



AGENDA

Blackduck City Council Meeting

6:00 PM - Monday, April 6, 2026

City Hall, 8 Summit Drive, Blackduck MN

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a. Roll Call	
b. Pledge of Allegiance	
2. APPROVAL OF AGENDA	
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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.

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- j. April 20, 2026 @ 6pm - Blackduck City Council Work Session
- k. April 24, 2026 1pm - Local Board of Appeal & Equalization for the City of Blackduck 229
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- l. May 4, 2026 @ 6pm - Blackduck City Council Regular Meeting
- m. May 4, 2026 - 2025 Financial Audit Presentation - CLA
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[2026 KRLS Board Meeting Schedule](#)

7. MAYOR AND/OR COUNCIL MEMBER REPORTS
8. COMMUNITY EVENTS/GOOD THINGS HAPPENING
9. ADJOURNMENT



MINUTES

Council Meeting

6:00 PM - Monday, March 9, 2026

City Hall, 8 Summit Drive, Blackduck MN

The Council of the City of Blackduck was called to order on Monday, March 9, 2026, at 6:00 PM, in the City Hall, 8 Summit Drive, Blackduck MN, with the following members present:

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

COUNCILORS EXCUSED: Councilor Donald Johnson

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

OTHERS PRESENT: Tim Ramerth, Widseth; Tara & Ava Sutton, Crystal & Travis Wurl, Blackduck HS Trap Team; Joene Soltis and Gerritt Vigen, Blackduck Youth Bowling League; Gary & Mary Larsen, Anderson Quilt Store

1. CALL TO ORDER

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

2. APPROVAL OF AGENDA

- a.

Nicholas Seitz moved to approve the agenda with the addition of a donation request from the Blackduck Youth Bowling League to 7.a.1. Laurie Hamilton seconded the motion.

Carried 4 to 0

Maxwell Gulette	For
Nicholas Seitz	For
Laurie Hamilton	For
Ronald Fredrickson	For

3. CONSENT AGENDA

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

- a. February 9, 2026 Blackduck City Council Meeting Minutes

- b. February 13, 2026 Kitchigami Regional Library Special Board Meeting packet -
- c. February 18, 2026 Blackduck Planning Commission Meeting Minutes
- d. February 23, 2026 Blackduck City Council Work Session Minutes
- e. Febraury 26, 2026 Blackduck Fire Protection Area Annual Meeting Minutes
- f. February 27, 2026 Blackduck City Hall Committee Meeting Minutes
- g. February 2026 Fund Balance Report
- h. ~~February 2026 Bill Report~~
- i. February 2026 Sewer Income Statement
- j. February 2026 Water Income Statement
- k. February 2026 Pine Tree Park Income Statement
- l. February 2026 Lakeview Cemetery Income Statement
- m. February 2026 Golf Course Income Statement
- n. February 2026 Liquor Store Income Statement
- o. February 2026 Blackduck DMV Income Statement
- p. January 2026 LG216 Lawful Gambling Monthly Rent Report - Blackduck Relief Association
- q. Final Approval - Feburay 2026 Business Credit Card Payment
- r. Final Approval - February 2026 EFT Disbursements for City of Blackduck payrolls supporting MN Statute §471.38 subd. 3 (3a)
- s. Final Approval - January 2026 Supplemental Bills
- t. Final Approval - Local Option Sales Tax Report - December 2025
- u. Final Approval - MN PFA Annual Compliance Packet for 2025
- v. Final Approval - Blackduck Golf Course 2026 Revised Expense Budget - Huntington Bank Golf Cart Lease
- w. Final Approval - Quitclaim Deed - State of Minnesota and City of Blackduck eCRV ID 1851003
- x. Final Approval - MN Dept of Education CPF Grant Reimbursement #2 - City of Blackduck Library Project -
- y. Final Approval - CWRP Cost & Effectiveness Certification Form MPCA - City of Blackduck - Clean Water Revolving Fund Program
- z.

Laurie Hamilton moved to approve the consent agenda with the removal of item 'h.' February 2026 Bill Report Nicholas Seitz seconded the motion.

Carried 4 to 0

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

- aa. Consent Agenda Items Removed for Further Discussion -
h. February 2026 Bill Report

Council member Fredrickson requested details regarding payments to JPHI. Regas reports a new furnace was installed at the Fire Hall, and the Liquor Store required plumbing. Council member Fredrickson requested details regarding payments to MJB Home Center. Regas reports the Fire department washer and dryer required replacement.

Ronald Fredrickson moved to approve removed consent agenda item 'h,' Laurie Hamilton seconded the motion.

Carried 4 to 0

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

4. **BLACKDUCK FORUM**

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

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

5. **BLACKDUCK CITY HALL PROJECT**

- a. Council Consideration - Utility Cost Share request with Adjacent Land Owner - Business Owners Gary & Mary Larsen - Anderson Fabrics Quilt Shop

Larsen reports their business intentions to expand on their facility which posed issues with the electrical service to City Hall. Larsen states intentions to provide a utility easement to the City of Blackduck for the electrical service. Larsen is requesting approval from the City of Blackduck agree to pay to relocate the electrical service for City Hall. Larsen states the current service is on a pole near their building and that will have to come down and had no easement originally.

Regas states the approval of the location has not been priced out yet but needs to happen so Larsen's expansion can move ahead. Council member Fredrickson confirms that Larsen cannot build on the easement. Larsen stated that no building on the easement would be allowed, and the only other option is to jack the service under the sidewalk of which was too expensive.

Regas provided costs to retrofit the current electrical in city hall and relocate the panel. Council Fredrickson states those costs have nothing to do with running a new line. Larsen states the City could hook up temporarily in the lower level of City Hall before deciding to relocate the panel.

Regas states the business owners are seeking feedback from the City regarding assuming the cost in running the electrical to city hall. Mayor Gullette states as a good neighbor the City should assist another business owner and it should be done and paid for. Council member Hamilton agreed. Council member Fredrickson states being on a corner lot far away from the alley and the service puts the building in a position of needing the service run. Larsen states trenching the line should not cost much compared to the interior lines.

Council member Hamilton states the City has an obligation to help expand that area. Fredrickson states the City should get a cost estimate. Regas states that will be obtained. Fredrickson states the committee considering the future of the building, he would like to consider running the new service connect the service line to the existing

panel and consider the relocation of the panel at a later timeframe.
Larsen states the easement has been signed and sent to Beltrami Electric.
Regas confirmed the City will assume the cost of trenching and running new power service to City Hall. Mayor Gullette states yes.

- b. Council Consideration - Blackduck City Hall Electrical Relocation & Upgrade
Council feedback states that the relocation & upgrade of the service will not happen at this time.
- c. Council Consideration - Re - Approval of USDA REDLG Loan - Beltrami Electric Coop extension Letter
Regas provided the board the extension deadline. There was no further feedback from the City Council on the deadline.

6. REPORTS OF COMMITTEES AND CITY STAFF

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

6.1.1. Council Consideration - Review of Facility Plan & EIW for the City of Blackduck

Tim Ramerth states the Facility Plan & EIW will require a public hearing, resolution approval and review from the City Council. Regas will schedule the public hearing prior to the April Work Session and draft the resolution for approval on April 6th.

6.1.2. Report -

Schwanke reports there has been water surfacing on Oscar Ave SW since last summer. Schwanke states after observing the road he has determined the water is surfacing from a spring. Schwanke states the water is not coming from a water main leak. Schwanke states the spring is finding the path it wants to surface from and opening the ground more may provide additional challenges.

Schwanke states his staff is preparing for the spring season, and Bessler Electric will be replacing the street light fixture on Main Street soon.

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

6.2.1. Report -

Lahr reports the JPHI bills were partially for the beer tab drain which was old cast and is now repaired and updated without having to dig up existing flooring in the bar. Lahr states additionally JPHI rootered out the ladies floor drain.

Lahr states the response to the weekend bar breakfast has been good bringing in about \$1750 in food sales since starting.

Lahr states there is a DJ for St. Patrick's Day on March 13th and have had good attendance for Bar Bingo for the Chamber.

6.3. LAW ENFORCEMENT REPORT - JOSHUA ARHART, INTERIM POLICE CHIEF

6.3.1. March 16, 2026 @ 6pm - Public Hearing to Consider Contraction of Law Enforcement Services with Beltrami County Sheriff

Regas reports the public hearing has been published and attendance will include the Sheriff, Under-Sheriff, Police Chief, County and City Attorney.

Regas reports there will be a 2-page document to provide to those in attendance to review some talking points. Regas reports have good discussion with two school board members and some public input that has stopped in to city hall.

6.4. GOLF COURSE REPORT - MISTY FRENZEL, GOLF COURSE DIRECTOR

6.4.1. Report -

Regas reports Misty attended the Career Fair at the school last week and is working on contacting staff.

6.5. LIBRARY REPORT - KELLY HANKS, HEAD LIBRARIAN

6.5.1. Council Information - MN Department of Education CPF Grant Reimbursement request #3 - City of Blackduck Library Project

Regas provided submitted request for reimbursement #3 that includes remaining construction from GHI and items from Grainger.

Regas reports the remaining items from the first furniture order from The Library Store has arrived and needs assembly. Regas reports Clarity Glass installed the new door today and just needs electrical run to it.

6.5.2. Council Information - KRLS change of Administration

Regas provided communication from the Blackduck Branch Manager that the existing KRLS Administration has changed.

6.5.3. Council Information - MN Department of Education CPF Grant Site Visit Compliance - April 8, 2026

Regas states representatives for the CPF Grant will complete a site visit for the facility on April 8.

7. ADMINISTRATOR'S REPORT

a. Donation Request - Blackduck High School Trap Club - Tara Sutton

Tara Sutton was present with Krista Wurl to request a donation for the Blackduck High School Trap Club. Sutton states the Spring season begins Tuesday and the team will be competing in three tournaments including state and nationals. Sutton is requesting a donation of \$2,050 to support the tournament costs.

Laurie Hamilton moved to approve a donation from the liquor rent fund to the Blackduck HS Trap Club of \$2,050 Nicholas Seitz seconded the motion.

Carried 4 to 0

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

b. Donation Request - Blackduck Youth Bowling League - Jolene Soltis

Soltis introduced the newly formed Blackduck Youth Bowling League. Soltis states recent support from the Blackduck Bowling Lane owner to have youth bowling in town. Soltis reports the League has been well received and has relocated a youth tournament from Bemidji to Blackduck that will be held April 17 & 18. Soltis is requesting a \$1,000 donation to support the league. Soltis states there will be many families coming to town for the tournament to give back to the community.

Nicholas Seitz moved to approve a donation of \$2,050 from the liquor rent fund for the Blackduck Youth Bowling League Laurie Hamilton seconded the motion.

Carried 4 to 0

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

- c. Council Approval Needed - Resolution 2025-20 revision 1 - Resolution adopting a schedule of fees and charges for various services, licenses, & permits for the City of Blackduck for 2026

Ronald Fredrickson moved to approve Resolution 2025-20 revision 1 amending the fee for public nuisance Laurie Hamilton seconded the motion.

Carried 4 to 0

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

- d. Council Approval Needed - LMCIT Liability Coverage Waiver Form for 2026-2027 City of Blackduck

Nicholas Seitz moved to approve the LMCIT Liability Coverage Waiver for 2026-27 waiving the tort limits Laurie Hamilton seconded the motion.

Carried 4 to 0

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

- e. Council Consideration - Beltrami SWCD Lower Red Lake Stormwater BMP Retrofit Project - City of Blackduck
City Council members discussed the presentation and the retrofit and agreed to move ahead with a letter of intent to SWCD.
- f. March 18, 2026 @ 2pm - Blackduck Planning Commission Meeting
- g. March 23, 2026 @ 6pm - Blackduck City Council Work Session
- h. April 6, 2026 @ 6pm - Blackduck City Council Regular Meeting
- i. April 24, 2026 @ 1pm - Local Board of Appeal - Blackduck City Hall
- j. Press Release - Public Input Wanted as Beltrami County Updates Hazard Mitigation Plan
- k. Notice of Potential Strike Action - Beltrami County Public Works Employees
- l. Blackduck Area History & Art Center Notice
- m. Report -
Regas reports on-site audit is complete and went well being closed to the public for three days. Regas states in future audit years the closure of city hall will continue as

it was much easier to complete all requirements for CLA during that time.

8. MAYOR AND/OR COUNCIL MEMBER REPORTS

- a. Winter Fest in Kelliher - Mayor Gullette reports the event was well attended and HRDC plans to continue the event in new locations in future years.

9. COMMUNITY EVENTS/GOOD THINGS HAPPENING

10. ADJOURNMENT

- a.

Nicholas Seitz moved to adjourn the council meeting at 7:07pm Ronald Fredrickson seconded the motion.

Carried 4 to 0

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

City Administrator, Christina Regas

Maxwell Gullette, Mayor



MINUTES

Council - Public Hearing Meeting

6:00 PM - Monday, March 16, 2026

City Hall, 8 Summit Drive, Blackduck MN

The Council - Public Hearing of the City of Blackduck was called to order on Monday, March 16, 2026, at 6:00 PM, in the City Hall, 8 Summit Drive, Blackduck MN, with the following members present:

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

COUNCILORS EXCUSED: Councilor Donald Johnson

STAFF PRESENT: City Administrator Christina Regas, Public Works Director Mike Schwanke, and Golf Director Misty Frenzel

OTHERS PRESENT: Sheriff Jason Riggs, Under-Sheriff Jaret Walton, Chief of Police Josh Arhart, Deputy Richards and Haft, Lorraine Roach, Carmen & George Zaleski, Sambra Ellis of Blackduck, TJ Rhodes of the Bemidji Pioneer, Larrissa Donovan of KAXE

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 public hearing with the pledge of allegiance.

2 PUBLIC HEARING AGENDA

- a) Description of Project for Public Hearing - Council Consideration to Eliminate the Blackduck Police Department and Contract with Beltrami County Sheriff's Office - Christina Regas & Sheriff Riggs
Administrator Regas read prepared facts and background on the process of the City regarding the consideration of current state of the Blackduck Police Department and contracting with the Beltrami County Sheriff Office. Sheriff Riggs provided input on the potential contract with the City.
- b) General Questions & Answers from Public
Mayor Gullette called for questions on the public hearing topic.

Lorraine Roach - Blackduck Resident -

What would the schedule of the officer(s) be that would work in Blackduck if contracting.

Sheriff Riggs - The schedule would be varied, based on the needs of the city. Riggs states there are two north-end deputies currently covering Blackduck and north Beltrami County. Riggs states the schedule would provide for one additional officer on top of the two north-end deputies. Riggs states it is his mission is to provide more coverage to North Beltrami County areas.

Roach - I like the idea of having an officer in the school and am happy to see that will continue like a resource officer.

Mayor Gullette - Do we currently have a DARE officer in Blackduck School?

Riggs - Yes, it is a deputy currently in the school as a DARE officer not an SRO.

Roach - With the department budget being 100% supported by property taxes what would the contracting costs look like to the tax payers.

Regas - The contract amount would take the place of the department budget but still remain 100% supported by the tax payers just a lower amount.

Carmen Zaleski - Blackduck Resident -

We have witnessed drug deals at the Wayside Rest in the past and it is a big concern to lose the department as we have seen how long it takes an officer to come to town or respond to a call. We are definitely against not having the department in town.

Riggs - Having a response in the city of Blackduck if the contract were to move forward the city would have the same coverage as when a full time officer was working for the department. When the City has no officer on duty then a deputy covers the time that officer is not on. The Sheriff Office does cover Blackduck now and north of town and that would continue.

Regas - what the City is looking for is to fill the void of no City officer staffed by the department now. The last two financial years the City has levied to pay for two full-time officers and has not been successful at hiring qualified candidates.

Carmen Zaleski - I was able to find grants to support police departments in the past and the City didn't want to have the responsibility of receiving a grant.

Regas - Even if the City has the funding, the challenge is finding officers to fill the vacancy. The City is having difficulty attracting officers to our small department with lower wages.

Riggs - State agencies are recruiting his deputies for lateral positions when they have vacancies and it is difficult match the state wages.

Roach - Is the Sheriff's Office having challenges hiring officers?

Riggs - A recent vacancy during an application process received 12 candidates and 9 are not eligible as they are still in college and not licensed officers.

Sambra Ellis - Blackduck Resident

I know the importance of having a department in a small community. My question is how the coverage is worked with just the Chief of Police and the part time officers. After that the Sheriff's office covers the City and what about Bemidji Department. When you mention Kelliher and Northome is that include Funkley.

Arhart - The department typically has 1 full-time officer, and we have two part-time officers which are full-time deputies that work for Blackduck when they have time. We are trying to have coverage in the area, but when the Blackduck officer is on duty and there is a call north of town, that officer would assist with the county deputies.

Ellis - what is application process to become a Minnesota Officer.

Arhart - 2-year college degree in criminal justice; completion of the skills program; take the and past the POST test to be licensed and apply.

Ellis - this all has to happen prior to applying for a position which means it could take up to 2 years to qualify.

Arhart - yes, plus after selection by an agency/department the candidate must pass a psychology evaluation and a background check to be hired. All of those selection requirements are paid for by the agency/department including outfitting an officer with equipment.

Carmen Zaleski - Blackduck Resident

How long would the contract be for?

Regas - the city and county could have the contract a year at a time if they choose.

Misty Frenzel - Langor Township

Is there another City in the County that has contracted before or in another County as an example?

Riggs - I do know there are smaller Cities that do, and there are a number of Sheriff's Offices that do contract with the smaller cities. Washington County has several communities their department covers, Cass Lake is covered by the County but is uncertain if the city is under contract. Prior to his tenure the City of Kelliher did try to contract with Beltrami County but it did not work out. There are so many requirements to be and retain a peace officer license in the State of Minnesota. The Sheriff's officer would like to have reporting to the council periodically. My preference would be for Blackduck to retain their department but the obstacle of staffing is keeping the reality.

Frenzel - does the county track how many times a Blackduck Officer goes to Waskish or Kelliher?

Riggs - our records system is good and has a good account of what officer responds to calls. For example, if a call in Kelliher is a damaged mailbox or lost dog a Blackduck Officer doesn't go to those calls. But a Blackduck Officer would go for a vehicle crash etc. and if that officer responds then a deputy covers Blackduck for them, and if needed more deputies go to the call.

Mayor Gullette called for questions from the public.

Council member Fredrickson thanked Sheriff Riggs for working with the City in the process.

Mayor Gullette called for questions from the public a second time.

There were no further questions.

Mayor Gullette called for questions from the public a third time.

There were no further questions.

3 ADJOURNMENT

a)

1

Laurie Hamilton moved to adjourn the public hearing at 6:50pm Nicholas Seitz seconded the motion.

Carried 4 to 0

Maxwell Gullette	For
Nicholas Seitz	For
Laurie Hamilton	For

Ronald Fredrickson

For

Christina Regas, City Administrator

Maxwell Gullette, Mayor



BLACKDUCK PLANNING MEETING

Regular Planning Meeting

Blackduck City Hall

March 18, 2026 @ 2pm

ROLL CALL:

Commissioners present: Ron Rockis, Kayla Smischney, Ernie Tindell

Commissioners Absent: Curt Cease, and John Winnett

Staff Present: Christina Regas

Meeting was called to order at 2:01pm by Commissioner Rockis

Approval of Minutes – *Moved by Tindell and seconded Smischney by to approve the minutes of the February 18, 2026. Motion Carried.*

Old Business –

1. Birch & Beyond Inc – Petition for Vacation of Alley – Regas reports no new action taken at this time.
2. Mike Murray ROW request – 325 Summit Ave E. – Request vacate/sale ROW – Regas reports no new action taken at this time.
3. Bogarts Repair & Recovery Potential Expansion – Regas reports no new action on the expansion has been brought to the City.
4. Railbank Conveyance of real estate to Phillip Patch - Regas reports the conveyance is completed, approved by the City Council, and filed with Beltrami County Recorder.
5. 2026 City Wide Clean Event – Regas reports flyer is completed and will go on the City website and social media this week.
6. Public Nuisance/Blight Administration Fines – Regas reports the City Council approved the increase to the fine as recommended by the Commissioners. Regas reviewed previous blight/nuisance properties and recommends sending letters out providing notice of the potential fine(s). Commissioners reviewed the listing on properties and agreed on a 90 day grace period for the properties. Regas will use language stating the number of years properties have been identified and what movement if any has been made. Regas will draft and mail letters out by end of March.

New Business –

1. Permits Issued March 2026 –
 - a. Northern Investment Properties LLC 325 Summit Ave W. – Regas provided information regarding recent permit for replacement of roofing on multi-unit dwelling and secondary structure.

Adjourn – *Moved by Commission Tindell and seconded by Commission Smischney to adjourn the planning meeting at 2:20pm. Motion carried.*

Closed Session: The Kitchigami Regional Library Board will go into closed session during the meeting on March 19, 2026, 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, subd.(2) (b) to consider preliminary allegations or charges against an individual subject to the Board's authority.

Kitchigami Regional Library
Board Meeting March 19, 2026, 6:00 p.m.
Kitchigami Regional Headquarters Building, Pine River, MN

AGENDA

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: Jan. 15 and Feb. 13, 2026, pg. 5
 - b. Bills: January – February 2026, pg. 10
 - c. Financial Statements: YTD 2026, pg. 26
 - d. Legacy / ACHF FY25 Financial Reporting Form (FRF), pg. 32
 - e. Interim Director's Report, pg. 34
6. CLOSED SESSION: Personnel
7. Old Business
 - a. Approve AFSCME Union Contract 2026 – 2028, pg. 35
 - b. Approve Pine River State Bank authorization, pg. 65
 - c. Beltrami Libraries Reduction Plan - update, pg. 66
 - d. Union Grievances - update, pg. 70
 - e. Other
8. New Business
 - a. Approve individuals' paid leave, pg. 71
 - b. Approve contract with Pemberton Law Firm, pg. 72
 - c. Approve contract with Abdo Solutions, pg. 73
 - d. Approve contract extension with Interim Director, pg. 74
 - e. Approve replacement of staff and patron computers, pg. 75
 - f. Approve 2025 MN Public Library Annual Report, pg. 76
9. Chair's Report
10. 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

May 21, 2026	June 18, 2026	July 16, 2026
September 17, 2026	November 19, 2026	January 21, 2027

2025 Kitchigami Regional Library Board Members (revised 01/26/2026)

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: tom.krueger@co.hubbard.mn.us
Alternate: Charlene Christenson (Cty Commissioner)
Ph: 218-616-2181; E: christenson@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: marywalkt@icloud.com
Alternate: Vacant

CITY OF CASS LAKE

Cecil Reams
Ph: 218-335-6654; E: cgriii@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
Ph: 218-616-2280
E: jeremy.engholm@ci.park-rapids.mn.us
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

Mark Lunde
Ph: 218-639-5662; E: mlunde@wadena.org
Alternate: Duke Harrison
Ph: 218-639-9077; E: dharrison@wadena.org

CITY OF WALKER

Gene Granberg
Ph: 320-469-3454; E: ggranberg@ci.walker.mn.us
Alternate: Jerecho Worth
Ph: 218-209-5899; E: jworth@ci.walker.mn.us

2026 KITCHIGAMI REGIONAL LIBRARY BOARD COMMITTEES

(Revised 01/15/2026)

Board Officers

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

BUDGET COMMITTEE

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

STRATEGIC PLANNING / POLICY COMMITTEE

Tom Krueger, Chair
Lynn Eaton
Brent Norman
Jeremy Engholm

PERSONNEL / UNION NEGOTIATION COMMITTEE

Tom Krueger, Chair
Murlyn Kreklau
Jeremy Engholm

INTERNET / ELECTRONIC RESOURCES COMMITTEE

Tom Krueger, Chair
Brent Norman
Joe Gould

AUDIT COMMITTEE

Tom Krueger, Chair
Lynn Eaton

EXTERNAL BOARDS

NORTHERN LIGHTS LIBRARY NETWORK

Governing Board Members:

Delegates: Joe Gould
Jamie Lee

OUTREACH COMMITTEE

Committee of the Whole

NWLinks

Delegate: 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, January 15, 2026, 6:00 p.m.
Kitchigami Headquarters Building, Pine River, MN**

Board members present: Jeremy Engholm (Park Rapids), Lynn Eaton (Bemidji), Tom Krueger (Hubbard Co.), Scott Bruns (Cass Co.), Brent Norman (Pine River), Neil Tobiason (Longville), Jamie Lee (Crow Wing Co.)

Board members present by interactive technology: Joe Gould (Beltrami Co.), Cecil Reams (Cass Lake)

Board members absent: Donald Johnson (Blackduck, alt.), Jerecho Worth (Walker, alt.), Mary Koep (Brainerd), Murlyn Kreklau (Wadena Cty.)

Others present, non-voting: In Person: KRLS Director Melissa Whatley, Admin Asst. Svetlana Lang, Carol Christensen, Mary Beth Durham

Interactive Technology: Troy Bauch (AFSCME Council 65), Sherilyn Warren, Val McCormic, Dan Touchette, Rhoda Jackson, CYN, Tami Beto

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

Election of 2026 KRLS Officers Chair turned the election proceedings over to Melissa Whatley, who called for KRLS nominations from the floor for the 2026 board officers.

Motion by Brent Norman, seconded by Scott Bruns, for Tom Krueger to continue as Chair. Roll call vote was taken.

Yes: In-person – Lynn Eaton, Jeremy Engholm, Scott Bruns, Brent Norman, Jamie Lee, Neil Tobiason; via Zoom: Cecil Reams, Joe Gould. Tom Krueger abstained. **Motion carried.**

Motion by Brent Norman, seconded by Tom Krueger, for Murlyn Kreklau to continue as Vice-Chair. Roll call vote was taken.

Yes: In-person – Lynn Eaton, Jeremy Engholm, Tom Krueger, Scott Bruns, Brent Norman, Jamie Lee, Neil Tobiason; via Zoom: Cecil Reams, Joe Gould. **Motion carried unanimously.**

Motion by Jamie Lee, seconded by Jeremy Engholm, for Lynn Eaton for Treasurer. Roll call vote was taken.

Yes: In-person – Lynn Eaton, Jeremy Engholm, Tom Krueger, Scott Bruns, Brent Norman, Jamie Lee, Neil Tobiason; via Zoom: Cecil Reams, Joe Gould. **Motion carried unanimously.**

Motion by Jeremy Engholm, seconded by Scott Bruns, for Brent Norman to continue as Secretary. Roll call vote was taken.

Yes: In-person – Lynn Eaton, Jeremy Engholm, Tom Krueger, Scott Bruns, Brent Norman, Jamie Lee, Neil Tobiason; via Zoom: Cecil Reams, Joe Gould. **Motion carried unanimously.**

KRLS Oath of Office

Mark Lunde has been appointed as the board representative for the City of Wadena, and Duke Harrison as the alternate representative. The City of Walker had not appointed a new board representative at the time of this meeting.

All new appointees will be sworn in at a future meeting.

Approval of Agenda

Director Whatley requested several changes to the agenda:

- Item 8b KRLS/AFSCME 2026-2028 Contract be changed to a board discussion;
- Item 8c-2 2026 City County Budgets Final Budgets and 2026 Wage Scale be reviewed and approved;
- Bemidji Personnel Proposal be added to the agenda.

Motion by Jeremy Engholm, seconded by Brent Norman, to approve the agenda as amended. Roll call vote was taken.

Yes: In-person – Lynn Eaton, Jeremy Engholm, Tom Krueger, Scott Bruns, Brent Norman, Jamie Lee, Neil Tobiason; via Zoom: Cecil Reams, Joe Gould. **Motion carried unanimously..**

Public Input

An emailed letter submitted by Valerie McCormic will be included as public correspondence in the Consent Agenda.

Consent Agenda

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

- a. Minutes: Nov. 20, 2025, and Dec. 18, 2025**
- b. Bills: December 2025**
- c. Financial Statements: November-December 2025**
- d. Director's Report**

Roll call vote was taken. Yes: In-person – Lynn Eaton, Jeremy Engholm, Tom Krueger, Scott Bruns, Brent Norman, Jamie Lee, Neil Tobiason; via Zoom: Cecil Reams, Joe Gould. **Motion carried unanimously..**

Old Business

No old business.

New Business --
2026 KRLS Board Committee
Assignments

Committee members for 2026:
– The Budget Committee will consist of County commissioners Chair Krueger, Gould, Bruns, Lee, and Kreklau.
– The Personnel/Union Negotiation Committee will consist of Chair Krueger and Vice-Chair Kreklau, and Jeremy Engholm.
– The Audit Committee will consist of Chair Krueger and Treasurer Eaton.

- The Strategic Planning/Policy Committee will consist of Chair Krueger, Secretary Norman, Treasurer Eaton, and Jeremy Engholm.
- The Internet/Electronic Resources Committee will consist of Chair Krueger, Secretary Norman, and Joe Gould.
- Northern Lights Library Network delegates will be Joe Gould and Jamie Lee.

KRLS/AFSCME 2026-2028 contract

There was discussion and a decision made to call a special meeting when a signed agreement has been received from the union.

2026 City County Budgets and Updated 2026 Wage Scale Approval

Director Whatley asked that the 2026 City and County Budgets and Wage Scale be approved in their current versions for the purpose of distributing the payroll. Beltrami County, Bemidji, and Blackduck were not included at this time due to budget reductions.

Motion by Jeremy Engholm, seconded by Lynn Eaton, to approve all of the budgets except for Beltrami County, Bemidji, and Blackduck.

Roll call vote was taken. Yes: In-person – Lynn Eaton, Jeremy Engholm, Tom Krueger, Scott Bruns, Brent Norman, Jamie Lee, Neil Tobiason; via Zoom: Cecil Reams, Joe Gould. **Motion carried unanimously.**

Bemidji Union Personnel Proposal Request

Motion by Tom Krueger, seconded by Jeremy Engholm, to apply as much funds as needed to prevent cuts to Bemidji Public Library and to apply KRLS buydown funds earmarked for Beltrami County to prevent cuts to Blackduck Community Library, as well.

Roll call vote was taken. Yes: In-person – Lynn Eaton, Jeremy Engholm, Tom Krueger, Scott Bruns, Brent Norman, Jamie Lee, Neil Tobiason; via Zoom: Cecil Reams, Joe Gould. **Motion carried unanimously.**

2026 RLTA Priority 2 Application
1:24:20

Director Whatley described for the Board’s information that RLTA funding supports remote internet through hotspots, database access, and e-materials, and tech repair services.

Chair’s Report

There was no report at this meeting.

Motion by Lynn Eaton, seconded by Jeremy Engholm, to adjourn at 7:14 p.m.

Roll call vote was taken. Yes: In-person – Lynn Eaton, Jeremy Engholm, Tom Krueger, Scott Bruns, Brent Norman, Jamie Lee, Neil Tobiason; via Zoom: Cecil Reams. Abstain: Joe Gould. **Motion carried.**

Minutes respectfully submitted by Administrative Assistant Svetlana Maria Lang.

