
Computer Supplies	\$32.95	\$750.00	\$717.05
Training and Instruction	\$0.00	\$700.00	\$700.00
Operating & Bar Supplies	\$9,186.58	\$10,000.00	\$813.42
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	\$8,502.26	\$16,000.00	\$7,497.74
Auditing / Acct'g Services	\$6,500.00	\$6,500.00	\$0.00
Other Professional Services- <i>Cleaning & Vestis Services</i>	\$13,312.87	\$25,000.00	\$11,687.13
Website Development	\$553.00	\$948.00	\$395.00
Telephone	\$1,328.81	\$2,266.80	\$937.99
Postage	\$1,071.35	\$1,000.00	(\$71.35)
Cable Television	\$1,301.70	\$2,141.88	\$840.18
Internet Access	\$554.65	\$1,019.40	\$464.75
Advertising	\$0.00	\$500.00	\$500.00
Travel Expense	\$424.72	\$300.00	(\$124.72)
Freight	\$3,860.16	\$6,000.00	\$2,139.84
Legal Fees	\$0.00	\$0.00	\$0.00
Promotions/Entertainment	\$3,677.11	\$7,500.00	\$3,822.89
Legal Notices	\$0.00	\$0.00	\$0.00
Liability Insurance	\$1,988.82	\$5,369.91	\$3,381.09
Property Insurance	\$3,779.50	\$8,169.42	\$4,389.92
Dram Shop/Liquor Liability	\$3,292.00	\$3,500.00	\$208.00
Other Insurance	\$0.00	\$0.00	\$0.00
Work Comp	\$8,581.12	\$13,902.24	\$5,321.12
Unemployment	\$0.00	\$500.00	\$500.00
Water Utility	\$1,621.27	\$3,100.00	\$1,478.73
Garbage Disposal	\$5,237.17	\$8,000.00	\$2,762.83
Catering Expense	\$0.00	\$0.00	\$0.00
Repairs & Maintenance	\$0.00	\$0.00	\$0.00
Repairs/Maintenance Building	\$5,308.14	\$12,000.00	\$6,691.86
Uncollectable Checks	\$49.39	\$200.00	\$150.61
Dues and Subscriptions	\$2,924.05	\$4,500.00	\$1,575.95
Bank Service Charges	\$28,810.63	\$40,000.00	\$11,189.37
Furniture & Fixtures	\$388.43	\$0.00	(\$388.43)
Office Equip & Furnishings -	\$598.00	\$3,123.36	\$2,525.36
Improvements Other than Buildings -	\$10,805.45	\$30,000.00	\$19,194.55
Building & Structures	\$0.00	\$0.00	\$0.00
Medical Fees	\$0.00	\$0.00	\$0.00
Assessment	\$1,001.59	\$974.75	(\$26.84)
Obligation Debt - Remodel/Addition - Principal	\$30,000.00	\$30,000.00	\$0.00
Obligation Debt - Remodel/Addition - Interest	\$10,015.00	\$10,015.00	\$0.00
Other Equipment - Message board debt & copier lease	\$10,876.46	\$7,153.75	(\$3,722.71)
Total Operating Expense	\$471,894.53	\$763,216.19	\$291,321.66

Inventory Expense (\$7,266.14)

NET INCOME OR LOSS (\$43,593.07) *(gross profit - expenses)*

Other Expenses

<i>Donations</i>	\$3,050.00	2025 Budget - \$6,000.00
Capital Outlay	\$0.00	
Unemployment Paid	\$0.00	
Cash Short	\$417.80	
Employer CPF contribution - Union Contract - Liquor Portion	\$127.77	
Misc. Expense	\$0.00	
Total Other Expenses	\$3,595.57	

Other Income

Reimbursements (NSF)	\$2,541.50
<i>Rent Income</i>	\$13,854.05
Vending Income	\$1,923.40
Interest	\$1,815.74
Catering Revenue	\$0.00
Bank Service Fees Charged to customers	\$13,001.79
<i>Transfer from Liquor Rent Fund</i>	\$15,000.00
Cash Over	\$5.18
Total Other Income	\$48,141.66

Gross Profit Before Transfers	\$953.02
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Transfer to General Fund & Other Funds	\$20,000.00	2025 Transfer total budget City wide = \$78,500
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Net Profit After Inventory Exp & Transfers	(\$19,046.98)
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Inventory On-Hand at 1/1/2025 after inventory total	\$101,588.00
Inventory On-Hand at 7/31/2025	\$120,061.46
Difference	\$18,473.46

YTD 4-year Sales Comparison Ending 7/30/2025

	2022	2023	2024	2025	% of Increase from 2024-2025
Off-Sale THC Edibles	\$0.00	\$0.00	\$4,287.61	\$16,253.78	279.09%
Off-Sale THC Beverages	\$0.00	\$0.00	\$10,732.69	\$13,250.30	23.46%
Off -Sale Liquor	\$173,634.45	\$190,320.84	\$185,464.49	\$191,919.46	3.48%
Off-Sale Beer	\$304,198.17	\$320,925.22	\$305,268.30	\$307,881.73	0.86%
Off -Sale Wine	\$28,195.65	\$27,015.25	\$29,164.85	\$27,258.55	-6.54%
Total Off-Sale	\$506,028.27	\$538,261.31	\$534,917.94	\$556,563.82	4.05%
On-Sale Liquor	\$80,393.68	\$84,352.01	\$79,192.26	\$72,222.67	-8.80%
On-Sale Beer	\$101,420.97	\$97,030.18	\$96,971.01	\$97,778.84	0.83%
On-Sale Wine	\$1,499.04	\$1,013.23	\$1,189.39	\$1,220.56	2.62%
Total On-Sale	\$183,313.69	\$182,395.42	\$177,352.66	\$171,222.07	-3.46%
Total On and Off Sale	\$689,341.96	\$720,656.73	\$712,270.60	\$727,785.89	2.18%
Total Food Sales	\$170,711.97	\$190,480.39	\$237,887.19	\$254,328.82	6.91%
Gross Liquor Store Sales Comparison	\$925,741.44	\$971,967.71	\$1,040,547.42	\$1,064,864.66	2.34%

2025 Blackduck DMV Office Income Statement

Year to date Revenue thru 7/31/2025

	2025 DMV Sales	2025 DNR Sales	2025 Total Office Sales	Previous Year Total Office Sales	Percentage to Previous Year	DMV Office Retain	DNR Office Retain	Remit to DMV State	Remit to DNR State	2025 Net Office Revenue	2025 YTD DMV Expenses	2025 YTD Net Profit	Previous Year Net Profit	Comparative +/- %
January	\$60,771.52	\$9,184.40	\$69,955.92	\$61,440.47	12.17%	\$3,603.53	\$582.50	\$57,167.99	\$8,601.90	\$4,186.03	\$2,128.23	\$2,057.80	\$2,683.82	-30.42%
February	\$91,085.30	\$6,622.90	\$97,708.20	\$86,249.08	11.73%	\$4,809.00	\$623.00	\$86,276.30	\$5,999.90	\$5,432.00	\$2,155.28	\$3,276.72	\$3,488.66	-6.47%
March	\$100,386.73	\$3,358.70	\$103,745.43	\$52,909.67	49.00%	\$5,406.21	\$353.50	\$94,980.52	\$3,005.20	\$5,759.71	\$2,168.26	\$3,591.45	\$3,180.52	11.44%
April	\$74,815.84	\$4,857.10	\$79,672.94	\$62,558.89	21.48%	\$4,359.00	\$388.50	\$70,456.84	\$4,468.60	\$4,747.50	\$1,805.07	\$2,942.43	\$2,774.69	5.70%
May	\$86,441.50	\$11,329.20	\$97,770.70	\$67,346.18	31.12%	\$5,059.00	\$947.50	\$81,382.50	\$10,381.70	\$6,006.50	\$1,674.58	\$4,331.92	\$4,120.70	4.88%
June	\$50,039.91	\$4,431.60	\$54,471.51	\$57,223.87	-5.05%	\$3,808.00	\$468.00	\$46,231.91	\$3,963.60	\$4,276.00	\$2,400.33	\$1,875.67	\$2,771.17	-47.74%
July	\$55,447.68	\$3,145.50	\$58,593.18	\$38,738.93	33.88%	\$3,376.21	\$297.00	\$52,071.47	\$2,848.50	\$3,673.21	\$3,215.25	\$457.96	\$2,391.55	-422.22%
August				\$51,362.61									\$2,909.68	
September				\$42,864.64									\$1,767.27	
October				\$46,170.77									\$1,927.43	
November				\$33,512.13									\$1,458.30	
December				\$61,366.15									\$1,949.28	
Year To Date:	\$518,988.48	\$42,929.40	\$561,917.88	\$661,743.39	-17.77%	\$30,420.95	\$3,660.00	\$488,567.53	\$39,269.40	\$34,080.95	\$15,547.00	\$18,533.95	\$31,423.07	-69.54%

MINNESOTA Lawful Gambling

LG216 Worksheet for Calculating Lawful Gambling Monthly Rent

Organization Name Blackduck Fire Relief				Licence Number 01944				Booth Operation Rent 1 List the % to be paid for paper pull-tabs, tipboards, paddletickets, electronic pull-tabs and electronic linked bingo conducted by the organization's employees 1			
Site Name POND				Site Number 001				Bar Operation Rent 2 List the % to be paid for paper pull-tabs, tipboards and paddletickets conducted by the lessor or lessor's employees 2 20.00% 3 List the % to be paid for electronic pull-tabs and electronic linked bingo conducted the lessor or lessor's employees 3 15.00%			
(Use one worksheet for each site. If lease changes, use new worksheet)											
A	B1	B2	C1	C2	D	E1	E2	F	G	H	
	Booth Operation		Bar Operation		Rent Limit	Bar Operation Electronic Games		Total Rent	Bar Operation		
Month and Year	Multiply the total of this month's net receipts from paper pull-tabs, electronic pull-tabs, electronic linked bingo, tipboards, and paddletickets by the amount in Box 1.		Multiply the total of this month's net receipts from paper pull-tabs, tipboards, and paddletickets by the amount in Box 2.		If an amount was entered, in Col B, enter the sum of Cols B and C up to a max of \$1750. If Col B is blank, enter Col C.	Multiply the total of this month's net receipts from, electronic pull-tabs and electronic linked bingo by the amount in Box 3.		Add Columns D and E Report amount on Schedule A, line 22h	Enter cash short for games sold from bar-op. Report amount on Sched A, line 22m. in month the Col H is paid.	Subtract Col G from Col F. This is the amount of rent to be paid. The amount is not reported on Sched A.	
6/2025			5898.00	1179.60	1179.60	2982.00	447.30	1626.90	(23.00)		1603.90

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



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Payments

Current Period: July 2025

Payment Batch DWDCCPMT072125

\$3,018.10

Refer	277	CARDMEMBER SERVICE -DEERW	Ck# 014914 7/31/2025		
Cash Payment	E 101-41400-207	Computer Supplies	Business Card Holder - Christina Regas		\$123.09
Invoice					
Cash Payment	E 101-41400-433	Dues and Subscriptions	Business Card Holder - Christina Regas		\$8.95
Invoice					
Cash Payment	E 101-41400-433	Dues and Subscriptions	Business Card Holder - Christina Regas		\$173.49
Invoice					
Transaction Date	7/21/2025	DW Checking	10100	Total	\$305.53

Refer	278	CARDMEMBER SERVICE -DEERW	Ck# 014914 7/31/2025		
Cash Payment	E 209-45183-404	Repairs/Maint Machinery	Business Credit Card Holder - Mike Schwanke		\$552.27
Invoice					
Cash Payment	E 209-45183-404	Repairs/Maint Machinery	Business Credit Card Holder - Mike Schwanke		\$88.20
Invoice					
Cash Payment	E 101-43100-404	Repairs/Maint Machinery	Business Credit Card Holder - Mike Schwanke		\$167.74
Invoice					
Cash Payment	E 101-43100-210	Operating Supplies (GEN	Business Credit Card Holder - Mike Schwanke		\$11.92
Invoice					
Cash Payment	E 209-45183-404	Repairs/Maint Machinery	Business Credit Card Holder - Mike Schwanke		\$99.07
Invoice					
Cash Payment	E 601-43200-322	Postage	Business Credit Card Holder - Mike Schwanke		\$6.15
Invoice					
Cash Payment	E 101-43100-321	Telephone	Business Credit Card Holder - Mike Schwanke		\$1.99
Invoice					
Cash Payment	E 209-45183-404	Repairs/Maint Machinery	Business Credit Card Holder - Mike Schwanke		\$462.12
Invoice					
Cash Payment	E 209-45183-404	Repairs/Maint Machinery	Business Credit Card Holder - Mike Schwanke		\$194.41
Invoice					
Cash Payment	E 209-45183-404	Repairs/Maint Machinery	Business Credit Card Holder - Mike Schwanke		\$4.37
Invoice					
Transaction Date	7/21/2025	DW Checking	10100	Total	\$1,588.24

Refer	282	CARDMEMBER SERVICE -DEERW	Ck# 014914 7/31/2025		
Cash Payment	E 613-49830-404	Repairs/Maint Machinery	Business Credit Card Holder - Misty Frenzel		\$48.83
Invoice					
Cash Payment	E 613-49830-271	Golf Accessories for Res	Business Credit Card Holder - Misty Frenzel		\$37.98
Invoice					
Cash Payment	E 613-49830-210	Operating Supplies (GEN	Business Credit Card Holder - Misty Frenzel		\$32.44
Invoice					
Cash Payment	E 613-49830-210	Operating Supplies (GEN	Business Credit Card Holder - Misty Frenzel		\$15.20
Invoice					
Cash Payment	E 613-49830-407	Golf Cart Maintenance/R	Business Credit Card Holder - Misty Frenzel		\$35.76
Invoice					
Cash Payment	E 613-49830-210	Operating Supplies (GEN	Business Credit Card Holder - Misty Frenzel		\$59.79
Invoice					
Cash Payment	E 613-49830-270	Golf Clubs for Resale	Business Credit Card Holder - Misty Frenzel		\$86.65
Invoice					
Cash Payment	E 613-49830-210	Operating Supplies (GEN	Business Credit Card Holder - Misty Frenzel		\$16.26
Invoice					



CITY OF BLACKDUCK

Payments

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Current Period: July 2025

Cash Payment	E 613-49830-210 Operating Supplies (GEN Business Credit Card Holder - Misty Frenzel	\$12.88
Invoice		
Cash Payment	E 613-49830-210 Operating Supplies (GEN	\$22.71
Invoice		
Cash Payment	E 613-49830-271 Golf Accessories for Res Business Credit Card Holder - Misty Frenzel	\$755.83
Invoice		
Transaction Date	7/21/2025	DW Checking 10100
		Total \$1,124.33

Fund Summary

	10100 DW Checking	
101 GENERAL FUND		\$487.18
209 PINE TREE PARK FUND		\$1,400.44
601 WATER FUND		\$6.15
613 GOLF COURSE		\$1,124.33
		\$3,018.10

Pre-Written Checks	\$3,018.10
Checks to be Generated by the Computer	\$0.00
Total	
	\$3,018.10

CITY OF BLACKDUCK

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Transaction Activity COB Payrolls - July 2025

Search Name	Amount	Check Nbr	EFT	Tran Name	Check/Receipt Date	Period Name	Batch Name
PERA	\$24.88	004732	Yes	Cash Payment	07/09/25	July	PR1401SUPP0709
INTERNAL REVENUE SERVICE	\$2,507.23	004717	Yes	Cash Payment	07/01/25	July	PR14LIABS070320
MN DEPT OF REVENUE	\$1,644.99	004718	Yes	Cash Payment	07/01/25	July	PR14LIABS070320
MN CHILD SUPPORT PAY CTR	\$25.00	014801	No	Cash Payment	07/03/25	July	PR14LIABS070320
IUOE LOCAL #49	\$140.00	014800	No	Cash Payment	07/03/25	July	PR14LIABS070320
PERA	\$6,037.42	004719	Yes	Cash Payment	07/01/25	July	PR14LIABS070320
NATIONWIDE	\$346.05	004720	Yes	Cash Payment	07/01/25	July	PR14LIABS070320
CENTRAL PENSION FUND	\$673.00	014799	No	Cash Payment	07/03/25	July	PR14LIABS070320
RANGE CREDIT BUREAU	\$186.39	014802	No	Cash Payment	07/03/25	July	PR14LIABS070320
INTERNAL REVENUE SERVICE	\$6,814.10	004717	Yes	Cash Payment	07/01/25	July	PR14LIABS070320
MN DEPT OF REVENUE	\$6.55	004731	Yes	Cash Payment	07/09/25	July	PR1401SUPP0709
RANGE CREDIT BUREAU	\$257.49	014890	No	Cash Payment	07/14/25	July	PR15LIABS071420
PERA	\$6,082.66	004735	Yes	Cash Payment	07/14/25	July	PR15LIABS071420
INTERNAL REVENUE SERVICE	\$6,857.32	004736	Yes	Cash Payment	07/14/25	July	PR15LIABS071420
INTERNAL REVENUE SERVICE	\$2,516.36	004736	Yes	Cash Payment	07/14/25	July	PR15LIABS071420
MN DEPT OF REVENUE	\$1,716.59	004737	Yes	Cash Payment	07/14/25	July	PR15LIABS071420
NATIONWIDE	\$346.15	004738	Yes	Cash Payment	07/14/25	July	PR15LIABS071420
DEERWOOD BANK	\$3,283.37	014888	No	Cash Payment	07/14/25	July	PR15LIABS071420
MN CHILD SUPPORT PAY CTR	\$25.00	014889	No	Cash Payment	07/14/25	July	PR15LIABS071420
CENTRAL PENSION FUND	\$646.00	014887	No	Cash Payment	07/14/25	July	PR15LIABS071420
INTERNAL REVENUE SERVICE	\$213.04	004730	Yes	Cash Payment	07/09/25	July	PR1401SUPP0709
	<u>\$40,349.59</u>						

CITY OF BLACKDUCK
Transaction Activity COB Payrolls - July 2025

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Search Name	Amount	Check Nbr	EFT	Tran Name	Check/Receipt Date	Period Name	Batch Name
NORTHWEST SERVICE COOP	\$8,553.60	004733	Yes	Cash Payment	07/11/25	July	NWSCoop 07-2025
	<u>\$8,553.60</u>						

CITY OF BLACKDUCK
Transaction Activity COB Payrolls - July 2025

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Page 1

Search Name	Amount	Check Nbr	EFT	Tran Name	Check/Receipt Date	Period Name	Batch Name
DELTA DENTAL	\$408.84	004734	Yes	Cash Payment	07/11/25	July	DeltaD 07-2025
	\$408.84						

CITY OF BLACKDUCK
Transaction Activity COB Payrolls - July 2025

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Search Name	Amount	Check Nbr	EFT	Tran Name	Check/Receipt Date	Period Name	Batch Name
LINCOLN NATIONAL LIFE	\$595.81	004744	Yes	Cash Payment	07/28/25	July	LinLIfe 072025
	\$595.81						

Final Council Approval for the Following

Part-time / Seasonal Employees:

Name:	Position:	Date of Hire:	Wage:
Melanie Cleveland	Seasonal Golf Club House	7/18/2025	\$14.00
Joshua Coulter	Part-time Off Sale Clerk	7/25/2025	\$13.00

SALES TAX RECEIPTS

City of Blackduck								
Payment Date	Revenue Month	Gross Revenue Amount	Start-up Costs (One-time only)	Miscellaneous Deduction or Addition (See notes below)	Administrative Cost	Net Amount Paid		
9/10/2024	July					-		
10/10/2024	August					-		
11/8/2024	September					-		
12/10/2024	October					-		
1/10/2025	November					-		
2/10/2025	December					-		
3/10/2025	January					-		
4/10/2025	February					-		
5/9/2025	March					-		
6/10/2025	April					-		
7/10/2025	May	6,188.39	(15,342.19)	9,209.50	(55.70)	0.00		
8/8/2025	June					-		
TOTAL		6,188.39	(15,342.19)	9,209.50	(55.70)	0.00		
Please note: This report contains current fiscal year information only.								
7/10/2025	May payment not enough to cover start-up costs. Remaining balance of \$9,209.50 will be deducted from future payments.							