Minutes signed by Board Secretary Brent Norman _____

Date _____

**Kitchigami Regional Library System
Special Board Meeting February 13, 2026, 2:30 p.m.
Kitchigami Headquarters Building, Pine River, MN**

- Board members present: Jeremy Engholm (Park Rapids), Brent Norman (Pine River), Tom Krueger (Hubbard Cty.), Gene Granberg (Walker), Scott Bruns (Cass Cty.), Mary Koep (Brainerd), Murlyn Kreklau (Wadena Cty.), Neil Tobiason (Longville)
- Board members present virtually: Cecil Reams (Cass Lake), Joe Gould (Beltrami Cty), Lynn Eaton (Bemidji), Jamie Lee (Crow Wing Cty.)
- Board members absent: Mark Lunde (Walker), Donald Johnson (Blackduck, alt.),
- Others present non-voting: In-person: Admin Asst. Svetlana Lang, Mary Beth Durham, Melissa Dingman, Val McCormic, Allison Royce, Amanda Mikota, April Ristau
- Interactive Technology: Patricia Dickson, Karen Johnson, Dan Touchette, Kelly Hanks, TJ Rhodes, Jess Nelson, Hallie Pond, Christian Balko, Carrie Huston, Troy Bauck, Tami Beto

Chair Tom Krueger called the meeting to order at 2:30 p.m. and requested participation in reciting the Pledge of Allegiance.

- KRLS Oath of Office Gene Granberg has been appointed as the board representative for the City of Walker and was sworn in at this meeting.
- Appoint an Interim Director **Motion by Joe Gould, seconded by Gene Granberg, to appoint Melissa Brechon as Interim Director, with details to be decided upon with the personnel committee.** Roll call vote was taken.
Yes: In-person – Lynn Eaton, Jeremy Engholm, Tom Krueger, Scott Bruns, Brent Norman, Jamie Lee, Neil Tobiason; via Zoom: Cecil Reams, Joe Gould. **Motion carried unanimously.**
- Approve Signature Authority for the Interim Director **Motion by Scott Bruns, seconded by Murlyn Kreklau, that the interim director will have the same signing authority that the regional director would have.** Roll call vote was taken.
Yes: In-person – Lynn Eaton, Jeremy Engholm, Tom Krueger, Scott Bruns, Brent Norman, Jamie Lee, Neil Tobiason; via Zoom: Cecil Reams, Joe Gould. **Motion carried unanimously.**

Approve Bemidji / Beltrami
County Libraries Draft Budget
with Cuts

Motion by Tom Krueger, seconded by Murlyn Kreklau, to approve the Bemidji branch total of \$385,027 and the Blackduck branch total of \$76,156. Roll call vote was taken.

Yes: In-person – Brent Norman, Tom Krueger, Gene Granberg, Mary Koep, Murlyn Kreklau; via Zoom: Lynn Eaton, Jamie Lee.

No: In-person – Jeremy Engholm, Neil Tobiason; ; via Zoom: Cecil Reams, Joe Gould.

Abstained – Scott Bruns.

Motion carried.

Motion by Mary Koep, seconded by Murlyn Kreklau, to adjourn the meeting at 3:09 p.m.

Roll call vote was taken. Yes: In-person – Jeremy Engholm, Brent Norman, Tom Krueger, Gene Granberg, Scott Bruns, Lynn Eaton, Jamie Lee, Neil Tobiason; via Zoom: Cecil Reams; No: Joe Gould.

Motion carried.

Minutes respectfully submitted by Administrative Assistant Svetlana Maria Lang.

Minutes signed by Board Secretary Brent Norman _____

Date _____

**KITCHIGAMI REGIONAL LIBRARY SYSTEM
CHECK REGISTER
January 9, 2026**

Check Number	Name	GL Account Title	Amount
26598	4IMPRINT, INC.	WRP MERCHANDISE	4,807.61
26599	AFSCME CO 65	AFSCME COUNIL 65 UNION DUES: DEC.2025	1,196.39
26600	AFSCME PEOPLE	VOLUNTARY PAYROLL DEDUCTION	8.50
26601	AMAZON	Remittance Stub	-
26602	AMAZON	Remittance Stub	-
26603	AMAZON	Remittance Stub	-
26604	AMAZON	Remittance Stub	-
26605	AMAZON	Remittance Stub	-
26606	AMAZON	BOOKS	9,628.41
26607	AMAZON	OFFICE SUPPLIES: HQ	337.42
26608	ARVIG	PHONE: CL, LV, WD, WK	326.45
26609	BLUE CROSS BLUE SHIELD	VISION INSURANCE	115.38
26610	BRODART CO.	BOOK JACKET COVERS	382.69
26611	CDW GOVERNMENT INC	FORTINET/SWITCHES FOR COMPUTERS	16,449.92
26612	CENTURY LINK	TELEPHONES: BJ & BR	350.71
26613	CITY OF PINE RIVER	HQ WATER	31.00
26614	CLIFTON LARSON ALLEN	CPA AUDIT 2025	1,260.00
26615	DEERWOOD TECHNOLOGIES	NETWORK SUPPORT, UPDATE INFASTRUCTURE	197,374.43
26616	DVS	2026 TABS: ML, STAFF SUV, DV	170.75
26617	FRETHEM, RENEE	MILEAGE REIMB 2026	78.30
26618	GALE/CENGAGE LEARNING	Remittance Stub	-
26619	GALE/CENGAGE LEARNING	Remittance Stub	-
26620	GALE/CENGAGE LEARNING	Remittance Stub	-
26621	GALE/CENGAGE LEARNING	BOOKS	2,834.51
26622	HANKS, KELLY	MILEAGE REIMB 2026	121.80
26623	HOOPLA/MIDWEST TAPE	E RESOURCES	14,999.83
26624	INGRAM LIBRARY SERVICES	BOOKS	566.61
26625	KIMBER CREEK FORD	OIL CHANGE 2023 TRANSIT	77.09
26626	LIBERTY BUSINESS SYSTEMS	COPIER LEASE/INSURANCE WADENA	413.00
26627	MARCO-BEMIDJI	COPIER LEASE	251.10
26628	MARCO-WALKER	COPIER LEASE	18.30
26629	MIDWEST TAPE	VIDEO/DVD/AUDIO	3,642.34
26630	NORTH WOOD LAND WORK	CONTRACTED SNOW REMOVAL	575.00
26631	NW LINKS	Q2FY26 NETWORK	7,526.87
26632	OCLC	CLOUD LIBRARY	5,436.51
26633	PAUL BUNYAN COMMUNICATIONS	TELEPHONES: BJ & BK	110.33
26634	PEOPLE'S SECURITY	OPEN/CLOSE REPORT & ANNUAL MONITOR	474.88
26635	PLAYAWAY PRODUCTS	BOOKS	967.92
26636	PINE RIVER SANITATION DIST	HQ SEWER	48.40
26637	SCHULTZ, JODI	MILEAGE REIMB 2026	65.25
26638	SQUIRES, VALERIE	MILEAGE REIMB 2025	21.24
26639	VERIZON WIRELESS	ML HOTSPOT	50.02
26640	WARREN, SHERILYN	MILEAGE REIMB 2025	397.60
26641	WASTE PARTNERS	HQ GARBAGE	75.32
TOTAL A/P CHECK RUN			<u><u>271,191.88</u></u>

**KITCHIGAMI REGIONAL LIBRARY SYSTEM
PAYROLL CHECKS
Payroll for January 10th (December 16th through 31st)**

Pay Day	Check Numbers	Account	Amount
1/9/2026	51884-51959	Direct Deposits	69,223.93
		Minnesota Withholding Tax paid	3,086.42
		Federal Withholding Tax paid	18,874.27
		PERA-Public Employee Retirement Association paid	11,754.63
		Union Dues Withholding	626.56
		Total Payroll Expense	<u><u>\$ 103,565.81</u></u>

AMOUNT EXPENSED PAGE 1	374,757.69
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**KITCHIGAMI REGIONAL LIBRARY SYSTEM
CHECK REGISTER
January 23, 2026**

Check Number	Name	GL Account Title	Amount
26642	AMAZON BOOKS	Remittance Stub	
26643	AMAZON BOOKS	Remittance Stub	
26644	AMAZON BOOKS	Remittance Stub	
26645	AMAZON BOOKS	BOOKS	5,588.61
26646	AMAZON OFFICE	CUSTODIAL SUPPLIES, LIBRARY SUPPLIES	188.17
26647	ARVIG PK	TELEPHONES	56.49
26648	BRANDT-LOER, AUDREY ELISSA	LEGACY: LET'S CREATE KITS 4 OF 12	480.00
26649	CANON	COPIER LEASE/INSURANCE WK & PR	242.98
26650	CITY OF BLACKDUCK	RELEASE OF DONATTON	18,782.34
26651	CRAFT&HOBBY/TN MKTG LLC	LEGACY ARTIST	2,696.00
26652	CROSSLING ARTS ALLIANCE	LEGACY ARTIST	5,460.00
26653	DEERWOOD TECHNOLOGIES	NETWORK SUPPORT	7,535.87
26654	DEMCO	BOOK SUPPLIES	101.97
26655	EATON, LYNN	MILEAGE REIMB	82.65
26656	EBSCO	SUBSCRIPTIONS	82.48
26657	ENDICOTT, ESTHER	LEGACY ARTIST	360.00
26658	ENGHOLM, JEREMY	MILEAGE REIMB	65.25
26659	GALE/CENGAGE LEARNING	BOOKS	2,574.48
26660	KRUEGER, TOM	MILEAGE REIMB	43.50
26661	LEE, JAMIE	MILEAGE REIMB	52.20
26662	MIDWEST TAPE	BOOKS	25.31
26663	MINNESOTA POWER	HQ ELECTRICITY	491.94
26664	MN PEIP	HEALTH INSURANCE	26,806.77
26665	MN UI FUND	Q4CY25 UNEMPLOYMENT	406.58
26666	NCPERS GROUP LIFE INSURANCE	LIFE INSURANCE	208.00
26667	OCLC	CLOUD LIBRARY	15,415.41
26668	PINE RIVER ELECTRIC	HQ LIGHT MAINTENANC E	475.00
26669	SAGE SOFTWARE	PAYROLL SOFTWARE 1/31/26-1/30/27	750.00
26670	TDS TELECOM	PHONES, ADMINISTRATION	24.23
26671	TDS TELECOM	PHONES, PINE RIVER LIBRARY	27.44
26672	TDS TELECOM	PHONES, ADMINISTRATION	94.05
26673	TOBIASON, NEIL	MILEAGE REIMB	36.25
26674	VERIZON WIRELESS	ADMIN, HOTSPOTS	1,504.68
26675	VISA	SEE ATTACHMENT	1,650.29
26676	XCEL ENERGY	HQ NATURAL GAS SVC	365.07

TOTAL A/P CHECK RUN

92,674.01

**KITCHIGAMI REGIONAL LIBRARY SYSTEM
PAYROLL CHECKS
Payroll for January 23rd (January 1st through the 15th)**

Pay Day	Check Numbers	Account	Amount
1/23/2026	51960-52109	Direct Deposits	64,362.45
		Minnesota Withholding Tax paid	2,815.84
		Federal Withholding Tax paid	17,401.17
		PERA-Public Employee Retirement Association paid	10,833.57
		Union Dues Withholding	568.93
		Total Payroll Expense	\$ 95,981.96

AMOUNT EXPENSED PAGE 1

188,655.97

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

Check Number	Name	Description	Amount
26677	AFSCME CO 65	AFSCME COUNIL 65 UNION DUES: JAN.2026	1,124.07
26678	AFSCME PEOPLE	VOLUNTARY PAYROLL DEDUCTION	8.50
26679	AMAZON	Remittance Stub	
26680	AMAZON	Remittance Stub	
26681	AMAZON	Remittance Stub	
26682	AMAZON	Remittance Stub	
26683	AMAZON	Remittance Stub	
26684	AMAZON	Remittance Stub	
26685	AMAZON	BOOKS	6,336.10
26686	AMAZON OFFICE	OFFICE SUPPLIES: HQ	1,235.13
26687	ARVIG	PHONE: CL, LV, WD, WK & PK	399.42
26688	BLUE CROSS BLUE SHIELD	VISION INSURANCE	128.20
26689	CENTURY LINK	TELEPHONES: BJ & BR	350.46
26690	CITY OF PINE RIVER	HQ WATER	31.00
26691	DEERWOOD TECHNOLOGIES	NETWORK SUPPORT	22,750.00
26692	FRETHEM, RENEE	MILEAGE REIMB 2026	76.85
26693	GALE/CENGAGE LEARNING	Remittance Stub	
26694	GALE/CENGAGE LEARNING	Remittance Stub	
26695	GALE/CENGAGE LEARNING	BOOKS	1,829.93
26696	HANKS, KELLY	MILEAGE REIMB 2026	121.80
26697	HERREID & ASSOCIATES	CONSULTING SERVICES	7,468.79
26698	HOMELESS/EMPATHY STUDIOS	E RESOURCES	699.00
26699	HOOPLA/MIDWEST TAPE	E RESOURCES	14,999.94
26700	HUSTON, CARRIE	MILEAGE REIMB 2026	43.50
26701	IREAD	SRP	114.75
26702	INGRAM LIBRARY SERVICES	BOOKS	110.18
26703	JANWAY COMPANY	BOOKMARKS & NOTEPADS	780.63
26704	KIMBER CREEK FORD	REPAIRS & MAINT	1,372.91
26705	LIBERTY BUSINESS SYSTEMS	COPIER LEASE/INSURANCE WADENA	413.00
26706	MARCO-BEMIDJI	COPIER LEASE	114.98
26707	MARCO-WALKER	COPIER LEASE	18.30
26708	MCGORMIC, VAL	BOOKS REIMB	308.56
26709	MN PEIP	HEALTH INSURANCE	26,806.77
26710	NORTH WOOD LAND WORK	CONTRACTED SNOW REMOVAL	575.00
26711	OCLC, INC.	E-RESOURCES	6,052.14
26712	OFFICE SHOP	OFFICE SUPPLIES: HQ	814.85
26713	PAUL BUNYAN COMMUNICATIONS	TELEPHONES: BJ & BK	103.78
26714	PERA	LATE FEES	137.28
26715	PROQUEST	E RESOURCES	9,639.11
26716	QUINLIVAN & HUGHES	LEAGAL FEES	1,431.00
26717	SCHULTZ, JODI	MILEAGE REIMB 2026	65.25
26718	SFM	QUARTERLY WORK COMP INSURANCE	1,932.00
26719	ULINE	HQ SUPPLIES	652.19
26720	WASTE PARTNERS	HQ GARBAGE	76.17
TOTAL A/P CHECK RUN			109,121.54

**KITCHIGAMI REGIONAL LIBRARY SYSTEM
PAYROLL CHECKS
Payroll for February 10th (January 16th through 31st)**

Pay Day	Check Numbers	Account	Amount
2/10/2026	52107-52178	Direct Deposits	60,005.15
		Minnesota Withholding Tax paid	2,604.14
		Federal Withholding Tax paid	16,075.12
		PERA-Public Employee Retirement Association paid	10,538.46
		Union Dues Withholding	555.14
		Total Payroll Expense	\$ 89,778.01

AMOUNT EXPENSED PAGE 1	198,899.55
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**KITCHIGAMI REGIONAL LIBRARY SYSTEM
CHECK REGISTER
February 25, 2026**

Check Number	Name	Description	Amount
26721	AMAZON BOOKS	Remittance Stub	-
26722	AMAZON BOOKS	Remittance Stub	-
26723	AMAZON BOOKS	BOOKS	1,416.14
26724	AMAZON OFFICE	CUSTODIAL SUPPLIES, LIBRARY SUPPLIES	74.44
26725	BRANDT-LOER, AUDREY ELISSA	LEGACY: LET'S CREATE KITS 4 OF 12	480.00
26726	BRODART CO.	BOOK JACKET COVERS	311.54
26727	CANON	COPIER LEASE/INSURANCE WK & PR	157.88
26728	DEERWOOD TECHNOLOGIES	NETWORK SUPPORT, DATA STORAGE	3,293.79
26729	ENGHOLM, JEREMY	MILEAGE REIMB	65.25
26730	GALE/CENGAGE LEARNING	BOOKS	77.58
26731	KOEP, MARY	MILEAGE REIMB	46.40
26732	KREKLAU, MURLYN	MILEAGE REIMB	53.65
26733	KRUEGER, THOMAS	MILEAGE REIMB	43.50
26734	MIDWEST TAPE	BOOKS	20.41
26735	MINNESOTA POWER	HQ ELECTRICITY	517.93
26736	NCPERS	GROUP LIFE INSURANCE	224.00
26737	NJK HEATING/AIR	FIX FURNACE	277.50
26738	THE OFFICE SHOP	OFFICE SUPPLIES	469.13
26739	PLAYAWAY PRODUCTS LLC	BOOKS	343.40
26740	PLUMBING ETC	HQ: REPLACE BOTH LADY FAUCETS	853.20
26741	PR SANITARY DIST	HQ SEWER	48.40
26742	QUINLIVAN & HUGHES, P.A.	PROFESSIONAL SERVICES	2,349.00
26743	TDS TELECOM	PHONES, ADMINISTRATION	94.05
26744	TDS TELECOM	PHONES, ADMINISTRATION	24.23
26745	TDS TELECOM	PHONES, PINE RIVER LIBRARY	27.44
26746	TOBIASON, NEIL	MILEAGE REIMB	36.25
26747	VERIZON WIRELESS	ADMIN, HOTSPOTS	1,458.24
26748	VERIZON WIRELESS	MOBILE HOTSPOTS	50.02
26749	VISA	SEE ATTACHMENT	1,277.60
26750	WARREN, SHERILYN	MILEAGE REIMB	485.75
26751	WEAVER, WILL	LEGACY ARTIST	750.00
26752	XCEL ENERGY	HQ NATURAL GAS SVC	357.70
TOTAL A/P CHECK RUN			<u><u>15,684.42</u></u>

**KITCHIGAMI REGIONAL LIBRARY SYSTEM
PAYROLL CHECKS**

Payroll for February 25th (February 1st through the 15th)

Pay Day	Check Numbers	Account	Amount
2/25/2026	52179-52252	Direct Deposits	57,174.96
		Minnesota Withholding Tax paid	2,374.86
		Federal Withholding Tax paid	15,059.62
		PERA-Public Employee Retirement Association paid	9,994.97
		Union Dues Withholding	509.59
		Total Payroll Expense	<u><u>\$ 85,114.00</u></u>

AMOUNT EXPENSED PAGE 1	100,798.42
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VISA

VISA PINE RIVER STATE BANK

DEC.13, 2025 - JAN.14, 2026

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3728

0773

DATE	VAL M.	DATE	MELISSA	PO#	Vendor	Description	Acct
12/16/25	\$81.22	12/18/25	\$23.60		TRACTOR SUPPLY	2 BAGS S/W SALT ICE MELT	5571.000
12/27/25	\$10.47	1/2/26	\$182.43		Zoom Workplace Pro	Admin Software	5655.000
12/27/25	\$76.75	1/7/26	\$12.07		CENEX STN 371, PR	5.251GAL ADM TRAVEL	6310.000
1/10/26	\$100.40	1/9/26	\$361.32		Aatrix eFile	W-2s PROCESSED FOR 2025	5655.000
		1/9/26	\$110.22		Aatrix eFile	1099-NECs PROCESSED FOR 2025	5655.000
VAL M.	\$268.84	MELISSA	\$689.64				

POSTAGE 5214.040

8002

4889

DATE	RICHARD	DATE	TAMI	PO#	Vendor	Description	Acct
12/12/25	\$55.35						
12/15/25	\$51.37						
12/16/25	\$11.00	TAMI	\$0.00				
12/17/25	\$45.91						
12/19/25	\$42.00						

2568

DATE	VAL M.	DATE	SVETLANA	PO#	Vendor	Description	Acct
12/22/25	\$45.09						
12/26/25	\$49.58	1/9/26	\$24.96	12336	AUTO VALUE	WASHER FLUID: ALL VEHICLES	5320.000
12/29/25	\$49.70						
12/31/25	\$45.38	SVETLANA	\$24.96				

8746

DATE	VAL M.	DATE	ALLISON	PO#	Vendor	Description	Acct
1/2/26	\$56.60						
1/5/26	\$46.72						
1/6/26	\$14.40						
1/7/26	\$42.70	12/18/25	\$8.41		CENEX STN 371, PR	3.658GAL SUPPLY RUN	6222.010
1/9/26	\$48.42	12/29/25	\$7.92		CENEX STN 371, PR	2.299GAL KITS P/U & DELVRY	6222.010
1/12/26	\$46.30						
RICHARD	\$650.52	ALLISON	\$16.33				

CARD	ACCT	DESCRIPTION	AMOUNT
VAL M.	5410.040	GAS FOR MOBILE LIBRARY	\$258.37
VAL M.	5214.040	MAILED BOOKS TO PATRON	\$10.47
RICHARD	5310.020	GAS FOR DELIVERY VAN	\$650.52
MELISSA	5571.000	ICE MELT FOR SIDEWALKS: HQ	\$23.60
MELISSA	6310.000	GAS FOR DIRECTOR	\$12.07
MELISSA	5655.000	SOFTWARE SUBSCRIPTIONS	\$182.43
MELISSA	5655.000	EFILING/PROCESSING SOFTWARE	\$471.54
SVETLANA	5320.000	6 POWER BLAST WASHERFLUIDS	\$24.96
ALLISON	6222.010	ADMIN. TRAVEL	\$16.33
		TOTAL	1,650.29

"STMT THRU 1/14/26"

STMT AMT DUE: 2/10/26

\$1,650.29

VALIDATE DOLLARS:

\$0.00

POSTED
Handwritten signature
 20
 26



RECEIVED
BY [Signature] DATE 1/15/26

January 2026 Statement

Page 1 of 4

Open Date: 12/13/2025 Closing Date: 01/14/2026

Account Ending in: #### #### #### 1056

Visa® Community Card

Elan Financial Services

1-866-552-8855

KITCHIGAMI LIBRARY (CPN 002227443)

BUS 30 ELN 1 9

New Balance	\$1,650.29
Minimum Payment Due	\$1,650.29
Payment Due Date	02/10/2026
Late Payment Warning: As a reminder, your card is a pay in full product. If we do not receive your payment in full by the date listed above, a fee of either 3.00% of the payment due or \$39.00 minimum, whichever is greater, will apply.	

Activity Summary		
Previous Balance	+	\$3,661.86
Payments	-	\$3,661.86CR
Other Credits		\$0.00
Purchases	+	\$1,650.29
Balance Transfers		\$0.00
Advances		\$0.00
Other Debits		\$0.00
Fees Charged		\$0.00
Interest Charged		\$0.00
New Balance	=	\$1,650.29
Past Due		\$0.00
Minimum Payment Due		\$1,650.29
Credit Line		\$15,000.00
Available Credit		\$13,349.71
Days in Billing Period		33

[Signature]
POSTED
1/20/26

Payment Options:

Mail payment coupon with a check

Pay online at myaccountaccess.com

Pay by phone 1-866-552-8855

Please detach and send coupon with check payable to: Elan Financial Services CPN 002227443



0047985100703610560001650290001650294

24-Hour Elan Financial Services: 1-866-552-8855

to pay by phone
to change your address

Account Ending in	#### #### #### 1056
Payment Due Date	2/10/2026
New Balance	\$1,650.29
Minimum Payment Due	\$1,650.29

Amount Enclosed \$ _____

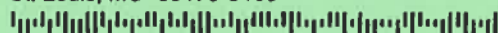
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KITCHIGAMI LIBRARY
ACCOUNTS PAYABLE
PO BOX 84
210 2ND ST N
PINE RIVER MN 56474-0084

Elan Financial Services

P.O. Box 790408
St. Louis, MO 63179-0408





January 2026 Statement 12/13/2025 - 01/14/2026
 KITCHIGAMI LIBRARY (CPN 002227443)

Page 2 of 4
 Elan Financial Services (1-866-552-8855

Important Messages

Paying Interest: You have a 24 to 30 day interest-free period for Purchases provided you have paid your previous balance in full by the Payment Due Date shown on your monthly Account statement. In order to avoid additional INTEREST CHARGES on Purchases, you must pay your new balance in full by the Payment Due Date shown on the front of your monthly Account statement.

There is no interest-free period for transactions that post to the Account as Advances or Balance Transfers except as provided in any Offer Materials. Those transactions are subject to interest from the date they post to the Account until the date they are paid in full.

Transactions WHATLEY, MELISSA G Credit Limit \$15000

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
Purchases and Other Debits					
12/19	12/18	8639	TRACTOR SUPPLY #2687 PINE RIVER MN	\$23.60	✓ 1
01/02	01/01	3713	ZOOM.COM 888-799-9666 ZOOM.US CA	\$182.43	✓ 2
01/08	01/07	3769	CENEX-STATION 371 INC PINE RIVER MN	\$12.07	✓ 3
01/12	01/09	8341	AATRIX SOFTWARE LLC 701-746-6814 GA	\$361.32	✓ 4
01/12	01/09	6690	AATRIX SOFTWARE LLC 701-746-6814 GA	\$110.22	✓ 5
Total for Account #### #### #### 0733				\$689.64	

Transactions MCCORMIC, VALERIE J Credit Limit \$15000

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
Purchases and Other Debits					
12/17	12/16	6764	CENEX-STATION 371 INC PINE RIVER MN	\$81.22	✓ 6
12/29	12/27	6613	USPS PO 2674806474 PINE RIVER MN	\$10.47	✓ 7
12/29	12/27	3411	CENEX-STATION 371 INC PINE RIVER MN	\$76.75	✓ 8
01/12	01/10	2988	CENEX-STATION 371 INC PINE RIVER MN	\$100.40	✓ 9
Total for Account #### #### #### 3728				\$268.84	

Transactions DANIELSEN, RICHARD Credit Limit \$15000

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
Purchases and Other Debits					
12/15	12/12	6474	GODFREY'S GAS BACKUS MN	\$55.35	✓ 10
12/17	12/15	1739	GODFREY'S GAS BACKUS MN	\$51.37	✓ 11
12/17	12/16	6533	CENEX-STATION 371 INC PINE RIVER MN	\$11.00	✓ 12
12/19	12/17	0265	GODFREY'S GAS BACKUS MN	\$45.91	✓ 13
12/22	12/19	6242	GODFREY'S GAS BACKUS MN	\$42.00	✓ 14
12/24	12/22	1676	GODFREY'S GAS BACKUS MN	\$45.09	✓ 15
12/29	12/26	2166	GODFREY'S GAS BACKUS MN	\$49.58	✓ 16
12/31	12/29	9620	GODFREY'S GAS BACKUS MN	\$49.70	✓ 17
01/02	12/31	5646	GODFREY'S GAS BACKUS MN	\$45.38	✓ 18

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January 2026 Statement 12/13/2025 - 01/14/2026
 KITCHIGAMI LIBRARY (CPN 002227443)

Page 3 of 4

Elan Financial Services (1-866-552-8855

Transactions		DANIELSEN,RICHARD			Credit Limit	\$15000
Post Date	Trans Date	Ref #	Transaction Description		Amount	Notation
01/05	01/02	5579	GODFREY'S GAS BACKUS MN		\$56.60 ✓	<u>19</u>
01/07	01/05	3196	GODFREY'S GAS BACKUS MN		\$46.72 ✓	<u>20</u>
01/07	01/06	0939	CENEX-STATION 371 INC PINE RIVER MN		\$14.40 ✓	<u>21</u>
01/09	01/07	0070	GODFREY'S GAS BACKUS MN		\$42.70 ✓	<u>22</u>
01/12	01/09	8588	GODFREY'S GAS BACKUS MN		\$48.42 ✓	<u>23</u>
01/14	01/12	4681	GODFREY'S GAS BACKUS MN		\$46.30 ✓	<u>24</u>
Total for Account ##### 8002					\$650.52	

Transactions		LANG,SVETLANA			Credit Limit	\$15000
Post Date	Trans Date	Ref #	Transaction Description		Amount	Notation
Purchases and Other Debits						
01/12	01/09	5250	023 AUTO VALUE - PINE PINE RIVER MN		\$24.96	<u>25</u> PO12336
Total for Account ##### 2568					\$24.96	

Transactions		ROYCE,ALLISON			Credit Limit	\$15000
Post Date	Trans Date	Ref #	Transaction Description		Amount	Notation
Purchases and Other Debits						
12/19	12/18	1284	CENEX-STATION 371 INC PINE RIVER MN		\$8.41 ✓	<u>26</u>
12/30	12/29	8182	CENEX-STATION 371 INC PINE RIVER MN		\$7.92 ✓	<u>27</u>
Total for Account ##### 8746					\$16.33	

Transactions		BILLING ACCOUNT ACTIVITY				
Post Date	Trans Date	Ref #	Transaction Description		Amount	Notation
Payments and Other Credits						
01/02	12/28	0267	PAYMENT THANK YOU		\$3,661.86CR	
Total for Account ##### 1056					\$3,661.86CR	

2026 Totals Year-to-Date	
Total Fees Charged in 2026	\$0.00
Total Interest Charged in 2026	\$0.00

Continued on Next Page

VISA

VISA PINE RIVER STATE BANK

JAN.15-FEB.12, 2026

3728

0773

DATE	VAL M.	DATE	MELISSA	PO#	Vendor	Description	Acct
1/15/26	\$82.90	1/14/26	\$77.50		Aatrix Software LLC	E-File 1095-B	5655.000
1/27/26	\$82.20	2/1/26	\$182.43		Zoom Workplace Pro	Admin Software	5655.000
2/6/26	\$85.60						
VAL M.	\$250.70	MELISSA	\$259.93				

8002

4889

DATE	RICHARD	DATE	TAMI	PO#	Vendor	Description	Acct
1/13/26	\$35.21	1/18/26	\$63.36	*	Elementor, LTD	Allows Tami to change website	5655.000
1/14/26	\$51.76						
1/20/26	\$53.97	TAMI	\$63.36				
1/20/26	\$52.82						

2568

DATE	RICHARD	DATE	SVETLANA	PO#	Vendor	Description	Acct
1/21/26	\$51.67						
1/26/26	\$54.46						
1/28/26	\$54.93						
1/30/26	\$51.41						
2/2/26	\$40.60	SVETLANA	\$0.00				

8746

DATE	RICHARD	DATE	ALLISON	PO#	Vendor	Description	Acct
2/6/26	\$53.26	1/15/26	\$8.22		Cenex 371 Pine River	3.499GAL KITS P/U & DELVRY	6222.010
2/9/26	\$49.23	1/29/26	\$16.46		Cenex 371 Pine River	7.009GAL KITS P/U & DELVRY	6222.010
2/4/26	\$47.00	ALLISON	\$24.68				
RICHARD	\$678.93						

DISPUTING

CARD	ACCT	DESCRIPTION	AMOUNT
VAL M.	5410.040	MOBILE GAS	\$250.70
RICHARD	5310.020	DELIVERY GAS	\$678.93
MELISSA	5655.000	SOFTWARE FEES	\$259.93
ALLISON	6222.010	GAS IN EXPLORER	\$24.68
TAMI B	5655.000	ACCESS TO WEBSITE	\$63.36
		TOTAL	1,277.60

"STMT THRU 11/14/25"

STMT AMT DUE: 3/10/26

1,277.60

VALIDATE DOLLARS:

\$0.00

* See following pages



February 2026 Statement

Open Date: 01/15/2026 Closing Date: 02/12/2026

Account Ending in: #### #### #### 1056

Visa® Community Card

Elan Financial Services
BUS 30 ELN 1

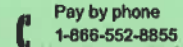
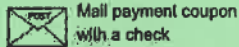
1-866-552-8855

KITCHIGAMI LIBRARY (CPN 002227443)

New Balance	\$1,277.60
Minimum Payment Due	\$1,277.60
Payment Due Date	03/10/2026
Late Payment Warning: As a reminder, your card is a pay in full product. If we do not receive your payment in full by the date listed above, a fee of either 3.00% of the payment due or \$39.00 minimum, whichever is greater, will apply.	