7/15/2025

Blackduck City of Clerk
Managed Voice Estimate

ILEC 5 Year Contract

30000161

(218)835-4803

8 Summit Ave. E Blackduck, MN

Quoted By: JBL

Monthly Charges

Details:	Description:	Qty:	Charge:	Total:
End Points <i>Minimum 3</i>				
112215	Standard Seats <i>Voicemail/Voicemail to email Law Enforcement (218)835-4802</i>	1	\$ 10.50	\$ 10.50
112215	Standard Seats <i>Voicemail/Voicemail to email City Hall (218)835-4803</i>	2	\$ 10.50	\$ 21.00
112205	Basic Seats <i>Basic Extension/No Voicemail City Garage (218)835-4804</i>	1	\$ 9.00	\$ 9.00
112245	Analog Seats <i>For Analog Voice Devices Fire Department (218)835-4806</i>	1	\$ 15.00	\$ 15.00
112205	Basic Seats <i>Basic Extension/No Voicemail The Pond (218)835-4820</i>	3	\$ 9.00	\$ 27.00
112215	Standard Seats <i>Voicemail Message Only The Pond Bar (218)835-4820</i>	1	\$ 10.50	\$ 10.50
112215	Standard Seats <i>Voicemail/Voicemail to email Golf Course (218)835-7757</i>	1	\$ 10.50	\$ 10.50
SIP Phones <i>3 yr minimum contract</i>				
655130	Poly Edge E350 IP Phone <i>Law Enforcement (218)835-4802</i>	1	\$ 8.00	\$ 8.00
655124	Poly Edge E450 IP Phone <i>City Hall (218)835-4803</i>	2	\$ 10.00	\$ 20.00
655130	Poly Edge E350 IP Phone <i>City Garage (218)835-4804</i>	1	\$ 8.00	\$ 8.00
655130	Poly Edge E350 IP Phone <i>The Pond (218)835-4820</i>	3	\$ 8.00	\$ 24.00
655126	Poly Rove 30 Wireless Handset & Rove B2 IP Base Station Kit <i>The Pond (218)835-4820</i>	1	\$ 8.00	\$ 8.00
655126	Poly Rove 30 Wireless Handset & Rove B2 IP Base Station Kit <i>Golf Course (218)835-7757</i>	1	\$ 8.00	\$ 8.00
Optional Features / Add Ons				
112230	Music on hold	1	\$ 5.00	\$ 5.00
LVMANC	Voicemail Announce Only <i>The Pond Offsale (218)835-4820</i>	1	\$ 2.00	\$ 2.00
Network Access				
111111	Active SIP Paths <i>minimum 3</i>	5	\$ 7.00	\$ 35.00
SUBTOTAL			\$	221.50
Fees				
100; 101; 102; 103	(Tap) Tele Asst. Plan / Tam Surcharge / 9-1-1 User Fee / 988 Fee	5	\$ 0.98	\$ 4.90
MLFUSC	Federal Universal Service Charge Multi-Line ILEC	5	\$ 4.42	\$ 22.10
IARCM	Access Recovery Charge ILEC Multi-Line	5	\$ 3.00	\$ 15.00
O99	Subscriber Line Charge Multi-Line ILEC	5	\$ 9.20	\$ 46.00

Managed Voice Monthly Estimate

\$ 309.50

Taxes not included

7/15/2025
Blackduck City of Clerk
Managed Voice Estimate
ILEC 5 Year Contract

30000161
(218)835-4803
8 Summit Ave. E Blackduck, MN
Quoted By: JBL

Monthly Charges						
Details:	Description:	Qty:	Charge:			Total:
Other	Taxes not included					
4321	Long Distance <i>No Monthly Fee \$.05/minute</i>	346.6	\$	0.05	\$	16.98
Analog Line	Taxes not included					
GZBV	Gigazone Voice Small Business - Security/Fire/Fax Line <i>City Hall (218)835-4801</i>	1	\$	20.00	\$	20.00
100; 101; 102; 103; IARCM; t	(Tap) Tele Asst. Plan / Tam Surcharge / 9-1-1 User Fee / 988 Fee; Access Recovery ILEC; Feder	1	\$	17.60	\$	17.60
GZBV	Gigazone Voice Small Business - Security/Fire/Fax Line <i>Maintenance Shop (218)835-6251</i>	1	\$	20.00	\$	20.00
100; 101; 102; 103; IARCM; t	(Tap) Tele Asst. Plan / Tam Surcharge / 9-1-1 User Fee / 988 Fee; Access Recovery ILEC; Feder	1	\$	17.60	\$	17.60
GZBV	Gigazone Voice Small Business - Security/Fire/Fax Line <i>The Shop (218)835-7760</i>	1	\$	20.00	\$	20.00
100; 101; 102; 103; IARCM; t	(Tap) Tele Asst. Plan / Tam Surcharge / 9-1-1 User Fee / 988 Fee; Access Recovery ILEC; Feder	1	\$	17.60	\$	17.60
GZBV	Gigazone Voice Small Business - Security/Fire/Fax Line <i>Golf Course (218)835-9736</i>	1	\$	20.00	\$	20.00
100; 101; 102; 103; IARCM; t	(Tap) Tele Asst. Plan / Tam Surcharge / 9-1-1 User Fee / 988 Fee; Access Recovery ILEC; Feder	1	\$	17.60	\$	17.60
Internet	Taxes not included					
757000	Gigazone Small Business Broadband 250 Mbps <i>Fire Department (700)835-2110</i>	1	\$	60.00	\$	60.00
757000	Gigazone Small Business Broadband 250 Mbps <i>The Pond (700)835-2111</i>	1	\$	60.00	\$	60.00
IPAR	1 Rutable IP Address <i>The Pond (700)835-2111</i>	1	\$	10.00	\$	10.00
O87	Internet Additional Email Address <i>The Pond (700)835-2111</i>	1	\$	5.00	\$	5.00
757000	Gigazone Small Business Broadband 250 Mbps <i>City Hall (700)835-2112</i>	1	\$	60.00	\$	60.00
IPAR	1 Rutable IP Address <i>City Hall (700)835-2112</i>	1	\$	10.00	\$	10.00
O87	Internet Additional Email Address <i>City Hall (700)835-2112</i>	1	\$	20.00	\$	20.00
718098	Managed Business Wi-Fi Services <i>City Hall (700)835-2112</i>	1	\$	10.00	\$	10.00
757000	Gigazone Small Business Broadband 250 Mbps <i>Golf Course (700)835-8032</i>	1	\$	60.00	\$	60.00
718098	Managed Business Wi-Fi Services <i>Golf Course (700)835-8032</i>	1	\$	10.00	\$	10.00
757000	Gigazone Small Business Broadband 250 Mbps <i>Public Works (700)835-8701</i>	1	\$	60.00	\$	60.00
IPAR	1 Rutable IP Address <i>Public Works (700)835-8701</i>	1	\$	10.00	\$	10.00
PBTv	Taxes not included					
GZTV	Gigazone PBTv Fusion	1	\$	141.00	\$	141.00
847050	Gigazone PBTv Extra	1	\$	12.00	\$	12.00
857000	Gigazone Additional Set Tops	2	\$	5.00	\$	10.00

PBC Services New Monthly Estimate

\$ 1,014.88
Taxes not included

7/15/2025
Blackduck City of Clerk
Managed Voice Estimate
ILEC 5 Year Contract

30000161
(218)835-4803

8 Summit Ave. E Blackduck, MN

Quoted By: JBL

One Time Fees				
Details:	Description:	Qty:	Charge:	Total:
Shoulder Rest				
00101M	Softwalk Antibacterial Black Phone Shoulder Rest	1	\$ 16.89	\$ 16.89
Subtotal			\$	16.89
Other - One Time Charges				
Installation				
001	SIP End Point Installation	3	\$ 50.00	\$ 150.00
001	SIP End Point Installation <i>Renewal</i>	3	\$ (50.00)	\$ (150.00)
001	SIP Path Programming per seat	5	\$ 50.00	\$ 250.00
	<i>** waived with 3 year minimum contract</i>	5	\$ (50.00)	\$ (250.00)
Subtotal			\$	-
Sales Tax				
	Beltrami County Sales Tax 8%		\$	1.35
Managed Voice One-Time Fee Estimate			\$	18.24

This estimate does not include any inside wiring or cabling. All required wiring must be in place and functional prior to installation, or additional charges may apply. If wiring services are needed, they can be quoted separately upon request.

All pricing listed in this estimate is subject to change without notice due to industry-wide supply constraints, fluctuations in material costs, and changes in tariffs. While we strive to provide the most accurate and current pricing, final costs will be confirmed at the time of order placement.

Broadband Facts	
Paul Bunyan Communications	
250 Mbps Residential/Small Business Broadband Service	
Fixed Broadband Consumer Disclosure	
Monthly Price	\$60.00
Introductory Rate	No
Contract Required	No
Additional Charges & Terms	
Provider Monthly Fees	
Late fee may be assessed if bill is past due in the amount of \$5.00 or 1.5% (whichever is greater)	\$5.00
One-Time Fees at the Time of Purchase	
Installation Fee - can be waived with a qualifying contract	\$100.00
Government Taxes	\$0.00
Promotional Pricing	
If promotional pricing applies, see monthly price above.	
Speeds Provided with Plan	
Typical Download Speed	up to 250 Mbps
Typical Upload Speed	up to 250 Mbps
Latency	3 ms
Data Caps	Unlimited
Network Management	
https://paulbunyan.net/network-management-policies/	
Privacy	
https://paulbunyan.net/data-privacy-policy/	
Customer Support	
Phone:	888-586-3100
Email:	customerservice@paulbunyan.net
Website:	www.paulbunyan.net
Address:	1831 Anne St NW, Bemidji, MN 56601



Paul Bunyan
COMMUNICATIONS™
GIGAZONE™

888.586.3100
PAULBUNYAN.NET

BEMIDJI
1831 ANNE ST NW
P: 218.444.1234
F: 218.444.1121

GRAND RAPIDS
510 SE 21ST ST
P: 218.999.1234
F: 218.999.5700



BUSINESS
SOLUTIONS

30000161

(218)835-4803

8 Summit Ave. E Blackduck, MN

Quoted By: JBL

7/15/2025

Blackduck City of Clerk

Managed Voice Estimate

ILEC 5 Year Contract

Learn more about the terms used on this label by visiting
the Federal Communications Commission's Consumer
Resource Center.

fcc.gov/consumer

Unique Plan Identifier:
F00026449532024250MBPSPBCX

ACCOUNT INFORMATION

Customer #: 30000161 

Date	Jul 16, 2025
Business Name	BLACKDUCK CITY OF CLERK
Contact Name	CHRISTINA REGAS
Customer Billing Street Address	8 SUMMIT AVE E
City, State Zip	BLACKDUCK, MN 56630
Billing Phone Number	218-835-4803
Email Address	CHRISTINA.REGAS@BLACKDUCKMN.COM

Install Date: TBD

Term of Contract 60 months

MANAGED VOICE SERVICES

Qty.

Minimum number of basic seats:	4
Minimum number of standard seats:	5
Minimum number of premium seats:	
Minimum number of access lines:	8
Minimum number of phone lease:	8

TOTAL CONTRACT AMOUNT MONTHLY: \$ 221.50 (Does not include mandated fees & taxes.)

ACTIVATION OF SERVICE: \$ 18.24

Name of Contact	CHRISTINA REGAS
Contact Number	218-835-4803
Address if Different from Billing	8 SUMMIT AVE E
City, State Zip	BLACKDUCK, MN 56630



PAUL BUNYAN RURAL TELEPHONE COOPERATIVE dba PAUL BUNYAN COMMUNICATIONS
AGREEMENT FOR MANAGED COMMUNICATIONS SERVICES

This Agreement is made and entered into this (DATE) TBD by and between BLACKDUCK CITY OF CLERK and its wholly owned or controlled subsidiaries ("CUSTOMER") and Paul Bunyan Rural Telephone Cooperative dba Paul Bunyan Communications ("PBC"), a Minnesota Corporation, hereinafter jointly referred to as the "Parties".

This agreement provides the terms and conditions upon which PC will provide services to CUSTOMER.

The contents of each page of this Agreement and any attachments hereto are PROPRIETARY AND CONFIDENTIAL.

NOW, THEREFORE, in consideration of the terms and conditions contained herein, PBC and CUSTOMER covenant and agree as follows:

1. Managed Voice Services

CUSTOMER shall purchase and PBC shall provide to CUSTOMER the following services (the "SERVICE"):

	Quantity
* Minimum number of basic seats:	4
* Minimum number of standard seats:	5
* Minimum number of premium seats:	
* Minimum number of access lines:	8
* Minimum number of phone lease:	8

The SERVICE shall NOT be resold in any manner. SERVICE is provided not for resale for the exclusive use by the entities named above and no other parties.

2. Charges for Service/Billing Period

A. CUSTOMER shall pay PBC for the SERVICE at the rate of

\$ 221.50 per month for each month of the calendar year whether or not the SERVICE is used by CUSTOMER. (Additional charges for long-distance calls may apply. Taxes, surcharges, and mandated fees are not included in this total.)

and

\$ 18.24 for activation of SERVICE.

* As part of this agreement, PBC will waive the regular service order charges on up to 24 feature changes per year until an automated capability exists in which the CUSTOMER can make these feature changes themselves without the intervention of PBC. Charges may apply for use of this automated capability.



3. Limitations of Liability and Disclaimer of Warranties; Indemnification

A. **CUSTOMER acknowledges that the SERVICE is provided on an "AS IS" basis without warranties of any kind, either expressed or implied, including but not limited to warranties of title or implied warranties of merchantability or fitness for a particular purpose.** Under no circumstances, including negligence by PBC or any other person or entity involved in providing the SERVICE, shall PBC or its employees, agents, affiliates or subcontractors, be liable to CUSTOMER, to any customer of CUSTOMER or to any user of the SERVICE, or to any other person for any direct, indirect, incidental, special or consequential damages, including but not limited to loss of profits, that may result from the inability to use, omission, deletion, interruption or any other failure of performances or malfunction of the SERVICE from any cause whatsoever or from any breach of this Agreement. Customer's sole remedy shall be a service credit for the period of time, if any, that the SERVICE is not in operation as required hereunder.

B. CUSTOMER agrees to indemnify and hold harmless PBC and its employees, agents, affiliates and subcontractors of and from any and all obligations, liabilities, claims, damages and costs, including without limitation reasonable attorneys' fees, arising out of or relating to the content of user communications.

C. CUSTOMER indemnifies and saves PBC harmless against any accident, injury, loss or death caused through the use of telephone apparatus which fail to meet accepted industry standards. PBC has the right to refuse or cease to provide SERVICE if at any time any of the telecommunications apparatus, lines, or equipment on the Customer's premises shall be considered unsafe by PBC personnel, or if the use of the service shall be prohibited by or forbidden under any applicable law, ordinance or regulation.

D. Each Seat that is installed with our Managed Voice service has a location attached to it for 911 purposes. If a Device is moved to another location, the Customer must register the new location with PBC. If the new location isn't registered, any calls made to 911 could dispatch emergency personnel to the incorrect location. It is the sole responsibility of the Customer to inform PBC of any location changes to any devices within their Managed Voice Services.

Customer Initials CAR

4. Term/Cancellation of Agreement

A. The term of this Agreement shall be 60 months, beginning on the date that service is activated, subject to early termination as specifically provided herein. Thereafter, this Agreement shall continue to renew in annual periods until either party cancels this Agreement upon 30-day written notice to the other party.

B. If CUSTOMER terminates this agreement prior to the completion of the term listed above, CUSTOMER agrees to immediately pay termination charges calculated by taking the number of full billing periods remaining in the term in which CUSTOMER terminates the agreement, multiplied by the charges per billing period as defined in section 2 ("Charges for Service/Billing Period").

C. In the event that CUSTOMER wishes to change to an alternative Service Location, if technically and physically feasible and requested by CUSTOMER, PBC will move the service to new location. CUSTOMER agrees to pay all costs incurred by PBC for moving service to new location.

5. Force Majeure

PBC shall be excused from performance if its performance is prevented by acts or events beyond PBC's reasonable control including but not limited to: severe weather and storms; earthquakes or other natural occurrences; strikes or other labor unrest; power failures; computer failures; nuclear or other civil or military emergencies; or acts of legislative, judicial, executive, or administrative authorities.



6. Default by CUSTOMER

A. CUSTOMER shall be in default hereunder for: (1) failing to make any payment owed hereunder, when due; (2) breaching any of the terms, conditions, covenants, warranties or representations herein; or (3) filing or initiating proceedings seeking liquidation, reorganization or other such relief under any bankruptcy or insolvency law (state or federal); provided, however, that CUSTOMER shall be given ninety (90) days to remove any such involuntary proceeding.

B. In the event CUSTOMER is in default under this Agreement, and does not cure such default within any time period for cure which is specified under this Agreement (or within five (5) days, after notice from PBC if no cure period is specified), then PBC shall have the right to either: (a) suspend or interrupt provision of the SERVICES to CUSTOMER; or (b) terminate this Agreement in its entirety without further notice to CUSTOMER or other person. In any event, PBC shall not be precluded from pursuing any other remedy against CUSTOMER available to PBC at law or in equity.

7. Confidentiality

CUSTOMER shall maintain the confidentiality of any information identified by PBC as "proprietary", "confidential" or "trade secret" and shall not disclose to any other person the contents of such information or make copies of such information, whether by electronic, optical or other means, whether during the term of this agreement or for a period of 12 months after termination of this Agreement.

8. Authority

Each Party acknowledges that it has full power and authority to enter into and perform the provisions set forth in this Agreement, and that the individual or individuals executing this Agreement on behalf of each Party have been properly authorized and empowered to enter into this Agreement.

9. Miscellaneous

Failure or delay by either party to exercise any right, power, or privilege hereunder, will not operate as a waiver hereto.

This contract may not be assigned to any third party without the written consent of PBC.

This agreement constitutes the entire understanding between CUSTOMER and PBC, and supersedes any prior agreements or understandings except relevant PBC tariffs filed with appropriate State of Minnesota or federal authorities. This Agreement shall be governed by the laws of the state of Minnesota.

In the event that a court, government agency, or regulatory agency with proper jurisdiction determines that this Agreement or a provision of this agreement is unlawful, this Agreement, or that provision of the Agreement to the extent it is unlawful, shall terminate. If a provision of this Agreement is terminated but the parties can legally, commercially and practicably continue without the terminated provision, the remainder of the Agreement shall continue in effect.

Title to, and ownership of, all equipment and facilities PBC uses in supplying SERVICE is and remains with PBC. PBC will supply SERVICE described in this Agreement in any manner and by means of any equipment, software, and facilities PBC chooses. The method of providing of SERVICE is a matter within PBC's sole discretion.

In the event that the terms of this agreement are determined to conflict with the tariffs or bylaws of PBC, the tariff or bylaws shall override this agreement.

10. Lease of equipment

This agreement is not subject to an Equipment Lease Addendum



PAUL BUNYAN RURAL
TELEPHONE COOPERATIVE:

Dated: Jul 16, 2025

By: JEN TOMLINSON

Its: ACCOUNT EXECUTIVE

Dated: 07/22/2025

CUSTOMER:
City of Blackduck

By: Christina Regas

Its: City Administrator

Customer Billing Information:

BLACKDUCK CITY OF CLERK
Name

8 SUMMIT AVE E
Address

Address

BLACKDUCK, MN 56630
City, State Zip

218-835-4803
Telephone Number

CHRISTINA.REGAS@BLACKDUCKMN.COM
E-Mail Address

Customer Contact Information:

CHRISTINA REGAS
Name

8 SUMMIT AVE E
Address

Address

BLACKDUCK, MN 56630
City, State Zip

218-835-4803
Telephone Number

CHRISTINA.REGAS@BLACKDUCKMN.COM
E-Mail Address





ACKNOWLEDGEMENT OF CLAIM

September 12, 2024

Blackduck, City Of
PO Box 380
Blackduck MN 56630-0380

Re: Our Claim Number: LMC CA 000000383172
LMCIT Member: Blackduck, City Of
Claimant Name(s): Blackduck, City Of
Occurrence/Date of Loss: September 8, 2024
Claim Description: Tire on truck blew while driving down roadway.

The League of Minnesota Cities Insurance Trust claims office has received the above captioned claim. The assigned claim supervisor and adjuster are listed below. The adjuster is your key contact on this claim.

If you have any questions, please contact the adjuster or supervisor assigned to this claim.

Sincerely, LMCIT Claims Department

Adjuster: Dave Koepp
Phone No.: (612) 463-2715
Fax No.: (651) 281-1297
Email: dkoep@lmc.org

Supervisor: Gary Weimer
Phone No.: (651) 215-4075
Fax No.: (651) 281-1297
Email: gweimer@lmc.org

CC: Security Insurance USA
Po Box 217
Blackduck Minnesota 56630-0217



ACKNOWLEDGEMENT OF CLAIM

September 12, 2024

Security Insurance USA
Po Box 217
Blackduck Minnesota 56630-0217

Blackduck, City Of
PO Box 380
Blackduck MN 56630-0380

Re: Our Claim Number: LMC CA 000000383172
 LMCIT Member: Blackduck, City Of
 Claimant Name(s): Blackduck, City Of
 Occurrence/Date of Loss: September 8, 2024
 Claim Description: Tire on truck blew while driving down roadway.

The League of Minnesota Cities Insurance Trust claims office has received the above captioned claim. The assigned claim supervisor and adjuster are listed below. The adjuster is your key contact on this claim.

If you have any questions, please contact the adjuster or supervisor assigned to this claim.

Sincerely, LMCIT Claims Department

Adjuster: Dave Koepp
Phone No.: (612) 463-2715
Fax No.: (651) 281-1297
Email: dkoeppe@lmc.org

Supervisor: Gary Weimer
Phone No.: (651) 215-4075
Fax No.: (651) 281-1297
Email: gweimer@lmc.org

CC: Security Insurance USA
Po Box 217
Blackduck Minnesota 56630-0217



CITY OF BLACKDUCK
Payments

07/14/25 9:56 AM
Page 1

Current Period: July 2025

Payment Batch FireClaim2024-100295 \$2,125.95

Refer 230 STRETCH AUTO AND REPAIR INC. Ck# 014879 7/11/2025

Cash Payment E 101-42200-404 Repairs/Maint Machinery Fire Dept Claim 06-2024 #1002955 \$2,125.95

Invoice 06242025 6/24/2025

Transaction Date	7/11/2025	DW Checking	10100	Total	\$2,125.95
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Fund Summary

	10100 DW Checking	
101 GENERAL FUND	\$2,125.95	
	\$2,125.95	

Pre-Written Checks	\$2,125.95
Checks to be Generated by the Computer	\$0.00
Total	
	\$2,125.95

CITY OF BLACKDUCK

6/24/2025

JUL 11 2025

Stretch Auto Body and Repair INC

Box 205

Blackduck MN 56630

Fed ID 03-0541263

INVOICE

To: City of Blackduck Fire Department

Box 380

Blackduck MN 56630

Repairs to 2004 Ford F-550, VIN-1FDAW57P44E96662

Replace: Left front Fender Apron #5C7Z16055 AA 1X_____ \$129.95

Labor_____ 1.5hrs

Replace: Remove old running boards and install single steps x 4@ \$345.00 each__ \$1380.00

Labor_____ 5.0hrs

Refinish: Lower left fender below stripe_____ 1.5hrs

Materials @\$72.00 per refinish hr_____ \$108.00

Labor total @\$52.00 per hr_____ \$416.00

Parts and shipping_____ \$1601.95

Total for invoice_____ \$2125.95



CITY OF BLACKDUCK

Payments

07/23/25 9:24 AM
Page 1

Current Period: July 2025

Payment Batch JUNEILLSUPP070825 \$184.36

Refer 202 BLACKDUCK LEEVERS FOODS Ck# 014817 7/8/2025

Cash Payment E 101-42200-210 Operating Supplies (GEN FIRE DEPT \$31.36

Invoice 070125

Transaction Date	7/8/2025	DW Checking	10100	Total	\$31.36
------------------	----------	-------------	-------	--------------	---

Refer 203 MCKINNON CO., INC Ck# 014842 7/8/2025

Cash Payment E 609-49750-252 Beer Expense REMAINING BAL OF INV 837819 \$153.00

Invoice 837819-REM BAL 3/28/2025

Transaction Date	7/8/2025	DW Checking	10100	Total	\$153.00
------------------	----------	-------------	-------	--------------	--

Fund Summary

	10100 DW Checking	
101 GENERAL FUND		\$31.36
609 MUNICIPAL LIQUOR FUND		\$153.00
		\$184.36

Pre-Written Checks	\$184.36
Checks to be Generated by the Computer	\$0.00
Total	\$184.36



CITY OF BLACKDUCK

Payments

07/23/25 9:22 AM
Page 1

Current Period: July 2025

Payment Batch LEEVBERS070925

\$4,759.49

Refer	206 BLACKDUCK LEEVERS FOODS	Ck# 014875 7/9/2025	
Cash Payment	E 609-49750-260 Food for Resale	JUNE RECS	\$4,547.11
Invoice			
Cash Payment	E 613-49830-210 Operating Supplies (GEN	JUNE RECS	\$90.82
Invoice			
Cash Payment	E 613-49830-260 Food for Resale	JUNE RECS	\$121.56
Invoice			
Transaction Date	7/9/2025	DW Checking 10100	Total \$4,759.49

Fund Summary

	10100 DW Checking	
609 MUNICIPAL LIQUOR FUND		\$4,547.11
613 GOLF COURSE		\$212.38
		<u>\$4,759.49</u>

Pre-Written Checks	\$4,759.49
Checks to be Generated by the Computer	\$0.00
Total	<u>\$4,759.49</u>

To

Vendor ID: 0000201376
Vendor Location: 001
Vendor Name: BLACKDUCK CITY OF T
Vendor Address: PO BOX 380
 BLACKDUCK, MN 56630-0380

Reference Information

Pay Cycle: DLYEFT
Pay Cycle Seq Number: 3535

Payment Information

Payment Reference: 0009752727
Payment Date: 07/17/2025
Payment Method: Automated Clearing House

Agency Code / Description	Contact Phone	Voucher ID / Payment Message	Invoice Date	Invoice Number	Customer Account	Paid Amt
G90 / REVENUE/INTERGOVT	651/556-6092	00 11620772	07/18/2025	23940A20402002L001	CITY-040200 LOCAL_GOVT_AID	131,478.65
		LOCAL GOVERNMENT AID				
G90 / REVENUE/INTERGOVT	651/556-6092	00 11620773	07/18/2025	23940A20402002O001	CITY-040200 CLASS4D1_AID	9,878.50
		CLASS 4D1 TRANSITION				
G90 / REVENUE/INTERGOVT	651/556-6092	00 11623508	07/18/2025	23940B20402002F001	CITY-040200 SML_CT_ASSIST	5,276.50
		SMALL CITY ASSIST				
Total:						146,633.65 USD

Summary of Class 4d(1) Transition Aid for 2025

Class 4d(1) Transition Aid in the amount of \$788,903 is paid to certain home rule or statutory cities each year in 2025 and 2026. Cities qualify for the aid based on a calculation utilizing their assessment year 2023 and 2024 net tax capacity amounts along with their payable 2024 net tax capacity tax rates. The calculation results in aid for 33 cities.

Class 4d(1) Transition Aid is calculated by multiplying the payable 2024 net tax capacity tax rate for the city by the modified transition tax capacity for the city.

$$\text{Aid amount} = \text{PY 2024 net tax capacity tax rate} \times \text{Modified transition tax capacity}$$

I. Modified Transition Ratio

The modified transition tax capacity is calculated by subtracting the transition ratio from one and then multiplying that difference by the transition tax capacity.

$$\text{Modified Transition Ratio} = (1 - \text{transition ratio}) \times \text{transition tax capacity}$$

II. Transition Ratio

The transition ratio is the ratio of (1) the net tax capacity of class 4d property in assessment year 2023 for the city using the classification rates and tier limits in effect for class 4d(1) property in payable 2025, to (2) the net tax capacity of class 4d property in assessment year 2023 for the city using the classification rates and tier limits in effect for class 4d(1) property in payable 2024.

$$\text{Transition ratio} = \frac{\text{AY 2023 class 4d NTC calculated with PY 2025 class rates \& limits}}{\text{AY 2023 class 4d NTC calculated with PY 2024 class rates \& limits}}$$

III. Transition Tax Capacity

The transition tax capacity is the greater of zero or the difference between (1) the net tax capacity of class 4d property in assessment year 2023 for the city, minus (2) two percent of the total net tax capacity in assessment year 2023 for the city.

Transition tax capacity is equal to the greater of:

1. Zero; or
2. NTC of class 4d property in AY 2023 - (2% X total NTC in AY 2023)

Class 4d(1) Transition Aid Payment Dates

Class 4d(1) Transition Aid is paid to cities on July 20 and December 26 in 2025 and 2026 only.

2025 Class 4d(1) Transition Aid

	CERTIFIED 2025 CLASS 4d(1) TRANSITION AID
ALL CITIES	\$788,903
Cokato	\$1,385
Sebekka	\$2,152
Browns Valley	\$1,061
Bertha	\$709
Grey Eagle	\$205
Staples	\$7,822
Floodwood	\$2,719
Meadowlands	\$367
St. Paul	\$511,680
Askov	\$1,349
Hinckley	\$3,049
Sandstone	\$4,383
Deer Creek	\$236
New York Mills	\$27
Pelican Rapids	\$2,235
Motley	\$4,465
Milaca	\$11,107
Onamia	\$14,088
Grove City	\$24
Big Falls	\$790
Lancaster	\$126
Ogilvie	\$2,036
Bigfork	\$1,600
Braham	\$1,699
West St. Paul	\$81,736
Ironton	\$2,942
Cass Lake	\$10
Remer	\$825
Blackduck	\$19,757
Kelliher	\$167
Columbia Heights	\$57,403
Lexington	\$27,112
Spring Lake Park	\$23,637

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Filing - File your way, all...
taxact.com • from \$0.00
4.4/5 ★★★★★ (29903)



TaxAct - File with
Confidence with Xpert...
taxact.com • from \$30.00
4.4/5 ★★★★★ (29903)



TaxAct - Deluxe Tax
Services - For...
taxact.com • from \$54.99
4.4/5 ★★★★★ (29903)



Low-Income Rental Classification

Minnesota 4d Tax Program

The Minnesota 4d Tax Program, also known as the Low-Income Rental Classification (LIRC) program, offers a reduced property tax class rate for qualifying rental housing. Properties that meet income and affordability criteria may receive a reduced 4d (1) tax classification on eligible units, resulting in lower property tax obligations. The program requires property owners to apply annually and includes a non-refundable fee of \$10 per qualifying unit. The application deadline is March 31 each year for taxes payable the following calendar year. [↔ Minnesota Housing](#)

The program aims to preserve the affordability of unsubsidized naturally occurring rental units and ensure that low- and moderate-income residents have housing options that suit their needs. Over 3,000 units have been preserved for households earning up to 50 or 60% of the Area Median Income. Property owners must submit annual recertifications to retain 4d status and invest savings from their reduced tax rate into maintaining the quality of their affordable rental units. [↔ City of Minneapolis](#)

For more detailed information on the Minnesota 4d Tax Program, including eligibility requirements, application process, and when to enroll, property owners can refer to the LIRC Program Guide and the 4d Affordable Housing Incentive Program details provided by the City of Saint Paul and other local governments.

[↔ Minnesota Housing](#) +1

Minnesota Housing

City of Minneapolis

**Low-Income Rental
Classification (LIRC) Program**

**4d Affordable Housing
Incentive - City of Minneapolis**

[View all](#)

Minnesota Housing
<https://www.mnhousing.gov> › rental-housing › low...

Low-Income Rental Classification (LIRC) Program

Under Minnesota Statutes 273.128, properties that meet income and affordability criteria may receive a reduced 4d (1) tax classification on eligible units, resulting in lower property tax ...

Low Income Rental Classification (LIRC) Program Guide

1.02 Purpose of LIRC Program The LIRC Program is a tool to aid in the preservation and sustainability of affordable rental housing in the State o...

[See results only from mnhousing.gov](#) >

JUL 28 2025

Protecting, Maintaining and Improving the Health of All Minnesotans

July 24, 2025

Mr. Mike Schwanke
Public Works Superintendent
City of Blackduck
P.O. Box 380
Blackduck, Minnesota 56630-0380

Dear Mr. Schwanke:

The purpose of this letter is to inform you that the Minnesota Department of Health (MDH) received the amended Wellhead Protection Plan, Part II, for the City of Blackduck, on July 15, 2025. The city of Blackduck is commended for their efforts in amending their plan to protect their drinking water supply from contamination.

A copy of the city's wellhead protection plan amendment has been submitted to the appropriate state agencies for their review and comment. They have until September 15, 2025, to review and comment. MDH's approval or disapproval must be completed October 13, 2025.

If you have any questions, please contact me at (218) 332-5195.