Activity Summary	
Previous Balance	+ \$1,650.29
Payments	- \$1,650.29CR
Other Credits	\$0.00
Purchases	+ \$1,277.60
Balance Transfers	\$0.00
Advances	\$0.00
Other Debits	\$0.00
Fees Charged	\$0.00
Interest Charged	\$0.00
New Balance	= \$1,277.60
Past Due	\$0.00
Minimum Payment Due	\$1,277.60
Credit Line	\$15,000.00
Available Credit	\$13,722.40
Days in Billing Period	29

Payment Options:



Please detach and send coupon with check payable to: Elan Financial Services CPN 002227443



0047985100703610560001277600001277604

24-Hour Elan Financial Services: 1-866-552-8855

- to pay by phone
- to change your address

Account Ending in	#### #### #### 1056
Payment Due Date	3/10/2026
New Balance	\$1,277.60
Minimum Payment Due	\$1,277.60

Amount Enclosed \$ _____

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KITCHIGAMI LIBRARY

 ACCOUNTS PAYABLE

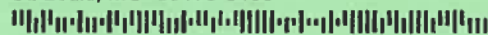
 PO BOX 84

 210 2ND ST N

 PINE RIVER MN 56474-0084

Elan Financial Services

P.O. Box 790408
St. Louis, MO 63179-0408





Important Messages

Paying Interest: You have a 24 to 30 day interest-free period for Purchases provided you have paid your previous balance in full by the Payment Due Date shown on your monthly Account statement. In order to avoid additional INTEREST CHARGES on Purchases, you must pay your new balance in full by the Payment Due Date shown on the front of your monthly Account statement.

There is no interest-free period for transactions that post to the Account as Advances or Balance Transfers except as provided in any Offer Materials. Those transactions are subject to interest from the date they post to the Account until the date they are paid in full.

Transactions WHATLEY, MELISSA G Credit Limit \$15000

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
Purchases and Other Debits					
01/15	01/14	3583	AATRIX SOFTWARE LLC 701-746-6814 GA	\$77.50	✓ 1 ✓
02/02	02/01	6800	ZOOM.COM 888-799-9666 ZOOM.US CA	\$182.43	✓ 2 ✓
Total for Account #### #### #### 0733				\$259.93	

Transactions MCCORMIC, VALERIE J Credit Limit \$15000

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
Purchases and Other Debits					
01/16	01/15	9903	CENEX-STATION 371 INC PINE RIVER MN	\$82.90	✓ 3 ✓
01/28	01/27	1858	CENEX-STATION 371 INC PINE RIVER MN	\$82.20	✓ 4 ✓
02/09	02/06	3017	CENEX-STATION 371 INC PINE RIVER MN	\$85.60	✓ 5 ✓
Total for Account #### #### #### 3728				\$250.70	

Transactions DANIELSEN, RICHARD Credit Limit \$15000

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
Purchases and Other Debits					
01/15	01/13	2016	GODFREY'S GAS BACKUS MN	\$35.21	✓ 6 ✓
01/16	01/14	8249	GODFREY'S GAS BACKUS MN	\$51.76	✓ 7 ✓
01/21	01/20	6680	CENEX-STATION 371 INC PINE RIVER MN	\$53.97	✓ 8 ✓
01/22	01/20	5451	GODFREY'S GAS BACKUS MN	\$52.82	✓ 9 ✓
01/23	01/21	3450	GODFREY'S GAS BACKUS MN	\$51.67	✓ 10 ✓
01/28	01/26	8558	GODFREY'S GAS BACKUS MN	\$54.46	✓ 11 ✓
01/30	01/28	5446	GODFREY'S GAS BACKUS MN	\$54.93	✓ 12 ✓
02/02	01/30	0123	GODFREY'S GAS BACKUS MN	\$51.41	✓ 13 ✓
02/04	02/02	8011	GODFREY'S GAS BACKUS MN	\$40.60	✓ 14 ✓
02/04	02/03	3832	CENEX-STATION 371 INC PINE RIVER MN	\$32.20	✓ 15 ✓
02/06	02/04	5691	GODFREY'S GAS BACKUS MN	\$50.41	✓ 16 ✓
02/06	02/04	5709	GODFREY'S GAS BACKUS MN	\$47.00	D 17 D
02/09	02/06	8613	GODFREY'S GAS BACKUS MN	\$53.26	✓ 18 ✓

Continued on Next Page



February 2026 Statement 01/15/2026 - 02/12/2026
 KITCHIGAMI LIBRARY (CPN 002227443)

Page 3 of 3
 Elan Financial Services (1-866-552-8855

Transactions DANIELSEN, RICHARD Credit Limit \$15000

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
02/11	02/09	2374	GODFREY'S GAS BACKJUS MN	\$49.23	✓ 19
Total for Account #### #### #### 8002				\$678.93	

\$631.93 ✓

Transactions BETO, TAMIL Credit Limit \$15000

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
Purchases and Other Debits					
01/20	01/18	5504	ELEMENTOR.COM ELEMENTOR.COM DE	\$63.36	✓ 20 ✓
Total for Account #### #### #### 4889				\$63.36	

See Following Pages

Transactions ROYCE, ALLISON Credit Limit \$15000

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
Purchases and Other Debits					
01/16	01/15	9820	CENEX-STATION 371 INC PINE RIVER MN	\$8.22	✓ 21
01/30	01/29	1736	CENEX-STATION 371 INC PINE RIVER MN	\$16.46	✓ 22 ✓
Total for Account #### #### #### 8748				\$24.68	

Transactions BILLING ACCOUNT ACTIVITY

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
Payments and Other Credits					
02/02	01/29	0170	PAYMENT THANK YOU	\$1,650.29CR	CK# 26675
Total for Account #### #### #### 1056				\$1,650.29CR	

2026 Totals Year-to-Date	
Total Fees Charged in 2026	\$0.00
Total Interest Charged in 2026	\$0.00

Interest Charge Calculation

Your Annual Percentage Rate (APR) is the annual interest rate on your account.

**APR for current and future transactions.

Balance Type	Balance By Type	Balance Subject to Interest Rate	Variable	Interest Charge	Annual Percentage Rate	Expires with Statement
**BALANCE TRANSFER	\$0.00	\$0.00		\$0.00	0.00%	
**PURCHASES	\$1,277.60	\$0.00		\$0.00	0.00%	
**ADVANCES	\$0.00	\$0.00		\$0.00	0.00%	

End of Statement

Elementor Ltd.

Tuval 40
Ramat Gan 5252247
Israel
Company number: 515188365
VAT Number: 515188365



To:
Tami Beto
Kitchigami Regional Library System
PO Box 84
310 2nd St N
Pine River MN 56474
United States
VAT Number:

Invoice Date: 01/18/2026
Print Date: 01/18/2026

TAX INVOICE

No: INVUS2600013459

Original

Description	Period	Amount (USD)
Elementor Pro Essential	01/18/2026 - 01/17/2027	59.00


Subtotal 59.00
Tax 4.36
Total 63.36

Account Number: A01105489

Thank You For Your Purchase!
Elementor Ltd.



20

 Outlook

Re: You have a new invoice INVUS2600013459 from Elementor

From Valerie Squires <squiresv@krls.org>

Date Wed 1/21/2026 1:59 PM

To Tami Beto <betot@krls.org>; Melissa Whatley <whatleym@krls.org>

Hey, this is not a vendor for us.
I can't pay them without a W-9.
Why is the company in Israel?????

This is highly unusual,

Valerie Squires

Accounts Payable/Receivable

Kitchigami Regional Library System

PO Box 84/310 2nd St. N.

Pine River, MN 56474

T: 218-587-2171 X225

E: squiresv@krls.org

From: Tami Beto <betot@krls.org>

Sent: Tuesday, January 20, 2026 9:58 AM

To: Valerie Squires <squiresv@krls.org>

Subject: RE: You have a new invoice INVUS2600013459 from Elementor

It is a feature to allow me to make changes to the website.

Tami Beto

Technical Services Manager

Kitchigami Regional Library

Cell: 218-821-3009



From: Valerie Squires <squiresv@krls.org>

Sent: Tuesday, January 20, 2026 9:43 AM

To: Tami Beto <betot@krls.org>

Subject: Re: You have a new invoice INVUS2600013459 from Elementor

Hi, may I ask what it does?

Valerie Squires

Accounts Payable/Receivable


Kitchigami Regional Library System

need to DISPUTE a charge on our CC

From Valerie Squires <squiresv@krls.org>

Date Fri 2/20/2026 9:10 AM

To Melissa Whatley <whatleym@krls.org>; April Ristau <ristaua@krls.org>; Sherilyn Warren <warrens@krls.org>;
Tom Krueger <tom.krueger@co.hubbard.mn.us>; Jeremy Engholm <jeremy.engholm@ci.park-rapids.mn.us>

 1 attachment (77 KB)

2021_001.pdf;

Hello Melissa, can you call Elan Financial and dispute the second charge on Dick's card from 2/4/26?

I talked to Dick this morning before he left for the Friday deliveries. He gave me the only receipt for his charge on 2/4/26: \$50.41.

He did not run any other transactions with his card that day.

I asked Svetlana to call Elan to dispute the 2nd charge. She was told that only the administrator, or Dick could call and dispute this charge.

Dick has left on deliveries, and I feel that this should be handled by our office. Only Whatley has administrative access, so only she can dispute the charge.

Further: Dick fills the truck on each day he delivers. I have the receipt from Dick for the 2/4/26 (his scheduled day of work) charge, but immediately after that, a second charge ran on the card for an even \$47.00 - which is completely out of character for Dick. He always pays at the pump: scans card, starts pump, puts card back into envelope and returns to storage in van, returns to the pump as it "clicks off" as full as tank allows - *no rounding to even numbers EVER*. If you look at the attachment, you will see that Dick never tries to get the amount to be a whole dollar amount with no cents.

If I had access online to dispute this charge, I would have taken care of it already, but I do not have access.

Please let me know as soon as this is disputed.

Thank you,

Valerie Squires

Accounts Payable/Receivable
Kitchigami Regional Library System

PO Box 84/310 2nd St. N.

Pine River, MN 56474

T: 218-587-2171 X225

E: squiresv@krls.org

Vendor Inquiry / Transactions - VISA

Transaction period:

Date range: to

Include these entries: Invoices Payments
 Credit memos Application of open credits
 Debit memos

Date	Reference #	Type	Amount
02/12/26	1/13-2/9 DEL.GAS	Invoice	631.93
02/12/26	1/14/26 AATRIX EFILE	Invoice	77.50
02/12/26	1/15+1/29 GAS:STAFF	Invoice	24.68
02/12/26	1/15-2/6 MOBILE GAS	Invoice	250.70
02/12/26	1/18 ELEMENTOR:TAMI	Invoice	63.36
02/12/26	1/18 ELEMENTOR:TAMI	Invoice	63.36
02/12/26	2/1/26 ZOOM.COM	Invoice	182.43
02/12/26	2/4/26 DISPUTED GAS	Invoice	47.00

**KITCHIGAMI REIONAL LIBRARY
EXPENSE STATEMENT
2026**

	<u>February</u>
PERSONNEL	
Wages and Benefits	175,109.73
Health Plan + Supplement	28,154.65
Training & Development	1,776.89
Hiring Ads & Interviews	
TOTAL PERSONNEL	<u>205,041.27</u>
LIBRARY MATERIALS	
Books, Collections & Processing	7,560.83
Video/DVD/Sound	-
Periodicals	-
Hot Spots	1,144.35
E-Resources	29,999.61
Data Based Platforms	9,639.11
TOTAL LIBRARY MATERIALS	<u>48,343.90</u>
LIBRARY OPERATIONS	
Postage/Meter Rental	1,015.60
Telecommunications/ML Remote	1,713.75
Supplies	4,635.65
Copier Contracts/Leases	1,962.48
Sales Tax on Copies: CY2025	812.00
Data Lines NW Links	
ARR Reserve Expenses	-
Capital Grant Expense	
Contracted Network Support & Software	15,572.69
Network Infrastructure	
Technical Equipment & Supplies	
ILS Maintenance	-
Summer Reading Program	-
Winter Reading Program	-
Promotion	
Inter Library Loans	
TOTAL LIBRARY OPERATIONS	<u>25,712.17</u>
DELIVERY & STAFF VAN	
Mileage/Route Expense	678.93
Insurance	
Repairs and Maintenance/Rentals	
Capital Van Replacement Transfer	
TOTAL DELIVERY & STAFF VAN	<u>678.93</u>
MOBILE VEHICLE, Reginal Outreach	
Mileage/Route Expense	250.70
Insurance	
Repairs and Maintenance	
TOTAL MOBIL LIBRARY VEHICLE	<u>250.70</u>
HEADQUARTERS FACILITY	
Utilities	1,000.20
Insurance-Contents & Liability	
Building Repair & Maintenance	1,705.70
TOTAL HEADQUARTERS FACILITY	<u>2,705.90</u>
KRL BOARD & ADMINISTRATION	
Board Meetings	
Special Projects	245.05
Legacy Fund Expenses	1,660.75
Membership Dues	
Professional Fees	4,280.00
Board Insurance	
Software/Fees	323.29
TOTAL KRL BOARD	<u>6,509.09</u>
OTHER	
Administration Travel	
Associate Service Crosslake	
Associate Service Pequot Lakes	
Banking Fees	5.00
Miscellaneous, (Income) or Expense	
Late Fees & (Discounts Saved)	
TOTAL OTHER	<u>5.00</u>
TOTAL EXPENSES	<u>289,246.96</u>
TOTAL INCOME	<u>389,145.50</u>
EXCESS (DEFICIT) OVER EXP.	<u>99,898.54</u>

**KITCHIGAMI REIONAL LIBRARY
EXPENSE STATEMENT**

January 2026

PERSONNEL	
Wages and Benefits	199,489.29
Health Plan + Supplement	28,061.12
Training & Development	281.68
Hiring Ads & Interviews	
TOTAL PERSONNEL	<u>227,832.09</u>
LIBRARY MATERIALS	
Books, Collections & Processing	22,215.23
Video/DVD/Sound	-
Periodicals	82.48
Hot Spots	1,187.79
E-Resources	26,488.48
Data Based Platforms	15,415.41
TOTAL LIBRARY MATERIALS	<u>65,389.39</u>
LIBRARY OPERATIONS	
Postage/Meter Rental	10.47
Telecommunications/ML Remote	1,005.90
Supplies	946.71
Copier Contracts/Leases	925.38
Sales Tax on Copies: CY2025	
Data Lines NW Links	
ARR Reserve Expenses	141,171.92
Capital Grant Expense	
Contracted Network Support & Software	46,421.00
Network Infrastructure	39,846.00
Technical Equipment & Supplies	
ILS Maintenance	
Summer Reading Program	114.75
Winter Reading Program	4,807.61
Promotion	
Inter Library Loans	
TOTAL LIBRARY OPERATIONS	<u>235,249.74</u>
DELIVERY & STAFF VAN	
Mileage/Route Expense	650.52
Insurance	
Repairs and Maintenance/Rentals	1,625.46
Capital Van Replacement Transfer	
TOTAL DELIVERY & STAFF VAN	<u>2,275.98</u>
MOBILE VEHICLE, Regional Outreach	
Mileage/Route Expense	258.37
Insurance	
Repairs and Maintenance	20.25
TOTAL MOBIL LIBRARY VEHICLE	<u>278.62</u>
HEADQUARTERS FACILITY	
Utilities	967.41
Insurance-Contents & Liability	
Building Repair & Maintenance	1,541.48
TOTAL HEADQUARTERS FACILITY	<u>2,508.89</u>
KRL BOARD & ADMINISTRATION	
Board Meetings	279.85
Special Projects	
Legacy Fund Expenses	9,154.28
Membership Dues	
Professional Fees	7,468.79
Board Insurance	
Software/Fees	1,403.97
TOTAL KRL BOARD	<u>18,306.89</u>
OTHER	
Administration Travel	12.07
Associate Service Crosslake	
Associate Service Pequot Lakes	
Banking Fees	50.00
Miscellaneous, (Income) or Expense	
Late Fees & (Discounts Saved)	
TOTAL OTHER	<u>62.07</u>
TOTAL EXPENSES	551,903.67
TOTAL INCOME	21,888.26
EXCESS (DEFICIT) OVER EXP.	<u>(530,015.41)</u>

KITCHIGAMI REGIONAL LIBRARY
INCOME STATEMENT
2026

	<i>February</i>
STATE AND FEDERAL FUNDS	
State RLBSS	284,923.54
State RLTA Priority 1	34,111.24
State MN LINKS	
State RLTA Priority 2	46,768.05
NW-LINKS Library System Funds	
Misc. State Funds	
Legacy Funds	11,625.78
TOTAL STATE AND FEDERAL FUNDS	377,428.61
COUNTY GOVERNMENTS	
Beltrami County	
Cass County	
Crow Wing County	
Hubbard County	
Wadena County	
TOTAL COUNTY GOVERNEMENTS	-
CITY GOVERNMENTS	
Bemidji	
Blackduck	
Brainerd	
Cass Lake	
Longville	
Park Rapids	
Pine River	
Wadena	
Walker	
TOTAL CITY GOVERNMENTS	-
AUTOMATION RR	
Bemidji	
Blackduck	
Brainerd	
Cass Lake	
Longville	
Park Rapids	
Pine River	
Wadena	
Walker	
TOTAL AUTOMATION RR	-
OTHER INCOME	
Interest	6,017.21
Endowment Income	
NLLN Grants	
Donations Region Wide	3,890.57
Branch Sales & Fees	2,077.03
Branch Other Income	-
Inter Library Loan	22.00
Miscellaneous	-
Over/Short	(289.92)
TOTAL OTHER INCOME	11,716.89
TOTAL INCOME	389,145.50

KITCHIGAMI REGIONAL LIBRARY INCOME STATEMENT

January 2026

STATE AND FEDERAL FUNDS	
State RLBSS	
State RLTA Priority 1	
State MN LINKS	
State RLTA Priority 2	
NW-LINKS Library System Funds	
Misc. State Funds	
Legacy Funds	11,625.77
TOTAL STATE AND FEDERAL FUNDS	11,625.77
COUNTY GOVERNMENTS	
Beltrami County	
Cass County	
Crow Wing County	
Hubbard County	
Wadena County	
TOTAL COUNTY GOVERNEMENTS	-
CITY GOVERNMENTS	
Bemidji	
Blackduck	
Brainerd	
Cass Lake	
Longville	
Park Rapids	
Pine River	
Wadena	
Walker	
TOTAL CITY GOVERNMENTS	-
AUTOMATION RR	
Bemidji	
Blackduck	
Brainerd	
Cass Lake	
Longville	
Park Rapids	
Pine River	
Wadena	
Walker	
TOTAL AUTOMATION RR	-
OTHER INCOME	
Interest	7,017.12
Endowment Income	
NLLN Grants	
Donations Region Wide	1,600.00
Branch Sales & Fees	1,627.00
Branch Other Income	
Inter Library Loan	15.00
Miscellaneous	
Over/Short	3.37
TOTAL OTHER INCOME	10,262.49
TOTAL INCOME	21,888.26

KITCHIGAMI REGIONAL LIBRARY
BALANCE SHEET
February 28, 2026

ASSETS

Current Assets

Petty Cash Checking PRSB	3,134.75
Main Checking PRSB	309,599.74
Money Market PRSB	3,080,399.52
Special Money Market PRSB	718,965.54
Kitchigami Endowment Fund	141,516.90
Accounts Receivable	654.00
Interest Receivable	17,585.30
Prepaid Insurance	10,573.03
Prepaid Health Insurance	27,859.28
Prepaid Materials	44,392.35
Investment - Certificates of Deposit	584,491.08

TOTAL Current Assets 4,939,171.49

Fixed Assets

Land	30,000.00
Buildings	587,168.00
A/D Buildings	(288,671.36)
Vehicles	217,279.21
A/D Vehicles	(104,287.32)
Furniture, Fixtures, and Equipment	329,889.16
A/D Furniture, Fixtures, and Equipment	(301,608.73)
Legacy Equipment	1,269.00
A/D Legacy Equipment	(1,269.00)
Shared Collections	168,069.17
Book/Contents-HQ	648.07
Book, Mobile Library	272,152.42
A/D Books	(266,352.82)
Intangible Assets	19,916.00
Accumulated Amortization	(3,319.33)
Sound, Mobile Library	26,214.55
Video, Mobile Library	86,057.20

TOTAL Fixed Assets 773,154.22

TOTAL ASSETS **5,712,325.71**

Current Liabilities

Accounts Payable	106,687.59
A/P - Special Revenue Fund	2,163.00
Accounts Payable Salaries	86,680.57
Federal & FICA Withholding Payable	15,059.62
Health & Dental W/H Payable	(206.15)
PERA Payable	(306.14)
PERA Life Insurance Withholding Payable	(96.00)
Union Dues W/H Payable	304.95
AFSCME People Payable	4.25
Deferred Revenue	236,902.30

TOTAL Current Liabilities 447,193.99

TOTAL LIABILITIES 447,193.99

CAPITAL

Investment in Fixed Assets	672,414.15
C/F Building Repair & Maintenance Reserve	79,767.53
C/F Automation, HQ Reserve	405,575.90
R/F ARR Branch Reserves	255,457.89
C/F Capital Appropriation Fund	701,683.13
C/F Building Reserve	(1,883.00)
C/F Accounting Software Reserve	26,625.60
C/F Summer Reading Program Reserve	7,130.45
C/F Sue Tricker Memorial Outreach Reserve	208,447.94
C/F Outreach Reserve	0.15
C/F Vehicle Reserve	80,311.38
C/F Gates Grants Reserve	19,819.47
C/F County Levy Buydown Reserve	257,384.00
C/F Crow Wing County Reserve	124,581.85
R/F Donations Reserve	109,342.29
C/F Endowment MN Community Fund	141,517.27
FUND BALANCE, General Funds	2,607,072.59
Year-to-Date Earnings	(430,116.87)

TOTAL CAPITAL 5,265,131.72

TOTAL LIABILITIES & CAPITAL **5,712,325.71**

KITCHIGAMI REGIONAL LIBRARY

BALANCE SHEET

January 31, 2026

ASSETS

Current Assets

Petty Cash Checking PRSB	3,139.75
Main Checking PRSB	177,913.56
Money Market PRSB	3,110,879.49
Special Money Market PRSB	718,139.19
Kitchigami Endowment Fund	141,516.90
Accounts Receivable	654.00
Interest Receivable	15,974.55
Prepaid Insurance	10,573.03
Prepaid Health Insurance	27,859.28
Prepaid Materials	44,392.35
Investment - Certificates of Deposit	584,491.08

TOTAL Current Assets 4,835,533.18

Fixed Assets

Land	30,000.00
Buildings	587,168.00
A/D Buildings	(288,671.36)
Vehicles	217,279.21
A/D Vehicles	(104,287.32)
Furniture, Fixtures, and Equipment	329,889.16
A/D Furniture, Fixtures, and Equipment	(301,608.73)
Legacy Equipment	1,269.00
A/D Legacy Equipment	(1,269.00)
Shared Collections	167,725.77
Books/Contents-HQ	648.07
Book, Mobile Library	272,121.54
A/D Books	(266,352.82)
Intangible Assets	19,916.00
Accumulated Amortization	(3,319.33)
Sound, Mobile Library	26,214.55
Video, Mobile Library	86,057.20

TOTAL Fixed Assets 772,779.94

TOTAL ASSETS **5,608,313.12**

Current Liabilities

Accounts Payable	118,225.50
Contracts Payable/Special Revenue Fund	2,163.00
Accounts Payable Salaries	86,680.57
Federal & FICA Withholding Payable	(224.24)
Sales Tax Payable	(812.00)
State W/H Payable	(20.35)
Health & Dental W/H Payable	(117.80)
PERA Payable	(306.14)
PERA Life Insurance Withholding Payable	(88.00)
Union Dues W/H Payable	364.29
AFSCME People Payable	4.25
Deferred Revenue	236,902.30

TOTAL Current Liabilities 442,771.38

TOTAL LIABILITIES 442,771.38

CAPITAL

Investment in Fixed Assets	672,414.15
C/F Building Repair & Maintenance Reserve	79,767.53
C/F Automation, HQ Reserve	405,575.90
R/F ARR Branch Reserves	255,457.89
C/F Capital Appropriation Fund	701,683.13
C/F Building Reserve	(1,883.00)
C/F Accounting Software Reserve	26,625.60
C/F Summer Reading Program Reserve	7,130.45
C/F Sue Tricker Memorial Outreach Reserve	208,447.94
C/F Outreach Reserve	0.15
C/F Vehicle Reserve	80,311.38
C/F Gates Grants Reserve	19,819.47
C/F County Levy Buydown Reserve	257,384.00
C/F Crow Wing County Reserve	124,581.85
R/F Donations Reserve	109,650.85
C/F Endowment MN Community Fund	141,517.27
FUND BALANCE, General Funds	2,607,072.59
Year-to-Date Earnings	(530,015.41)

TOTAL CAPITAL 5,165,541.74

TOTAL LIABILITIES & CAPITAL **5,608,313.12**

5d Legacy / ACHF FY25 Financial Reporting Form (FRF)

STATE OF MINNESOTA - MN Department of Education
Cumulative Report

Grantee: Kitchigami Regional Library System
Fund Source: Arts and Cultural Heritage Fund - Library Legacy
Project Title: FY25
Grant ID: 8783
Grant Period: 7/1/2024-6/30/2025
Expenditures Through: 6/30/2025
Current Reimbursement Period Dates: 07/26/2025

Return/Mail To: Deb Rose
MN Department of Education
Grant Services Division
400 NE Stinson Blvd.
Minneapolis, MN 55413

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

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

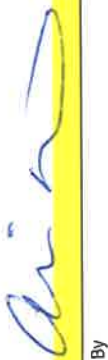
Grant Total: \$117,737.55
Claim Number: 3
Thru: 09/30/2025


Code/Description	Grants			New Balance
	Budget	Expended	Cur. Balance	
Other (estimate of expenses are in application)	\$117,737.55	\$0.00	\$117,737.55	\$68,039.45
Statewide Initiative (up to 10%)	\$0.00	\$0.00	\$0.00	\$0.00
	\$117,737.55	\$0.00	\$117,737.55	\$68,039.45

Amount To Be Paid \$49,698.10
Apply To Advance \$0.00
Amount To Be Paid on this request \$49,698.10
Previous Amount Remaining To Be Paid \$0.00
Outstanding Advance Amount \$0.00

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

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

Completed By:  Date: 3.14.26

Authorized By:  Date: 3/14/26

Notes:

5e Interim Director's Update

Since my return to KRLS as Interim Director (I was here in 2021/2022), I have worked with Board and Staff on the following issues:

- a. Met with and scheduled a Waste Recovery pick up for miscellaneous items in the garage and basement that had outlived their time. Most of the items were so old that they did not have fixed asset tags. The garage now offers more room for the mobile trailer, Bookmobile, delivery van, and staff vehicle
- b. .All administrative offices were re-keyed.
- c. Attended a Branch Managers meeting and met with Regional Branch Managers.
- d. Visited the Dale and Harriet Jones Walker and Pine River libraries.
- e. Currently updating all branch files (ongoing).
- f. Phone conversation with Cass Lake City Administrator about the upcoming accessibility and rest room addition to the front of the library (and library closure timeline). Once dates are established, will work within the community to look at a possible link location.
- g. Talked with associate member coordinator at the City of Cass Lake about updating service agreements and review current branch allocations. (still working on completing this task)
- h. Met with Union Field Director and union staff representatives looking for resolutions to accumulated grievances and left the meeting knowing we are headed in the right direction.
- i. Attended the Deerwood Business Technology Review meeting.
- j. Reviewed previous years' KRLS Board books.
- k. Asked Administrative staff to take 5 minutes at the end of the day to record what they accomplished, and they are doing such good work. They continue to service the branches (our customers) and, of course, our patrons are finding new books, circulating many Interlibrary Loan items, and the staff continue to move outside our doors to serve our communities with exceptional service.

This, along with just basic library work, seems to fill my days.

7a Approval of AFSCME Union Contract 2026-2028

Action Request: Approval of AFSCME Union Contract 2026-2028.

Background Information: Director Melissa Whatley, Attorney Chad Stahl, and AFSCME Field Director Troy Bauch worked on this contract over a period of months, and it has been reviewed and submitted for full Board approval by Interim Director, Board chair, Attorney, and AFSCME Field Director.

On approval, staff will receive retroactive step increases from January 2026 in accordance with this new contract.

MOTION MADE BY: _____

SECOND BY: _____

ROLL CALL VOTE: _____ YES _____ NO

AGREEMENT BETWEEN
KITCHIGAMI REGIONAL LIBRARY
AND
AMERICAN FEDERATION OF STATE, COUNTY AND
MUNICIPAL EMPLOYEES, AFL-CIO COUNCIL NO.
65

Local Union 210

January 1, 2026 – December 31, 2028

PREAMBLE

This Agreement is entered into by Kitchigami Regional Library System, hereinafter referred to as the Employer, and the American Federation of State, County and Municipal Employees, Minnesota Council No. 65, Local Union No. 210, AFL-CIO, hereinafter referred to as the Union. It is the intent and purpose of this Agreement to:

- Assure sound and mutually beneficial working and economic relationship between the parties hereto; and
- Establish procedures for the resolution of disputes concerning this Agreement's interpretation and/or application; and
- Place in written form the parties' agreement upon terms and conditions of employment for the duration of this Agreement.

ARTICLE 1. RECOGNITION

1.1 Recognition. The Employer recognizes the Union as the sole exclusive bargaining agent for “All employees of the Kitchigami Regional Library System who are public employees as defined in Minn. Stat. § 179A.03, subd. 14, including Acquisitions Assistants, Library Assistants (I, II, III, and IV), Outreach Assistants, Custodians (I and II), Interlibrary Loan Assistants/Delivery Clerks, Delivery Drivers, and Processors, and excluding Branch Managers (I, II, III, and IV), supervisors, and confidential employees.”