Sincerely,



Dan Disrud, Planner
Source Water Protection Unit
Environmental Health Division
2312 College Way
Fergus Falls, Minnesota 56537

DD:TVW

cc: Mr. Duncan Widman, Widseth

City of Blackduck Analytics Report

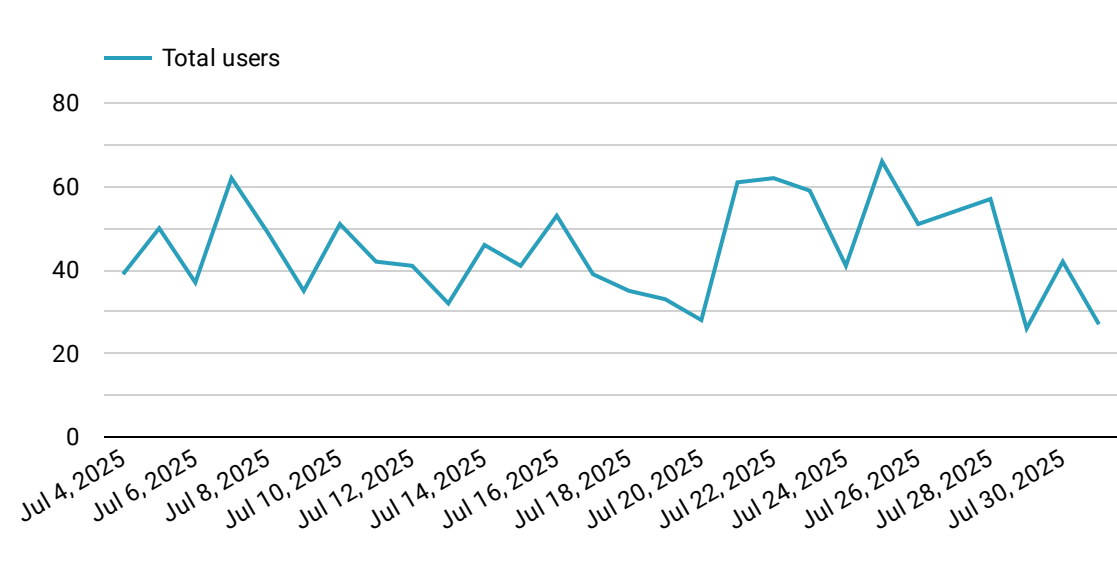
Country ▾

Region ▾

Device category ▾

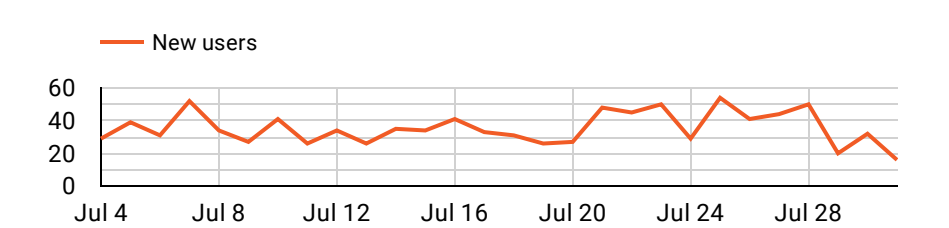
Session campaign ▾

Jul 2, 2025 - Jul 31, 2025 ▾



	First user source	Total users ▾	New users
1.	google	652	592
2.	(direct)	300	281
3.	bing	57	49
4.	yahoo	30	27

1 - 23 / 23 < >



Total users
1,093

New users
995

Sessions per user
1.3

Sessions
1,391

Views
2,060

Events per session
4.8

Engaged sessions
822.0

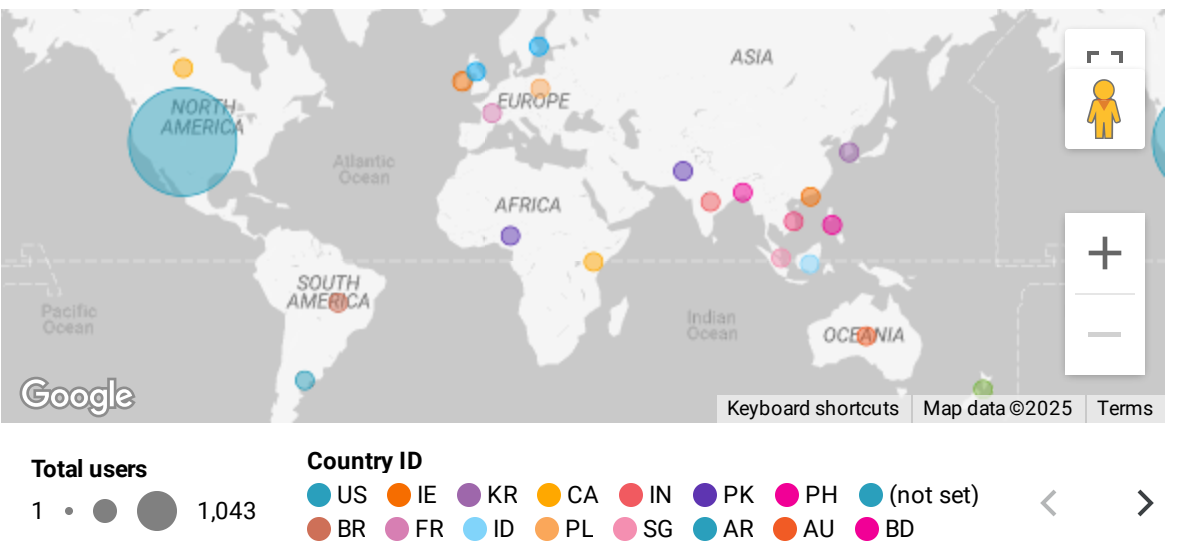
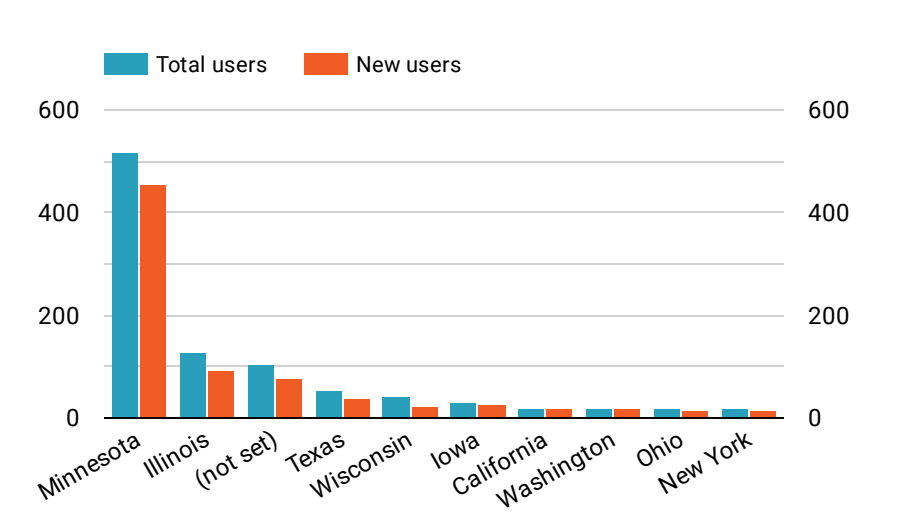
Engagement rate
59.1%

New Visitor

77.9%

Returning Visitor

22.1%



	Region	Total users ▾	New use...
1.	Minnesota	520	457
2.	Illinois	129	94
3.	(not set)	105	76
4.	Texas	54	39
5.	Wisconsin	42	22
6.	Iowa	33	26
7.	California	20	19
8.	Washington	19	18

1 - 74 / 74 < >

	Country	Total users ▾	New users
1.	United States	1,043	947
2.	Ireland	8	8
3.	South Korea	8	8
4.	Canada	4	4
5.	India	3	3

1 - 23 / 23 < >



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

August 1, 2025

Dear Township/City Clerks and Board Members:

Please note on your 2025 Calendars the following date to discuss the 2026 Fire Department Budget:

- **Thursday, August 21, 2025 at Blackduck City Hall at 6:00pm**

Please encourage all interested parties from your township or city to attend this meeting. If you have questions please contact me, my office phone number is 218-835-4810.

Enclosed is:

- 1. 2025 YTD Expenditures & 2026 Proposed Budget***
- 2. Proposed Payment for 2026 -***
- 3. Market Value of Structures report –***
- 4. Listing of Fire Calls YTD 2025***
- 5. February 20, 2025 Annual Meeting Minutes***

Once again, mark your calendars with the 2025 meeting date and please contact myself or Chief Larson with questions.

Sincerely,

Christina Regas
City Administrator, City of Blackduck

2025 Blackduck Fire Department Budget vs. Actual & 2026 Proposed Budget

updated 6/30/25

		2025 Budget	2025 YTD Expenditures	2025 Balance	2026 Budget			
E 101-42200-103	Part-Time Employees	\$17,500.00	\$13,700.00	\$3,800.00	\$20,000.00			
E 101-42200-122	FICA	\$1,314.31	\$1,005.35	\$308.96	\$1,530.00			
E 101-42200-124	Fire Pension Contributions	\$0.00	\$0.00	\$0.00	\$0.00			
E 101-42200-200	Office Supplies (GENERAL)	\$0.00	\$0.00	\$0.00	\$0.00			
E 101-42200-205	Heating Fuel -	\$5,000.00	\$1,275.75	\$3,724.25	\$5,000.00			
E 101-42200-206	Electricity	\$5,000.00	\$3,041.84	\$1,958.16	\$5,000.00			
E 101-42200-207	Computer Supplies	\$0.00	\$0.00	\$0.00	\$0.00			
E 101-42200-208	Training and Instruction	\$2,000.00	\$0.00	\$2,000.00	\$2,000.00			
E 101-42200-210	Operating Supplies (GENERAL)	\$1,000.00	\$174.38	\$825.62	\$1,000.00			
E 101-42200-211	Cleaning Supplies	\$0.00	\$0.00	\$0.00	\$0.00			
E 101-42200-212	Motor Fuels	\$2,200.00	\$672.09	\$1,527.91	\$2,200.00			
E 101-42200-221	Equipment Parts	\$0.00	\$0.00	\$0.00	\$0.00			
E 101-42200-222	Tires	\$0.00	\$0.00	\$0.00	\$0.00			
E 101-42200-223	Building Repair Supplies	\$0.00	\$0.00	\$0.00	\$0.00			
E 101-42200-233	Uniforms - <i>turnout gear</i>	\$10,000.00	\$6,278.00	\$3,722.00	\$10,000.00			
E 101-42200-240	Small Tools and Minor Equip	\$2,000.00	\$67.94	\$1,932.06	\$2,000.00			
E 101-42200-304	Legal Fees	\$0.00	\$0.00	\$0.00	\$0.00			
E 101-42200-305	Medical Fees	\$2,500.00	\$0.00	\$2,500.00	\$2,500.00			
E 101-42200-307	Management Fees	\$0.00	\$0.00	\$0.00	\$0.00			
E 101-42200-310	Other Professional Services	\$0.00	\$0.00	\$0.00	\$0.00			
E 101-42200-321	Telephone	\$800.00	\$340.89	\$459.11	\$800.00	Verizon & PBC		
E 101-42200-322	Postage	\$210.00	\$55.55	\$154.45	\$210.00			
E 101-42200-323	Radio/Communications Expenses	\$5,000.00	\$2,307.42	\$2,692.58	\$5,000.00	Verizon & Rogers		
E 101-42200-327	Internet Access	\$600.00	\$269.70	\$330.30	\$600.00	PBC		
E 101-42200-331	Travel Expenses	\$250.00	\$0.00	\$250.00	\$250.00			
E 101-42200-351	Legal Notices Publishing	\$0.00	\$0.00	\$0.00	\$0.00			
E 101-42200-352	General Notices and Pub Info	\$0.00	\$0.00	\$0.00	\$0.00			
E 101-42200-361	General Liability Ins -	\$555.51	\$205.74	\$194.21	\$440.28	increase	7%	Actual = half of 2025 premium
E 101-42200-362	Property Ins	\$4,355.54	\$1,999.00	\$2,356.54	\$4,197.90	increase	5%	Actual = half of 2025 premium
E 101-42200-363	Automotive Ins	\$2,812.70	\$1,251.50	\$1,561.20	\$2,753.30	increase	10%	Actual = half of 2025 premium
E 101-42200-366	Workers Compensation Insurance -	\$7,876.94	\$7,509.74	\$1,474.75	\$8,260.71	increase	10%	Actual = full payment for WC premium
E 101-42200-384	Refuse/Garbage Disosal	\$350.00	\$354.40	(\$4.40)	\$350.00			
E 101-42200-367	Unemployment Paid	\$0.00	\$15.48	(\$15.48)	\$0.00			
E 101-42200-401	Repairs/Maint Buildings	\$3,750.00	\$0.00	\$3,750.00	\$3,750.00			
E 101-42200-404	Repairs/Maint Machinery/Equip	\$9,400.00	\$2,655.91	\$6,744.09	\$10,000.00			
E 101-42200-420	Tower Lease	\$500.00	\$0.00	\$500.00	\$500.00			
E 101-42200-425	Depreciation	\$0.00	\$0.00	\$0.00	\$0.00			
E 101-42200-433	Dues and Subscriptions	\$200.00	\$66.50	\$133.50	\$200.00			
E 101-42200-436	Towing Charges	\$0.00	\$0.00	\$0.00	\$0.00			
E 101-42200-437	Bad Debt Expense	\$0.00	\$0.00	\$0.00	\$0.00			
E 101-42200-500	Capital Outlay (<i>Armer Radios year 6 - 2026</i>)	\$5,000.00	\$0.00	\$5,000.00	\$5,000.00			
E 101-42200-520	Buildings and Structures	\$0.00	\$0.00	\$0.00	\$0.00			
E 101-42200-550	Motor Vehicles	\$0.00	\$0.00	\$0.00	\$0.00			
E 101-42200-580	Other Equipment -	\$1,000.00	\$0.00	\$1,000.00	\$400.00			
E 101-42200-701	Transfer to General Fund	\$0.00	\$0.00	\$0.00	\$0.00			
E 101-42200-708	Transfer to Fire Dept Reserve (<i>year 2 of contract - 2026</i>)	\$30,000.00	\$0.00	\$30,000.00	\$30,000.00			
E 101-42200-782	Intrafund Transfer	\$0.00	\$0.00	\$0.00	\$0.00			
		\$121,175.00	\$43,247.18	\$78,879.81	\$123,942.20			

Notes from meeting with Brian:
keep operating same as 2025
increase insurance per recommendation of LMC
increase wages for increase to call volume

2026 Budget - *proposed*

Government Unit	2026 Proposed Budget	2025 Market Value of Structures (<i>less exempt</i>)	Percentage of Total Evaluation	Annual Charge
Hines	\$123,942.00	\$71,395,700.00	27.25%	\$33,777.92
Hornet	\$123,942.00	\$13,991,600.00	5.34%	\$6,619.55
Birch	\$123,942.00	\$12,678,500.00	4.84%	\$5,998.31
Summit	\$123,942.00	\$20,178,300.00	7.70%	\$9,546.53
Taylor	\$123,942.00	\$15,011,900.00	5.73%	\$7,102.26
Hagali	\$123,942.00	\$48,950,200.00	18.69%	\$23,158.76
O'Brien	\$123,942.00	\$4,581,100.00	1.75%	\$2,167.36
Tenstrike	\$123,942.00	\$17,844,000.00	6.81%	\$8,442.15
Funkley	\$123,942.00	\$353,400.00	0.13%	\$167.20
Langor	\$123,942.00	\$14,929,800.00	5.70%	\$7,063.42
Moose Park	\$123,942.00	\$4,015,800.00	1.53%	\$1,899.91
Blackduck	\$123,942.00	\$38,043,400.00	14.52%	\$17,998.66
		\$261,973,700.00	100.00%	\$123,942.00

Payable 2025 Values

<u>City or Township</u>	<u>EMV Bldg R, P, M</u>	<u>EMV Bldg Exempt</u>	<u>EMV Bldg Total</u>
City of Blackduck	38,043,400	27,536,300	65,579,700
City of Funkley	353,400	0	353,400
City of Tenstrike	17,844,000	3,892,800	21,736,800
Birch	12,678,500	12,600	12,691,100
Hagali	48,950,200	874,400	49,824,600
Hines	71,395,700	1,370,400	72,766,100
Hornet	13,991,600	73,600	14,065,200
Langor	14,929,800	37,400	14,967,200
O'brien	4,581,100	0	4,581,100
Summit	20,178,300	62,900	20,241,200
Taylor	15,011,900	82,500	15,094,400
Total	257,957,900	33,942,900	

At the time of documents sent to Fire Protection Area, Moose Park Township EMV was not received from Itasca County Assessor.