The Union recognizes the Kitchigami Regional Library Board as the Employer. The designated representative(s) of the Employer shall meet and negotiate exclusively with Union representatives, except as may be otherwise specifically provided for in this Agreement. The Employer shall not enter into any agreement with the employees within the bargaining unit, either individually or collectively, which in any way conflicts with the terms and conditions of this Agreement. The parties to this Agreement agree that there shall be no discrimination against any employee because of Union membership, age, race, sex (including gender, pregnancy, sexual orientation, and gender identity), color, disability, national origin, veteran status, citizenship, religious belief, or political belief.

The Employer and the Union through this Agreement shall continue their dedication to the highest quality public service to the citizens and residents of the region. Both parties recognize this Agreement as a pledge of this dedication.

1.2 Bargaining Unit. The Bargaining Unit shall consist of Full-Time and Part-Time Employees as defined below:

Fulltime Employee: A bargaining unit employee who is regularly scheduled to work thirty-two (32) hours per week. Full-time employees are entitled to full insurance benefits and benefits for sick leave, holidays, vacation, and longevity as detailed in this Agreement.

Part-time Employee: A bargaining unit employee who is regularly scheduled to work more than fourteen (14) hours per week or thirty-five percent (35%), of the normal work week, and less than 32 hours per week of the normal work week, and more than sixty-seven (67) shifts per calendar year.

An employee who works less than fourteen (14) hours per week, less than 35% of the normal work week, or less than sixty-seven (67) shifts per calendar year is not a member of the bargaining unit and is not entitled to any benefits under this Agreement.

1.3 Probationary Period: The first 6 months of employment of an Employee in any position with the Employer shall be regarded as a probationary period. The Employer reserves the right to terminate an employee's employment at any time during the probationary period and such action shall not be grievable under the grievance procedure of this Agreement.

ARTICLE 2. UNION SECURITY

2.1 Deduction of Dues and Fair Share Fee. All bargaining unit employees may elect to become full members in good standing of the Union or alternatively pay that portion of the dues, initiation fees, and/or assessments that are used for the Union's representational functions. Full members in good standing are designated as those members who pay their full monthly dues and are entitled to the full participation in all Union activities. A bargaining unit employee shall inform the Union of the employee's decision to join the union, or alternatively agree in writing to pay the above-mentioned representational fee no later than 30 days after hire or at any other time in which the employee makes a choice to join the Union or pay representational fees, at which time the Employer will cooperatively deduct such dues and fees. Pursuant to the U.S. Supreme Court decision in *Janus v. American Federation of State, County, and Municipal Employees, Council 31*, bargaining unit employees, as a condition of obtaining or continuing employment, shall not be required to become or remain a member of the Union or to pay dues. Notwithstanding the foregoing, if the *Janus* decision is overturned by the Supreme Court, bargaining unit employees who chose not to be members of the Union shall be required to pay fair share fees to pay for the cost of representation by the Union to the extent permitted by applicable law.

In recognition of the Union as the exclusive representative the Employer shall:

Upon receipt of notification from the Union and in the next regularly scheduled payroll, deduct Union dues from the pay of those employees who authorize in writing that such deduction be made.

Deduct all other fees from the pay of those employees who authorize in writing that such deduction be made. Electronically remit monthly such deductions to the designated office of the Union a list of the names of the employees from whose wage deductions were made. The Union shall certify to the Employer, in writing, the current amount of regular dues to be withheld.

In the event the Employer and the Union are unable to agree as to the inclusion or exclusion of a new or modified job class, the issue shall be submitted to the Bureau of Mediation Services for

determination.

2.2 Indemnification. The Union agrees to indemnify and hold the Employer harmless against any and all claims, suits, orders, judgments or cost to the Employer including Employer attorney fees for actions brought or issues against the Employer as a result of any action taken or not taken by the Employer under the provisions of Section 2.1 of this article.

2.3 Employee Notification. The Union may notify employees at work of Union notices and announcements via the Employer's email system.

2.4 Union Stewards. The Union may designate employees from the bargaining unit including officers of the Union as stewards, and shall inform the Employer, in writing, the names of the designated stewards and replacements.

2.5 Investigation of Grievances. Stewards and other employee union officers shall not leave their workstations without prior permission from their designated supervisor and they shall notify their designated supervisor upon return to their work stations. Permission to leave a workstation for Union business will be limited to the investigation of grievances and shall not result in loss of pay. Permission may be withheld if the Employer in its discretion does not receive sufficient notice from the employee to provide coverage.

2.6 Time Off for Union Activities. Employees elected or appointed by their peers shall be allowed time off without pay for Union activities as follows:

1. Nine (9) days biannually to attend the International Convention.
2. Five (5) days to attend State Federation of Labor Convention.
3. Two (2) days to attend Minnesota State Council 65 Convention.

2.7 Union Notification for Bargaining Unit Employees. Within 20 calendar days after a bargaining unit employee is hired the employer shall provide the Union with the following information on the employee: name; job title; worksite location, including location within a facility when appropriate; home address; work telephone number; home and personal cell phone numbers on file with the public employer; date of hire; and work email address and personal email address on file with the public employer. In addition, the employer shall provide the Union with the information noted above every 120 days for all bargaining unit employees.

If a bargaining unit employee separates from employment or transfers out of the bargaining unit, the employer shall notify the Union within 20 calendar days after the separation or transfer, including whether the unit departure was due to a transfer, promotion, demotion, discharge, resignation, or retirement.

2.8 New Employee Access. Employer shall allow the Union to meet in person with newly hired AFSCME-represented employees within 30 days from the date of hire during the employer's new employee orientation program. If the employer does not conduct new employee orientations, the employer and Union shall coordinate with each other to allow the

Union to meet in person with newly hired AFSCME-represented employees, either individually or in a group meeting, during the newly hired employees' regular working hours.

2.9 Contract Negotiation Pay. Employer shall allow up to two (2) employees as designated by the Union to participate in formal contract negotiations without loss of pay or benefits when negotiations occur during the employee's scheduled working hours.

ARTICLE 3. EMPLOYER AUTHORITY

3.1 Management Rights/Employer Authority: The Union recognizes and agrees that the Employer has the right to govern all aspects of operating the KRLS and to direct its workforce at all times in its sole discretion except to the extent specifically limited by the terms of this Agreement. The Employer's management rights, except as limited by this Agreement, include the right to:

- Hire, schedule, discipline, suspend, discharge, transfer, layoff, recall or assigned employees;
- Evaluate employees and determine by interview, performance, written test, seniority or other procedures, the qualifications, aptitude or ability of employees for assignment to, employment in, or promotion to the various positions and job assignments (unless otherwise limited by state or federal statutes such as the ADA, drug and alcohol testing laws, FMLA, workers compensation, etc.);
- Determine the number of employees needed to perform work;
- Establish work schedules, hours of work and schedule of employees, as it deems necessary and appropriate;
- Establish the qualifications for the various positions and job assignments;
- Establish policies and procedures of general or specific application governing employees that do not affect a term or condition of employment covered by the Agreement;
- Respond to changes in operation or practice as mandated by federal, state, and/or local statute, rule, or regulation, or as may otherwise be required by any entity having regulatory or other governing authority over the Employer;
- Conclusively determine methods of compliance with and correct interpretation of federal, state, and local statutes and regulations affecting the Employer's operations;
- Maintain and improve efficiency;
- Direct the work force;
- Assign and delegate work;
- Determine the methods, supplies, and equipment to be utilized;
- Discontinue work because of valid management and economic issues;
- Promulgate, post, and enforce reasonable rules, regulations, policies and procedures regarding attendance, conduct, and acts of employees during work hours;
- Select supervisory employees;
- Make decisions regarding the training to be provided to employees, with the

understanding that all mandatory training will be paid for by the Employer.

Nothing in this section is intended to limit any other rights of the Employer specifically or expressly covered, provided that in the exercise of any of the above rights, the Employer shall not violate any provision of this Agreement.

ARTICLE 4. HOURS OF WORK

4.1 Normal Work Week. The normal work week shall consist of forty (40) hours any five (5) days Monday through Saturday. When an Employee is requested and/or authorized to work additional hours beyond 40 hours the employee will be compensated, at the employee's option, at the rate of one and one-half times his/her regular rate of pay or in compensatory time at the rate of one and one-half hours for each hour worked in excess of 40 hours. All requests to work additional hours must be approved in advance by the employee's immediate supervisor.

4.2 Overtime. Overtime will be equalized within the position classifications and within the same library branch for employees in the bargaining unit. Whenever overtime is refused for any reason whatsoever, that amount of overtime so refused shall be counted as hours worked for the purpose of equalization of overtime. A record shall be kept of overtime and overtime refusals, and shall be provided upon request.

4.3 Flexible Scheduling/Changes in Schedule. Employees will, by approval of their immediate Supervisor, be allowed to work a flexible schedule to complete a workweek, so long as such hours do not conflict with the needs of the Library System and do not result in more than 40 hours in any given workweek. For purposes of this Article, a calendar week and the time when an employee may not exceed 40 hours begins with Sunday and ends with Saturday.

Except in urgent circumstances, the Employer will provide at least a two (2) week written notice to any changes in regular hours.

Unless notified otherwise, at least one (1) hour in advance of the scheduled starting time, any employee who is scheduled to report for work and who reports as scheduled shall be assigned to at least two (2) hours of work. If no work is available or if the employee is excused from duty before completing two hours of work, the employee shall be paid for two (2) hours at time and one half.

4.4 Meal Breaks. All employees are eligible for a one-half (1/2) hour unpaid duty-free meal break. Employees may choose to take a one (1) hour unpaid duty-free meal break with the supervisor's approval.

4.5 Rest Breaks. Employees are provided two (2) fifteen (15) minute paid rest breaks. Rest breaks will be taken based on public service needs. Employees shall remain on the employer's premises during rest breaks.

4.6 Mandatory Meeting. Employees called in to attend mandatory meetings on their off time shall be paid a minimum of one (1) hour of regular pay. Employer shall provide employees with 10-days notice of any mandatory meeting.

4.7 Reporting Absences. Illness and personal situations must be reported to the employee's immediate supervisor as early as possible in the workday but at a minimum of one hour prior to the beginning of a scheduled shift except in an emergency circumstance which would preclude the individual from reporting the absence within one (1) hour. Forms of reporting include call-in/voice message, email, or text.

4.8 Out of Class Pay. Work performed in a higher classification shall be compensated for at the rate of pay for the job and placed on the step equal to the employee's current step placement. When work is performed by a full-time or part-time employee as directed by the Employer, and the work to be performed is in a lower classification, the employee shall be paid at their regular hourly rate of pay.

ARTICLE 5. PAID TIME OFF (PTO)

5.1 Paid Time Off: Employees are eligible for Paid Time Off ("PTO") in accordance with this provision.

5.2 Accrual Rate: Employees accrue PTO hours per pay period in accordance with the following schedule:

- Employees Regularly Scheduled to Work less than 20 Hours Per Week: Employees regularly scheduled to work less than twenty hours per workweek accrue PTO hours per pay period based on the total number of scheduled hours as follows:

<u>Number of Hours Regularly Scheduled</u>	<u>PTO Accrued Per Hour Worked</u>
0-13.99 hours per workweek	.04
14-19.99 hours per workweek	.05

- Employees Regularly Scheduled to Work 20 or more Hours Per Week: Employees regularly scheduled to work twenty or more hours per workweek accrue PTO hours per pay period based on longevity as follows:

<u>Length of Employment</u>	<u>PTO Accrued Per Hour Worked</u>
0-3.99 years	.06
4-7.99 years	.07
8-11.99 years	.08
12-15.99 years	.09
16+ years	.10

5.3 Maximum Accrual: Employees are eligible to carry over accrued but unused PTO hours into the following year, but the total of PTO hours accrued shall not exceed seven hundred twenty (720) hours. When the 720-hour accrual limit is reached, accrual immediately stops until usage occurs, at which time accrual restarts (until the overall 720 hour limit is reached).

5.4 Accrual Year: For purposes of this article, the calendar year begins on January 1 and

ends on December 31. All employees begin PTO accrual on the first day of work. An employee who is exempt from the overtime provisions of the Fair Labor Standards Act is assumed to work 40 hours per week.

5.5 Purpose/Use: Employees may use PTO hours for one or more of the following authorized reasons:

- **Illness.**
 - The employee or family members' mental or physical illness, injury or other health condition, including:
 - The need for medical diagnosis, care or treatment, of a mental or physical illness, injury or health condition.
 - The need for preventative care.
 - When it has been determined by a health authority or a health care professional that the employee or family member is at risk of infecting others with a communicable disease. Whether or not the employee or family member has actually contracted the communicable disease.
 - The employee's inability to work because the employee is:
 - Prohibited from working by Employer due to health concerns related to the potential transmission of a communicable illness related to a public emergency; or
 - Seeking or awaiting the results of a diagnostic test for, or a medical diagnosis of, a communicable disease related to a public emergency and such employee has been exposed to a communicable disease or the Employer has requested a test or diagnosis.
- **Funeral.** The need to make arrangements for or attend funeral services or a memorial, or address financial or legal matters that arise after the death of a family member.
- **Safety.** The employee or family members absence due to domestic abuse, sexual assault, or stalking of the employee or family member provided the absence is to:
 - Seek medical attention related to physical or psychological injury or disability caused by domestic abuse, sexual assault, or stalking.
 - Obtain services from a victim service organization.
 - Obtain psychological or other counseling.
 - Seek relocation or take steps to secure an existing home due to domestic abuse, sexual assault, or stalking.

- Seek legal advice or take legal action, including preparing for or participating in any civil or criminal legal proceeding related to or resulting from domestic abuse, sexual assault, or stalking.
- **Closure.** Closure of the employee's workplace due to weather or other public emergency, or because a family member's school or place of care has been closed due to weather or other public emergency.

5.6 Family Members: For purposes of this provision family member includes an employee's:

- Spouse or registered domestic partner.
- Child, foster child, adult child, legal ward, child for whom the employee is legal guardian, or child to whom the employee stands or stood in loco parentis.
- Sibling, step sibling or foster sibling.
- Biological, adoptive, or foster parent, stepparent or a person who stood in loco parentis when the employee was a minor child.
- Grandchild, foster grandchild, or step grandchild.
- Grandparent or step grandparent.
- A child of a sibling of the employee.
- A sibling of the parent of the employee.
- A child-in-law or sibling-in-law.
- Any of the above family members of a spouse or registered domestic partner.
- Any other individual related by blood or whose close association with the employee is the equivalent of a family relationship.
- Up to one individual annually designated by the employee.

5.7 Notification and Use: When an employee wishes to use PTO, the employee's supervisor must be notified at least 7 days in advance, or as soon as possible. Forms of notice include call in/voice message, email, or text. Employer reserves the right to grant or deny PTO in accordance with the law and/or based on the demand of the workload and the library service schedule. Unless special circumstances prevail, PTO is to be taken yearly.

5.8 PTO and Overtime: One hour of PTO pay shall be equal to the employee's current regular hourly straight time earnings. PTO shall not be counted toward the calculation of overtime.

5.9 No Payout During Employment: No cash payment shall be made in lieu of taking PTO except upon separation from employment as provided in this Agreement.

5.10 PTO and Holidays: When a library holiday occurs during scheduled PTO, the time shall be considered a holiday, if the employee is eligible for paid holidays.

5.11 PTO Upon Employment Separation. Employees who have been employed for at least two consecutive years prior to the employee's employment separation date and that were

regularly scheduled to work at least twenty hours or more per workweek shall be paid for any accrued but unused PTO upon employment separation at the employee’s current regular straight time rate based upon consecutive years of service as set forth herein and only if any of the following apply:

- The employee resigns and provides at least 14-day advance notice of the resignation date provided:
 - the employee continues to work through to the resignation date without engaging in misconduct or exhibiting behavior that would otherwise be grounds for involuntary termination.
 - Employer reserves the right to accept the employee’s resignation and separate the employee’s employment prior to the noticed resignation date for reasons due to no fault of the employee. If this occurs, the employee shall still be paid any earned but unused PTO up to the actual separation date.

- The employee retires or is laid off.

- In the event of the employee’s death, in which case any payout would be made to the employee’s estate.

<u>Length of Employment</u>	<u>PTO Paid Upon Separation</u>
2-3.99 years of consecutive service	Up to a maximum of 40 hours
4-5.99 years of consecutive service	Up to a maximum of 80 hours
6-7.99 years of consecutive service	Up to a maximum of 120 hours
8-9.99 years of consecutive service	Up to a maximum of 160 hours
10-11.99 years of consecutive service	Up to a maximum of 200 hours
12+ years of consecutive service	Up to a maximum of 240 hours

To be clear, PTO payout upon separation from employment is based on consecutive years of service and upon complying with the conditions set forth above. Consecutive employment means continuous employment with no breaks in service exceeding 30 calendar days.

PTO shall not be paid to any employee upon separation from employment who has less than two years of consecutive employment, or under any circumstances other than those set forth in this Article 5. However, if an employee separates from employment and is rehired within 180 days any accrued but unused or unpaid PTO the employee had on the day of separation will be reinstated and the employee is entitled to use and accrue PTO at the commencement of re-employment.

5.12 No Extension of Employment: Payment of PTO upon separation of employment does not operate to extend the employee’s effective date of termination beyond their last actual work day.

5.13 Documentation and Confidentiality: When an employee uses PTO leave for more than two consecutive scheduled work days, Employer may require reasonable supporting documentation (such as medical documentation supporting medical leave, court records or related

documentation to support safety leave). However, if the employee or employee's family member did not receive services from a health care professional, or if documentation cannot be obtained from a health care professional in a reasonable time or without added expense, then reasonable documentation may include a written statement from the employee indicating that the employee is using, or used, PTO leave for a qualifying purpose.

Employer will not require an employee to disclose details related to domestic abuse, sexual assault, or stalking or the details of the employee's or the employee's family member's medical condition.

An employee who has been unable to work for a period of time under this policy may be required before being permitted to return to work, to provide medical evidence that the employee is again able to perform all essential duties of the position. In accordance with state law, Employer will not require an employee using PTO to find a replacement worker to cover the hours the employee will be absent.

Employer must maintain the confidentiality of PTO records, medical certifications, histories and documents information pertaining to domestic abuse, sexual assault or stalking, and any statement from the employee about the need for leave. Medical records will be maintained confidentially and apart from personnel files. Per Minnesota law, employees may request that Employer destroy or return records relating to PTO use that are older than three years prior to the current calendar year.

5.14 Retaliation Prohibited: Employer and Union agree it is the intent of this Article 5 to provided PTO that complies with Minnesota’s Earned Safe and Sick Time Statute (“ESST”). Employees shall not be discharged, disciplined, penalized, interfered with, or otherwise retaliated or discriminated against for using PTO consistent with asserting rights under Minnesota’s Earned Safe and Sick Time Statute (“ESST”), requesting PTO for an ESST qualifying reason, or pursuing remedies regarding ESST use. Employer and Union agree it unlawful to report or threaten to report a person or a family member’s immigration status for exercising a right under the ESST Statute.

ARTICLE 7. HOLIDAYS

7.1 The following days shall be paid holidays:

- New Year’s Day, January 1
- Martin Luther King, Jr Day, 3rd Monday in January
- President’s Day, third Monday in February
- Memorial Day, last Monday in May
- Juneteenth, June 19
- Independence Day, July 4
- Labor Day, first Monday in September
- Veteran’s Day, November 11

Thanksgiving Day, fourth Thursday in November
Day after Thanksgiving
Christmas Eve, December 24
Christmas Day December 25

When New Year's Day, Independence Day, Veteran's Day or Christmas Day falls on Sunday, the following day will be the recognized holiday.

7.2 Early Closings. In addition to the above provisions for "holidays," the following shall be observed:

Headquarters and all branches observing open hours shall close at:5:00 p.m. on December 31; 5:00 p.m. on the evening before July 4 if July 3 falls on Monday, Tuesday, Wednesday, Thursday or Friday; and 5:00 p.m. on the evening before Thanksgiving.

Employees scheduled to work hours beyond 5:00 p.m. shall be compensated for any time lost due to the closure.

7.3 Part-Time Employees. Part-time employees will receive pro-rated pay for the holiday based on scheduled hours. If this results in a loss of hours during a particular week, part-time employees may elect to take vacation for those hours instead of a schedule change, time off without pay, or upon prior approval by the Employer, work those hours lost within the same pay period.

7.4 All employees who are required to work on one of the above mentioned paid holidays shall receive holiday pay and be compensated at one and one-half times their regular rate of pay for all hours worked on the holiday or by mutual consent between the Employer and the employee may be granted compensatory time at the same rate. This compensatory time shall be taken at a time mutually agreeable between the Employer and the employee, but in no case shall the earned compensatory time be taken later than sixty (60) calendar days from the end of the pay period in which it was earned.

7.5 When a paid holiday falls on an employee's scheduled day off, the employee shall receive eight (8) hours of pay at regular straight time hourly rates or if regularly scheduled part-time, shall receive prorated pay at regular straight time hourly rates. When a holiday falls during an employee's vacation period, the employee shall receive an additional day of vacation. To qualify for a paid holiday, employees must work their last scheduled work day before the holiday and the first scheduled work day following the holiday. Employees on paid status as provided by the Agreement shall be considered to have worked the day before or after a holiday.

7.6 Floating Holiday. One paid (1) personal leave day/floating holiday per year shall be provided by the Employer and shall be taken by an employee upon approval of the employee's supervisor. (This personal leave day/floating holiday is in addition to the two (2) accrued unused sick leave days that can be taken as personal leave days pursuant to the Sick Leave provisions of this Agreement.) The personal leave/floating holiday may be taken in conjunction with another holiday or with other paid leave. Should an employee be separated from employment, the employee shall not be reimbursed for the personal leave days not taken. Personal leave days are

granted for the period of each fiscal year and must be taken during that same period. Personal leave days do not accumulate. Personal leave may be taken in one-half (1/2) hour increments. Part-time employees will receive prorated personal leave days.

ARTICLE 8. PERSONNEL POLICY MANUAL

8.1 The Employer agrees to provide all employees with a copy of the 2022 Personnel Policy Manual once it is approved by the KRLS Board. The Employer will use a tracking system to confirm receipt of when provided/received that includes dates and signatures of the employees. For all subsequent proposed changes/additions/deletions the Employer will notify the Union via email at least seven (7) days prior to adoption by the KRLS Board.

ARTICLE 9. LEAVES OF ABSENCE

9.1 All employees shall be eligible for leaves of absence in accordance with Employer policy and state and federal law as outlined below.

- Bone Marrow/Organ Donor Leave
- Jury Duty Leave
- Educational Leave
- Family Medical Leave of Absence
- MN Paid Family Leave
- Military Leave
- MN Parental Leave
- MN School Conference and Activities Leave
- MN Sick Child Care Leave
- Personal Leave
- Voting Leave

9.2 Funeral Leave. Funeral leave will be granted to an employee when a death in their family occurs according to the following schedule:

Up to 40 hours (one week) of funeral leave, 24 hours of which will be paid leave for the death of a spouse/domestic partner, parent (step), child (step), son/daughter-in law or legal ward. The employee may elect to substitute accrued vacation or sick leave for the 16 hours of unpaid leave under this provision.

Up to 24 hours (three days) of funeral leave, 16 hours of which will be paid leave for the death of siblings (step), brother/sister-in-law, parent-in-law, grandparent (step) or grandchild (step) of either the Employee or his/her spouse/domestic partner. The employee may elect to substitute accrued vacation or sick leave for the 8 hours of unpaid leave under this provision.

Up to 8 hours (one day) of paid funeral leave for the death of an aunt, uncle, niece, nephew of the Employee or spouse/domestic partner or other relative living in the Employee's home.

In the event the employee needs additional time off or to attend the funeral of a friend, the Employee shall have the option of using sick leave, compensatory time and vacation time. Leave without pay may also be authorized by the Employer. Part-time employees shall receive pro-rated funeral leave based upon the number of hours they work and is available for scheduled work days.

9.3 Jury Duty Leave. Any employee shall be granted a leave of absence with pay for service on a jury. If excused, the employee should immediately return to work for the balance of the day.

9.4 Parenting Leave. A maternity/paternity leave of absence without pay may be granted an employee for a period of up to six (6) months. Scheduling of time off will be done on a mutually agreeable basis between the employee and KRLS. Any employee may substitute use of accrued paid leave for Parenting Leave. Upon returning from such leave, the employee shall be returned to her/his previous classification, schedule of hours and rate of pay. The six-month period includes any period of disability leave as provided in the following provision.

9.5 Disability Leave. A disability leave of absence without pay may be granted to any regular full-time employee having one or more years seniority, at such time as the employee has exhausted all accumulated paid leave time, and in the event his/her illness or disability continues after such time. Such disability leave shall not exceed six (6) months from the date the employee became ill or otherwise disabled. During such disability leave, the employee shall continue to accumulate seniority but only for the purpose of layoff and rehire. During the disability leave and as a condition of its continuance, the employee when requested by KRLS shall furnish KRLS with a physician's certificate at intervals of three months or more certifying as to the employee's inability to return to work because of such illness or disability during the entire interval covered by such certificate. Upon returning from such leave, the employee shall be returned to his/her previous classification, rate of pay and hours unless light duty is needed to ease the employee's return to work. Light duty may temporarily be for fewer hours as recommended by the employee's health care provider but there will be no reduction in hourly rate of pay during this time.

9.6 Pandemic Leave: In the event that the CDC declares a pandemic, employees shall be given the number of days (per CDC/MN Dept of Health guidelines) of pandemic leave to be used and applied to any quarantine events either taken or required by the employer. This leave shall not accumulate or be allowed to be carried over from year to year.

9.7 MN Paid Family Leave: Effective January 1, 2026, Employer will offer paid family and medical leave required by, and consistent with, Minn. Stat. §268B. This benefit will be administered by the State of Minnesota through the Minnesota Department of Employment and Economic Development. Employer will pay 50% of the total premiums and employees will pay 50% of the total premiums associated with the family and medical benefits required by the statute. Employees' 50% payment of the total premium will be made by payroll deduction. Employees will be allowed to use accrued paid time off to supplement the paid family and medical benefits received under the statute to make the employee whole.

ARTICLE 10. INSURANCE

10.1 Wellness Encouragement: KRLS encourages employee's wellness by providing

opportunities for health insurance coverage. Health, vision, and dental insurance options are available to eligible employees through KRLS' membership in the Public Employees Insurance Program (PEIP); eligible employees can alternately participate in the KRLS Wellness Incentive Program.

10.2 Eligibility for the Employees Insurance Program: Regular employees hired for 30 or more hours per week are eligible for PEIP health, vision, and dental insurance coverage paid by KRLS for the employee only. This coverage will start the 1st of the month following a satisfactory 60-day probation period. Dental insurance coverage is only available at initial signup with the health insurance. Dependent coverage for both dental and health insurance can be purchased with all cost paid by the employee.

10.3 Eligibility for Employees Wellness and Incentive Program: Employees hired for 20 or more hours a week are eligible for the KRLS Wellness Incentive Program. This program provides an employer contribution to the employee health insurance after proof of such insurance has been received and approved by KRLS. This coverage will start the 1st of the month following a satisfactory 60-day probation period and approved proof of coverage is received.

10.4 Ineligible Employees: Employees hired for less than 20 hours a week are not eligible for either the employee insurance program or the wellness incentive program.

10.5 Verification and renewal: The verification of valid health insurance coverage will occur annually in January. Failure to renew validity of a policy will cause contribution to stop. Employees may not participate in both programs at the same time. The KRLS Wellness Incentive contribution amount can be up to a maximum of \$200.00; is decided by the KRLS Board of Directors each year during budgeting process; and is paid through payroll as additional, taxable pay.

10.6 Plan Documents: All benefits are subject to the terms set forth in the applicable plan documents. In the event of any conflict between the plan documents and this Agreement, the plan documents control. A copy of the current PIEP plan documents are also incorporated by reference. In the event an employee eligible to participate in the insurance plan elects family health and dental coverage, the employee will be obligated to pay the difference in premium between the cost of employee health and dental coverage and the family health and dental coverage.

ARTICLE 11. REIMBURSEMENT FOR USE OF PERSONAL VEHICLE

11.1 Employees who use their personal vehicles for approved library business (to attend authorized meetings or perform required job functions) will receive mileage reimbursement equal to the IRS mileage rate. Payment shall apply to all travel between the starting point and the destination.

ARTICLE 12. SENIORITY

12.1 Seniority shall be granted to all full-time regular and part-time regular employees based on their date of hire and will be used for purposes of overtime application, work assignments, and choice of vacation. Seniority is to be determined on the basis of total length of continuous

employment with the Library. Classification seniority shall be determined based on the employee's date of hire into a classification. At no time shall part-time regular employees have priority over full-time regular employees when bidding on new/vacant bargaining unit positions. Casual and substitute workers do not have preference over part-time and full-time employees.

An employee shall lose his/her seniority standing if:

- (1) The employee voluntarily resigns from employment;
- (2) The employee is discharged for cause;
- (3) The employee fails to return from a granted leave of absence;
- (4) The employee fails to report for work after a layoff within five days after receipt of notice by registered mail. The Executive Director shall send this notice to return to work to the employee at his/her last-known address; or,
- (5) The employee is laid off for a period of two years.

12.2 Transfers. In case of transfer from one classification of work to another or from one work area unit to another, the employee involved in the transfer shall not lose seniority standing.

12.3 Temporary Vacancies. Temporary vacancies shall be governed by the following rules. If a vacancy lasts less than thirty (30) working days, any available employee may be assigned to fill the job. Should the vacancy be expected to last thirty (30) working days or more, then the posting provisions of the contract will be followed in filling the vacancy. An employee filling a temporary vacancy under this clause shall have the right to return to their previous position when the temporary vacancy is over. If said vacancy is paid at a higher rate of pay, the employee filling such vacancy shall receive the higher rate of pay.

12.4 Vacancies and Newly Created Positions. Notice of all Union vacancies and newly-created positions shall be posted for five days on the employee bulletin boards before they are posted externally or on the KRLS website. Filling of vacancies shall be at the sole discretion of the Employer and such decisions shall not be subject to the grievance procedure of this Agreement. During the five day internal posting time period, KRLS employees will be given first consideration based upon qualifications. If a current employee is selected to fill a vacant or newly-created position and the movement results in a promotion for the employee, the employee shall move to the new grade and be placed on the lowest step of the grade that results in an increase in pay from their previous position, plus one additional step.

12.5 Notice. Employer shall provide notice and a hard or electronic copy to the AFSCME Chapter Chair of all vacancies and newly created positions including temporary vacancies.

12.6 Seniority Lists. Seniority lists shall be brought up-to-date on January 1 of each calendar year and copies will be provided upon request. A copy of the seniority list shall also be sent to the President of the Union. The Union shall have until January 31 to report errors in the list. The employer shall make all necessary corrections and re-post once completed.