2025 Fire Department Incident Report

Incident #	DOI	Address - Name - Location	Postal Code	Postal code or Township	Description	Fire/Accident	Action
2501	1/6/2025	12327 Bay Ct. NE Turtle River	56601	City of Turtle River	Mutual Aid to Bemidji	Building Fire	Manpower
2502	1/7/2025	181 Northern Ave Blackduck	56630	City of Blackduck	Assist Police or Govt Agency	Unlock Building for Welfare Check	Manpower
2503	1/11/2025	28810 Corlan Rd Blackduck	56630	Langor Township	Dispatched / Cancel en route	Controlled Burn cancelled fire	
2504	1/22/2025	19231 Farington Ln NE	56647	Hines Township	Medical Asst to EMS	CPR in progress	Manpower
2505	1/25/2025	441 4th St. Blackduck	56630	City of Blackduck	Medical Asst to EMS	Lift Assist	Manpower
2506	2/7/2025	224 Frontage Rd Blackduck	56630	City of Blackduck	Dispatched / Cancel en route	Accident, no injuries	
2507	2/16/2025	24407 Serenity Ln NE Hines	56647	Hines Township	Medical Asst to EMS	Lift Assist	Manpower
2508	2/20/2025	Hwy 71 Blackduck	56630	City of Blackduck	Vehicle Accident/clean up	Provide first aid, check for injuries	investigate/manpower
2509	2/27/2025	641 Main St Lot 56 Blackduck	56630	City of Blackduck	Medical Asst to EMS	Lift Assist	Manpower
2510	3/1/2025	641 Main St Lot 56 Blackduck	56630	City of Blackduck	Medical Asst to EMS	Lift Assist	Manpower
2511	3/1/2025	641 Main St Lot 56 Blackduck	56630	City of Blackduck	Medical Asst to EMS	Lift Assist	Manpower
2512	3/9/2025	Hwy 72 Blackduck	56630	City of Blackduck	Motor Vehicle Accident w/injuries	Rescue remove from harm	
2513	3/10/2025	Hwy 72 Blackduck	56630	City of Blackduck	Motor Vehicle Accident w/injuries	Extricate, disentagle	
2514	4/12/2025	24563 Hines Rd NE Hines	56647	Hines Township	Vehicle Accident/clean up	Emergency medical services	Assist EMS
2515	4/12/2025	196 Hwy 71 Blackduck	56630	City of Blackduck	Medical Asst to EMS	Provide first aid, check for injuries	Assist EMS
2516	5/3/2025	2493 Nebish Rd NE Blackduck	56630	Hines Township	Brush /Grass fire	Extinguishment by personnel	
2517	5/8/2025	3634 Ten Mile Dr NW Puposky	56667	Puposky	Dispatched / Cancel en route	Mutual Aid - Alaska Fire - canceled	
2518	5/10/2025	60094 Olafson Rd Blackduck	56630	Moose Park Township	Grass fire	Extinguishment by personnel	
2519	5/12/2025	27139 Polaris Rd Puposky	56667	Puposky	Forest, woods or wildland fire	Provide apparatus	Mutual Aid - DNR Alaska Fire
2520	5/16/2025	MM340 Hwy 71 NE Blackduck	56630		Extrication of victim(s) from vehicle	Extricate, disentagle	Assist EMS
2521	5/19/2025	81 1st St NW Blackduck	56630	City of Blackduck	Medical Asst to EMS	Assist EMS - Code Call to Clinic	Manpower
2522	5/19/2025	15106 Sharp Rock Rd Hines	56647	Hines Township	Grass fire	Extinguishment by personnel	Assist DNR
2523	5/19/2025	Nelson Lake Rd Hines	56647	Hines Township	Forest, woods or wildland fire	Extinguishment by personnel	
2524	5/27/2025	Summit Ave Blackduck	56630	City of Blackduck	Passenger vehicle fire	Fire control or extinguishment	
2525	5/25/2025	Main St. Tenstrike	56683	City of Tenstrike	Dispatched / Cancel en route	Possible accident - canceled	
2526	5/27/2025	181 Northern Ave NW Blackduck	56630	City of Blackduck	Municipal alarm - false alarm	restore fire alarm system - pulled by youth	
2527	6/3/2025	Farrington Ln Hines	56647	Hines Township	Dispatched / Cancel en route	Controlled Burn cancelled fire - permitted	
2528	6/10/2025	496 Main St N Blackduck	56630	City of Blackduck	Medical Asst to EMS	Assist EMS -	Manpower
2529	6/12/2025	592 Universal DR SW Blackduck	56630	City of Blackduck	Medical Asst to EMS	Assist EMS with Medical CPR in progress	Manpower
2530	6/13/2025	Lokken St. Hagali Tenstrike	56683	City of Tenstrike	Dispatched / Cancel en route	Possible accident - canceled	
2531	6/20/2025	81 1st St NW Blackduck	56630	City of Blackduck	Medical Asst to EMS	Assist EMS - possible stroke	Manpower
2532	6/20/2025	17868 N. Blackduck Lake Rd N Hines	56647	Hines Township	Medical Asst to EMS	Assist EMS - fall	Manpower
2533	7/4/2025	25 2nd St SE Blackduck	56630	City of Blackduck	Medical Asst to EMS	Lift Assist	Manpower
2534	7/13/2025	16050 Black Lake Rd Bemidji	56601	City of Bemidji	Building Fire	Provide Manpower for structure fire with Bemidji Fire Dept.	Manpower
2535	7/19/2025	25745 Alvwood Rd	56630	Summit Township	Medical Asst to EMS	Assist EMS	
2536	7/20/2025	19963 Gull Lake Loop Rd	56683	City of Tenstrike	Building Fire	Mutual Aid - City of Bemidji	Manpower
2537	7/20/2025	1122 Rodeo Dr NW	56601	City of Bemidji	Building Fire	Mutual Aid - City of Bemidji	Manpower - large Garage Fire
2538	7/21/2025	10903 South Gull Lake Loop Rd	56683	City of Tenstrike	Carbon Monoxide incident	Restore fire alarm system	
2539	7/26/2025	Nebish	56630	City of Blackduck	Vehicle Accident/clean up	Provide first aid & check for injuries	
2540	7/28/2025	533 Scenic	56630	City of Blackduck	Medical Asst to EMS	Assist EMS - Lift	
2541	7/28/2025	164 Main St N	56630	City of Blackduck	Medical Asst to EMS	Provide manpower	
2542	7/29/2025	32369 Alvwood Rd NW	56630	Moose Park Township	Vehicle Accident/clean up	Provide first aid & check for injuries	investigate/manpower
2543	7/29/2025	164 Main St N	56630	City of Blackduck	Medical Asst to EMS	Assist EMS - Lift	manpower
2544	7/30/2025	181 Northern Ave NW Apt 109	56630	City of Blackduck	Building Fire	Fire control or extinguishment	investigate/manpower

TOWNSHIP CONTRACT MEETING BLACKDUCK CITY HALL THURSDAY, FEB. 20, 2025 @ 6PM

MEETING MINUTES

The Blackduck Fire Department Chief Brian Larson held the Contract Meeting of Parties in City Hall on February 20, 2025.

The Meeting was called to order at 6:01pm.

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; Rob Ingersoll of Hagali Township, Jerome Geerdes and Scott Burns of Birch Township, and Fire Chief Brian Larson a quorum was established of 56%.

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

1. OLD BUSINESS –

- a. **REVIEW OF 2024 ACTUAL EXPENDITURES** – Larson and Regas reviewed the pre-audit year-end 2024 expenditures. Regas provide information regarding 'rebates/dividends' from LMCIT on the Liability and Workers Compensation Insurance premiums for the department. Regas states pre-audit excess of the 2024 budget is \$1,201.
- b. **REVIEW OF 2025 BUDGET** – *There were no questions on the 2025 budget.*
- c. **REVIEW OF 2025 PAYMENT** – *There were no questions on the 2025 payment. Regas reminded towns the invoices were included in the packets mailed to the township clerks.*
- d. **YTD 2024 FIRE DEPT. INCIDENT** – *Chief Larson reviewed the 2024 Incident listing and asked for questions on the list. Birch asked why the department would be 'canceled in route' on a call. Larson reports the department is canceled in route if there is adequate emergency management staff response or canceled by dispatch. Larson states the department does not cancel their call if there is a commercial fire alarm as their department needs to reset the panel. Hagali asked how much mutual aid was provided in 2024 and where. Larson stated the department assisted Itasca County, Bemidji Fire, and Alaska Fire Departments with mutual aid in 2024. Larson stated the department covers about 300 square miles and over 3,000 residents. Larson stated Blackduck Ambulance covers a larger area but if the Fire Department is needed inside their PSA they respond.*
- e. **Other Old Business** – Hines asked how the department's equipment is working. Larson states the department air packs are good; the department is eliminating corded tools and going towards cordless tools. Hines asked if the department considers getting rid of a truck after a 10-year timeframe. Larson states the department will not de-commission a truck if the equipment can meet to NSA pump tests. Birch asked if the volunteers receive training for large trauma incidents. Larson states the department always has volunteers that respond to assist, however, if the incident will be 'nasty' dispatch will give the department a heads up. Larson states it is not easy to train for mass casualties it's all down to experience. Larson states after incidents the county will bring in their staff that assist with debriefs when a casualty is bad. Regas states having debriefs with the specialist that assist with trauma incidents is valued for small departments with volunteers.

BLACKDUCK FIRE DEPARTMENT
AND FIREMEN'S RELIEF ASSOCIATION
FIRE PROTECTION/RESCUE 218-835-4803 NON EMERGENCY ORGANIZED IN 1901
P.O. BOX 380 BLACKDUCK, MN

TOWNSHIP CONTRACT MEETING BLACKDUCK CITY HALL THURSDAY, FEB. 20, 2025 @ 6PM

MEETING MINUTES

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

Motion by Hagali and seconded by Birch Township to adjourn the meeting at 6:30pm. Motion passed.

Meeting minutes submitted by Christina Regas City of Blackduck Administrator.

Proposed Contract Agreement

**Blackduck Public Library 72 1st St. E
Blackduck, Mn 56630 Christina
(218-368-9394)**

**Gustafson Home Improvements (GHI)
12927 Portage, Ln NE
Bemidji, MN 56601
218-689-3279**

Project description: 2025

Library Remodel

Description of work:

- Prepare area to be worked in each day to keep as clean as possible.
- Demo front office wall coverings and wall framing.
- Prepare area for electrical to be relocated and work with electricians in laying out new work.
- Tearout and some farming are required for new reception area layout and electrical needed in this area.
- Remodel the front bathroom to become a small conference/office use space.
- Plumbing to be capped off for sink and 2 toilets in this space.
- Floor leveler install over concrete there toilets will be capped off.
- Removal of existing hallway wall into bathrooms and reframe to increase the size if the conference space. Along with some framing to add bumped in space for reception area to make that space function better.
- Move the bathroom door to the back bathroom and reframe a new opening in the NE corner of that bathroom. Reusing the existing door.
- Removal of exiting flooring in all appropriate areas and prep floors for new flooring where needed.
- Sheetrock all new wall framing and all the ceiling areas where walls were removed.
- Tape. Mud, sand, and finish all new drywall areas and ceiling patches.
- Blend new work to best match existing wall textures.
- Prime and paint remodeled areas.
- New flooring purchase and installed(Price may Vary on final product chosen)
- Using the existing reception counters, where we can, with appropriate modification reinstall into new space north of the main entrance.



Thank you for your business.
GHI

- Install base mouldings and trim where needed.
- Reconfigure counter space in bathroom to bring to ADA compliance. Install Grab bars as required.
- It was share recently that the library will need to stay open. With that said, we will need to take time to prep areas we will be working in to keep things as clean as we can. We will need to also take time each day to cleanup well at the end of each day.

Projected Estimated cost of the work to be done with labor and materials and sub contractors

Total Cost Estimate at \$58,000.00

I do my projects by tracking all the material and labor costs and bill according to the work done. The project will be done on a cost plus basis.

50% of estimated labor, materials, and markup cost to be collected upon the start of work,

25% of estimated labor, materials, and markup cost to be collected after project has reached midpoint

Final Payment will be collected upon completion of the project based upon total real cost of Labor, Materials, and markup.

If you have any questions please call.

Tony Gustafson
Gustafson Home Improvements (GHI)
218-689-3279
gustafson.h.i@gmail.com

Mayor, Maxwell Gullette

City Administrator, Christina Regas

Tony Gustafson



Thank you for your business.
GHI



CITY OF BLACKDUCK
Payments

07/29/25 1:36 PM
Page 1

Current Period: July 2025

Payment Batch LibraryRenfirsthalf

\$29,000.00

Refer 339 GUSTAFSON HOME IMPROVEMEN Ck# 014902 7/29/2025

Cash Payment E 550-45500-309 Construction Services First Half per Contract

\$29,000.00

Invoice 20250731

7/29/2025

Project 2025-1

Transaction Date

7/29/2025

DW Checking

10100

Total

\$29,000.00

Fund Summary

10100 DW Checking

550 KRLS LIBRARY RENOV PROJECT

\$29,000.00

\$29,000.00

Pre-Written Checks

\$29,000.00

Checks to be Generated by the Computer

\$0.00

Total

\$29,000.00

CITY OF BLACKDUCK

July 28, 2005

AUG 01 2025

To Whom It May Concern:

I would like the opportunity to serve on the Planning Commission for the City of Blackduck. I truly enjoy being a part of this community as a business owner and am interested in helping in this manner.

Please let me know if you have any questions or further information from me.

Sincerely,


Kayla Smischney

(218)835-4477 Blackduck Floral and Gift

(218)290-5718 personal cell



CITY OF BLACKDUCK RESOLUTION NO: 2025-01

A RESOLUTION OF ANNUAL APPOINTMENTS AND DESIGNATIONS FOR 2025

WHEREAS, annually, at their first meeting in January, the Blackduck City Council handles annual designations and appointments; and

WHEREAS, included is the designation of the Official Newspaper, Official Depositories and Official Posting, and

WHEREAS, included is the designation of a Vice Mayor; and

WHEREAS, included are the appointments of City Councilors and staff to various boards and commissions.

NOW, THEREFORE, BE IT RESOLVED, that the Blackduck City Council does hereby make the annual designations (*Exhibit A attached hereto*) and appointments (*Exhibit B attached hereto*), effective immediately upon adoption.

Revised by the Blackduck City Council this 4th, day of August, 2025.

APPROVED:

Maxwell Gullette, Mayor

Christina Regas, City Administrator



CITY OF BLACKDUCK RESOLUTION NO: 2025-01

EXHIBIT A

DESIGNATIONS

OFFICIAL NEWSPAPER:	Blackduck American
OFFICIAL POSTING LOCATION:	Blackduck City Hall 8 Summit Avenue NE, Blackduck
OFFICIAL DEPOSITORY:	Deerwood Bank - Blackduck
CITY ATTORNEY:	Joseph J. Langel of RRM Ratwik, Roszak & Maloney, P.A.



CITY OF BLACKDUCK

RESOLUTION NO: 2025-01

EXHIBIT B

APPOINTMENTS AND REPRESENTATION ON VARIOUS COMMITTEES

Vice Mayor: Nick Seitz (2025)

City Assessor: Beltrami County Assessor, Kaleb Bessler

City Engineer: Tim Ramerth, Widseth

Park & Trail Board (4): Public Works Director, Mike Schwanke
City Administrator, Christina Regas

Council Member Ron Fredrickson

Other Meghan Klein

Other Sandra Miller

Personnel Committee (3): City Administrator, Christina Regas

Council member Donald Johnson

Other Shawnda Lahr

Other Mike Schwanke

Public Works Committee (4): Public Works Director, Mike Schwanke
City Administrator, Christina Regas

Council Member Nicholas Seitz

Other Maxwell Gullette

Liquor Committee (4): Director of Liquor Operations, Shawnda Lahr
City Administrator, Christina Regas

Council Member Donald Johnson

Other Ron Fredrickson

Finance Committee (3): City Administrator, Christina Regas

Council Member Nicholas Seitz

Council Member Maxwell Gullette

Other Mike Schwanke

Public Safety Committee (up to 5): Fire Chief Brian Larson
City Administrator, Christina Regas
Public Works Director, Mike Schwanke

Council Member Maxwell Gullette



CITY OF BLACKDUCK

RESOLUTION NO: 2025-01

Golf Board (up to 6): City Administrator, Christina Regas
Golf Director Misty Frenzel
Golf Member Kevin Erpelding
Council Member Maxwell Gullette
Council Member Donald Johnson

Safety Committee (4): Public Works Director, Mike Schwanke
Director of Liquor Operations, Shawnda Lahr
Deputy Clerk, Paige Watson
Other/ Council Member

Planning Commissioners (5):
Appointed Position Kurt Cease
Appointed Position John Wilson Winnett
Appointed Position **Kayla Smischney**
Appointed Position Ernie Tindell
Appointed Position Ron Rockis

Zoning Administrator: City Administrator, Christina Regas

Library Board: Paula Erickson
Miriam Osborn
OPEN
Mary Salmonson
Amy Granlund
Cameron Koenen
Blackduck Librarian Kelly Hanks
Council Member Liaison Laurie Hamilton
Council Member Alternate Donald Johnson

Kitchigami Regional Library Representative: Laurie Hamilton
Alternate Donald Johnson

HRA (up to 5): Mayor Maxwell Gullette
Councilor Laurie Hamilton
Councilor Ron Fredrickson
Councilor Nicholas Seitz
Councilor Donald Johnson

City Administrator, Christina Regas



CITY OF BLACKDUCK

RESOLUTION NO: 2025-01

Revolving Loan Fund Committee (up to 5): City Administrator, Christina Regas
Dwight Kalvig (Kalvig & Associates)
Grant Frenzel (Deerwood Bank)
Council Member Maxwell Gullette
Headwaters Regional Development Center Rep Tony Klaers

Historical Preservation Committee (up to 8): Laurie Turner
Rob Ingersoll
Avonell Kjellberg
Sherry Gilstad
LaVonne Peterson
Mary Joy
Joan Gunderson
Shirley Gilmore
Carol Hannigan

Ambulance Board Representative (BAII): City Council member, Ronald Fredrickson

Ambulance Joint Powers Emergency Services: Mayor Maxwell Gullette

HRDC Board Member: Mayor Maxwell Gullette

Blackduck City Ordinance Chapter 3 Administration Section 300.07 Committees.

Subdivision 1. Standing Committees

Committees designated - there shall be the following standing committees.

1. *Liquor Committee*
2. *Park and Trail Board*
3. *Golf Board*
4. *Revolving Loan Committee*
5. *Library Board*
6. *Personnel*
7. *Public Works*
8. *Finance*
9. *Public Safety*

Subdivision 2. Membership

Each committee shall be appointed by the mayor with the approval of the majority of the council. Each committee member shall serve as appointed unless excused by a majority of the members of the council.

Subdivision 3. Referral Reports.

Any matter brought before the council for consideration may be referred by the presiding officer to the appropriate committee or to the special committee appointed by him or her for a written report and committee report shall be signed by a majority of the members and shall be filed with the administrator prior to the council meeting at which it is to be submitted. Minority reports may be submitted. Each committee shall act promptly and faithfully on the matter referred to it.



CITY OF BLACKDUCK

RESOLUTION NO: 2025-11

RESOLUTION ACKNOWLEDGING DONATION FROM THE FAMILY OF FERN HAIBY FOR PERPETUAL CARE OF LAKEVIEW CEMETERY

WHEREAS, The City of Blackduck is generally authorized to accept contributions of real and personal property pursuant to Minnesota Statutes Section 465.03 for the benefit of its citizens and is specifically authorized to accept gifts, and;

WHEREAS, the City of Blackduck has received a donation of \$600.00 from family members of Fern Haiby,

AND WHEREAS, the members of the family members of Fern Haiby request the donation to fund perpetual care at Lakeview Cemetery, and

AND WHEREAS, all donations have been contributed to the city for the benefit of its citizens, as allowed by law;

AND WHEREAS, the City Council finds that it is appropriate to accept the donation by Ordinance Section 600.09.

NOW THEREFORE BE IT RESOLVED, by the City Council of Blackduck, Minnesota, that the City Council of the City of Blackduck acknowledges and accepts the donation from the family of Fern Haiby to fund perpetual care of Lakeview Cemetery.

BE IT FURTHER RESOLVED THAT, the City Council of the City of Blackduck expresses its thanks and appreciation to the family of Fern Haiby and their support for the community and the future of the City of Blackduck and Lakeview Cemetery.

Adopted this 4th day of August 2025 by the City Council of the City of Blackduck.

ATTEST:

Maxwell Gullette, Mayor

Christina Regas, City Administrator

7-5-25

City of Blackduck,

Please forward these checks as a
donation to the Lakeview Cemetery fund,
in memory of ARLAN and Fern HAI'BY

Thank you!

CITY OF BLACKDUCK

JUL 10 2025

Mark, Monte, & Kathy



CITY OF BLACKDUCK

RESOLUTION NO: 2025-12

RESOLUTION REGARDING EXTENSION OF CEDAR AVENUE

WHEREAS, the Blue Ox Trail runs through the City on railbank property owned and controlled by the Minnesota Department of Transportation (MnDOT); and

WHEREAS, Blackduck Coop AG Services, Inc. (the Coop) owns and operates a business at the end Cedar Avenue partially on land that, historically, was part of the railbank property and leased from MnDOT; and

WHEREAS, in 2024 the City acquired two portions of the railbank property from MnDOT and sold them to the Coop as part of a planned business expansion; and

WHEREAS, the two parcels are on opposite sides of the Blue Ox trail, requiring the Coop to cross the railbank property to get from one parcel to the other; and

WHEREAS, a portion of the crossing abuts City parcels on which Cedar Avenue is located; and

WHEREAS, a question arose as to whether the City maintains the portion of railbank property extending from Cedar Avenue, at the southern end of the City parcels, towards the Blue Ox Trail (the Extension); and

WHEREAS, City staff historically maintained Cedar Avenue and beyond it into and through the Extension to the Coop's leased property.

THEREFORE, BE IT RESOLVED as follows:

The City acknowledges its historical maintenance of the Extension of Cedar Avenue, and that said maintenance may constitute statutory dedication of all or part of the Extension pursuant to Minn. Stat. § 160.05.

Adopted by the City Council of the City of Blackduck this 4th day of August 2025.

ATTEST:

Maxwell Gullette, Mayor

Christina Regas, City Administrator

PURCHASE AGREEMENT

This Agreement is entered into by and between **the City of Blackduck**, a Minnesota municipal corporation (“Seller”), and **Birch & Beyond, Inc.**, a Delaware corporation (“Buyer”).

RECITALS

- A. Seller is the fee owner of the parcel of property located in Beltrami County, Minnesota (“Property”), the legal description of which is as follows:

See attached Exhibit A.

- B. Seller wishes to convey and Buyer wishes to purchase the Property, together with all rights, privileges, easements, and appurtenances belonging thereto, as illustrated in Exhibit B.

AGREEMENT

In consideration of the mutual covenants and agreements herein contained and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties agree as follows:

1. **Effective Date.** The effective date of this Agreement is August 4, 2025 (the “Effective Date”).
2. **Sale of Property.** Seller hereby agrees to sell and Buyer hereby agrees to purchase the Property including all easements and rights of every kind and nature benefiting or appurtenant to the Property.
3. **Purchase Price.** The total purchase price (“Purchase Price”) to be paid by Buyer to Seller for the Property shall be fifty dollars and zero cents (\$50.00)
4. **Closing.** Unless otherwise agreed to, the closing of the purchase and sale contemplated by this Agreement (“Closing”) shall be held at such place as may be agreed upon by the parties, within 14 days of Buyer receiving the Title Commitment (“Closing Date”). At the Closing, Buyer shall pay the Purchase Price to Seller and the following closing documents shall be executed and delivered:
 - a. Seller shall deliver a warranty deed conveying the Property to Buyer, free and clear of all encumbrances, except the following:

- i. Property taxes and special assessments to be paid in accordance with this Agreement; and
 - ii. Building codes and laws and ordinances related to zoning and land use.
- b. A closing statement detailing the financial terms of the Closing.
- c. All other documents necessary to transfer the Property to Buyer free and clear of all encumbrances, except those listed above.

5. Additional Costs.

- a. **Closing Costs.** Buyer agrees to pay all reasonable and customary closing costs charged in connection with its purchase of the Property
- b. **Documentary Taxes.** Buyer shall pay the state tax for the deed to be delivered by Seller under this Agreement as well as all recording fees related to this transaction.
- c. **Real Estate Taxes and Levied and Pending Assessments.** General real estate taxes due and payable in 2025 shall be prorated by Seller and Buyer to the Closing Date based upon a calendar fiscal year. Any deferred property taxes shall be paid by Buyer. Buyer shall pay all special assessments levied or pending against the Property, if any, as of the date of this Agreement.
- d. **Attorneys' Fees.** Buyer agrees to pay for its own and Seller's attorneys' fees in connection with execution of this Agreement. Additionally, a party defaulting under this Agreement or any closing document will pay the reasonable attorney's fees and court costs incurred by the non-defaulting party to enforce its rights regarding such default.

6. Title.

- a. **Title Commitment.** Prior to the Closing Date, Seller shall obtain, at Buyer's expense, evidence of title in the form of a commitment for an owner's title insurance policy, issued by Title Company ("Title Commitment"), and copies of all documents, instruments and matters shown as exceptions in the Title Commitment which are recorded in the office of the clerk and recorder of the county in which the Property is located.
- b. **Title Review.** Buyer shall have 14 days to review the Title Commitment.

- c. **Title Policy.** At Buyer's request and expense, Buyer may obtain a title insurance policy for the Property, to be delivered by the Title Company following the Closing.
7. **Covenants and Warranties of Seller.** Seller makes no representations and warranties to Buyer. The property is sold "as is."
- a. Buyer is purchasing and acquiring the Property in "as-is, where-is" condition and "with all faults" and agrees that it is relying upon no warranties, representations or statements by Seller or any other person acting by or on behalf of Seller in entering into this Agreement or in closing the transactions contemplated herein; and (b) Buyer will have relied exclusively upon its own inspections and reviews, and not upon any representation or warranty of Seller or its agents or employees.
 - b. Unless otherwise agreed in a separate writing and except as otherwise expressly provided in this Agreement, Buyer (and any party claiming through or under Buyer) hereby agrees that following the Closing, Seller shall be fully and finally released from any and all claims or liabilities against the Seller related to or arising on account of the condition of or title to the Property, including without limitation any matters specifically referenced in this Agreement.
8. **Disclosures.** Except as set forth above, Buyer waives disclosures, unless waiver is not permitted by law. The Property is sold "as is."
9. **Contingencies:**
- a. Title is found acceptable to Buyer.
 - b. Buyer makes payment in accordance with this agreement.
 - c. Legal description to be verified and acceptable to Seller and Buyer.
- Either party may cancel this agreement without any further obligation if a contingency is not met.
10. **Notices.** All notices required herein shall be in writing and delivered personally or mailed via certified mail, postage prepaid, directed to addressee at their respective address set forth below. If mailed, notice is effective as of the date of mailing.

To Buyer:

Tyler Tourigny
Birch & Beyond, Inc.
217 Main Street
Blackduck, MN 55630

To Seller:

Christina Regas
City Administrator
8 Summit Avenue NE,
Blackduck, MN 56630

With a copy to:

Joseph J. Langel
Ratwik, Roszak & Maloney, P.A.
444 Cedar Street, Suite 2100
St. Paul, MN 55101

11. **Brokerage Commissions.** The parties acknowledge and agree that they have not incurred any real estate brokerage fees, finders' fees, commissions or any other fees to any third party in connection with this purchase and sale. If there is an offending party regarding this provision, the offending party shall indemnify and hold harmless the non-offending party.
12. **Successors and Assigns.** All terms and provisions of this Option Agreement shall be binding upon and shall inure to the benefit of the parties hereto and their respective heirs, transferees, successors and assigns.
13. **Complete Agreement/Amendment.** This is a final Agreement between the parties and contains their entire agreement and supersedes all previous understandings and agreements, oral or written, relative to the subject matter of this Agreement. No other agreement, statement or promise made by any party and no amendment, modification or other change of any provision of this Agreement shall be effective unless in writing signed by the parties.
14. **Remedies.** If either party fails to perform the terms and conditions of this Agreement, the other party may cancel this Agreement, the sole remedy for either party is to cancel this Agreement, without costs, fees, or damages. Both parties agree to cooperate and sign a cancellation of the agreement if asked to do so.

15. **Survival.** The terms of this agreement survive the closing.
16. **Severability.** If any term of this Agreement or any application thereof shall be invalid or unenforceable, the remainder of this Agreement and any other application of such term shall not be affected thereby.
17. **Time of the Essence.** Time is of the essence under this Agreement and each and every provision hereof.
18. **Counterparts.** This Agreement may be executed separately and independently in any number of counterparts and each and all of which together shall be deemed to have been executed simultaneously and regarded as one agreement dated the Effective Date. In addition, the parties may deliver execution counterparts of this Agreement by facsimile transmission or email (scan signature page) and acknowledge that they shall be bound upon the delivery of such a transmission of a copy of executed signature pages.
19. **Minnesota Law.** This contract shall be governed by the laws of the State of Minnesota.

SELLER:

BUYER:

Maxwell Gullette, Mayor

Tyler Tourigny

Christina Regas, City Administrator

EXHIBIT A
TO
PURCHASE AGREEMENT

Legal Description of the Property

That Part of Outlot B, Third Addition to Blackduck described as follows: Beginning at the Southeasterly corner of Lot Twelve (12), Block One (1), Blackduck, and running in a Southwesterly direction along an extension of the East boundary line of Lot Twelve (12), Block One (1), Blackduck, for a distance of Sixty (60) feet to a point which constitutes a point of beginning of the tract herein described. Thence continuing in the same fashion a distance of Sixty (60) feet; thence at right angles to the right a distance of One Hundred Sixty (160) feet; thence at right angles to the right a distance of Sixty (60) feet; thence at right angles to the right to the point of beginning of the tract herein described.

EXHIBIT B
TO
PURCHASE AGREEMENT





CITY OF BLACKDUCK

RESOLUTION NO: 2025-13

RESOLUTION AUTHORIZING THE SALE OF PUBLIC PROPERTY IN THE CITY LIMITS OF THE CITY OF BLACKDUCK, MN

WHEREAS, the City Council of the City of Blackduck have committed to improving the tax base that serves the City of Blackduck, and

WHEREAS, government property whose legal description is noted in **Exhibit A** (highlighted in blue) which includes Exception No. 2 Euclid Ave. which is adjacent to private property, and

WHEREAS, the City Council of the City of Blackduck acknowledges the government property must sell to a private party to return to the tax base of the City, and

WHEREAS, the property owner adjacent to the aforementioned government property has petitioned the City of Blackduck to vacate or sell said property, and

WHEREAS, the City Council of the City of Blackduck acknowledges the sale of the property in Exhibit A has no relationship to the comprehensive plan requiring no initial review of the Planning Commission per MN Statute §462.356 Subd. 2,

THEREFORE, the City Council of the City of Blackduck authorizes the City Administrator, to undertake the necessary steps to put the aforementioned property up for sale,

NOW THEREFORE, THE CITY COUNCIL OF THE CITY OF BLACKDUCK HEREBY AUTHORIZES THE SALE OF PUBLIC PROPERTY STATED IN **EXHIBIT A** WHICH INCLUDES EXCEPTION NO. 2 EUCLID AVE.

Revised and Adopted by the City Council on August 4, 2025.

Maxwell Gullette, Mayor

Christina Regas – City Administrator



CITY OF BLACKDUCK RESOLUTION NO: 2025-13

EXHIBIT A

Legal Description of the Property

That Part of Outlot B, Third Addition to Blackduck described as follows: Beginning at the Southeasterly corner of Lot Twelve (12), Block One (1), Blackduck, and running in a Southwesterly direction along an extension of the East boundary line of Lot Twelve (12), Block One (1), Blackduck, for a distance of Sixty (60) feet to a point which constitutes a point of beginning of the tract herein described. Thence continuing in the same fashion a distance of Sixty (60) feet; thence at right angles to the right a distance of One Hundred Sixty (160) feet; thence at right angles to the right a distance of Sixty (60) feet; thence at right angles to the right to the point of beginning of the tract herein described.





CITY OF BLACKDUCK RESOLUTION NO: 2025-13

State of Minnesota

County of Beltrami

City of Blackduck

I do hereby certify that the foregoing Resolution is a true and correct copy of a resolution presented to and adopted by the Council of the City of Blackduck, Minnesota at a duly authorized meeting thereof held on the 4th day of August 2025, as shown by the minutes of said meeting in my possession.

Christina Regas, City Administrator



CITY OF BLACKDUCK RESOLUTION NO: 2025-15

RESOLUTION APPROVING EXCLUDED GAMBLING LICENSE(S) FOR THE BOYS & GIRLS CLUB OF BEMIDJI AREA IN THE CITY OF BLACKDUCK, MN

WHEREAS, the Boys & Girls Club of Bemidji area has made application with the Minnesota Gambling Control Board to conduct excluded gambling to be held on August 29 and October 4, 2025 at the Blackduck Municipal Golf Course, and

WHEREAS, Boys & Girls Club of Bemidji Area has submitted said application to the City Council of the City of Blackduck, and the application was reviewed by the City Council at a public meeting conducted August 4, 2025

NOW, THEREFORE, BE IT RESOLVED, the City Council of the City of Blackduck hereby approves the application for an Excluded Gambling License, for the Boys & Girls Club of Bemidji Area, to be held on August 29 and October 4, 2025, at the Blackduck Municipal Golf Course 20857 Blackduck Lake Rd NE Blackduck, MN 56630.

Adopted by the City Council on August 4, 2025.

Maxwell Gullette, Mayor

Christina Regas – City Administrator

LG220 Application for Exempt Permit

An exempt permit may be issued to a nonprofit organization that:

- conducts lawful gambling on five or fewer days, and
- awards less than \$50,000 in prizes during a calendar year.

If total raffle prize value for the calendar year will be \$1,500 or less, contact the Licensing Specialist assigned to your county by calling 651-539-1900.

Application Fee (non-refundable)

Applications are processed in the order received. If the application is postmarked or received 30 days or more before the event, the application fee is **\$100**; otherwise the fee is **\$150**.

Due to the high volume of exempt applications, payment of additional fees prior to 30 days before your event will not expedite service, nor are telephone requests for expedited service accepted.

ORGANIZATION INFORMATION

Organization Name: Boys & Girls Club of the Bemidji Area

Previous Gambling Permit Number: X- 35023-24-007

Minnesota Tax ID Number, if any: 6623817

Federal Employer ID Number (FEIN), if any: 81-0599601

Mailing Address: PO Box 191

City: Bemidji State: MN Zip: 56619 County: Beltrami

Name of Chief Executive Officer (CEO): Andrea Kent

CEO Daytime Phone: 218.444.4171 CEO Email: andrea.kent@bgcbemidji.org

(permit will be emailed to this email address unless otherwise indicated below)

Email permit to (if other than the CEO): hannah.larson@bgcbemidji.org

NONPROFIT STATUS

Type of Nonprofit Organization (check one):

☐ Fraternal ☐ Religious ☐ Veterans ☒ Other Nonprofit Organization

Attach a copy of one of the following showing proof of nonprofit status:

(DO NOT attach a sales tax exempt status or federal employer ID number, as they are not proof of nonprofit status.)

☐ **A current calendar year Certificate of Good Standing**

Don't have a copy? Obtain this certificate from:

MN Secretary of State, Business Services Division
60 Empire Drive, Suite 100
St. Paul, MN 55103

Secretary of State website, phone numbers:

www.sos.state.mn.us

651-296-2803, or toll free 1-877-551-6767

☒ **IRS income tax exemption (501(c)) letter in your organization's name**

Don't have a copy? To obtain a copy of your federal income tax exempt letter, have an organization officer contact the IRS toll free at 1-877-829-5500.

☐ **IRS - Affiliate of national, statewide, or international parent nonprofit organization (charter)**

If your organization falls under a parent organization, attach copies of both of the following:

1. IRS letter showing your parent organization is a nonprofit 501(c) organization with a group ruling; and
2. the charter or letter from your parent organization recognizing your organization as a subordinate.

GAMBLING PREMISES INFORMATION

Name of premises where the gambling event will be conducted (for raffles, list the site where the drawing will take place): Blackduck Municipal Golf Course

Physical Address (do not use P.O. box): 20857 Blackduck Lake Rd NE

Check one:

☒ City: Blackduck Zip: 56630 County: Beltrami

☐ Township: _____ Zip: _____ County: _____

Date(s) of activity (for raffles, indicate the date of the drawing): August 29, 2025

Check each type of gambling activity that your organization will conduct:

☐ Bingo ☐ Paddlewheels ☐ Pull-Tabs ☐ Tipboards ☒ Raffle

Gambling equipment for bingo paper, bingo boards, raffle boards, paddlewheels, pull-tabs, and tipboards must be obtained from a distributor licensed by the Minnesota Gambling Control Board. EXCEPTION: Bingo hard cards and bingo ball selection devices may be borrowed from another organization authorized to conduct bingo. To find a licensed distributor, go to www.mn.gov/gcb and click on **Distributors** under the **List of Licensees** tab, or call 651-539-1900.

LG220 Application for Exempt Permit**LOCAL UNIT OF GOVERNMENT ACKNOWLEDGMENT (required before submitting application to the Minnesota Gambling Control Board)****CITY APPROVAL
for a gambling premises
located within city limits**

- ☐ The application is acknowledged with no waiting period.
- ☐ The application is acknowledged with a 30-day waiting period, and allows the Board to issue a permit after 30 days (60 days for a 1st class city).
- ☐ The application is denied.

Print City Name: _____

Signature of City Personnel: _____

Title: _____ Date: _____

**The city or county must sign before
submitting application to the
Gambling Control Board.**

**COUNTY APPROVAL
for a gambling premises
located in a township**

- ☐ The application is acknowledged with no waiting period.
- ☐ The application is acknowledged with a 30-day waiting period, and allows the Board to issue a permit after 30 days.
- ☐ The application is denied.

Print County Name: _____

Signature of County Personnel: _____

Title: _____ Date: _____

TOWNSHIP (if required by the county)

On behalf of the township, I acknowledge that the organization is applying for exempted gambling activity within the township limits. (A township has no statutory authority to approve or deny an application, per Minn. Statutes, section 349.213.)

Print Township Name: _____

Signature of Township Officer: _____

Title: _____ Date: _____

CHIEF EXECUTIVE OFFICER'S SIGNATURE (required)

The information provided in this application is complete and accurate to the best of my knowledge. I acknowledge that the financial report will be completed and returned to the Board within 30 days of the event date.

Chief Executive Officer's Signature: *Andrea Kent* Date: 7/31/25
(Signature must be CEO's signature; designee may not sign)

Print Name: Andrea Kent**REQUIREMENTS****Complete a separate application for:**

- all gambling conducted on two or more consecutive days; or
- all gambling conducted on one day.

Only one application is required if one or more raffle drawings are conducted on the same day.

Financial report to be completed within 30 days after the gambling activity is done:

A financial report form will be mailed with your permit. Complete and return the financial report form to the Gambling Control Board.

Your organization must keep all exempt records and reports for 3-1/2 years (Minn. Statutes, section 349.166, subd. 2(f)).