ARTICLE 13. LAYOFF AND RECALL

13.1 The Employer may lay off an employee by reason of abolishing a position, shortage of funds, or shortage of work.

In the event of a layoff or reduction in force, the Employer will provide written notice to the Union of the effective date and the number of employees affected by the anticipated layoff. This notice will be given at least 60 days in advance, or as soon as practicable and, if known, shall include the estimated length of the layoff period. The notice period will begin to run from the date the notice is sent. Employer and Union agree that any notice provided in calendar year 2025 will suffice for potential layoffs in January, February, or March of 2026.

13.2 Layoff. In the event of a layoff, the least senior employee shall be laid off. In the event of the elimination of a senior employee's job, that senior employee may bump any employee with less seniority within their branch location, provided that the more senior employee is qualified for the position. The bumped employee may then bump any employee with less seniority within the branch location provided he/she is qualified for the position. This procedure shall continue until an employee does not have seniority or the qualifications to take a position and then that person shall be laid off. Employees choosing this option will provide written notice to the employer stating their intent to bump.

In following this procedure, a full-time employee shall not be required to bump a part time position. Each employee displaced by another in the event of elimination of a position shall not exercise his/her seniority and qualifications to take another position until the bumping employee is trained to the satisfaction of the administrator or his/her designee.

13.3 Recall Rights. Employees shall be recalled to work in reverse order of their lay off provided that they are qualified to perform the available work. Notice of recall shall be by certified mail to the last mailing address which the employee has furnished to the Employer. A recalled employee must respond and report to work within fourteen (14) calendar days of notice of recall. An offer of recall returned by the post office will constitute a refusal of the recall offer. Failure to respond on time to a recall shall constitute refusal of the offer and forfeiture of all rights of recall. Recall rights shall cease twenty-four (24) months after the employee is laid off. No new hires will fill vacancies and/or new positions when there is a qualified employee in lay off status available to be recalled.

ARTICLE 14. DISCIPLINE AND DISCHARGE

14.1 Initial minor infractions, irregularities, or deficiencies in an Employee's performance shall first be privately brought to the attention of the Employee. The Employer shall discipline employees only for just cause.

14.2 Progressive Discipline: Discipline may take the following forms in no particular order, as warranted by the circumstances:

- Oral Reprimand
- Written Reprimand
- Suspension (without pay)
- Demotion
- Discharge

14.3 Grievance Procedure. An employee may appeal discipline through the grievance procedure.

14.4 Union Representation. The Employer shall not question an Employee during an investigation that may lead to disciplinary action unless the Employee has been given an opportunity to have a Union representative present at such questioning.

When any disciplinary action more severe than an oral reprimand is intended, the Employer shall, before or at the time such action is taken, notify the Employee, in writing, of the specific reason(s) for such action.

14.5 Copies of Discipline. Employees shall receive copies of any disciplinary action and a copy of such shall be forwarded to the Union Representative unless the employee objects to sending the Union the copy.

14.6 Personnel Files. Personnel files shall be maintained in accordance with the Minnesota Government Data Practices Act, section 13.43, and other applicable law.

ARTICLE 15. GRIEVANCE PROCEDURE

15.1 Definition of a Grievance. A grievance is defined as a dispute or disagreement as to the interpretation or application of the specific terms and conditions of this Agreement.

15.2 Union Representatives. The Employer will recognize representatives designated by the Union as the grievance representatives of the bargaining unit having the duties and responsibilities established by this article. The Union shall notify the Employer, in writing, of the names of the Union representatives and of their successors.

15.3 Processing a Grievance. It is recognized and accepted by the Union and the Employer that the processing of a grievance as hereinafter provided is limited by the job duties and responsibilities of the employees and shall therefore be accomplished during normal working hours only when consistent with such employee duties and responsibilities. The aggrieved employee and a Union representative shall be allowed a reasonable amount of time, without loss in pay (during their normal working hours), when a grievance is presented to the Employer during normal working hours provided that the employee and the Union representative have notified and received the approval of the designated supervisor who has determined that such absence is reasonable and would not be detrimental to the work programs of the Employer. All grievances must follow the steps designated herein.

15.4 Grievance Procedure. Grievances, as defined by this article shall be resolved in conformance with the following procedure:

Step 1 - Informal. An employee claiming a violation concerning the interpretation or application of this Agreement, shall within fourteen (14) calendar days after such alleged violation has occurred, or such time as the employee reasonably should be aware of the event giving rise to the grievance, present such grievance to the employee's immediate

supervisor as designated by the Employer. The supervisor will discuss and give an answer to such Step I grievance within seven (7) calendar days after receipt. A grievance not resolved in Step I and appealed to Step 2 shall be placed in writing setting forth the nature of the grievance, the facts on which it is based, the provision or provisions of this Agreement allegedly violated, the remedy requested, and shall be appealed to Step 2 within ten (10) calendar days after the supervisor's final answer in Step I. Any grievance not appealed in writing to Step 2 by the Union within ten (10) calendar days shall be considered waived.

Step 2 - Formal. If appealed, the written grievance shall be presented by the Union and discussed with the Employer-designated Step 2 representative. Such meeting shall be held within seven (7) calendar days. The Employer designee shall give the Union the Employer's Step 2 answer, in writing, within seven (7) calendar days after receipt of such Step 2 grievance. A grievance not resolved in Step 2 may be appealed to Step 3 within ten (10) calendar days following the Employer designee's final Step 2 answer. Any grievance not appealed in writing to Step 3 by the Union within ten (10) calendar days shall be considered waived.

Step 3 - Executive Director. If appealed, the written grievance shall be presented by the Union and discussed with the Executive Director or designee. Such meeting may be waived by agreement of the parties. The Employer-designated representative shall give the Union the Employer's answer in writing within seven (7) calendar days after receipt of such Step 3 grievance. A grievance not resolved in Step 3 may be appealed to Step 4 within ten (10) calendar days following the Executive Director or designee's final answer in Step 3. Any grievance not appealed in writing to Step 4 by the Union within ten (10) calendar days shall be considered waived.

Step 4 – Personnel Committee. If appealed, the written grievance shall be presented by the Union and discussed with the Personnel Committee or designee(s). Such meeting may be waived by agreement of the parties. The Employer-designated representative shall give the Union the Employer's answer in writing within seven (7) calendar days after receipt of such Step 4 grievance. A grievance not resolved in Step 4 may be appealed to Step 5 within ten (10) calendar days following the Personnel Committee's or designee's final answer in Step 4. Any grievance not appealed in writing to Step 5 by the Union within ten (10) calendar days shall be considered waived.

Step 5 - Mediation. If the grievance is not resolved in Step 4 of the grievance procedure, the grievance may be submitted by mutual agreement to the State of Minnesota, Bureau of Mediation Services (BMS) for mediation within ten (10) calendar days after the Employer's answer in Step 4. It is recognized by the parties that the intervention of BMS does not preclude either party from proceeding to arbitration. The use of the BMS is for a possible mediated resolution only.

Step 6 - Arbitration. If the grievance is not resolved at Step 4 or Step 5, it may be appealed to binding arbitration upon the filing of a "Notice of Intent to Arbitrate" with the BMS and Employer within ten (10) calendar days after the mailing of the Employer's written answer at Step 4 or within ten (10) calendar days after the conclusion of a mediation meeting

under Step 5 of the grievance procedure, whichever is later. The selection of an arbitrator shall be made in accordance with the "Rules Governing the Arbitration of Grievances" as established by the Bureau of Mediation Services.

15.5 Arbitrator's Authority. The Arbitrator shall have no right to amend, modify, nullify, ignore, add to, or subtract from the terms and conditions of the contract. The Arbitrator shall consider and decide only the specific issue(s) submitted in writing by the Employer and the employee and the Union, and shall have no authority to make a decision on any other issue not so submitted. The Arbitrator's decision shall be submitted in writing within thirty (30) days following close of the hearing or the submission of briefs, by the parties, whichever be later, unless the parties agree to an extension. The Arbitrator shall be without power to make decisions contrary to or inconsistent with or modifying or varying in any way, the application of laws, ordinances, or rules and regulations having the force and effect of law. The decision shall be based solely on the Arbitrator's interpretation or application of the express terms of this Agreement and on the facts of the grievance presented. The parties may, by mutual written agreement agree to submit more than one grievance to the Arbitrator provided that each grievance will be considered as a separate issue and each on its own merits. The fees and expenses for Arbitrator's services and proceedings shall be borne equally by the Employer and the Union. Each party shall be responsible for compensating its own representative and witnesses. If either party desires a verbatim record of the proceedings it may cause such a record to be made, provided it pays for such record. If both parties desire a verbatim record of the proceedings, the cost shall be borne equally.

15.6 Waiver. If a grievance is not presented within the time limits set forth above, it shall be considered "waived." If a grievance is not appealed to the next step within the specified time limit or any agreed extension thereof, it shall be considered settled on the basis of the Employer's last answer. If the Employer does not answer a grievance or an appeal thereof within the specified time limits, the Union may elect to treat the grievance as denied at that step and appeal the grievance to the next step. The time limit in each step may be extended by mutual written agreement of the Employer and the Union in each step.

15.7 Election of Remedies. Employees who are covered under the provisions of the Minnesota Veterans Preference Act ("VPA") must choose between the Grievance Procedure in this Agreement or the statutory process outlined in the VPA to challenge a termination or removal decision by the employer. If a Veteran employee elects to appeal a termination or removal decision under the VPA, the Veteran employee is precluded from filing a grievance under this Agreement.

ARTICLE 16. WAGES

16.1 Employees shall be paid in accordance with Appendix A attached hereto and made part of this Agreement.

ARTICLE 17. GENERAL PROVISIONS

17.1 Job Description. In the event an employee's job description is changed, the affected employee and the Union shall be notified of such change and shall receive a copy of the new job

description.

17.2 The Union shall be permitted the use of the bulletin boards located on the premises of the Employer for posting of matters of interest to its members. Representatives of the American Federation of State, County and Municipal Employees, AFL-CIO, shall have access to the premises of the Employee at reasonable times and subject to reasonable rules to investigate grievances and other problems with which they are concerned.

17.3 The Employer shall notify the union when a Union member's position changes, including departmental duties and pay level changes after the employee and Supervisor are notified.

17.4 The Employer shall notify the union monthly with a status report of the following: new hires (with date of hire); separations/terminations from employment (with date of separation); employees on leave of absence (with dates).

17.5 Inclement Weather. In the event of hazardous weather which necessitates closing the Employer's work site, employees shall receive their regularly scheduled shift pay for any hours they were scheduled to work.

17.6 A member of this bargaining unit will participate on certain standing committees including the Safety and Wellness Team, Internet/Electronic Resources committee, Winter/Summer Reading committee, and the Outreach committee.

17.7 Educational Development. The Employer shall reimburse employees in an amount equal to 100% of required tuition and registration fees for all approved educational courses, seminars, workshops, and conventions that employees choose to attend to advance their knowledge and education or is required by the employer to attend. Advance approval must be received by the employee and it must be directly related to requesting employee's job function.

17.8 Subcontracting. During this Agreement, the Library will not subcontract work of current employees.

17.9 There shall be no replacement of regularly scheduled employees by casual workers.

17.10 Two (2) weeks of written notice of the employee's desire to terminate employment shall be given to the Employer by the employee.

ARTICLE 18. MEET AND CONFER

18.1 Meet and Confer. During the duration of this Agreement the Employer and Union may mutually agree to meet and confer regarding non-negotiable matters and issues of mutual concern.

ARTICLE 19. COMPLETE AGREEMENT AND WAIVER OF BARGAINING

19.1 This Agreement shall represent the complete Agreement between the Union and the Employer. The parties acknowledge that during the negotiations which resulted in this Agreement, each had the unlimited right and opportunity to make requests and proposals with

respect to any subject or matter not removed by law from the area of collective bargaining and that the complete understandings and agreements arrived at by the parties after the exercise of that right and opportunity are set forth in this Agreement. Therefore, the Employer and the Union, for the life of this Agreement, each voluntarily and unqualifiedly waives the right, and each agrees that the others shall not be obligated to bargain collectively with respect to any subject or matter referred to or covered in this Agreement or with respect to any subject or matter not specifically referred to or covered in this Agreement, even though such subject or matter may not have been within the knowledge or contemplation of either or both of the parties at the time that they negotiated or signed this Agreement.

ARTICLE 20. SAVINGS CLAUSE

20.1 This Agreement is subject to the laws of the United States and the State of Minnesota. To the extent a provision of this Agreement is declared to be contrary to law by a court of final jurisdiction or administrative ruling or is in violation of legislation or administrative regulations, said provision shall be void and of no effect. All other provisions of this Agreement shall continue in full force and effect. The parties agree to immediately meet and negotiate a substitute for the invalidated provision.

ARTICLE 21. NO STRIKE/NO LOCKOUT

21.1 The Union agrees that during the life of this Agreement neither the Union, its officers or agents, nor any of the employees covered by this Agreement will cause, encourage, participate in, or support any strike, sympathy strike, slowdown, mass absenteeism, mass resignation, or other interruption of or interference with the operation of the Employer, except as specifically allowed by the Public Employment Labor Relations Act of 1971, as amended. In the event that an employee violates this article, the Union, including officers and stewards, shall immediately notify any such employees in writing to cease and desist from such action and shall instruct them to immediately return to their normal duties. Any or all employees who violate any of the provisions of this article may be discharged or otherwise disciplined.

21.2 The Employer agrees that, during the life of this agreement, it will not engage in an illegal lockout.

ARTICLE 22. SEVERABILITY

22.1 The provisions of this Agreement shall be severable, and if any provision thereof or the application of any such provision under any circumstances is held invalid, it shall not affect any other provision of this Agreement or the application of any other provision thereof. The parties hereto shall meet and negotiate a replacement provision for any such provision held invalid.

ARTICLE 23. SUCCESSORS & ASSIGNS

23.1 This collective bargaining agreement/contract will be fully and completely binding upon any successor or assigns, subsequent purchaser or management group or company, whether temporarily in place or permanently, and KRLS will convey this legal necessity to any subsequent successor or assigns, purchaser or management prior to any conveyance or any kind and no term,

obligation or provision herein will be modified, altered or changed in any respect whatsoever by any successor or assign, subsequent purchaser or management. Prior to any consolidation, merger, affiliation, sale, transfer or assignment of any part of the KRLS, the acquiring entity will agree, in writing, to recognize AFSCME Council 65 (or its successor) and agree to be bound by the terms of this Agreement/contract.

ARTICLE 24. TERMINATION AND MODIFICATION

24.1 This Agreement shall be effective as of the date of its ratification retroactive to January 1, 2026 and shall remain in full force and effect through December 31, 2028. It shall be automatically renewed from year to year thereafter unless either party shall notify the other party in writing at least sixty (60) days prior to the expiration date set forth above that it desires to change or modify this Agreement.

IN WITNESS THEREOF, the parties have signed the AGREEMENT on the dates indicated:

KITCHIGAMI REGIONAL LIBRARY
SYSTEM

AFSCME, AFL-CIO
COUNCIL NO. 65,
LOCAL UNION 210

Tom Krueger
Chair, KRLS Board

Troy Bauch
AFSCME C65 Field Director

Melissa Brechon
Executive Director

Mary Beth Durham
Local 210-13 Chapter Chair

Jessica Nelson
Local 210-13 Vice Chair

Melissa Dingman
Local 210-13 Secretary

Dated: _____

Dated: _____

APPENDIX A
Kitchigami Regional Library System
Pay Range

Pay Grade	Classification
17	Regional Programs Coordinator
16	Library Assistant IV
15	HR Generalist
14	Admin Assistant
13	Acquisitions Assistant Library Assistant III <u>ILL/Collection Development</u>
10	<u>Outreach Assistant II</u>
9	Custodian II
8	ILL Assistant Library Assistant II <u>Outreach Assistant I</u>
7	Delivery Driver
5	Processor Library Assistant I
2	Custodian I Delivery Clerk

2026 KRLS Union Wage Scale

Job Title	Grades	2026 Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12	Step 13
Regional Program Coordinator	17	\$24.74	\$25.24	\$25.74	\$26.26	\$26.78	\$27.32	\$27.87	\$28.42	\$28.99	\$29.57	\$30.16	\$30.77	
Library Assistant IV	16	\$23.56	\$24.03	\$24.51	\$25.00	\$25.50	\$26.01	\$26.53	\$27.07	\$27.61	\$28.16	\$28.72	\$29.30	
HR Generalist	15	\$22.79	\$23.24	\$23.71	\$24.18	\$24.66	\$25.16	\$25.66	\$26.17	\$26.70	\$27.23	\$27.78	\$28.33	
Admin Assistant	14	\$21.70	\$22.13	\$22.58	\$23.03	\$23.49	\$23.96	\$24.44	\$24.93	\$25.43	\$25.93	\$26.45	\$26.98	
ILL Assistant/Collection Development	13	\$20.67	\$21.08	\$21.50	\$21.93	\$22.37	\$22.82	\$23.28	\$23.74	\$24.22	\$24.70	\$25.20	\$25.70	
Acquisitions Assistant	13	\$20.67	\$21.08	\$21.50	\$21.93	\$22.37	\$22.82	\$23.28	\$23.74	\$24.22	\$24.70	\$25.20	\$25.70	
Library Assistant III	13	\$20.67	\$21.08	\$21.50	\$21.93	\$22.37	\$22.82	\$23.28	\$23.74	\$24.22	\$24.70	\$25.20	\$25.70	
Outreach Assistant II	10	\$18.35	\$18.72	\$19.09	\$19.48	\$19.87	\$20.26	\$20.67	\$21.08	\$21.50	\$21.93	\$22.37	\$22.82	
Custodian II	9	\$17.68	\$18.03	\$18.40	\$18.76	\$19.14	\$19.52	\$19.91	\$20.31	\$20.72	\$21.13	\$21.55	\$21.98	
Outreach Assistant I	8	\$17.08	\$17.42	\$17.77	\$18.13	\$18.49	\$18.86	\$19.24	\$19.62	\$20.01	\$20.41	\$20.82	\$21.24	
Library Assistant II	8	\$17.08	\$17.42	\$17.77	\$18.13	\$18.49	\$18.86	\$19.24	\$19.62	\$20.01	\$20.41	\$20.82	\$21.24	
Delivery Driver	7	\$16.52	\$16.85	\$17.18	\$17.53	\$17.88	\$18.24	\$18.60	\$18.97	\$19.35	\$19.74	\$20.13	\$20.54	
Processor	5	\$15.51	\$15.82	\$16.13	\$16.46	\$16.79	\$17.12	\$17.47	\$17.81	\$18.17	\$18.53	\$18.90	\$19.28	
Library Assistant I	5	\$15.51	\$15.82	\$16.13	\$16.46	\$16.79	\$17.12	\$17.47	\$17.81	\$18.17	\$18.53	\$18.90	\$19.28	
Custodian I	2	\$14.26	\$14.55	\$14.84	\$15.13	\$15.44	\$15.74	\$16.06	\$16.38	\$16.71	\$17.04	\$17.38	\$17.73	
Delivery Clerk	2	\$14.26	\$14.55	\$14.84	\$15.13	\$15.44	\$15.74	\$16.06	\$16.38	\$16.71	\$17.04	\$17.38	\$17.73	

2027 KRLS Union Wage Scale

Job Title	Grades	2027 Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12	Step 13
Regional Program Coordinator	17	\$24.99	\$25.49	\$26.00	\$26.52	\$27.05	\$27.59	\$28.14	\$28.70	\$29.28	\$29.86	\$30.46	\$31.07	\$31.69
Library Assistant IV	16	\$23.79	\$24.27	\$24.75	\$25.25	\$25.75	\$26.27	\$26.79	\$27.33	\$27.88	\$28.44	\$29.00	\$29.58	\$30.18
HR Generalist	15	\$23.01	\$23.47	\$23.94	\$24.42	\$24.91	\$25.40	\$25.91	\$26.43	\$26.96	\$27.50	\$28.05	\$28.61	\$29.18
Admin Assistant	14	\$21.91	\$22.35	\$22.80	\$23.25	\$23.72	\$24.19	\$24.68	\$25.17	\$25.68	\$26.19	\$26.71	\$27.25	\$27.79
ILL Assistant/Collection Development	13	\$20.87	\$21.29	\$21.72	\$22.15	\$22.59	\$23.04	\$23.51	\$23.98	\$24.46	\$24.94	\$25.44	\$25.95	\$26.47
Acquisitions Assistant	13	\$20.87	\$21.29	\$21.72	\$22.15	\$22.59	\$23.04	\$23.51	\$23.98	\$24.46	\$24.94	\$25.44	\$25.95	\$26.47
Library Assistant III	13	\$20.87	\$21.29	\$21.72	\$22.15	\$22.59	\$23.04	\$23.51	\$23.98	\$24.46	\$24.94	\$25.44	\$25.95	\$26.47
Outreach Assistant II	10	\$17.99	\$18.90	\$19.28	\$19.67	\$20.06	\$20.46	\$20.87	\$21.29	\$21.71	\$22.15	\$22.59	\$23.04	\$23.50
Custodian II	9	\$17.85	\$18.21	\$18.58	\$18.95	\$19.33	\$19.71	\$20.11	\$20.51	\$20.92	\$21.34	\$21.76	\$22.20	\$22.64
Outreach Assistant I	8	\$17.25	\$17.59	\$17.95	\$18.30	\$18.67	\$19.04	\$19.42	\$19.81	\$20.21	\$20.61	\$21.03	\$21.45	\$21.87
Library Assistant II	8	\$17.25	\$17.59	\$17.95	\$18.30	\$18.67	\$19.04	\$19.42	\$19.81	\$20.21	\$20.61	\$21.03	\$21.45	\$21.87
Delivery Driver	7	\$16.68	\$17.01	\$17.35	\$17.70	\$18.05	\$18.41	\$18.78	\$19.16	\$19.54	\$19.93	\$20.33	\$20.74	\$21.15
Processor	5	\$15.66	\$15.97	\$16.29	\$16.62	\$16.95	\$17.29	\$17.64	\$17.99	\$18.35	\$18.72	\$19.09	\$19.47	\$19.86
Library Assistant I	5	\$15.66	\$15.97	\$16.29	\$16.62	\$16.95	\$17.29	\$17.64	\$17.99	\$18.35	\$18.72	\$19.09	\$19.47	\$19.86
Custodian I	2	\$14.40	\$14.69	\$14.98	\$15.28	\$15.59	\$15.90	\$16.22	\$16.54	\$16.87	\$17.21	\$17.55	\$17.90	\$18.26
Delivery Clerk	2	\$14.40	\$14.69	\$14.98	\$15.28	\$15.59	\$15.90	\$16.22	\$16.54	\$16.87	\$17.21	\$17.55	\$17.90	\$18.26

2028 KRLS Union Wage Scale

Job Title	Grades	2028 Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12	Step 13
Regional Program Coordinator	17	\$25.74	\$26.25	\$26.78	\$27.31	\$27.86	\$28.41	\$28.98	\$29.56	\$30.15	\$30.76	\$31.37	\$32.00	\$32.64
Library Assistant IV	16	\$24.51	\$25.00	\$25.50	\$26.01	\$26.53	\$27.06	\$27.60	\$28.15	\$28.71	\$29.29	\$29.87	\$30.47	\$31.08
HR Generalist	15	\$23.70	\$24.17	\$24.66	\$25.15	\$25.65	\$26.17	\$26.69	\$27.22	\$27.77	\$28.32	\$28.89	\$29.47	\$30.06
Admin Assistant	14	\$22.57	\$23.02	\$23.48	\$23.95	\$24.43	\$24.92	\$25.42	\$25.93	\$26.45	\$26.97	\$27.51	\$28.06	\$28.63
ILL Assistant/Collection Development	13	\$21.50	\$21.93	\$22.37	\$22.81	\$23.27	\$23.74	\$24.21	\$24.69	\$25.19	\$25.69	\$26.21	\$26.73	\$27.27
Acquisitions Assistant	13	\$21.50	\$21.93	\$22.37	\$22.81	\$23.27	\$23.74	\$24.21	\$24.69	\$25.19	\$25.69	\$26.21	\$26.73	\$27.27
Library Assistant III	13	\$21.50	\$21.93	\$22.37	\$22.81	\$23.27	\$23.74	\$24.21	\$24.69	\$25.19	\$25.69	\$26.21	\$26.73	\$27.27
Outreach Assistant II	10	\$19.09	\$19.47	\$19.86	\$20.26	\$20.66	\$21.08	\$21.50	\$21.93	\$22.37	\$22.81	\$23.27	\$23.73	\$24.21
Custodian II	9	\$18.39	\$18.76	\$19.13	\$19.52	\$19.91	\$20.30	\$20.71	\$21.12	\$21.55	\$21.98	\$22.42	\$22.87	\$23.32
Outreach Assistant I	8	\$17.77	\$18.12	\$18.48	\$18.85	\$19.23	\$19.61	\$20.01	\$20.41	\$20.82	\$21.23	\$21.66	\$22.09	\$22.53
Library Assistant II	8	\$17.77	\$18.12	\$18.48	\$18.85	\$19.23	\$19.61	\$20.01	\$20.41	\$20.82	\$21.23	\$21.66	\$22.09	\$22.53
Delivery Driver	7	\$17.18	\$17.52	\$17.87	\$18.23	\$18.60	\$18.97	\$19.35	\$19.73	\$20.13	\$20.53	\$20.94	\$21.36	\$21.79
Processor	5	\$16.13	\$16.45	\$16.78	\$17.12	\$17.46	\$17.81	\$18.17	\$18.53	\$18.90	\$19.28	\$19.66	\$20.06	\$20.46
Library Assistant I	5	\$16.13	\$16.45	\$16.78	\$17.12	\$17.46	\$17.81	\$18.17	\$18.53	\$18.90	\$19.28	\$19.66	\$20.06	\$20.46
Custodian I	2	\$14.83	\$15.13	\$15.43	\$15.74	\$16.05	\$16.38	\$16.70	\$17.04	\$17.38	\$17.73	\$18.08	\$18.44	\$18.81
Delivery Clerk	2	\$14.83	\$15.13	\$15.43	\$15.74	\$16.05	\$16.38	\$16.70	\$17.04	\$17.38	\$17.73	\$18.08	\$18.44	\$18.81

7b Pine River State Bank Authorization

Action Request: Approve Pine River State Bank authorization changes for the following KLRS Board members and KRLS staff (Bank requires individual names, signatures, and photo ED).

Background information: Bank Authorization was approved at the November 20, 2025, meeting but at that time individuals were not named. This updated name list along with Board approval will be delivered promptly to the bank.

Add to Checking 4216, Savings 3469, Savings Plus 2620, Carefree Public 1821:

Lynn Eaton, KRLS Board Treasurer

Valerie Squires, KRLS Bookkeeper

Adrienna Nelson, KRLS Bookkeeper, payroll

Melissa Brechon, KRLS Interim Director

Board members with current approval: Tom Krueger, Murlyn Kreklau

Staff members with current approval: Melissa Whatley, Svetlana Lang

Remove the following names: Brent Norman, George Deiss

MOTION MADE BY: _____

SECOND BY: _____

ROLL CALL VOTE: _____ YES _____ NO

7c Beltrami County Libraries Reduction Plan

Action Request: Update only

Background Information: At a Special Board Meeting on February 13, 2026, the Board approved the budget cuts for the Bemidji/Beltrami County Libraries -- \$185,598. Since that time, the Interim Director and Bemidji Branch Manager/Regional Branch Manager have met and put together a reduction plan. It is with great sadness that this update is presented. In the end, there were no good solutions as the reduction in county funding is substantial.

Beltrami County Libraries: Reduction Plan

Beltrami reduced levy to MOE amount. Between Blackduck and Bemidji we need to cut \$185,598 or fund from other sources.

- KRLS will:
 - Cut any planned 2026 promotions / staffing increases
 - Apply \$7,608 funding from KRLS County Levy Buydown Reserve originally earmarked for Beltrami County levy in 2027
 - Make necessary library staffing and services reductions to meet funding commitments of Beltrami County Library partners
- Beltrami County Library Funding Partners:
 - City of Blackduck: \$20,995 levy to KRLS, \$350 contribution to ARR reserve
 - City of Bemidji: \$154,250 levy to KRLS, \$5,647 contribution to ARR reserve
 - Beltrami County: \$265,162 levy to KRLS
 - **Final draft: \$440,407 levy funding available in 2026**
- KRLS funding:
 - \$6,410 Regional Library Telecommunications Aid (RLTA) funding to support internet services in libraries
 - \$22,824 KRLS County Levy Buydown Reserve funding
 - **Final draft: \$29,234 KRLS funding**
- Blackduck Public Library reductions:
 - The Blackduck Community Library will drop one hour of weekly service for 20 weekly hours total; FTE reduced to .975, sub & materials budge funding reduced.
 - July draft: \$81,406 total cost
 - **Final draft: \$73,756 total branch cost (-\$7,650)**

- Bemidji Public Library Reductions
 - The Bemidji Public Library will reduce its weekly service hours to 36 hours total; FTE reduced to 5.125 (.5 paid by KRLS), and materials budget reduced.
 - July draft: \$454,375 total
 - **Final draft: \$395,035 total branch cost (-\$170,340)**
- KRLS examined the essential required services for the library and the personnel necessary for those services and will be making staff reductions based on position and job duties rather than on seniority alone. Two full-time LA III positions will be eliminated and additional reduction in workforce will be required.
- KRLS gave great consideration to the proposal submitted by AFSCME representative Troy Bauch on behalf of the Bemidji Public Library employees, but that proposal was contingent on supplemental funding provided by a donation given to the Bemidji Public Library in 2025. The Bemidji Public Library Advisory Board voted to not release those funds for use for library operations, so the AFSCME proposal was ultimately unsustainable.

Bemidji Public Library Hours 36-hour schedule

Monday: Closed
 Tuesday: 10 AM to 7 PM
 Wednesday: 10 AM to 7 PM
 Thursday: 10 AM to 7 PM
 Friday: 9 AM to 6 PM
 Saturday: Closed
 Sunday: Closed

BELTRAMI COUNTY LIBRARY REDUCTIONS 2026

Total reductions necessary:	\$185,598
2027 county levy buydown:	\$7,608
Blackduck Library:	\$7,650
Operating hours cut from 21 hours to 20 hours	
FTE reduced to .975	
Cuts to sub budget and materials budget	
Bemidji Library:	
Layoffs of two full-time employees + benefits	\$116,202
20 hour LA II position not filled	\$ 18,002
Cuts to materials, training, and sub budgets	\$ 36,136

7d Union Grievances

Action Request: Update only

Background Information: Over the past year, a number of Union grievances have accumulated, and all needed to be resolved. Initial meetings have been held with Union Field Director, Library staff, and Interim Director with movement towards resolution. The Board will be updated on progress at future meetings.

8a Approve Individuals' Paid Leave

Action Request: Approve contract

Background Information: Background information presented in Closed Session

MOTION MADE BY: _____

SECOND BY: _____

ROLL CALL VOTE: _____ YES _____ NO

8b Approve Contract with Pemberton Law Firm

Action Request: Approve contract

Background Information: Background information presented in Closed Session

MOTION MADE BY: _____

SECOND BY: _____

ROLL CALL VOTE: _____ YES _____ NO

8c Approve Contract with Abdo Solutions

Action Request: Approve contract

Background Information: Background information presented in Closed Session

MOTION MADE BY: _____

SECOND BY: _____

ROLL CALL VOTE: _____ YES _____ NO

8d Approve Contract with Interim Director

Action Request: Approve contract

Background Information: Background information presented in Closed Session

MOTION MADE BY: _____

SECOND BY: _____

ROLL CALL VOTE: _____ YES _____ NO

8e Patron / Catalog Computer Upgrade Project

Action Result: That the Board review upcoming Computer Upgrade project and approve the release of funds.

Kitchigami staff work closely with Deerwood Technologies, our IT vendor, to ensure that we are keeping up to date with changes in the IT environment to keep the KRLS systems and data secure. Deerwood estimates approximately \$140,000 would be needed to replace the 64 patron / catalog computers around the region (including network setup and other labor fees).

Microsoft’s Windows 10 operating system reached end of life in October 2025. Microsoft recommends updating to Windows 11. KRLS patron and catalog computers are past their anticipated economic/useful lifespan. Deerwood Technologies recommends upgrading these computers regionally to stay up to date and keep our networks and hardware secured. Staff computers were the first priority and we now need to replace patron and catalog computers.

Branch	Patron / Catalog Computers
Bemidji	14
Blackduck	3
Brainerd	9
Cass Lake	3
Longville	6
Park Rapids	9
Pine River	7
Wadena	9
Walker	4
	64

Regarding current industry conditions that affect pricing:

Over the past several months, the technology sector has experienced industry-wide price increases driven by continued cost escalations from memory, storage, and processor suppliers. These increases are being implemented across the board, and every major vendor has adjusted pricing accordingly. This is not a competitive pricing decision; rather, it reflects a supply-driven market reality that no vendor is able to avoid at this time.

Despite these challenges, Deerwood Technologies has worked diligently with their manufacturing partners and IT distributors to secure the lowest possible pricing for this project. They have negotiated aggressively and evaluated multiple sourcing options to ensure that their proposal and estimate reflects the most competitive rates available in the current market.

MOTION MADE BY: _____

SECOND BY: _____

ROLL CALL VOTE: _____ **YES** _____ **NO**

8f 2025 MN Public Library Annual Report

Action Request: Approve the 2025 State Annual Report

Background Information: This is a report filed yearly with State Library Services in the Department of Education. Once every library submits their report, they are sent on to the Institute of Museum and Library Services where Library Services and Technology Act grants funding that helps the entire state and region with funding. The attached form needs to be signed and mailed after approval

MOTION MADE BY: _____

SECOND BY: _____

ROLL CALL VOTE: _____ YES _____ NO

2025 Minnesota Public Library Annual Report Approval Form

Minnesota Statutes 134.13 requires the board of a public library to submit an annual report to the Minnesota Department of Education no later than April 1 each year.

Please print the name of the library submitting this form below.

Kitchigami Regional Library

Name of Library

I certify that I have read the library's annual report and approve its submission to the Minnesota Department of Education, State Library Services.

Signature and Date of Library Board President/City or County Representative

Tom Krueger

Printed Name of Library Board President/City or County Representative

Signature and Date of Library Director

Melissa Brechon, Interim Director

Printed Name of Library Director

Please return this signed form by mail, email, or fax to:

State Library Services
Minnesota Department of Education
400 NE Stinson Blvd
Minneapolis, MN 55413

Email: verena.getahun@state.mn.us

Fax: 651-582-8752



MINUTES

Council - Work Session Meeting

6:00 PM - Monday, March 23, 2026

City Hall, 8 Summit Drive, Blackduck MN

The Council - Work Session of the City of Blackduck was called to order on Monday, March 23, 2026, at 6:00 PM, in the City Hall, 8 Summit Drive, Blackduck MN, with the following members present:

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

COUNCILORS EXCUSED: Councilor Donald Johnson

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

OTHERS PRESENT: Tim Ramerth and Steve Emery of Widseth

1 CALL TO ORDER

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

2 APPROVAL OF AGENDA

- a)

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

Carried 4 to 0

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

3 OLD BUSINESS

- a) Blackduck Lift Station Project -
Regas provided an updated proposal from Widseth for the administration of the project; updated quotes from Midwest Pumpworks; and a 15 & 20 year term debt schedule on the project for discussion.

Ramerth introduced Emery stating he will lead the project moving forward. Ramerth updated the proposal to include the Drake Motel lift station and equipment. Ramerth states the Drake Motel Lift station will be relocated when updated for better access. Ramerth states the design and construction observation is included in the proposal.

Regas will provide the proposal for approval from council on April 4, 2026.

Regas reports Ehlers states there are no obstacles tailoring the bids under Statute 115; project costs are estimated at \$600,000 at this point with \$49,000 for cost of issuance. Regas states there may be an additional piece of equipment added to the project for jetting and cleaning lines. Regas states the City will not save money if the project goes to 20 years. Regas has not completed projects on annual tax levy until the city chooses which term the board would like to move ahead with. Regas states under Statute 115 the City can levy a portion of the debt and use wastewater revenue and the ratio can change annually based on the city need. Regas states originally the city planned on the project for \$300,000 and only using wastewater revenue to pay the bond. Gulette asked why the city would levy for debt now. Regas states the project got bigger by adding the need for updating the Drake Motel Lift Station and adding the Generator. Gulette asked why the city would not use funds from wastewater (\$300,000) and then bond for the additional \$300,000. Regas states the City would have bonded regardless, the city does not have \$300,000 in cash to pay the project. Councilor Hamilton confirmed the city would not gain much savings going to a 20 year term. Regas confirmed the rates and cost of issuance would be the same and on the back end of the debt would pay more in interest. Regas will present debt obligation estimates from levy/wastewater fund to the council on the 15 year term bond for April 4.

Schwanke states the Jetter Trailer & Vac Trailer is a way the city can maintain lines where roots build up and other items that end up in the lines. Schwanke states this would be the last piece of equipment that would be part of the project.

Schwanke states the city should continue moving forward with the process assuming the project will go ahead. Regas will present debt schedules with the new project cost.

b) Blackduck Police Department & Beltrami County Sheriff Partnership

City Council members discussed the feedback and questions from the public hearing. Regas requests the council decide if a second public hearing is needed or not and if so when. Hamilton asked if the City received any feedback from the public since the hearing. Regas had not received further feedback. Schwanke states the feedback he receives is that the City would be better not paying for extra coverage from the county. Regas cautioned the board on that path as it could become a financial issue if the city doesn't levy for the funds in one year and then the next want to. Hamilton states she is not in favor of that option. Councilor Seitz states a law enforcement presence is needed in town. Gulette states he hears feedback regarding how hard it is to keep people on staff and not many people want to see the department go. Board members state they still want a good relation with the school and law enforcement. Council member Fredrickson states he does not think another public hearing is needed. Board members agreed to not hold an additional public hearing but will continue to speak to residents and share feedback at meetings then make an goal to have a decision at the June 2026 council meeting.

c) KRLS Library Facility Renovation - Review Budget & Proposed Signage for Building

Regas reports the need to have Councilor Hamilton attend KRLS meetings in Councilor Johnson's absence. Hamilton agreed to attend as the alternate.

Regas provided a proof of new lighted signage for the building with the new logo and is awaiting a quote for cost from the vendor. Board members stated they liked the concept of the signage and that it was lit. Nothing further.

d) Lions Duck & Historic Duck Project - Completion Deadline - August 1, 2026 for Grant Funding Use

Regas reminds the board that the grant funding from Blandin is due to use up by

August 1st and the project needs action. Regas will discuss with the Fire Relief President if they are ready to move forward on their part of the project. Regas will report what funds from the grant are left to use April 4.

- e) Blackduck City Hall Facility Plans - Electrical & Communication Relocation
Regas reports that the communication cables will need routing in addition to the electrical. Regas provided the quote from Beltrami Electric and stated the Paul Bunyan Communications will not charge the City for the communication line routing changes. Regas provided one quote from Bessler's for the electrical updates including costs to update the old panel and disconnect the old boiler that was on off peak at one point. Regas is awaiting a second quote from Crunden's and will have them for consideration on April 4.

4 NEW BUSINESS

- a) Public Hearing Notice - Wastewater System Improvements Public Hearing - April 20, 2026
Ramerth states the Facility Plan should be approved by Resolution on April 4th and the Public hearing should be announced and held on April 20th. Regas states after the public hearing the City will apply for Public Priority List for Wastewater. Gullette called for the public hearing. Nothing further.

5 ADJOURNMENT

- a)

Laurie Hamilton moved to adjourn the meeting at 7:01pm Nicholas Seitz seconded the motion.

Carried 4 to 0

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

Christina Regas, City Administrator

Maxwell Gullette, Mayor



CITY OF BLACKDUCK

CITY HALL COMMITTEE MEETING MINUTES

FRIDAY, MARCH 27, 2026 @ 2PM

BLACKDUCK CITY HALL

The City Hall Committee met at Blackduck City Hall on Friday, March 27, 2026 @ 2pm.

Committee members present: Christina Regas, Nick Seitz, Kayla Smischney, and Mike Schwanke

OLD BUSINESS:

Committee members present discussed the following action items for Blackduck City Hall:

1. Electrical Relocation – Regas reported the current quotes from Beltrami Electric and Bessler Electric. Regas reports a second quote from Crunden Electric is coming in. Nothing further.
2. Beltrami Electric USDA Funding Deadline – Committee members discussed the potential use of the funds on a new building. Regas stated the funds are only to be used on the proposed project to which it was awarded for. Regas stated there would be a deadline on the use of the funds of which may extend beyond the ability to rebuild.
3. Discussion of Potential new City Hall Facility or Relocation - Regas states at this time the best financial option would be to use the law enforcement offices for city hall use, but the facility does not help for council chambers. Schwanke states if an addition is added to the building that would be possible. Smischney asks if that is a potential savings. Schwanke states the existing building is not worth putting funds into past the electrical needs. Schwanke states adding on to the law enforcement side would not cost much, you only need an area for the council area, there is already restrooms etc. Regas states the building would need a remodel to accommodate the traffic from the public and the DMV. Schwanke states his concern is the amount of public traffic that would be down in the area of public works with heavy equipment in and out. Regas states eliminating one facility is the best option. Schwanke states he does not see it as a good fit. Seitz states that no one on the board would want city hall to move in that location. Schwanke states he believes the committee's recommendation to the council is a serious look into a new facility, a price tag and build it on the vacant parcel on Railroad Ave. Regas agrees stating the facility would still be downtown and walkable to other services.

Schwanke states he could ask the staff at Northwoods Lumber to give a cost per square feet of a new square building. Schwanke states the building needs to be square. Regas states it needs to have ample room for public meetings, a public restroom, separate offices for the DMV and more exits. Regas states the building needs to accommodate elections and have that traffic separate from the daily DMV and resident traffic. Committee members sketched out a draft area for the building to configure all areas of use, storage, restrooms and public



CITY OF BLACKDUCK

CITY HALL COMMITTEE MEETING MINUTES

FRIDAY, MARCH 27, 2026 @ 2PM

meeting area with a separate entrance. Committee members finished a draft of a building that is roughly 60' x 60' City Streets Every King in Slab on Grade, all plumbing is on one side.

Schwanke states a breakroom could be factored in. Regas states the need to have enough space for the public that enters for the DMV and to have the Admin office accessible to the traffic area to the DMV. Schwanke believes more people will get on board supporting a new facility than supporting updates to the existing building. Schwanke will get rough estimates for a slab on grade, stick built, spray foam insulation facility that is 60' x 60' in size.

Minutes submitted by Christina Regas, City Administrator

Beltrami County HMP Planning Team Meeting #1

3/18/26 Meeting Summary & Documentation

Synopsis: On March 18, 2026 Beltrami County Emergency Management convened key county, city, and township representatives, as well as neighboring jurisdictions and other stakeholders to participate in the 1st Planning Team Meeting for the update of the Beltrami County Hazard Mitigation Plan (HMP). The meeting was held via Zoom webinar video conference and was facilitated by Stacey Stark and Bonnie Hundrieser of the U-Spatial@UMD project team.

The purpose of the meeting was to present on the update of the Beltrami County HMP update and gather stakeholder feedback on several key discussion items, including:

- 1) Prioritization of the natural hazards to be profiled in the plan,
- 2) Identification of local vulnerabilities (i.e., infrastructure and populations),
- 3) Ideas for local mitigation actions for implementation, and
- 4) Review of FEMA Hazard Mitigation Assistance grant funding opportunities.

Stakeholder Invitations: Beltrami County Emergency Management invited all stakeholders included on the county's HMP Update Jurisdictional Contact List, which includes the key County Contacts, City Contacts, Township Contacts, Other Stakeholder Contacts, and Neighboring Jurisdiction Contacts identified to be invited to participate in the plan update process. Stakeholders were encouraged to engage additional staff or to send someone in their stead if they could not attend.

Presentation Overview: The Power Point presentation covered the following items:

- Welcome & Introductions
- Meeting Purpose & Agenda
- Overview of HMP Key Points
- Overview of Plan Content (Hazard Identification, Risk Assessment, Vulnerability Analysis, Update of Hazard Prioritization)
- Overview of Mitigation Actions and FEMA Grants
- Overview of Mitigation Strategies for the development of mitigation actions
- Discussion of ideas for local mitigation ideas
- Overview of Next Steps following Planning Team Meeting #1

Documentation:

The following meeting summary includes documentation of the jurisdictional and other related stakeholders that participated in the meeting, poll results, list of updated prioritization of hazards, other meeting discussion, and information on the FEMA Hazard Mitigation Assistance Grant Program.

A copy of the meeting invitation and a handout of the Power Point presentation slides accompany this meeting summary.

Meeting Participants (27)

Following is a list of representatives that participated in Planning Team Meeting #1. These individuals will be noted as part the formal planning team recorded in the Beltrami County HMP Update.

Name	Agency/Organization	Participant Title
Chris Muller	Beltrami County Sheriff's Office / Emergency Management	Emergency Management Director
Brent Rud	Beltrami County Environmental Services	Environmental Services Director
JoDee Treat	Beltrami County	Auditor-Treasurer
Anne Lindseth	Beltrami County HHS	Health and Human Services Director
Amy Bowles	Beltrami County	Public Health Director
Kevin Trappe	Beltrami County	GIS Director
John Carlson	Beltrami County	Commissioner
Brent Kinn	Beltrami County	Maintenance Supervisor
Michael Mastin	City of Bemidji Police Dept.	Chief of Police
Jenna Roberts	City of Bemidji	Assistant City Engineer
Jamin Carlson	City of Bemidji	Planning Director
Christina Regas	City of Blackduck	City Administrator
Jennifer Trammell	City of Solway	Clerk
John Simmons	Roosevelt Township	Chair, town board
Pete Fredrickson	Bemidji Township	Administrator
Dale Bergquist	Lammers Township	Supervisor
Kayley Stevens	Grant Valley Township	Clerk
Joanne Barfknecht	Taylor Township	Treasurer
Jon Hunt	Ten Lake Township	Board Supervisor
Ashley Peterson	Sanford Health	Emergency Management Specialist
Jeff Marjamaa	MN DNR	Natural Resource Specialist
Pete Harrion	MN DNR	Park Manager
Michael Palmer	MN DNR	Regional Firewise Specialist
Jennifer Olson	HSEM	Regional Program Coordinator - NW MN
Michael Stansberry	U.S. Forest Service-Chippewa National Forest	Forest Supervisor
Jeff Nelson	Kelliher public School ISD 36	Superintendent
Owen Fifield	American Red Cross Serving Northern and Central Minnesota	Community Disaster Program Manager

Discussion Polls

The presentation included several polling questions to generate discussion and gather specific feedback from participants that would be used to support public outreach, identify local vulnerabilities, and determine the updated prioritization of hazards for inclusion in the plan. Following are the polling questions and participant responses.

Poll 1, Question 1

Are there any factors in your community that may have increased the community's vulnerability? (e.g. new development, increasing unhoused population, recent wildfire, loss of a major employer, recent drought, aging infrastructure).

Brent Rud	storm damage - wildfire risk	
Jon Hunt	Loss of many trees due to the last storm. Poor housing conditions on tribal lands.	Ten Lake Township.
Michael Mastin	Recent wind storm- 9,000,000 trees damaged- Increase Wildfires	Beltrami County
John Simmons	none	Roosevelt TWP
John Carlson	Loss of tree cover	Bemidji
Jenna Roberts	increased unhoused population, recent derecho, aging infrastructure	City of Bemidji
Pete Harrion	prescribed burning reduction/wildfire fuel loading	Bemidji and surrounding townships
JoDee Treat	Fire hazard from downed trees due to the recent wind storm.	
Jamin Carlson	Unhoused population, wildfire danger from June storm.	City of Bemidji
Pete Fredrickson	Fire hazard locations where individuals are unable to clean up downed trees from the June storm.	Bemidji Township
Amy Bowles	aging infrastructure, closing on elementary school, unhoused children, recent wind storm with homes not being fixed or fixed properly, food deserts, and lack of employment outside of Bemidji.	
Kayley Stevens	June 20th storm- worry of fire from debris, residents are still trying to clean up, having trouble paying for help.	Grant Valley
Michael Palmer	The windstorm from 2025 has caused an issue with fuel loading across the area. - Coupled with Drought, Insect and disease in the wild land.	Beltrami county, and neighboring counties.
Michael Stansberry	increased wildfire fuel from a blowdown event last summer	
Christina Regas	aging infrastructure,	Blackduck

Joanne Barfknecht	Fire station is volunteer and more than 7-miles away. A number of new houses begin built in our township.	Taylor Township
Kevin Trappe	Blowdown from June 2025 storm, new development particularly in areas with sandy soils and conifer forests nearby.	Eckles Township as well as east side of Lake Bemidji
Ashley Peterson	Unhoused population, elderly, people living on the outskirts of town were not helped with tree cleanup.	Bemidji
Anne Lindseth	increased unhoused population, aging housing stock at risk of habitability in some cases, significant fire risk due to downed trees from June 2025 storm.	

Poll 1, Question 2

Are there places or parts of your community that you think are especially at risk from future natural disasters? This could include important buildings and services, roads or utilities, new development, community gathering places, or groups of people who may need extra support.

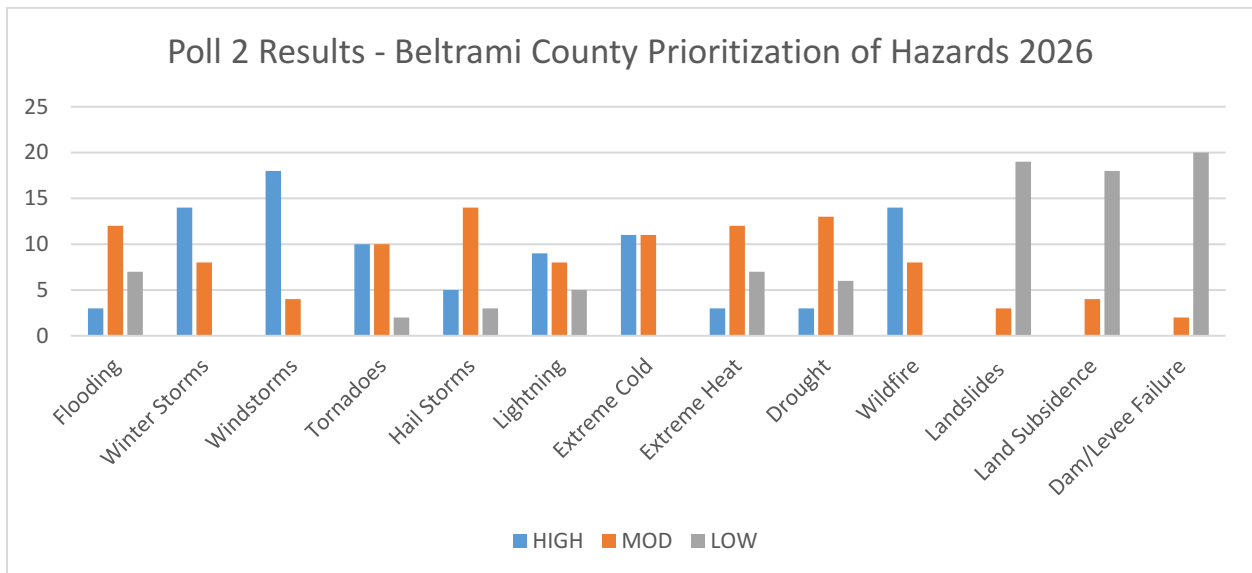
Jon Hunt	Poor housing on tribal lands.	Ten Lake Town ship.
John Simmons	yes, Teddy Road low spot east of Debs	Roosevelt TWP
John Carlson	Mobile home parks	Bemidji
Jenna Roberts	Downtown Bemidji	City of Bemidji
Pete Harrion	wildland/urban interface	Bemidji and surrounding townships
Jamin Carlson	We have a good deal of poverty in the county that would be at risk. Also, older buildings and spaces.	City of Bemidji
Pete Fredrickson	The elderly living in their homes.	Bemidji Township
Amy Bowles	Down town - aging infrastructure and increased unhoused population. Lack of reliable public and rural transportation system.	
Kayley Stevens	trailer home park	Grant Valley
Michael Palmer	Property owners in general - Especially those that can't cleanup dead trees etc.	Beltrami county, and neighboring counties.
Michael Stansberry	Historic Camp Rabideau	
Christina Regas	gravel roads suffer mostly from erosion	Blackduck

Joanne Barfknecht	Heavy rain washes out the road.	Taylor Township
Kevin Trappe	Housing developments near conifer forests or blowdown areas.	Eckles Township as well as east side of Lake Bemidji
Ashley Peterson	Rural parts of the county	Bemidji
Anne Lindseth	low income need assistance with retaining habitable homes.	

Poll 2 – Prioritization of Hazards

Meeting participants were asked to rank their perceived priority of the following natural hazards as being High, Moderate, or Low/Not Applicable. Considerations are based on likelihood of occurrence (probability) and resulting impacts (severity) to structures, critical infrastructure, and life safety.

Poll 2 Results



Discussion on Tornadoes (moderate vs. high)

Chris Muller – Beltrami County is in a red zone for high frequency of tornadoes, but the tornadoes tend to have lower impacts. Balancing the 2 would be result in what I think would be an appropriate “Moderate” priority ranking for the county. This is very similar to our plan 5 years ago.

Beltrami County 2026 HMP Update Prioritization of Hazards:

The Beltrami County 2026 Hazard Mitigation Plan update will address the hazards deemed to be of **moderate to high** priority. The following prioritization of hazards is as follows, based on planning team feedback and review by the Beltrami County Emergency Management Director:

HAZARD	Beltrami County 2026
Windstorms	High
Winter Storms	High
Wildfire	High
Lightning	High
Extreme Cold	High
Tornadoes	Moderate
Flooding	Moderate
Hail	Moderate
Extreme Heat	Moderate
Drought	Moderate
Landslides	Low
Land Subsidence	Low
Dam/Levee Failure	Low

Other Documented Discussion:

Regarding Mitigation Actions / FEMA Grant Funding for Eligible Projects

John Simmons, Roosevelt Township - How does our township apply for funding assistance for culvert upgrade?

Bonnie Hundrieser response: Applying for potential FEMA HMA grant funding would begin with submitting a Notice of Interest to MN HSEM to describe the project to see if it may be an eligible project and if any FEMA grant funding is available. We also need to gather more information about the project to include it in the vulnerability assessment for Beltrami County and have a resulting mitigation action to address the township project in the Beltrami County Mitigation Action Chart.

Christina Regas, City of Blackduck - Blackduck would be interested in applying for funding for generator that can be used on our lift stations for our waste water system.

Bonnie Hundrieser response: When we develop the local mitigation survey for the City of Blackduck, we will make sure to include this information, as well as to include a mitigation action for this in the City of Blackduck Mitigation Action Chart.

FEMA Hazard Mitigation Assistance Grant Programs:

To learn more about FEMA’s Hazard Mitigation Assistance Grants, download a copy of the [HMA Program and Policy Guide](#), effective January 20, 2025.

To submit comments or questions regarding this meeting summary, please contact:

Christopher Muller, Beltrami County Emergency Management Director
 218-333-8386 | chris.muller@co.beltrami.mn.us



Meeting Invitation (Zoom): Beltrami County Hazard Mitigation Plan Stakeholder

From Chris Muller <chris.muller@co.beltrami.mn.us>

Date Fri 2/27/2026 1:19 PM

BELTRAMI COUNTY HAZARD MITIGATION PLAN UPDATE – MEETING INVITATION

Greetings,

Your presence is requested at a Planning Team Meeting for the update of the **Beltrami County Hazard Mitigation Plan (HMP)**. You are requested to participate in this meeting because you have a position of administrative or departmental responsibility within the county, a municipal government, or are a key stakeholder related to the planning process. Emergency Managers from neighboring jurisdictions are also encouraged to attend.

We will be holding the meeting virtually using Zoom conferencing:

Date: Wednesday, March 18, 2026

Time: 10:00 – 11:30 a.m.

[Register here for the meeting](#)

The purpose of this meeting is to present on the Beltrami County HMP update and gather feedback on several key discussion items that are required by the Federal Emergency Management Agency (FEMA). The plan addresses the natural hazards that pose risk to Beltrami County and will result in the development of mitigation actions that will help to reduce the impact of future hazard events. We will also discuss the types of projects that may be eligible for FEMA Hazard Mitigation Assistance (HMA) grant program funding.

Your participation in this meeting is important and we value your feedback. Representatives from Beltrami County, city and township governments, and other stakeholder agencies/organizations **must** have documented participation in the planning process in order to adopt the plan and be eligible to apply for future FEMA HMA grant funding.

When you register, you will be placed on an RSVP list and will be sent an email confirmation with a link to participate in the meeting. If you are not able to attend, please seek to send another representative.

Thank you,

Christopher Muller

Public Information Officer

Emergency Management Director

613 Minnesota Ave NW

Bemidji, MN 56601

Desk: 218-333-8386

Beltrami County Hazard Mitigation Plan Update 2026 Planning Team Meeting #1

March 18, 2026



Welcome & Introductions

U-Spatial@UMD Project Leads



Jane Lindelof
Project Manager
U-Spatial, UMD



Jane Lindelof
Project Coordinator, Communications
Specialist
U-Spatial, UMD



Bonnie Hundrieser
HM Planning Specialist
Hundrieser Consulting LLC

Beltrami County Project Lead

- Chris Muller, Beltrami County Emergency Management Director



Please type your name and representation in the CHAT – so others know who is here

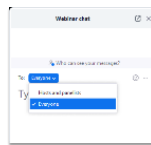
PRESENTER: JANE LINDELOF

Meeting Participation

PLEASE REMAIN MUTED AND VIDEO OFF SO EVERYONE CAN HAVE THE BEST EXPERIENCE.

USE CHAT:

- Send a message to everyone
- Send a message to individuals or the presenters
- Send a message to host to ask for help or ask a question that isn't for the whole group.



ASK TO SPEAK:



PRESENTER: JANE LINDELOF

Meeting Purpose & Agenda



The purpose of this meeting is to formally convene the **Beltrami County HMP Planning Team** for a presentation on the plan update and to discuss key items required for the plan update.

Agenda

- Overview of HMP Key Points
- Review of Past Plan Hazard Risk Priorities, Hazard Profiles, and Current Hazard Prioritization
- Overview of Mitigation Strategies
- Overview of FEMA HMA grant program
- Discuss local mitigation ideas
- Overview of Next Steps

PRESENTER: JANE LINDELOF



Overview of HMP Key Points

Bonnie Hundrieser

What is Hazard Mitigation?

Hazard Mitigation is any action taken to reduce or eliminate long term risk to people and property from natural disasters.

- HM increases resilience to withstand future disaster events.
- HM breaks the cycle of disaster damage and reconstruction
- HM efforts are cost effective (\$6 saved for every \$1 spent)



PRESENTER: BONNIE HUNDRIESER

Plan Requirement



The Hazard Mitigation Plan (HMP) is a requirement of the Federal Disaster Mitigation Act of 2000 (DMA 2000).

- A FEMA-approved, locally-adopted HMP is required to be eligible for FEMA HMA grant programs.
- HMPs must be updated every 5 years.
- Must address all jurisdictions and engage key stakeholders + the public

Beltrami County HMP Update 2026

- Last plan was adopted in 2020.
- The updated plan will cover a 5-year window for implementation and grant program eligibility (2027-2032)
- Participating jurisdictions **must** have documented engagement in the planning process and adopt the final plan.

PRESENTER: BONNIE HUNDRIESER

Plan Purpose



The purpose of the HMP is to:

- **Conduct risk assessment** (history, future probability, impacts of natural hazards)
- **Conduct vulnerability assessment** (at-risk critical infrastructure and populations)
- **Conduct capabilities assessment** (plans, programs, policies, partnerships, funding, etc in place or that are lacking)
- **Develop plan of action** (strategies and mitigation actions for implementation).

PRESENTER: BONNIE HUNDRIESER

Who the Plan Covers

This is a **multi-jurisdictional plan** that covers Beltrami County, including all cities and townships within the county.



The plan also takes into consideration the needs and concerns of other stakeholders such as schools, watershed districts, and agencies or organizations involved in mitigation or services to vulnerable populations within the county.

PRESENTER: BONNIE HUNDRIESER

Who Participates



Key Stakeholders

Local government as well as related non-governmental agencies & organizations must participate.

- 2 planning team meetings
- Help with public outreach
- Provision of information (LMS forms, other data)
- Mitigation Action Charts
- Final plan review

The Public

The public must have an opportunity to learn about and provide input to the plan update.

- Use of news releases, social media, local bulletin boards, and public meetings or events.
- Must document local-level concerns and mitigation ideas
- Consider how to engage with underserved communities and vulnerable populations.

PRESENTER: BONNIE HUNDRIESER

First News Release



1. What are the natural hazards you feel pose the greatest risk to your community?
2. Are there specific populations or assets in your community that you feel are more vulnerable to future storm events?
3. What concerns do you have, and what sorts of actions do you feel would help to reduce damages of future hazard events in your community or the county as a whole?
4. Do you have any other comments or concerns regarding hazard mitigation in your community?



PRESENTER: BONNIE HUNDRIESER



Overview of Plan Content

Jane Lindelof

Plan Content Hazard Identification

- The HMP addresses the natural hazards that pose risk to the county and its jurisdictions.
- Manmade hazards are not required to be addressed (per the DMA 2000).
- Hazards that are deemed to be of low risk may be omitted from the plan.
- Hazard risk may differ in cities and the county overall.