MAIL APPLICATION AND ATTACHMENTS**Mail application with:**

- _____ a copy of your proof of nonprofit status; and
- _____ application fee (non-refundable). If the application is postmarked or received 30 days or more before the event, the application fee is **\$100**; otherwise the fee is **\$150**. Make check payable to **State of Minnesota**.

To: Minnesota Gambling Control Board
1711 West County Road B, Suite 300 South
Roseville, MN 55113

Questions?

Call the Licensing Section of the Gambling Control Board at 651-539-1900.

Data privacy notice: The information requested on this form (and any attachments) will be used by the Gambling Control Board (Board) to determine your organization's qualifications to be involved in lawful gambling activities in Minnesota. Your organization has the right to refuse to supply the information; however, if your organization refuses to supply this information, the Board may not be able to determine your organization's qualifications and, as a consequence, may refuse to issue a permit. If your organization supplies the information requested, the Board will be able to process the

application. Your organization's name and address will be public information when received by the Board. All other information provided will be private data about your organization until the Board issues the permit. When the Board issues the permit, all information provided will become public. If the Board does not issue a permit, all information provided remains private, with the exception of your organization's name and address which will remain public. Private data about your organization are available to Board members, Board staff whose work requires access to the information; Minnesota's Depart-

ment of Public Safety; Attorney General; Commissioners of Administration, Minnesota Management & Budget, and Revenue; Legislative Auditor, national and international gambling regulatory agencies; anyone pursuant to court order; other individuals and agencies specifically authorized by state or federal law to have access to the information; individuals and agencies for which law or legal order authorizes a new use or sharing of information after this notice was given; and anyone with your written consent.

This form will be made available in alternative format (i.e. large print, braille) upon request.

An equal opportunity employer

INTERNAL REVENUE SERVICE
P. O. BOX 2508
CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

Date: SEP 24 2007

BOYS & GIRLS CLUB OF THE BEMIDJI
AREA
PO BOX 191
BEMIDJI, MN 56619-0191

Employer Identification Number:

81-0599601

DLN:

17053251737067

Contact Person:

SUSAN Y MALONEY

ID# 31210

Contact Telephone Number:

(877) 829-5500

Public Charity Status:

170(b)(1)(A)(vi)

Dear Applicant:

Our letter dated April, 2003, stated you would be exempt from Federal income tax under section 501(c)(3) of the Internal Revenue Code, and you would be treated as a public charity, rather than as a private foundation, during an advance ruling period.

Based on the information you submitted, you are classified as a public charity under the Code section listed in the heading of this letter. Since your exempt status was not under consideration, you continue to be classified as an organization exempt from Federal income tax under section 501(c)(3) of the Code.

Publication 557, Tax-Exempt Status for Your Organization, provides detailed information about your rights and responsibilities as an exempt organization. You may request a copy by calling the toll-free number for forms, (800) 829-3676. Information is also available on our Internet Web Site at www.irs.gov.

If you have general questions about exempt organizations, please call our toll-free number shown in the heading.

Please keep this letter in your permanent records.

Sincerely yours,



Robert Choi
Director, Exempt Organizations
Rulings and Agreements

Letter 1050 (DO/CG)

LG220 Application for Exempt Permit

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Mailing Address: PO Box 191

City: Bemidji State: MN Zip: 56619 County: Beltrami

Name of Chief Executive Officer (CEO): Andrea Kent

CEO Daytime Phone: 218.444.4171 CEO Email: andrea.kent@bgcbemidji.org

(permit will be emailed to this email address unless otherwise indicated below)

Email permit to (if other than the CEO): hannah.larson@bgcbemidji.org

NONPROFIT STATUS

Type of Nonprofit Organization (check one):

☐ Fraternal ☐ Religious ☐ Veterans ☒ Other Nonprofit Organization

Attach a copy of one of the following showing proof of nonprofit status:

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Name of premises where the gambling event will be conducted (for raffles, list the site where the drawing will take place): Blackduck Municipal Golf Course

Physical Address (do not use P.O. box): 20857 Blackduck Lake Rd NE

Check one:

☒ City: Blackduck Zip: 56630 County: Beltrami

☐ Township: _____ Zip: _____ County: _____

Date(s) of activity (for raffles, indicate the date of the drawing): October 4, 2025

Check each type of gambling activity that your organization will conduct:

☐ Bingo ☐ Paddlewheels ☒ Pull-Tabs ☐ Tipboards ☒ Raffle

Gambling equipment for bingo paper, bingo boards, raffle boards, paddlewheels, pull-tabs, and tipboards must be obtained from a distributor licensed by the Minnesota Gambling Control Board. EXCEPTION: Bingo hard cards and bingo ball selection devices may be borrowed from another organization authorized to conduct bingo. To find a licensed distributor, go to www.mn.gov/gcb and click on **Distributors** under the **List of Licensees** tab, or call 651-539-1900.

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Signature of City Personnel: _____

Title: _____ Date: _____

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On behalf of the township, I acknowledge that the organization is applying for exempted gambling activity within the township limits. (A township has no statutory authority to approve or deny an application, per Minn. Statutes, section 349.213.)

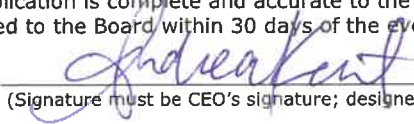
Print Township Name: _____

Signature of Township Officer: _____

Title: _____ Date: _____

CHIEF EXECUTIVE OFFICER'S SIGNATURE (required)

The information provided in this application is complete and accurate to the best of my knowledge. I acknowledge that the financial report will be completed and returned to the Board within 30 days of the event date.

Chief Executive Officer's Signature:  Date: 07/31/2025
(Signature must be CEO's signature; designee may not sign)

Print Name: Andrea Kent

REQUIREMENTS**Complete a separate application for:**

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application. Your organization's name and address will be public information when received by the Board. All other information provided will be private data about your organization until the Board issues the permit. When the Board issues the permit, all information provided will become public. If the Board does not issue a permit, all information provided remains private, with the exception of your organization's name and address which will remain public. Private data about your organization are available to Board members, Board staff whose work requires access to the information; Minnesota's Depart-

ment of Public Safety; Attorney General; Commissioners of Administration, Minnesota Management & Budget, and Revenue; Legislative Auditor, national and international gambling regulatory agencies; anyone pursuant to court order; other individuals and agencies specifically authorized by state or federal law to have access to the information; individuals and agencies for which law or legal order authorizes a new use or sharing of information after this notice was given; and anyone with your written consent.

MAIL APPLICATION AND ATTACHMENTS**Mail application with:**

- _____ a copy of your proof of nonprofit status; and
- _____ application fee (non-refundable). If the application is postmarked or received 30 days or more before the event, the application fee is **\$100**; otherwise the fee is **\$150**. Make check payable to **State of Minnesota**.

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An equal opportunity employer

INTERNAL REVENUE SERVICE
P. O. BOX 2508
CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

Date: SEP 24 2007

BOYS & GIRLS CLUB OF THE BEMIDJI
AREA
PO BOX 191
BEMIDJI, MN 56619-0191

Employer Identification Number:

81-0599601

DLN:

17053251737067

Contact Person:

SUSAN Y MALONEY

ID# 31210

Contact Telephone Number:

(877) 829-5500

Public Charity Status:

170(b)(1)(A)(vi)

Dear Applicant:

Our letter dated April, 2003, stated you would be exempt from Federal income tax under section 501(c)(3) of the Internal Revenue Code, and you would be treated as a public charity, rather than as a private foundation, during an advance ruling period.

Based on the information you submitted, you are classified as a public charity under the Code section listed in the heading of this letter. Since your exempt status was not under consideration, you continue to be classified as an organization exempt from Federal income tax under section 501(c)(3) of the Code.

Publication 557, Tax-Exempt Status for Your Organization, provides detailed information about your rights and responsibilities as an exempt organization. You may request a copy by calling the toll-free number for forms, (800) 829-3676. Information is also available on our Internet Web Site at www.irs.gov.

If you have general questions about exempt organizations, please call our toll-free number shown in the heading.

Please keep this letter in your permanent records.

Sincerely yours,



Robert Choi
Director, Exempt Organizations
Rulings and Agreements

Letter 1050 (DO/CG)



A GREAT PLACE FOR FAMILIES

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

SUPPLEMENTAL FINANCING:

Source of Funds:	Amount:
1. <u>City of Blackduck Revolving Loan Funds</u>	\$ <u>99,002.88</u>
2. _____	\$ _____
3. _____	\$ _____
4. _____	\$ _____
5. _____	\$ _____
TOTAL	\$ <u>99,002.88</u>

I certify that the funding listed above has been obtained or has been committed to the project described in the application materials submitted to the Beltrami Electric Cooperative and the USDA Rural Development.

Maxwell Gullette

Date

Title

Attachments: Evidence of Availability of Financing/Binding Commitments

www.blackduckmn.com

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

"The City Of Blackduck Is An Equal Opportunity Provider"



A GREAT PLACE FOR FAMILIES

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

MANAGEMENT REPRESENTATION LETTER BY ULTIMATE LOAN RECIPIENT

- (a) Loan funds were not used for activities that would adversely affect the environment, or activities that limit the choice of reasonable alternatives prior to satisfying Rural Development environmental requirements;
- (b) Loan funds were not used to pay off or refinance any existing indebtedness or costs of the Project that was incurred prior to Rural Development receipt of the Intermediary's completed application;
- (c) Loan funds were not used for any electric or telecommunications purpose or for the Intermediary's electric or telecommunications operations, for affiliated operations of the Intermediary, or for the benefit of other Intermediaries or their affiliated operations, except those purposes contained in § 4280.15(f);
- (d) Loan funds were not used to pay the salaries of any employee or owner of the Intermediary, its subsidiaries, or affiliates, except for salaries incurred in administering a Revolving Loan Fund established under the REDG Program;
- (e) Loan funds were not used for community antenna or cable television systems or facilities;
- (f) Loan funds were not used for residential purposes such as residential dwellings and land sites; facilities to provide entertainment television; to transfer property between owners without making improvements that will promote or sustain economic development in Rural Areas; or for personal, non-business related vehicles;
- (g) Loan funds were not used where there is directly or indirectly a conflict of interest or the appearance of a conflict of interest in the Project; for Intermediaries this would include a situation in which the Intermediary, its officers, managers, Board of Directors, employees, their spouses, children, or close relatives, have a financial or ownership interest in the Project being funded, including its construction or development;

Examples of Conflicts of interest include but are not limited to:

1. The Intermediary, Board Member and/or employee, its officers, manager, their spouses, children, or close relatives have an ownership interest in the project.
2. The Intermediary, Board Member and/or employee, its officers, manager, their spouses, children, or close relatives have an ownership interest in the property or other assets being purchased by the project.
3. The Intermediary, Board Member and/or employee, its officers, manager, their spouses, children, or close relatives providing technical assistance financed with project funds.

www.blackduckmn.com

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

"The City Of Blackduck Is An Equal Opportunity Provider"

4. Any other activity which may have the appearance of a conflict of interest.

- (h) Loan funds were not used for any purpose when receipt of loan funds is conditioned upon the requirement that the Ultimate Recipient acquire electric or telecommunications service from the Intermediary or its affiliates;
- (i) Loan funds were not used for any gambling activity;
- (j) Loan funds were not used for a Project that would result in the transfer of existing employment or business activity more than 25 miles from its existing location;
- (k) Loan funds were not used for proposed Projects located in areas covered by the Coastal Barrier Resources Act (16 U.S.C. 3501-3510);
- (l) Loan funds were not used for any illegal activity or any activity involving prostitution;
- (m) Loan funds were not used for Agricultural Production, except where the Project is a farmer-owned cooperative or similar organization where the benefits of the Project are passed on to the farmer-owners, and the Agricultural Production is part of an integrated business that processes the agricultural products, and the Agricultural Production portion of the loan will not exceed 50% of the loan amount;
- (n) Loan funds were not used for any pass-through Grant funding activity (a Grant by the Intermediary to the Ultimate Recipient);
- (o) Loan funds were not used for provision of only local exchange voice telephone service; or
- (p) Loan funds were not used for any other purpose announced in a notice by Rural Development.

Signature of Authorized Official-Ultimate Recipient

Name (print or type)

Title (print or type)

Date (print or type)

GRANT WRITING SERVICES

CLIENT: City of Blackduck**LOCATION:** Blackduck, MN**SERVICE REQUESTED BY:** Christina Regas, City Administrator **DATE:** July 21, 2025**PROJECT:** Water and Wastewater system funding requests**DESCRIPTION OF FUNDING OPPORTUNITIES:** Water and wastewater improvements are eligible for several funding opportunities summarized below.

USDA-Rural Development – This agency provides loan and grant opportunities based on median household income, user affordability, and availability of funds. This agency is usually the **primary funder** for cities under 1,000 in population. They presently have loan funding, but do not have grant funding available.

Public Facilities Authority – This agency provides loans and loan forgiveness based on median household income, user affordability, and availability of funds. This agency is usually the **primary funder** for cities over 1,000 in population. They have funding available, although priorities for PFA requests are based on the scoring of the Intended Use Plan (IUP) request.

Water Infrastructure Funding – This state grant funding is grant-only funds can be offered to assist with water and wastewater improvement projects. It is offered by invitation to accompany USDA-RD or PFA primary funded projects. The amount is based on user affordability, and availability of funds.

Small Cities Development Program (SCDP) – This program, offered by DEED, offers grant only funding to meet the gap that the primary funder cannot supply. It can be used for public facilities, housing and streetscape projects for cities with 51% or more Low to Moderate Income (LMI) residents. Blackduck meets this criterion with 62.50% LMI. There is \$600,000 available for public facilities projects, and additional for a comprehensive application involving housing rehab.

SUMMARY: Due to the smaller size of the city, and the lack of grant funding available at USDA Rural Development, we recommend dual tracking applications to RD and PFA. Once the primary funding agency is determined, the gap funding applications (either WIF, SCDP or both) will be submitted. USDA-RD takes the longest, so we recommend starting the application in August 2025, to meet a 2027 construction date.

DESCRIPTION OF WORK INVOLVED: Assist in the completion of USDA – Rural Development application to the Water and Environmental Program (WEP) program, for water and wastewater improvement.

SCOPE OF SERVICES: Funding assistance with the following tasks will be provided by Widseth funding professionals:

- Establish new WEP funding application with agency
- Complete funding pages of application
- Assist with public notice, and submission requirements
- Review of final application in client's RD Apply site with Authorized Organizational Representative, (AOR) who will submit the application at conclusion

ESTIMATED COSTS FOR WIDSETH LABOR & EXPENSES: The estimated cost is \$4,000, not to exceed \$4,500 for RD Apply application.

ADDITIONAL SERVICES AVAILABLE: These services are available for an additional cost if requested by the Client:

- SAM.Gov registration assistance

TIME SCHEDULE FOR SERVICES: Immediate through grant submission

BILLING METHOD:

- ☐ Hourly, no limit
- ☒ Hourly, not to exceed estimate
- ☐ Percentage of project complete
- ☐ Fixed Fee – expenses billed additional
- ☐ Mixed – hourly/fixed fee

BILLING SCHEDULE:

- ☒ Monthly
- ☐ Phased
- ☐ Upon Project Submission

REMARKS: Billing to be on an hourly, plus expenses basis; billing schedule will be monthly; General Provisions as attached apply. Expenses may include mileage and meals if travel is required. Additional Services will be charged at the hourly rate from the fee schedule in force at the time of the service.

WIDSETH SMITH NOLTING agrees to perform the described work as set forth above. The **CLIENT** agrees to make payment for work performed within thirty (30) days after receipt of billing.

SUBMITTED:

WIDSETH SMITH NOLTING

APPROVED:

BY: Timothy T. Ramerth
Tim Ramerth, PE, President/CEO

BY: _____
Christina Regas, City Administrator

BY: Gail Levenson
Gail Levenson, MBA, Sr. Funding Specialist

DATE: _____

General Provisions of Professional Services Agreement

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

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

ARTICLE 1. PERIOD OF SERVICE

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

ARTICLE 2. SCOPE OF SERVICES

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

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

ARTICLE 3. COMPENSATION TO WIDSETH

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

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

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

ARTICLE 4. ABANDONMENT, CHANGE OF PLAN AND TERMINATION

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

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

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

ARTICLE 5. DISPOSITION OF PLANS, REPORTS AND OTHER DATA

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

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

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

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

WIDSETH

ARCHITECTS ■ ENGINEERS
SCIENTISTS ■ SURVEYORS

ARTICLE 7. CLIENT'S RESPONSIBILITIES

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

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

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

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

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

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

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

ARTICLE 8. OPINIONS OF COST

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

ARTICLE 9. CONSTRUCTION PHASE SERVICES

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

ARTICLE 10. REVIEW OF SHOP DRAWINGS AND SUBMITTALS

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

ARTICLE 11. REVIEW OF PAY APPLICATIONS

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

ARTICLE 12. REQUESTS FOR INFORMATION (RFI)

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

ARTICLE 13. CONSTRUCTION OBSERVATION

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

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

ARTICLE 14. BETTERMENT

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

ARTICLE 15. CERTIFICATIONS, GUARANTEES AND WARRANTIES

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

ARTICLE 16. CONTINGENCY FUND

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

ARTICLE 17. INSURANCE

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

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

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

ARTICLE 18. ASSIGNMENT

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

ARTICLE 19. NO THIRD-PARTY BENEFICIARIES

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

ARTICLE 20. CORPORATE PROTECTION

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

ARTICLE 21. CONTROLLING LAW

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

ARTICLE 22. ASSIGNMENT OF RISK

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

ARTICLE 23. NON-DISCRIMINATION

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

ARTICLE 24. SEVERABILITY

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

ARTICLE 25. PRE-LIEN NOTICE

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

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



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

August 1, 2025

Dear Township/City Clerks and Board Members:

Please note on your 2025 Calendars the following date to discuss the 2026 Fire Department Budget:

- **Thursday, August 21, 2025 at Blackduck City Hall at 6:00pm**

Please encourage all interested parties from your township or city to attend this meeting. If you have questions please contact me, my office phone number is 218-835-4810.

Enclosed is:

- 1. 2025 YTD Expenditures & 2026 Proposed Budget***
- 2. Proposed Payment for 2026 -***
- 3. Market Value of Structures report –***
- 4. Listing of Fire Calls YTD 2025***
- 5. February 20, 2025 Annual Meeting Minutes***

Once again, mark your calendars with the 2025 meeting date and please contact myself or Chief Larson with questions.