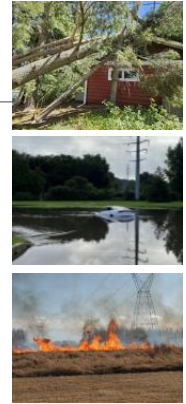
Flooding	Hail	Drought
Dam/Levee Failure	Lightning	Extreme Heat
Wildfire	Winter Storms	Extreme Cold
Windstorms	Landslides	Earthquakes
Tornadoes	Sinkholes & Karst	Coastal Erosion

Natural hazard categories as per the State Hazard Mitigation Plan

PRESENTER: JANE LINDELOF

Plan Content Risk Assessment

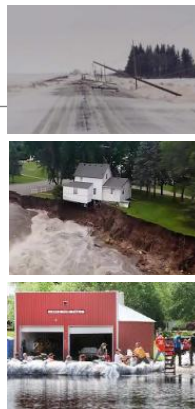
- History of events
- Probability of occurrence
- Severity
- Climate Change
- Identify if and how risk priorities have changed since the last plan. (Increased / Decreased)



PRESENTER: JANE LINDELOF

Plan Content Vulnerability Analysis

- Inventory critical infrastructure locations.
- Identify specific, local-level impacts and vulnerabilities.
- Include local-level capabilities assessment that supports mitigation or identifies gaps
- Identify any factors (e.g. new development) that may have increased the community's vulnerability.
- Review social vulnerability factors.



POLL #1

PRESENTER: JANE LINDELOF

Timeframe for development & Plan Format

Timeframe:

The planning process generally occurs over the course of 14-18 months from start to finish.

The Beltrami County Plan is expected to be completed in 2026.

Format:

- PDF document (paper version)
- Interactive website companion
- Developed and hosted by U-Spatial at UMD



Each HMP website will be customized with the county's logo & social media

PRESENTER: JANE LINDELOF

Hazard Prioritization

REVIEW OF THE HAZARD RISK PRIORITIES FOR BELTRAMI COUNTY

This is at a county level

HAZARD	Beltrami 2020
Flooding	Moderate
Winter Storms	High
Windstorms	High (grouped)
Tornadoes	
Hail	
Lightning	Moderate
Extreme Cold	Moderate
Extreme Heat	Moderate
Drought	Low
Wildfire	High
Erosion/Landslides	Moderate
Dam Failure	Low

PRESENTER: JANE LINDELOF

PRESENTER: JANE LINDELOF

Beltrami County 2026 Update of Hazard Prioritization

Considerations:

- Increase/Decrease of events
- Local vulnerabilities (impacts)
- New development/population growth

POLL #2

HAZARD	Beltrami County 2026
Flooding	
Winter Storms	
Windstorms	
Tornadoes	
Hail	
Lightning	
Extreme Cold	
Extreme Heat	
Drought	
Wildfire	
Landslides	
Coastal Erosion	
Land Subsidence	
Dam/Levee Failure	

PRESENTER: JANE LINDELOF

Comments or Questions?

PRESENTER: JANE LINDELOF

Overview of Mitigation Actions & FEMA grants

DEVELOPMENT OF MITIGATION ACTIONS AND ACTIVITIES ELIGIBLE FOR FEMA HAZARD MITIGATION ASSISTANCE GRANT FUNDING

PRESENTER: BONNIE HUNDRIESER

Mitigation Action Charts



MACs reflect each jurisdiction's plan of action to reduce the impacts of future natural hazard events. They are based on the information gathered from each community during the planning process.

- **Must** address hazards of moderate to high priority.
- **Must** address identified local vulnerabilities.
- **Must** identify priority, status, timeframe, responsibility, how incorporation/implementation will occur, and possible funding.

★ Eligible FEMA HMA grant activities **must** be identified in the risk assessment and plan of action.

PRESENTER: BONNIE HUNDRIESER

City of Hilltop		Mitigation Action Chart					
#	Hazard	Mitigation Strategy	Mitigation Action	Status Priority Timeframe	Responsibility	Comments on Implementation & Integration	Possible Funding
7	Severe Summer Storms	Mitigation Preparedness & Response Support	Ensure that the city's outdoor warning sirens is maintained and functioning.	Existing High 2026-2031	City EM	We test our outdoor warning sirens monthly in coordination with the Anoka County Sheriff's Office. The sirens is maintained on a regular basis.	Internal: City Gen. Operating Budget
8	Severe Summer Storms	Local Planning & Regulations / Structure & Infrastructure Projects	Continue to apply for external funding to construct the city's new Storm Shelter.	New High 2026-2031	City Admin / City EM	Fulfilling the city's tornado safe room project to our #1 priority. Extensive additional funding must be secured, which has been extremely difficult. The city has been working to advance our plans to build a new storm shelter in the basement of City Hall. The new 6000-foot building will triple the storm shelter capacity of the existing City Hall building. The city actively shares information on our city website for tornado awareness and preparedness. The basement of City Hall is the designated shelter for mobile home park and city residents. The shelter is only open when a tornado warning has been issued and sirens have been activated.	Internal: City CIP budget External: FEMA HMAIP safe room grant
9	Severe Summer Storms	Education & Awareness Programs	Encourage residents to be aware of severe windstorms and tornado weather, to understand warning siren alerts, and to be aware of the city's existing storm shelter.	Existing High 2026-2031	City Admin / City EM	There are 4 mobile home parks in the city of Hilltop. The city does outreach to the MHPs directly to communicate on evacuation and sheltering plans. 3 out of 4 MHPs have their own newsletter - we will work to share information that can be included in these newsletters regarding tornado weather and safety.	Internal: City Gen. Operating Budget
10	Severe Summer Storms	Local Planning & Regulations / Structure & Infrastructure Projects	Work directly with the Mobile Home Park owners to share information with residents on severe weather safety.	Existing High 2026-2031	City Admin / City EM in coordination with MHPs		Internal: City Gen. Operating Budget

PRESENTER: BONNIE HUNDRIESER

FEMA Mitigation Grant Funding



FEMA's hazard mitigation assistance provides funding for eligible long-term solutions that reduce the impact of future disasters.

Examples of eligible grant activities:

- All applicants **must** be covered by an approved HMP and have formally adopted the plan.
 - Projects **must** be addressed in the risk assessment and be identified in the plan of action.
- Property Acquisition
 - Tornado Safe Rooms
 - Bury Overhead Powerlines
 - Wildfire Mitigation
 - Soil Stabilization
 - Flood Risk Reduction
 - Green Infrastructure
 - Other projects may be eligible (e.g. tornado warning sirens, generators for critical facilities)

PRESENTER: BONNIE HUNDRIESER

Overview of Mitigation Strategies

THE FOLLOWING STRATEGIES ARE RECOMMENDED GUIDANCE IN THE DEVELOPMENT OF LOCAL MITIGATION ACTIONS

Strategy #1 - Local Planning & Regulations



Examples:

- Enforcement of ordinances that reduce impacts of high rain events
- Development of stormwater plans and transportation improvement plans
- Coordination with watershed districts on local flood mitigation
- Enforcement of state or local regulations for new development.
- Establishing watering restrictions during periods of extreme drought



PRESENTER: BONNIE HUNDRIESER

Strategy #2 - Structure & Infrastructure Projects

Examples:

- Installation of new outdoor warning sirens
- Safe Room Construction
 - MHPs, schools, campgrounds, etc.
- Utility retrofit projects (e.g. burying power lines)
 - Municipal & Rural Electric Cooperatives
- Property buyouts for flooding
- Minor Localized Flood Risk Reduction Projects (e.g. stormwater management, upsizing culverts)



PRESENTER: BONNIE HUNDRIESER

Strategy #3 - Natural Systems Protection

Examples:

- Vegetation management along roads to reduce the risk of downed trees and branches resulting from heavy snow, ice, or high winds.
- Planting Living Snow Fences to reduce snow drifting
- Installing Rain Gardens to reduce impacts of high rain events
- Creation of defensible space for wildfire



PRESENTER: BONNIE HUNDRIESER

Strategy #4 - Education & Awareness Programs



Examples:

- Promoting sign-up for the county's emergency notification system.
- Participation in the NWS Severe Weather Awareness Weeks and Skywarn Storm Spotter Training
- Extreme Cold Preparedness
- Sharing information via websites & social media, community bulletin boards, local newspapers, public meetings, or other in-person events.



PRESENTER: BONNIE HUNDRIESER

Strategy #5 - Mitigation Preparedness & Response Support

Examples:

- Obtaining generators for backup power
- Update of county EOP
- Local Shelter planning
- Planning assistance to schools and LTC Facilities for vulnerable populations
- Testing of outdoor warning sirens.
- Participation in regional EM planning, training, and exercising



PRESENTER: BONNIE HUNDRIESER



Following Meeting #1

Comments or Questions?

Do you have any ideas for specific mitigation activities for implementation?

PRESENTER: BONNIE HUNDRIESER

Local Mitigation Survey (LMS) Form

Representatives from Beltrami County and each city jurisdiction will participate in filling out an online "LMS" form. The form is used to collect local information that is required for the plan update. Additional stakeholders may also be requested to participate.

The LMS form is a critical part of the plan update.

PRESENTER: BONNIE HUNDRIESER

Questions?

What questions do you have for U-Spatial@UMD about development of the HMP or next steps?

PRESENTER: JANE LINDELOF

Contact Information

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U-SPATIAL

UNIVERSITY OF MINNESOTA

PRESENTER: JANE LINDELOF

April 6, 2026

FUND	Deerwood Checking BEGINNING BALANCE	Bill Report through 4/3/2026	Deerwood Checking ENDING BALANCE	Deerwood First Preferred Savings BEGINNING BALANCE	Deerwood First Preferred Savings Bill Report through 4/3/2026	Deerwood First Preferred Savings ENDING BALANCE	Total Balance of all Accounts
GENERAL (101)	\$351,137.71	\$50,228.59	\$300,909.12	\$114,720.28	\$3,800.00	\$110,920.28	
POLICE RESTRICTED CASH (101)	\$23,308.21	\$0.00	\$23,308.21	\$0.00	\$0.00	\$0.00	\$0.00
CEMETERY (201)	(\$2,859.29)	\$0.00	(\$2,859.29)	\$9,630.98	\$0.00	\$9,630.98	\$9,630.98
PERPETUAL CARE (202)	\$2,198.70	\$0.00	\$2,198.70	\$53,418.01	\$0.00	\$53,418.01	\$53,418.01
SEWER MAINTENANCE (204)	\$0.00	\$0.00	\$0.00	\$67,637.87	\$0.00	\$67,637.87	\$67,637.87
SEWER REPLACEMENT (205)	\$0.00	\$0.00	\$0.00	\$284,057.71	\$0.00	\$284,057.71	\$284,057.71
SCDP REVOLVING LOAN FUND (207)	\$0.00	\$0.00	\$0.00	\$40,611.04	\$0.00	\$40,611.04	\$40,611.04
FIRE DEPT RESERVE (Truck Fund) (208)	\$0.00	\$0.00	\$0.00	\$62,894.31	\$0.00	\$62,894.31	\$62,894.31
PINE TREE PARK (209)	\$14,291.75	\$488.26	\$14,303.49	\$15,464.18	\$0.00	\$15,464.18	\$15,464.18
WATER SINKING FUND (212)	\$0.00	\$0.00	\$0.00	\$227,423.28	\$0.00	\$227,423.28	\$227,423.28
PUBLIC WORKS RESERVE FUND (215)	\$0.00	\$0.00	\$0.00	\$41,282.94	\$0.00	\$41,282.94	\$41,282.94
Fire Dept Special Equip Fund (216)	\$151,564.81	\$0.00	\$151,564.81	\$5,264.02	\$0.00	\$5,264.02	\$5,264.02
2018 Revolving Loan Fund (250)	(\$195.00)	\$0.00	(\$195.00)	\$345,797.37	\$0.00	\$345,797.37	\$345,797.37
1989 Co. Bond (301)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2006 GO BOND (307)	(\$277.60)	\$0.00	(\$277.60)	\$0.00	\$0.00	\$0.00	\$0.00
2009A Refunding Bond (309)	\$382.38	\$0.00	\$382.38	\$0.00	\$0.00	\$0.00	\$0.00
2014A Disposal System Debt Service Fund (314)	\$26,362.94	\$0.00	\$26,362.94	\$0.00	\$0.00	\$0.00	\$0.00
2017A Disposal System Debt Service Fund (317)	\$6,723.27	\$0.00	\$6,723.27	\$0.00	\$0.00	\$0.00	\$0.00
USDA Skid Steer Debt Service Fund (318)	(\$3,406.00)	\$0.00	(\$3,406.00)	\$0.00	\$0.00	\$0.00	\$0.00
2017 PFA Debt System Debt Service Fund (320)	\$86,295.40	\$0.00	\$86,295.40	\$0.00	\$0.00	\$0.00	\$0.00
2018 Frontage/Pine Ave Internal Loan (325)	\$8,075.66	\$0.00	\$8,075.66	\$0.00	\$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	\$0.00
2024A Gen. Obligation Equipment Debt Fund (331)	(\$22,277.09)	\$0.00	(\$22,277.09)	\$0.00	\$0.00	\$0.00	\$0.00
2025A Gen. Obligation Equipment Project Fund (340) Fire	\$14,848.58	\$0.00	\$14,848.58	\$0.00	\$0.00	\$0.00	\$0.00
2025A Gen. Obligation Equipment Debt Fund (341) Fire	\$8,297.57	\$0.00	\$8,297.57	\$0.00	\$0.00	\$0.00	\$0.00
TAX INCREMENT FINANCING (376)	\$40,130.57	\$0.00	\$40,130.57	\$133,267.20	\$0.00	\$133,267.20	\$133,267.20
Blackduck HRA Fund (210)	\$34,315.83	\$0.00	\$34,315.83	\$0.00	\$0.00	\$0.00	\$0.00
2023A Gen. Obligation Debt fund PW/PS Facility (382)	\$2,666.40	\$0.00	\$2,666.40	\$0.00	\$0.00	\$0.00	\$0.00
2023B Gen. Obligation Debt fund PW/PS Facility (382)	\$495.97	\$0.00	\$495.97	\$0.00	\$0.00	\$0.00	\$0.00
Capital Project Fund (401)	\$14,598.79	\$0.00	\$14,598.79	\$0.00	\$0.00	\$0.00	\$0.00
KRRLS Library Renovation Project (550) - new	\$67,258.34	\$12,308.51	\$54,949.83	\$0.00	\$0.00	\$0.00	\$0.00
WATER FUND (601)	(\$35,571.76)	\$6,643.14	(\$28,928.62)	\$0.00	\$0.00	\$0.00	\$0.00
SEWER FUND (602)	\$52,971.54	\$5,959.10	\$58,930.64	\$0.00	\$0.00	\$0.00	\$0.00
LIQUOR FUND (609)	\$148,296.22	\$89,809.69	\$238,105.91	\$0.00	\$0.00	\$0.00	\$0.00
LIQUOR RENT RESTRICTED FUND (609)	\$56,101.71	\$0.00	\$56,101.71	\$0.00	\$0.00	\$0.00	\$0.00
GOLF COURSE FUND (613)	(\$29,870.31)	\$2,334.92	(\$27,535.39)	\$0.00	\$0.00	\$0.00	\$0.00
Total:	\$996,565.30	\$167,772.21	\$828,793.09	\$1,401,469.19	\$3,800.00	\$1,397,669.19	\$2,226,462.28
Fund Transfer from:	Fund transfer to:	Reason:	Amount of Transfer:	YTD Total			
Liquor Fund Checking (609)	General Fund Checking (101)	Budgeted Transfer		\$10,000.00			
2026 Bond Payments:	Principal:	Interest:	Fees:	Total:			

CITY OF BLACKDUCK

Monthly Bills

March 2026

Check Name	Amount		
101 GENERAL FUND		601 WATER FUND	\$6,643.14
BANYON DATA SYTEMS	\$518.34	602 SEWER FUND	
BELTRAMI COUNTY RECORDER	\$92.00	BANYON DATA SYTEMS	\$518.33
BELTRAMI COUNTY-AUDITOR/TREAS.	\$2,648.50	BELTRAMI COUNTY-AUDITOR/TREAS.	\$150.00
BELTRAMI ELECTRIC COOP	\$7,124.06	BELTRAMI ELECTRIC COOP	\$1,607.78
BLACKDUCK AMBULANCE ASSOC.	\$910.00	CLIFTON LARSON ALLEN LLP	\$3,500.00
BLACKDUCK AUTO PARTS, INC	\$794.27	NORTHWOODS LUMBER CO	\$42.96
CLIFTON LARSON ALLEN LLP	\$31,722.37	RMB ENVIRONMENTAL LABORATORIES	\$140.03
COLUMN SOFTWARE PBC	\$77.92	602 SEWER FUND	\$5,959.10
FRONTIER REPAIR	\$343.90	609 MUNICIPAL LIQUOR FUND	
NORTHWOODS LUMBER CO	\$93.01	Marco Technologies LLC	\$166.27
PAUL BUNYAN COMMUNICATIONS	\$461.27	ABSOLUTE ICE	\$140.00
PINNACLE MARKETING GROUP	\$79.00	Artisan Beer Company	\$427.00
QUILL CORPERATION	\$275.43	BANYON DATA SYTEMS	\$195.00
ROGER'S TWO WAY RADIO	\$114.00	BELTRAMI COUNTY-AUDITOR/TREAS.	\$1,134.78
SKIPS TIRE AND AUTO	\$163.17	BELTRAMI ELECTRIC COOP	\$1,431.63
TIMBERLINE SPORTS, INC	\$197.25	BEMIDJI COCA-COLA	\$558.80
TIRES PLUS OF BEMIDJI	\$518.32	BERNATELLOS	\$252.00
ULTIMATE SAFETY CONCEPTS	\$345.20	Bernick Companies	\$8,555.73
VERIZON WIRELESS	\$557.05	Blackduck Area Chamber of Comm	\$105.00
VESTIS	\$204.30	BLACKDUCK CO-OP	\$860.22
Ziegler Inc	\$2,989.23	BOBS ECONO PUMP INC	\$240.00
101 GENERAL FUND	\$50,228.59	Breakthru Beverage	\$5,367.88
209 PINE TREE PARK FUND		CASH-WA DISTRIBUTING CO OF FARGO	\$946.81
BELTRAMI COUNTY-AUDITOR/TREAS.	\$300.00	CLIFTON LARSON ALLEN LLP	\$6,500.00
BELTRAMI ELECTRIC COOP	\$134.53	D-S BEVERAGES, INC.	\$14,168.93
JONS REFUSE SOLUTIONS INC	\$53.73	FORESTEDGE WINERY	\$552.00
209 PINE TREE PARK FUND	\$488.26	GUARDIAN PEST CONTROL	\$49.16
550 KRLS LIBRARY RENOV PROJECT		HEGGIES PIZZA LLC	\$219.95
BESSLER BROTHERS ELECTRIC, LLC	\$896.51	JOHNSON BROTHERS LIQUOR CO.	\$8,794.21
CLARITY GLASS	\$11,412.00	JONS REFUSE SOLUTIONS INC	\$451.73
550 KRLS LIBRARY RENOV PROJEC	\$12,308.51	MELISSAS CLEANING	\$1,650.00
601 WATER FUND		MIKINNON CO., INC	\$11,604.89
BANYON DATA SYTEMS	\$518.33	NEI BOTTLING INC	\$1,988.34
BELTRAMI COUNTY-AUDITOR/TREAS.	\$320.00	NORTHWOODS LUMBER CO	\$22.77
BELTRAMI ELECTRIC COOP	\$851.62	OLD DUTCH	\$441.64
CLIFTON LARSON ALLEN LLP	\$3,500.00	PAUL BUNYAN COMMUNICATIONS	\$401.89
Hawkins, Inc	\$1,164.33	PAUSTIS WINE COMPANY	\$1,358.00
MN DNR Ecological and Water Re	\$151.25	PERFORMANCE FOOD SERVICE	\$6,115.42
PAUL BUNYAN COMMUNICATIONS	\$77.60	Phillips Wine and Spirits	\$3,045.07
RMB ENVIRONMENTAL LABORATORIES	\$20.00	PINNACLE MARKETING GROUP	\$79.00
VERIZON WIRELESS	\$40.01	QUILL CORPERATION	\$79.73
		Southern Glazer's of MN	\$2,719.93

Check Name	Amount
TOTAL TAP SERVICES	\$85.00
US FOODs	\$2,909.67
VESTIS	\$684.05
609 MUNICIPAL LIQUOR FUND	<u>\$84,302.50</u>
613 GOLF COURSE	
BELTRAMI COUNTY-AUDITOR/TREAS.	\$150.00
BELTRAMI ELECTRIC COOP	\$454.28
Blackduck Area Chamber of Comm	\$105.00
BLACKDUCK AUTO PARTS, INC	\$181.62
JONS REFUSE SOLUTIONS INC	\$36.73
MN DNR Ecological and Water Re	\$549.43
NORTHWOODS LUMBER CO	\$294.37
PAUL BUNYAN COMMUNICATIONS	\$132.43
PINNACLE MARKETING GROUP	\$79.00
VON HANSON'S SNACKS INC.	\$352.06
613 GOLF COURSE	<u>\$2,334.92</u>
	<u>\$162,265.02</u>

CITY OF BLACKDUCK

Liquor Vendor Payments March 2026 - CashWise

Search Name	Check/Receipt Date	Amount
CASH-WA DISTRIBUTING CO OF FARGO		
2140 CASH-WA DISTRIBUTING CO OF FARGO		
0 CASH-WA DISTRIBUTING CO OF FARGO	03/10/26	\$6.80
0 CASH-WA DISTRIBUTING CO OF FARGO	03/10/26	\$669.58
0 CASH-WA DISTRIBUTING CO OF FARGO	03/10/26	\$38.09
0 CASH-WA DISTRIBUTING CO OF FARGO	03/09/26	\$6.80
0 CASH-WA DISTRIBUTING CO OF FARGO	03/09/26	\$1,009.49
0 CASH-WA DISTRIBUTING CO OF FARGO	03/09/26	\$6.80
0 CASH-WA DISTRIBUTING CO OF FARGO	03/09/26	\$1,221.90
2140 CASH-WA DISTRIBUTING CO OF FARGO		\$2,959.46
CASH-WA DISTRIBUTING CO OF FARGO		\$2,959.46
		\$2,959.46

CITY OF BLACKDUCK

Liquor Vendor Payments March 2026 - CashWise

Search Name	Check/Receipt Date	Amount
CASH-WA DISTRIBUTING CO OF FARGO		
2140 CASH-WA DISTRIBUTING CO OF FARGO		
0 CASH-WA DISTRIBUTING CO OF FARGO	04/01/26	\$6.80
0 CASH-WA DISTRIBUTING CO OF FARGO	04/01/26	\$954.15
0 CASH-WA DISTRIBUTING CO OF FARGO	04/01/26	\$6.80
0 CASH-WA DISTRIBUTING CO OF FARGO	04/01/26	\$910.08
0 CASH-WA DISTRIBUTING CO OF FARGO	03/13/26	\$669.90
2140 CASH-WA DISTRIBUTING CO OF FARGO		<u>\$2,547.73</u>
CASH-WA DISTRIBUTING CO OF FARGO		<u>\$2,547.73</u>
		<u>\$2,547.73</u>

Sewer Fund
Year to Date Income Statement thru 03/31/2026

Sewer Operating Revenue:		Budget
Reimbursements	\$0.00	\$0.00
Interest Earnings	\$225.26	\$750.00
Sewer Sales	\$58,346.74	\$262,172.36
Farm Lease Agreement Revenue	\$0.00	\$6,098.00
Swr Penalty	\$394.35	\$1,500.00
Transfer from Money Market - ARPA Funds	\$0.00	\$0.00
Sewer Connet/Reconnect	\$0.00	\$0.00
Charges for Service	\$1,125.00	\$5,000.00
Total Sewer Revenues	\$60,091.35	\$275,520.36

Sewer Operating Expenditures:		Budget	Remaining
Full-Time Employees Regular	\$22,164.26	\$79,090.68	\$56,926.42
Full-time Employee overtime	\$1,756.16	\$6,000.00	\$4,243.84
Part-Time Employees	\$0.00	\$1,373.10	\$1,373.10
Employer CPF Contribution - Union Contract	\$656.06	\$2,100.80	\$1,444.74
PERA	\$1,794.07	\$6,034.78	\$4,240.71
FICA	\$1,772.79	\$6,155.48	\$4,382.69
Employer Paid Health	\$3,651.33	\$14,433.16	\$10,781.83
MN Paid Leave	\$210.44	\$708.08	\$497.64
Office Supplies (GENERAL)	\$0.00	\$400.00	\$400.00
Heating Fuel	\$0.00	\$1,000.00	\$1,000.00
Electricity	\$4,874.55	\$21,000.00	\$16,125.45
Training and Instruction	\$0.00	\$1,000.00	\$1,000.00
Operating Supplies (GENERAL)	\$89.51	\$1,000.00	\$910.49
Motor Fuels	\$0.00	\$2,000.00	\$2,000.00
Lubricants and Additives	\$0.00	\$500.00	\$500.00
Repairs/Maint Supply	\$0.00	\$1,500.00	\$1,500.00
Equipment Parts	\$0.00	\$0.00	\$0.00
Computer Supplies	\$0.00	\$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	\$271.85	\$1,700.00	\$1,428.15
Other Professional Services	\$750.00	\$4,000.00	\$3,250.00
Engineering Services - <i>PER/ER</i>	\$0.00	\$0.00	\$0.00
Telephone	\$0.00	\$0.00	\$0.00
Postage	\$0.00	\$700.00	\$700.00
Travel Expense	\$0.00	\$1,000.00	\$1,000.00
Other Printing/Binding	\$0.00	\$0.00	\$0.00
Freight and Express	\$0.00	\$0.00	\$0.00
Legal Notices/Publications	\$0.00	\$0.00	\$0.00
General Liability Insurance	\$0.00	\$2,452.74	\$2,452.74
Property Insurance	\$0.00	\$5,834.22	\$5,834.22
Other Insurance	\$0.00	\$0.00	\$0.00
Automotive Insurance	\$0.00	\$0.00	\$0.00
Workers Compensation	\$0.00	\$2,555.30	\$2,555.30
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	\$769.85	\$10,000.00	\$9,230.15
Repairs/Main Machinery/Equip	\$0.00	\$4,500.00	\$4,500.00
Dues and Subscriptions	\$2,228.33	\$8,735.00	\$6,506.67
Buildings & Structures - <i>Lifstations</i>	\$0.00	\$0.00	\$0.00
Improvements other	\$0.00	\$0.00	\$0.00
Refuse/Garbage Dispsal -	\$150.00	\$0.00	(\$150.00)
Medical Fees	\$0.00	\$0.00	\$0.00
Miscellaneous -	\$0.00	\$0.00	\$0.00
Other Equipment <i>marco printer</i>	\$0.00	\$0.00	\$0.00
Total Sewer Expenditures	\$44,639.20	\$191,598.34	\$146,959.14

		Budget	Remaining
2023A Go Bond Principal	\$0.00	\$16,056.93	\$16,056.93
2023A Go Bond Interest	\$0.00	\$9,723.83	\$9,723.83
2023B Go Bond Principal	\$0.00	\$3,176.31	\$3,176.31
2023B Go Bond Interest	\$0.00	\$1,713.04	\$1,713.04
Depreciation/Capital Outlay	\$0.00	\$20,000.00	\$20,000.00
Total	\$0.00	\$50,670.11	\$50,670.11

Net Total \$15,452.15 \$242,268.45 \$197,629.25

Water Fund

Year to Date Income Statement thru 03/31/2026

Water Operating Revenue:	Budget:	
Water Meter Sales	\$0.00	\$0.00
Health Dept Charges	\$36.70	\$4,687.76
Penalties and Interest	\$0.00	\$0.00
Water Sales	\$65,180.41	\$271,411.24
Water Connect/Reconnect Fee	\$25.00	\$800.00
Water Penalty	\$425.56	\$1,300.00
Interest Earnings	\$0.00	\$500.00
Reimbursements	\$9.46	\$0.00
Total Water Revenues	\$65,677.13	\$278,699.00

Water Operating Expenditures:	Year to Date	Budget	Remaining
Full-Time Employees Regular	\$21,228.24	\$75,986.12	\$54,757.88
Full-Time Employees OT	\$1,655.45	\$6,000.00	\$4,344.55
Part-Time Employees	\$0.00	\$1,373.10	\$1,373.10
Employer CPF Contribution - Union Contract	\$633.46	\$2,038.40	\$1,404.94
PERA	\$1,716.22	\$5,801.94	\$4,085.72
FICA	\$1,695.27	\$5,917.98	\$4,222.71
Employer Paid Health	\$3,517.63	\$13,996.96	\$10,479.33
MN Paid Leave	\$203.41	\$680.76	\$477.35
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	\$2,779.29	\$10,000.00	\$7,220.71
Computer Supplies	\$0.00	\$0.00	\$0.00
Training and Instruction	\$0.00	\$1,000.00	\$1,000.00
Operating Supplies (GENERAL)	\$16.54	\$2,600.00	\$2,583.46
Cleaning Supplies	\$0.00	\$0.00	\$0.00
Motor Fuels	\$0.00	\$1,500.00	\$1,500.00
Lubricants and Additives	\$0.00	\$0.00	\$0.00
Chemicals	\$0.00	\$0.00	\$0.00
Chlorine	\$2,188.68	\$7,000.00	\$4,811.32
Fluoride	\$0.00	\$1,300.00	\$1,300.00
Repairs/Maint Supply	\$0.00	\$1,100.00	\$1,100.00
Equipment Parts	\$0.00	\$0.00	\$0.00
Building Repair Supply	\$0.00	\$0.00	\$0.00
Utility Maint Supply	\$0.00	\$0.00	\$0.00
Small Tools	\$0.00	\$500.00	\$500.00
Merchandise for Resale	\$0.00	\$750.00	\$750.00
Auditing and Acc't	\$3,500.00	\$3,500.00	\$0.00
Legal Notices/Publications	\$0.00	\$0.00	\$0.00
Legal fees -	\$0.00	\$200.00	\$200.00
Testing/Analysis	\$0.00	\$0.00	\$0.00
Professional Services	\$0.00	\$0.00	\$0.00
Other Professional Services	\$0.00	\$1,000.00	\$1,000.00
Engineering Services - <i>PER/ER</i>	\$0.00	\$0.00	\$0.00
Telephone	\$106.92	\$917.00	\$810.08
Radio/communications Expense	\$120.06	\$480.00	\$359.94
Internet	\$126.00	\$504.00	\$378.00
Postage	\$0.00	\$900.00	\$900.00
Travel Expense	\$0.00	\$1,000.00	\$1,000.00
Other Equipment Rentals	\$0.00	\$0.00	\$0.00
Legal Notices/Publications	\$0.00	\$0.00	\$0.00
General Liability Insurance	\$0.00	\$792.53	\$792.53
Property Insurance	\$0.00	\$7,013.91	\$7,013.91
Workers Compensation	\$0.00	\$3,453.92	\$3,453.92
Unemployment Paid	\$0.00	\$0.00	\$0.00
Refuse/Garbage Disposal	\$320.00	\$350.00	\$30.00
State Connection Fee	\$1,183.00	\$4,688.00	\$3,505.00
Repairs/Maint Building -	\$0.00	\$0.00	\$0.00
Repairs/Maintenance Structure	\$59.13	\$12,000.00	\$11,940.87
Repairs/Maintenance Machinery	\$0.00	\$2,500.00	\$2,500.00
Dues and Subscriptions	\$879.58	\$4,000.00	\$3,120.42
Uncollectable Checks/Bad Debt	\$984.53	\$150.00	(\$834.53)
Medical Fees	\$0.00	\$0.00	\$0.00
Office Equipment and furniture	\$0.00	\$0.00	\$0.00
Other Equipment	\$0.00	\$0.00	\$0.00
Miscellaneous -	\$0.00	\$0.00	\$0.00
Cash Short	\$0.00	\$0.00	\$0.00
Bank Service Charges	\$0.00	\$150.00	\$150.00
Total Water Expenditures	\$42,913.41	\$182,544.62	\$139,631.21