Sincerely,

Christina Regas
City Administrator, City of Blackduck

2025 Blackduck Fire Department Budget vs. Actual & 2026 Proposed Budget

updated 6/30/25

		2025 Budget	2025 YTD Expenditures	2025 Balance	2026 Budget			
E 101-42200-103	Part-Time Employees	\$17,500.00	\$13,700.00	\$3,800.00	\$20,000.00			
E 101-42200-122	FICA	\$1,314.31	\$1,005.35	\$308.96	\$1,530.00			
E 101-42200-124	Fire Pension Contributions	\$0.00	\$0.00	\$0.00	\$0.00			
E 101-42200-200	Office Supplies (GENERAL)	\$0.00	\$0.00	\$0.00	\$0.00			
E 101-42200-205	Heating Fuel -	\$5,000.00	\$1,275.75	\$3,724.25	\$5,000.00			
E 101-42200-206	Electricity	\$5,000.00	\$3,041.84	\$1,958.16	\$5,000.00			
E 101-42200-207	Computer Supplies	\$0.00	\$0.00	\$0.00	\$0.00			
E 101-42200-208	Training and Instruction	\$2,000.00	\$0.00	\$2,000.00	\$2,000.00			
E 101-42200-210	Operating Supplies (GENERAL)	\$1,000.00	\$174.38	\$825.62	\$1,000.00			
E 101-42200-211	Cleaning Supplies	\$0.00	\$0.00	\$0.00	\$0.00			
E 101-42200-212	Motor Fuels	\$2,200.00	\$672.09	\$1,527.91	\$2,200.00			
E 101-42200-221	Equipment Parts	\$0.00	\$0.00	\$0.00	\$0.00			
E 101-42200-222	Tires	\$0.00	\$0.00	\$0.00	\$0.00			
E 101-42200-223	Building Repair Supplies	\$0.00	\$0.00	\$0.00	\$0.00			
E 101-42200-233	Uniforms - <i>turnout gear</i>	\$10,000.00	\$6,278.00	\$3,722.00	\$10,000.00			
E 101-42200-240	Small Tools and Minor Equip	\$2,000.00	\$67.94	\$1,932.06	\$2,000.00			
E 101-42200-304	Legal Fees	\$0.00	\$0.00	\$0.00	\$0.00			
E 101-42200-305	Medical Fees	\$2,500.00	\$0.00	\$2,500.00	\$2,500.00			
E 101-42200-307	Management Fees	\$0.00	\$0.00	\$0.00	\$0.00			
E 101-42200-310	Other Professional Services	\$0.00	\$0.00	\$0.00	\$0.00			
E 101-42200-321	Telephone	\$800.00	\$340.89	\$459.11	\$800.00	Verizon & PBC		
E 101-42200-322	Postage	\$210.00	\$55.55	\$154.45	\$210.00			
E 101-42200-323	Radio/Communications Expenses	\$5,000.00	\$2,307.42	\$2,692.58	\$5,000.00	Verizon & Rogers		
E 101-42200-327	Internet Access	\$600.00	\$269.70	\$330.30	\$600.00	PBC		
E 101-42200-331	Travel Expenses	\$250.00	\$0.00	\$250.00	\$250.00			
E 101-42200-351	Legal Notices Publishing	\$0.00	\$0.00	\$0.00	\$0.00			
E 101-42200-352	General Notices and Pub Info	\$0.00	\$0.00	\$0.00	\$0.00			
E 101-42200-361	General Liability Ins -	\$555.51	\$205.74	\$194.21	\$440.28	increase	7%	Actual = half of 2025 premium
E 101-42200-362	Property Ins	\$4,355.54	\$1,999.00	\$2,356.54	\$4,197.90	increase	5%	Actual = half of 2025 premium
E 101-42200-363	Automotive Ins	\$2,812.70	\$1,251.50	\$1,561.20	\$2,753.30	increase	10%	Actual = half of 2025 premium
E 101-42200-366	Workers Compensation Insurance -	\$7,876.94	\$7,509.74	\$1,474.75	\$8,260.71	increase	10%	Actual = full payment for WC premium
E 101-42200-384	Refuse/Garbage Disosal	\$350.00	\$354.40	(\$4.40)	\$350.00			
E 101-42200-367	Unemployment Paid	\$0.00	\$15.48	(\$15.48)	\$0.00			
E 101-42200-401	Repairs/Maint Buildings	\$3,750.00	\$0.00	\$3,750.00	\$3,750.00			
E 101-42200-404	Repairs/Maint Machinery/Equip	\$9,400.00	\$2,655.91	\$6,744.09	\$10,000.00			
E 101-42200-420	Tower Lease	\$500.00	\$0.00	\$500.00	\$500.00			
E 101-42200-425	Depreciation	\$0.00	\$0.00	\$0.00	\$0.00			
E 101-42200-433	Dues and Subscriptions	\$200.00	\$66.50	\$133.50	\$200.00			
E 101-42200-436	Towing Charges	\$0.00	\$0.00	\$0.00	\$0.00			
E 101-42200-437	Bad Debt Expense	\$0.00	\$0.00	\$0.00	\$0.00			
E 101-42200-500	Capital Outlay (<i>Armer Radios year 6 - 2026</i>)	\$5,000.00	\$0.00	\$5,000.00	\$5,000.00			
E 101-42200-520	Buildings and Structures	\$0.00	\$0.00	\$0.00	\$0.00			
E 101-42200-550	Motor Vehicles	\$0.00	\$0.00	\$0.00	\$0.00			
E 101-42200-580	Other Equipment -	\$1,000.00	\$0.00	\$1,000.00	\$400.00			
E 101-42200-701	Transfer to General Fund	\$0.00	\$0.00	\$0.00	\$0.00			
E 101-42200-708	Transfer to Fire Dept Reserve (<i>year 2 of contract - 2026</i>)	\$30,000.00	\$0.00	\$30,000.00	\$30,000.00			
E 101-42200-782	Intrafund Transfer	\$0.00	\$0.00	\$0.00	\$0.00			
		\$121,175.00	\$43,247.18	\$78,879.81	\$123,942.20			

Notes from meeting with Brian:
keep operating same as 2025
increase insurance per recommendation of LMC
increase wages for increase to call volume

2026 Budget - *proposed*

Government Unit	2026 Proposed Budget	2025 Market Value of Structures (<i>less exempt</i>)	Percentage of Total Evaluation	Annual Charge
Hines	\$123,942.00	\$71,395,700.00	27.25%	\$33,777.92
Hornet	\$123,942.00	\$13,991,600.00	5.34%	\$6,619.55
Birch	\$123,942.00	\$12,678,500.00	4.84%	\$5,998.31
Summit	\$123,942.00	\$20,178,300.00	7.70%	\$9,546.53
Taylor	\$123,942.00	\$15,011,900.00	5.73%	\$7,102.26
Hagali	\$123,942.00	\$48,950,200.00	18.69%	\$23,158.76
O'Brien	\$123,942.00	\$4,581,100.00	1.75%	\$2,167.36
Tenstrike	\$123,942.00	\$17,844,000.00	6.81%	\$8,442.15
Funkley	\$123,942.00	\$353,400.00	0.13%	\$167.20
Langor	\$123,942.00	\$14,929,800.00	5.70%	\$7,063.42
Moose Park	\$123,942.00	\$4,015,800.00	1.53%	\$1,899.91
Blackduck	\$123,942.00	\$38,043,400.00	14.52%	\$17,998.66
		\$261,973,700.00	100.00%	\$123,942.00

Payable 2025 Values

<u>City or Township</u>	<u>EMV Bldg R, P, M</u>	<u>EMV Bldg Exempt</u>	<u>EMV Bldg Total</u>
City of Blackduck	38,043,400	27,536,300	65,579,700
City of Funkley	353,400	0	353,400
City of Tenstrike	17,844,000	3,892,800	21,736,800
Birch	12,678,500	12,600	12,691,100
Hagali	48,950,200	874,400	49,824,600
Hines	71,395,700	1,370,400	72,766,100
Hornet	13,991,600	73,600	14,065,200
Langor	14,929,800	37,400	14,967,200
O'brien	4,581,100	0	4,581,100
Summit	20,178,300	62,900	20,241,200
Taylor	15,011,900	82,500	15,094,400
Total	257,957,900	33,942,900	

At the time of documents sent to Fire Protection Area, Moose Park Township EMV was not received from Itasca County Assessor.

2025 Fire Department Incident Report

Incident #	DOI	Address - Name - Location	Postal Code	Postal code or Township	Description	Fire/Accident	Action
2501	1/6/2025	12327 Bay Ct. NE Turtle River	56601	City of Turtle River	Mutual Aid to Bemidji	Building Fire	Manpower
2502	1/7/2025	181 Northern Ave Blackduck	56630	City of Blackduck	Assist Police or Govt Agency	Unlock Building for Welfare Check	Manpower
2503	1/11/2025	28810 Corlan Rd Blackduck	56630	Langor Township	Dispatched / Cancel en route	Controlled Burn cancelled fire	
2504	1/22/2025	19231 Farington Ln NE	56647	Hines Township	Medical Asst to EMS	CPR in progress	Manpower
2505	1/25/2025	441 4th St. Blackduck	56630	City of Blackduck	Medical Asst to EMS	Lift Assist	Manpower
2506	2/7/2025	224 Frontage Rd Blackduck	56630	City of Blackduck	Dispatched / Cancel en route	Accident, no injuries	
2507	2/16/2025	24407 Serenity Ln NE Hines	56647	Hines Township	Medical Asst to EMS	Lift Assist	Manpower
2508	2/20/2025	Hwy 71 Blackduck	56630	City of Blackduck	Vehicle Accident/clean up	Provide first aid, check for injuries	investigate/manpower
2509	2/27/2025	641 Main St Lot 56 Blackduck	56630	City of Blackduck	Medical Asst to EMS	Lift Assist	Manpower
2510	3/1/2025	641 Main St Lot 56 Blackduck	56630	City of Blackduck	Medical Asst to EMS	Lift Assist	Manpower
2511	3/1/2025	641 Main St Lot 56 Blackduck	56630	City of Blackduck	Medical Asst to EMS	Lift Assist	Manpower
2512	3/9/2025	Hwy 72 Blackduck	56630	City of Blackduck	Motor Vehicle Accident w/injuries	Rescue remove from harm	
2513	3/10/2025	Hwy 72 Blackduck	56630	City of Blackduck	Motor Vehicle Accident w/injuries	Extricate, disentagle	
2514	4/12/2025	24563 Hines Rd NE Hines	56647	Hines Township	Vehicle Accident/clean up	Emergency medical services	Assist EMS
2515	4/12/2025	196 Hwy 71 Blackduck	56630	City of Blackduck	Medical Asst to EMS	Provide first aid, check for injuries	Assist EMS
2516	5/3/2025	2493 Nebish Rd NE Blackduck	56630	Hines Township	Brush /Grass fire	Extinguishment by personnel	
2517	5/8/2025	3634 Ten Mile Dr NW Puposky	56667	Puposky	Dispatched / Cancel en route	Mutual Aid - Alaska Fire - canceled	
2518	5/10/2025	60094 Olafson Rd Blackduck	56630	Moose Park Township	Grass fire	Extinguishment by personnel	
2519	5/12/2025	27139 Polaris Rd Puposky	56667	Puposky	Forest, woods or wildland fire	Provide apparatus	Mutual Aid - DNR Alaska Fire
2520	5/16/2025	MM340 Hwy 71 NE Blackduck	56630		Extrication of victim(s) from vehicle	Extricate, disentagle	Assist EMS
2521	5/19/2025	81 1st St NW Blackduck	56630	City of Blackduck	Medical Asst to EMS	Assist EMS - Code Call to Clinic	Manpower
2522	5/19/2025	15106 Sharp Rock Rd Hines	56647	Hines Township	Grass fire	Extinguishment by personnel	Assist DNR
2523	5/19/2025	Nelson Lake Rd Hines	56647	Hines Township	Forest, woods or wildland fire	Extinguishment by personnel	
2524	5/27/2025	Summit Ave Blackduck	56630	City of Blackduck	Passenger vehicle fire	Fire control or extinguishment	
2525	5/25/2025	Main St. Tenstrike	56683	City of Tenstrike	Dispatched / Cancel en route	Possible accident - canceled	
2526	5/27/2025	181 Northern Ave NW Blackduck	56630	City of Blackduck	Municipal alarm - false alarm	restore fire alarm system - pulled by youth	
2527	6/3/2025	Farrington Ln Hines	56647	Hines Township	Dispatched / Cancel en route	Controlled Burn cancelled fire - permitted	
2528	6/10/2025	496 Main St N Blackduck	56630	City of Blackduck	Medical Asst to EMS	Assist EMS -	Manpower
2529	6/12/2025	592 Universal DR SW Blackduck	56630	City of Blackduck	Medical Asst to EMS	Assist EMS with Medical CPR in progress	Manpower
2530	6/13/2025	Lokken St. Hagali Tenstrike	56683	City of Tenstrike	Dispatched / Cancel en route	Possible accident - canceled	
2531	6/20/2025	81 1st St NW Blackduck	56630	City of Blackduck	Medical Asst to EMS	Assist EMS - possible stroke	Manpower
2532	6/20/2025	17868 N. Blackduck Lake Rd N Hines	56647	Hines Township	Medical Asst to EMS	Assist EMS - fall	Manpower
2533	7/4/2025	25 2nd St SE Blackduck	56630	City of Blackduck	Medical Asst to EMS	Lift Assist	Manpower
2534	7/13/2025	16050 Black Lake Rd Bemidji	56601	City of Bemidji	Building Fire	Provide Manpower for structure fire with Bemidji Fire Dept.	Manpower
2535	7/19/2025	25745 Alvwood Rd	56630	Summit Township	Medical Asst to EMS	Assist EMS	
2536	7/20/2025	19963 Gull Lake Loop Rd	56683	City of Tenstrike	Building Fire	Mutual Aid - City of Bemidji	Manpower
2537	7/20/2025	1122 Rodeo Dr NW	56601	City of Bemidji	Building Fire	Mutual Aid - City of Bemidji	Manpower - large Garage Fire
2538	7/21/2025	10903 South Gull Lake Loop Rd	56683	City of Tenstrike	Carbon Monoxide incident	Restore fire alarm system	
2539	7/26/2025	Nebish	56630	City of Blackduck	Vehicle Accident/clean up	Provide first aid & check for injuries	
2540	7/28/2025	533 Scenic	56630	City of Blackduck	Medical Asst to EMS	Assist EMS - Lift	
2541	7/28/2025	164 Main St N	56630	City of Blackduck	Medical Asst to EMS	Provide manpower	
2542	7/29/2025	32369 Alvwood Rd NW	56630	Moose Park Township	Vehicle Accident/clean up	Provide first aid & check for injuries	investigate/manpower
2543	7/29/2025	164 Main St N	56630	City of Blackduck	Medical Asst to EMS	Assist EMS - Lift	manpower
2544	7/30/2025	181 Northern Ave NW Apt 109	56630	City of Blackduck	Building Fire	Fire control or extinguishment	investigate/manpower

TOWNSHIP CONTRACT MEETING BLACKDUCK CITY HALL THURSDAY, FEB. 20, 2025 @ 6PM

MEETING MINUTES

The Blackduck Fire Department Chief Brian Larson held the Contract Meeting of Parties in City Hall on February 20, 2025.

The Meeting was called to order at 6:01pm.

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; Rob Ingersoll of Hagali Township, Jerome Geerdes and Scott Burns of Birch Township, and Fire Chief Brian Larson a quorum was established of 56%.

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

1. OLD BUSINESS –

- a. **REVIEW OF 2024 ACTUAL EXPENDITURES** – Larson and Regas reviewed the pre-audit year-end 2024 expenditures. Regas provide information regarding 'rebates/dividends' from LMCIT on the Liability and Workers Compensation Insurance premiums for the department. Regas states pre-audit excess of the 2024 budget is \$1,201.
- b. **REVIEW OF 2025 BUDGET** – *There were no questions on the 2025 budget.*
- c. **REVIEW OF 2025 PAYMENT** – *There were no questions on the 2025 payment. Regas reminded towns the invoices were included in the packets mailed to the township clerks.*
- d. **YTD 2024 FIRE DEPT. INCIDENT** – *Chief Larson reviewed the 2024 Incident listing and asked for questions on the list. Birch asked why the department would be 'canceled in route' on a call. Larson reports the department is canceled in route if there is adequate emergency management staff response or canceled by dispatch. Larson states the department does not cancel their call if there is a commercial fire alarm as their department needs to reset the panel. Hagali asked how much mutual aid was provided in 2024 and where. Larson stated the department assisted Itasca County, Bemidji Fire, and Alaska Fire Departments with mutual aid in 2024. Larson stated the department covers about 300 square miles and over 3,000 residents. Larson stated Blackduck Ambulance covers a larger area but if the Fire Department is needed inside their PSA they respond.*
- e. **Other Old Business** – Hines asked how the department's equipment is working. Larson states the department air packs are good; the department is eliminating corded tools and going towards cordless tools. Hines asked if the department considers getting rid of a truck after a 10-year timeframe. Larson states the department will not de-commission a truck if the equipment can meet to NSA pump tests. Birch asked if the volunteers receive training for large trauma incidents. Larson states the department always has volunteers that respond to assist, however, if the incident will be 'nasty' dispatch will give the department a heads up. Larson states it is not easy to train for mass casualties it's all down to experience. Larson states after incidents the county will bring in their staff that assist with debriefs when a casualty is bad. Regas states having debriefs with the specialist that assist with trauma incidents is valued for small departments with volunteers.

BLACKDUCK FIRE DEPARTMENT
AND FIREMEN'S RELIEF ASSOCIATION
FIRE PROTECTION/RESCUE 218-835-4803 NON EMERGENCY ORGANIZED IN 1901
P.O. BOX 380 BLACKDUCK, MN

TOWNSHIP CONTRACT MEETING BLACKDUCK CITY HALL THURSDAY, FEB. 20, 2025 @ 6PM

MEETING MINUTES

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

Motion by Hagali and seconded by Birch Township to adjourn the meeting at 6:30pm. Motion passed.

Meeting minutes submitted by Christina Regas City of Blackduck Administrator.