Other Water Expenditures:

	Budget	Remaining
Transfer Fr Other Fund	\$0.00	\$0.00
2023A Go bond principal	\$0.00	\$3,211.39
2023A Go Bond Interest	\$0.00	\$1,944.70
2023B Go Bond Principal	\$0.00	\$635.26
2023B Go Bond Interest	\$0.00	\$342.61
Debt Service Bond Principal	\$50,000.00	\$50,000.00
Debt Service Bond Interest	\$6,543.75	\$12,562.50
Depreciation/Capital Outlay	\$0.00	\$13,000.00
Total	\$56,543.75	\$81,696.46

Net Total (\$33,780.03) \$264,241.08 \$159,627.83

Pine Tree Park
Year to Date Income Statement thru 03/31/2026

PTP Revenues -	2026	2025	2026 budget
Reservation Fees	\$205.00	\$90.00	\$750.00
Grants	\$0.00	\$11,000.00	\$11,000.00
Camping Fees	\$2,249.00	\$1,742.00	\$24,000.00
Other Revenue	\$0.00	\$0.00	\$0.00
Transfer from Golf Course - mower	\$0.00	\$0.00	\$0.00
Interest Earnings	\$239.00	\$211.47	\$300.00
Total PTP Revenues	\$2,693.00	\$13,043.47	\$36,050.00

PTP Expenditures	2026 YTD	2025 YTD	2026 Budget	Remaining
Full-Time Employees Regular	\$1,312.29	\$1,196.12	\$5,609.69	\$4,297.40
Full-time Employee Overtime	\$115.72	\$246.44	\$500.00	\$384.28
Part-Time Employees Regular	\$0.00	\$0.00	\$3,432.75	\$3,432.75
Employer CPF Contribution	\$44.31	\$40.62	\$145.60	\$101.29
PERA	\$106.99	\$108.20	\$678.18	\$571.19
FICA	\$105.69	\$107.91	\$691.75	\$586.06
Employer Paid Health	\$256.18	\$225.63	\$997.35	\$741.17
MN Paid Leave	\$12.57	\$0.00	\$79.57	\$67.00
Office Supplies	\$0.00	\$0.00	\$0.00	\$0.00
Electricity	\$408.77	\$234.32	\$3,000.00	\$2,591.23
Operating Supplies (GENERAL)	\$0.00	\$0.00	\$700.00	\$700.00
Cleaning Supplies	\$0.00	\$0.00	\$200.00	\$200.00
Motor Fuels	\$0.00	\$0.00	\$1,400.00	\$1,400.00
Repairs/Maint Supply	\$0.00	\$0.00	\$850.00	\$850.00
Equipment Parts	\$0.00	\$0.00	\$300.00	\$300.00
Other Professional Services	\$0.00	\$0.00	\$1,750.00	\$1,750.00
Postage	\$0.00	\$0.00	\$0.00	\$0.00
Advertising	\$0.00	\$0.00	\$0.00	\$0.00
Other Printing/Binding	\$0.00	\$0.00	\$250.00	\$250.00
General Liability Insurance	\$0.00	\$0.00	\$1,174.09	\$1,174.09
Property Insurance	\$0.00	\$0.00	\$2,397.15	\$2,397.15
Workers Compensation Insurance	\$0.00	\$0.00	\$0.00	\$0.00
Garbage	\$407.46	\$4.58	\$2,500.00	\$2,092.54
Repairs/Maint Building	\$0.00	\$0.00	\$2,500.00	\$2,500.00
Repairs/Maintenance Structure	\$0.00	\$0.00	\$0.00	\$0.00
Improvements Other	\$0.00	\$0.00	\$0.00	\$0.00
Repairs/Maintenance Machinery	\$0.00	\$0.00	\$1,500.00	\$1,500.00
Other Equipment - <i>new mower</i>	\$0.00	\$0.00	\$0.00	\$0.00
Depreciation	\$0.00	\$0.00	\$5,000.00	\$5,000.00
Miscellaneous -	\$0.00	\$0.00	\$0.00	\$0.00
Portable Restrooms	\$0.00	\$0.00	\$0.00	\$0.00
Dues and Subscriptions - includes refunds	\$35.00	\$0.00	\$375.00	\$340.00
Total PTP Expenditures	\$2,804.98	\$2,163.82	\$36,031.13	\$33,226.15

Net Profit (\$111.98) \$10,879.65

Lakeview Cemetery
Year to Date Income Statement thru 03/31/2026

Cemetery Revenue	2026	2025	2026 Budget
Cemetery Lot Revenues	\$0.00	\$0.00	\$0.00
Other Revenue	\$0.00	\$0.00	\$0.00
Interest Earnings	\$514.24	\$552.89	\$400.00
Transfer from General Fund	\$0.00	\$0.00	\$2,000.00
Transfer from Perpetual Fund	\$0.00	\$0.00	\$0.00
Transfer from Liquor Fund	\$0.00	\$0.00	\$500.00
Total PTP Revenues	\$514.24	\$552.89	\$2,900.00
Cemetery Expenditures	2026 YTD	2025 YTD	2026 Budget Remaining
Operating Supplies (GENERAL)	\$0.00	\$0.00	\$0.00
<i>Prior Payroll Liability</i>	\$0.00	\$1,875.12	\$0.00
Motor Fuels	\$0.00	\$0.00	\$1,000.00
Other Professional Services	\$550.00	\$375.00	\$500.00
Postage	\$0.00	\$0.00	\$0.00
General Liability Insurance	\$0.00	\$0.00	\$146.76
Property Insurance	\$0.00	\$0.00	\$173.25
Workers Compensation Insurance	\$0.00	\$0.00	\$405.14
Total Cemetery Expenditures	\$550.00	\$2,250.12	\$2,225.15

Net Profit **(\$35.76)**

(\$1,697.23)

Blackduck Municipal Golf Course
Year-To-Date Income Statement - 03/31/2026

	Actual 2026 Sales	2026 Revenue Budget	2026 Cost of Goods	2026 Gross Profit	2026 Gross Margin	2026 Expense Budget	Remaining Expense Budget
Beer	\$0.00	\$18,000.00	\$0.00	\$0.00	#DIV/0!	\$10,000.00	\$10,000.00
Liquor	\$0.00	\$5,000.00	\$0.00	\$0.00	#DIV/0!	\$1,000.00	\$1,000.00
Soft Drinks	\$0.00	\$10,000.00	\$0.00	\$0.00	#DIV/0!	\$8,000.00	\$8,000.00
Food	\$2.30	\$10,000.00	\$352.06	(\$349.76)	-15206.96%	\$8,000.00	\$7,647.94
Golf Merchandise & Clubs for Sale	\$0.00	\$5,000.00	\$0.00	\$0.00	#DIV/0!	\$3,600.00	\$3,600.00
Clothing	\$0.00	\$4,000.00	\$0.00	\$0.00	#DIV/0!	\$4,000.00	\$4,000.00
Total	\$2.30	\$52,000.00	\$352.06	(\$349.76)	-15206.96%	\$34,600.00	\$34,247.94

Charges for Services	Actual 2026 Revenue	Revenue Budget
Green Fees	\$0.00	\$100,000.00
Membership Fees	\$3,687.30	\$40,000.00
Trail Fees	\$240.00	\$1,000.00
Cart Storage	\$0.00	\$1,251.00
Rentals (Clubs, Carts)	\$0.00	\$17,500.00
Power Carts	\$1,080.00	\$55,000.00
Clubhouse Rental	\$0.00	\$1,500.00
Kayak Rental	\$0.00	\$0.00
Golf Tournament Revenue	\$0.00	\$10,000.00
Total Charges for Services	\$5,007.30	\$210,501.00

Total Income \$5,009.60

Less Operating Expense	2026 Budget	Remaining
PT Wages	\$91,179.24	\$34,855.97
PT Wages	\$0.00	\$76,436.23
PERA	\$688.42	\$8,301.25
FICA	\$702.23	\$8,513.85
Employer Paid Health	\$3,527.10	\$14,108.40
MN Paid Leave	\$81.50	\$979.37
Office Supplies	\$0.00	\$0.00
Heating Fuel	\$0.00	\$0.00
Electricity	\$1,527.80	\$7,000.00
Computer Supplies	\$0.00	\$0.00
Training & Instructions	\$0.00	\$0.00
Operating Supplies	\$130.14	\$6,500.00
Cleaning Supplies	\$0.00	\$0.00
Motor Fuels	\$0.00	\$4,000.00
Lubricants/Additives	\$0.00	\$0.00
Chemicals	\$0.00	\$8,000.00
Repair/Maint/Supplies	\$0.00	\$0.00
Equipment parts	\$0.00	\$0.00
Building Repair supply	\$0.00	\$0.00
Small Tools/Equipment	\$0.00	\$1,000.00
Tires	\$0.00	\$0.00
Auditing/Accounting	\$0.00	\$0.00
Mix Expense	\$0.00	\$0.00
Other for Resale - ice	\$0.00	\$0.00
Medical Fees	\$0.00	\$0.00
Legal Fees	\$0.00	\$0.00
Telephone	\$267.43	\$1,200.00
Internet	\$210.00	\$600.00
Travel Expense	\$0.00	\$0.00
Other Equipment	\$0.00	\$0.00
Other Professional services	\$0.00	\$0.00
Website Development & Maintenance	\$237.00	\$948.00
Sponsorship Expense	\$0.00	\$1,000.00
Postage	\$0.00	\$0.00
Advertising	\$0.00	\$1,000.00
Promotional Expenses	\$0.00	\$2,500.00
Liability Insurance	\$0.00	\$4,256.07
Property Insurance	\$0.00	\$2,454.90
Work Comp	\$0.00	\$2,800.37
Unemployment	\$0.00	\$6,000.00
Dram Insurance	\$0.00	\$1,250.00
Garbage Disposal	\$223.46	\$1,300.00
Repair/Maint Building	\$0.00	\$1,500.00
Improvements other than Bldgs -	\$214.38	\$2,000.00
Repairs/Maint Machinery	\$3,468.02	\$11,000.00
Maintenance Course	\$0.00	\$5,000.00
Golf Cart Maintenance - ONLY	\$0.00	\$5,000.00
Furniture & Fixtures	\$0.00	\$0.00
Motor Vehicles - <i>golf cart purchase</i>	\$0.00	\$0.00
Club House renovations	\$0.00	\$0.00
Other Equipment <i>new rental clubs</i>	\$0.00	\$0.00
Uncollectable Checks	\$0.00	\$0.00
Dues and Subscriptions	\$1,438.23	\$2,500.00
Bank Service Charges	\$107.00	\$6,500.00
Cart Shed Internal Loan 2020	\$61,180.00	\$61,180.00
2021 Golf Cart Lease	\$0.00	\$7,335.00
Golf Rough Mower Internal Loan - 2022	\$1,825.37	\$3,650.74
Total Expense	\$30,035.32	\$245,608.15

OPERATING INCOME OR LOSS (\$25,377.78)

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

Other Income	
General Property taxes	\$0.00
Transfer Fr Liq Str	\$0.00
Reimbursements	\$0.00
Donations and Contributions	\$0.00
Promotional Event Revenue	\$0.00
Cash Over	\$0.00
Bank Card Charges for Service	\$54.56
Sponsorship Revenue <i>(att / tee box)</i>	\$7,500.00
Total Other Income	\$7,554.56

NET INCOME OR LOSS YEAR TO DATE (\$17,823.22)

Inventory On-Hand at 1/1/2026 after inventory total	\$3,802.17
Inventory On-Hand at 3/31/2026	\$3,802.17
Difference	\$0.00

Sales Comparison YTD	2023	2024	2025	2026	+/- over prior year
Green Fees	\$0.00	\$0.00	\$0.00	\$0.00	#DIV/0!
Cart Rental	\$0.00	\$0.00	\$486.00	\$1,080.00	55.00%
YTD Comparisons:	2023	2024	2025	2026	+/- over prior year
Operating Revenue	\$12,078.73	\$14,447.88	\$8,662.83	\$12,564.16	-31.05%
Operating Expense	\$42,535.96	\$56,961.22	\$46,533.26	\$30,387.38	-53.13%
	(\$30,457.23)	(\$42,513.34)	(\$37,870.43)	(\$17,823.22)	

Blackduck Municipal Liquor Store Income Statement
Year to Date Ending 3/31/2026

\$237,466.50 How much we paid for our inventory (expense)

	YTD Sales	Cost of Goods	Gross Profit	Gross Profit Margin	2026 Liquor Expense Budget	2026 Liquor Revenue Budget	Percent of sales +/- to budget
THC Edibles - Off-Sale	\$4,502.66	\$2,643.91	\$1,858.75	41.28%	\$18,696.00	\$28,572.00	-534.56%
THC Beverages - Off-Sale	\$3,773.65	\$2,369.78	\$1,412.87	37.44%	\$16,110.00	\$23,000.00	-509.49%
Liquor Sales Off-Sale	\$77,620.10	\$56,483.83	\$21,136.25	27.23%	\$246,275.00	\$339,306.00	-337.14%
Beer Sales Off-Sale	\$99,770.90	\$77,025.40	\$22,745.50	22.80%	\$437,350.00	\$537,700.00	-438.93%
Wine Sales Off-Sale	\$103,381.17	\$6,095.83	\$4,442.34	42.15%	\$28,300.00	\$47,047.00	-346.44%
Other Sales On/Off-Sale	\$2,703.33	\$3,044.98	(\$341.65)	-12.64%	\$7,300.00	\$23,662.00	-775.29%
Liquor Sales On-Sale	\$30,461.55	\$6,390.83	\$24,070.72	79.02%	\$0.00	\$125,172.00	-310.92%
Beer Sales On-Sale	\$41,534.12	\$7,665.12	\$33,869.00	81.55%	\$0.00	\$173,851.00	-318.57%
Wine Sales On-Sale	\$360.66	\$153.61	\$207.05	57.41%	\$0.00	\$2,350.00	-551.58%
Clothing	\$205.00	\$152.81	\$52.19	25.46%	\$5,000.00	\$5,000.00	-2631.71%
Soft Drinks On-Sale	\$9,638.08	\$3,212.00	\$6,706.08	69.58%	\$15,831.00	\$33,876.00	-251.48%
Food Sales	\$101,556.79	\$49,595.64	\$51,961.15	51.16%	\$243,584.00	\$448,290.00	-341.42%
Total	\$382,665.01	\$214,544.76	\$168,120.25	43.93%	\$1,018,446.00	\$1,788,426.00	-78.60%

out of our inventory

Less Operating Expense	2026 YTD	Budget	Remaining
Wages FT	\$63,065.29	\$249,820.90	\$186,755.61
FT Overtime	\$968.67	\$1,500.00	\$531.33
Wages PT	\$37,789.68	\$117,733.24	\$79,943.56
PERA	\$8,412.46	\$27,200.96	\$18,788.50
FICA	\$9,169.90	\$28,117.89	\$18,947.99
Health Insurance	\$14,224.17	\$56,916.96	\$42,692.79
MN Paid Leave	\$1,056.98	\$3,234.48	\$2,177.50
Office Supplies	\$0.00	\$0.00	\$0.00
Electricity	\$4,630.87	\$22,000.00	\$17,369.13
Heating Fuel	\$952.86	\$10,000.00	\$9,047.14
Computer Supplies	\$0.00	\$750.00	\$750.00
Training and Instruction	\$0.00	\$200.00	\$200.00
Operating & Bar Supplies	\$3,477.23	\$12,000.00	\$8,522.77
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
Mis Expense	\$4,253.71	\$14,577.00	\$10,323.29
Auditing / Acc'tg Services	\$6,500.00	\$6,500.00	\$0.00
Other Professional Services- <i>Cleaning & Vests Services</i>	\$7,154.10	\$22,800.00	\$15,645.90
Website Development	\$237.00	\$948.00	\$711.00
Telephone	\$587.96	\$2,400.00	\$1,812.04
Postage	\$156.00	\$1,000.00	\$844.00
Cable Television	\$578.73	\$2,400.00	\$1,821.27
Internet Access	\$255.00	\$1,020.00	\$765.00
Advertising	\$0.00	\$0.00	\$0.00
Travel Expense	\$0.00	\$300.00	\$300.00
Freight	\$1,928.69	\$7,100.00	\$5,171.31
Legal Fees	\$0.00	\$0.00	\$0.00
Promotions/Entertainment	\$2,798.25	\$8,000.00	\$5,201.75
Legal Notices	\$0.00	\$0.00	\$0.00
Liability Insurance	\$0.00	\$4,256.07	\$4,256.07
Property Insurance	\$0.00	\$7,936.95	\$7,936.95
Drain Slap/Liquor Liability	\$0.00	\$3,500.00	\$3,500.00
Other Insurance	\$0.00	\$0.00	\$0.00
Work Comp	\$0.00	\$9,439.23	\$9,439.23
Unemployment	\$0.00	\$500.00	\$500.00
Water Utility	\$773.03	\$2,800.00	\$2,026.97
Garbage Disposal	\$1,605.65	\$9,000.00	\$7,394.35
Catering Expense	\$0.00	\$0.00	\$0.00
Repairs & Maintenance	\$0.00	\$0.00	\$0.00
Repairs/Maintenance Building	\$4,034.41	\$12,000.00	\$7,965.59
Uncollectible Checks	\$0.00	\$200.00	\$200.00
Dues and Subscriptions	\$1,289.34	\$4,500.00	\$3,210.66
Bank Service Charges	\$11,733.94	\$48,000.00	\$36,266.06
Furniture & Fixtures	\$0.00	\$0.00	\$0.00
Office Equip & Furnishings -	\$317.59	\$0.00	(\$317.59)
Improvements Other than Buildings - remodel	\$0.00	\$10,000.00	\$10,000.00
Building & Structures	\$0.00	\$0.00	\$0.00
Capital Outlay	\$0.00	\$10,000.00	\$10,000.00
Assessment	\$974.78	\$1,050.00	\$75.22
Obligation Debt - Remodel/ Addition - Principal	\$30,000.00	\$30,000.00	\$0.00
Obligation Debt - Remodel/ Addition - Interest	\$4,925.00	\$9,685.00	\$4,760.00
Other Equipment - Message board debt & copier lease	\$327.96	\$3,600.00	\$3,272.04
Total Operating Expense	\$224,179.25	\$762,986.68	\$538,807.43

Inventory Expense

\$22,921.83

NET INCOME OR LOSS

(\$78,980.83) *(gross profit - expenses)*

Other Expenses

<i>Donations</i>	\$4,810.63	<i>2026 Budget - \$6,000.00</i>
Capital Outlay	\$0.00	
Unemployment Paid	\$0.00	
Cash Short	(\$22.60)	
Misc. Expense	\$0.00	
Total Other Expenses	\$4,788.03	
Other Income		
Reimbursements (NSF)	\$542.27	
Rent Income	\$5,884.41	
Vending Income	\$655.25	
Interest	\$1,072.25	
Catering Revenue	\$500.00	
Bank Service Fees Charged to customers	\$3,908.99	
<i>Transfer from Liquor Rent Fund</i>	\$2.00	
Cash Over	\$58.83	
Total Other Income	\$12,622.00	

Gross Profit Before Transfers **(\$71,146.86)**

Transfer to General Fund & Other Funds **\$10,000.00** *2026 Transfer total budget City wide = \$70,500*

Net Profit After Inventory Exp & Transfers **(\$81,146.86)**

Inventory On-Hand at 1/1/2026 after inventory total	\$88,616.22
Inventory On-Hand at 3/31/2026	\$114,691.38
Difference	\$26,075.16

YTD 4-year Sales Comparison Ending 3/31/2026

	2023	2024	2025	2026	% of Increase from 2025-2026
Off-Sale THC Edibles	\$0.00	\$45.55	\$6,164.62	\$4,502.66	-0.27
Off-Sale THC Beverages	\$0.00	\$3,285.92	\$5,288.20	\$3,773.65	-28.64%
Off -Sale Liquor	\$70,572.95	\$70,819.78	\$70,733.21	\$77,620.10	9.74%
Off-Sale Beer	\$108,090.42	\$109,241.16	\$106,439.60	\$99,770.90	-6.27%
Off -Sale Wine	\$10,317.34	\$12,014.65	\$10,446.61	\$10,538.17	0.88%
Total Off-Sale	\$188,980.71	\$195,407.06	\$199,072.24	\$196,205.48	-1.44%
On-Sale Liquor	\$34,730.09	\$33,442.16	\$29,790.36	\$30,461.55	2.25%
On-Sale Beer	\$41,477.79	\$38,798.38	\$39,452.11	\$41,534.12	5.28%
On-Sale Wine	\$421.19	\$399.66	\$521.64	\$360.66	-30.86%
Total On-Sale	\$76,629.07	\$72,640.20	\$69,764.11	\$72,356.33	3.72%
Total On and Off Sale	\$265,609.78	\$268,047.26	\$268,836.35	\$268,561.81	-0.10%
Total Food Sales	\$69,059.18	\$86,350.49	\$94,048.73	\$101,556.79	7.98%
Gross Liquor Store Sales Comparison	\$355,591.62	\$387,190.20	\$401,885.06	\$395,287.01	-1.64%

2026 Blackduck DMV Office Income Statement

Year to date Revenue thru 3/31/2026

	2026 DMV Sales	2026 DNR Sales	2026 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	2026 Net Office Revenue	2026 YTD DMV Expenses	2026 YTD Net Profit	Previous Year Net Profit	Comparative +/- %
January	\$74,045.89	\$9,891.50	\$83,937.39	\$69,955.92	16.66%	\$3,853.44	\$641.00	\$70,192.45	\$9,250.50	\$4,494.44	\$5,109.59	-\$615.15	\$2,057.80	434.52%
February	\$85,893.54	\$4,646.25	\$90,539.79	\$97,708.20	-7.92%	\$4,887.59	\$316.75	\$81,005.95	\$4,329.50	\$5,204.34	\$5,265.45	-\$61.11	\$3,276.72	5462.00%
March	\$135,003.80	\$5,661.50	\$140,665.30	\$103,745.43	26.25%	\$6,440.91	\$441.00	\$128,562.89	\$5,220.50	\$6,881.91	\$6,467.84	\$414.07	\$3,591.45	-767.35%
April		\$0.00	\$0.00	\$79,672.94	#DIV/0!			\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,942.43	#DIV/0!
May		\$0.00	\$0.00	\$97,770.70	#DIV/0!			\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$4,264.32	#DIV/0!
June		\$0.00	\$0.00	\$54,471.51	#DIV/0!			\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,871.67	#DIV/0!
July		\$0.00	\$0.00	\$58,593.18	#DIV/0!			\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,228.43	#DIV/0!
August		\$0.00	\$0.00	\$52,971.60	#DIV/0!			\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,014.02	#DIV/0!
September		\$0.00	\$0.00	\$38,981.37	#DIV/0!			\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,111.72	#DIV/0!
October		\$0.00	\$0.00	\$52,765.44	#DIV/0!			\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,578.08	#DIV/0!
November		\$0.00	\$0.00	\$42,907.31	#DIV/0!			\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$646.78	#DIV/0!
December		\$0.00	\$0.00	\$74,893.10	#DIV/0!			\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,135.27	#DIV/0!
Year To Date:	\$294,943.23	\$20,199.25	\$315,142.48	\$824,436.70	-161.61%	\$15,181.94	\$1,398.75	\$279,761.29	\$18,800.50	\$16,580.69	\$16,842.88	-\$262.19	\$26,718.69	10290.58%

General Fund
Year to Date Income Statement thru 3/31/2026

General Fund Revenues - <i>thru 3/31/2026</i>	2026 YTD	2026 Budget	Remaining
Property Taxes	\$7,986.94	\$382,193.00	\$374,206.06
LGA	\$0.00	\$324,587.00	\$324,587.00
State, County, Federal Aid -	\$0.00	\$70,786.00	\$70,786.00
Fire Protection	\$106,139.81	\$105,943.34	(\$196.47)
Other - fines, interest, licenses, insurance proceeds,interfund transfers, etc.	\$5,562.50	\$41,425.00	\$35,862.50
Charges for Service - <i>includes DMV & DNR</i>	\$26,973.80	\$60,000.00	\$33,026.20
Transfers in	\$10,000.00	\$60,000.00	\$50,000.00
Total General Fund Revenues	\$156,663.05	\$1,044,934.34	\$888,271.29

General Fund Expenditures - By Department - <i>through 3/31/2026</i>	2026 YTD	2026 Budget	Remaining
City Council	\$1,255.00	\$13,998.00	\$12,743.00
Administration-	\$88,155.40	\$241,642.00	\$153,486.60
Planning & Zoning	\$1,592.00	\$10,000.00	\$8,408.00
Government Bldgs	\$7,259.65	\$16,603.61	\$9,343.96
Police Department	\$13,922.79	\$218,289.61	\$204,366.82
Fire Department	\$33,894.43	\$124,100.34	\$90,205.91
Street Department	\$37,325.52	\$255,030.86	\$217,705.34
Street Lighting	\$3,191.88	\$24,000.00	\$20,808.12
License Center - DMV	\$16,842.88	\$63,233.69	\$46,390.81
Parks - Wayside Rest	\$5,795.11	\$45,934.66	\$40,139.55
Library	\$2,180.34	\$32,101.81	\$29,921.47
Total General Fund Expenditures	\$211,415.00	\$1,044,934.58	\$833,519.58

Net Difference **(\$54,751.95)**

MAR 19 2026

\$ 1703.98
 V#9492

MINNESOTA Lawful Gambling

LG216 Worksheet for Calculating Lawful Gambling Monthly Rent

Organization Name
Blackduck Fire Relief

License Number
01944

Site Name
POND

Site Number
001

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

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

Bar Operation Rent
 2 List the % to be paid for paper pull-tabs, tipboards and paddle tickets 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%**

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 paddle tickets by the amount in Box 1.	Multiply the total of this month's net receipts from paper pull-tabs, tipboards, and paddle tickets by the amount in Box 2.	Multiply the total of this month's net receipts from paper pull-tabs, tipboards, and paddle tickets by the amount in Box 2.	Multiply the total of this month's net receipts from, electronic pull-tabs and electronic linked bingo by the amount in Box 3.	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.			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. The amount in month the Col H is paid.	Subtract Col G from Col F. This is the amount of rent to be paid. The amount is not reported on Sched A.
2/2026			3126.00	625.20	625.20	7323.85	1098.58	1723.78	(19.80)	1703.98

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



CITY OF BLACKDUCK

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Payments

Current Period: March 2026

Payment Batch CCPMTMARCH031626 \$307.45

Refer	<u>2727027 CARDMEMBER SERVICE -DEERW</u>		<u>Ck# 015688</u>	<u>3/17/2026</u>	
Cash Payment	E 613-49830-210 Operating Supplies (GEN	Business Card Holder - Christina Regas			\$52.04
Invoice					
Cash Payment	E 101-44444-322 Postage	Business Card Holder - Christina Regas			\$4.74
Invoice					
Cash Payment	E 609-49750-322 Postage	Business Card Holder - Christina Regas			\$156.00
Invoice					
Cash Payment	E 101-41400-433 Dues and Subscriptions	Business Card Holder - Christina Regas			\$9.39
Invoice					
Cash Payment	E 101-44444-322 Postage	Business Card Holder - Christina Regas			\$5.19
Invoice					
Transaction Date	3/16/2026	DW Checking	10100	Total	\$227.36
Refer	<u>2727028 CARDMEMBER SERVICE -DEERW</u>		<u>Ck# 015688</u>	<u>3/17/2026</u>	
Cash Payment	E 101-43100-321 Telephone	Business Credit Card Holder - Mike Schwanke			\$1.99
Invoice					
Transaction Date	3/16/2026	DW Checking	10100	Total	\$1.99
Refer	<u>2727032 CARDMEMBER SERVICE -DEERW</u>		<u>Ck# 015688</u>	<u>3/17/2026</u>	
Cash Payment	E 613-49830-210 Operating Supplies (GEN	Business Credit Card Holder - Misty Frenzel			\$37.95
Invoice					
Cash Payment	E 613-49830-210 Operating Supplies (GEN	Business Credit Card Holder - Misty Frenzel			\$40.15
Invoice					
Transaction Date	3/16/2026	DW Checking	10100	Total	\$78.10

Fund Summary

	10100 DW Checking
101 GENERAL FUND	\$21.31
609 MUNICIPAL LIQUOR FUND	\$156.00
613 GOLF COURSE	\$130.14
	\$307.45

Pre-Written Checks	\$307.45
Checks to be Generated by the Computer	\$0.00
Total	\$307.45

CITY OF BLACKDUCK
Transaction Activity COB Payrolls - March 2026

Search Name	Check Amount Nbr	EFT	Tran Name	Check/Receipt Date	Period Name	Batch Name
2026						
MN DEPT OF REVENUE	\$1,230.51	005000	Cash Payment	03/10/26	March	PR6LIABS031026
INTERNAL REVENUE SERVICE	\$2,124.73	004999	Cash Payment	03/10/26	March	PR6LIABS031026
MN CHILD SUPPORT PAY CTR	\$25.00	015679	Cash Payment	03/10/26	March	PR6LIABS031026
IUOE LOCAL #49	\$140.00	015678	Cash Payment	03/10/26	March	PR6LIABS031026
PERA	\$4,986.88	005001	Cash Payment	03/10/26	March	PR6LIABS031026
NATIONWIDE	\$356.51	005002	Cash Payment	03/10/26	March	PR6LIABS031026
CENTRAL PENSION FUND	\$679.00	015677	Cash Payment	03/10/26	March	PR6LIABS031026
INTERNAL REVENUE SERVICE	\$5,364.56	004999	Cash Payment	03/10/26	March	PR6LIABS031026
NORTHWEST SERVICE COOP	\$6,036.96	005007	Cash Payment	03/13/26	March	NWSCoop 03-2026
PERA	\$5,317.26	005013	Cash Payment	03/24/26	March	PR7LIABS032426
INTERNAL REVENUE SERVICE	\$5,495.74	005014	Cash Payment	03/24/26	March	PR7LIABS032426
CENTRAL PENSION FUND	\$742.50	015697	Cash Payment	03/24/26	March	PR7LIABS032426
MN CHILD SUPPORT PAY CTR	\$25.00	015699	Cash Payment	03/24/26	March	PR7LIABS032426
DEERWOOD BANK	\$2,750.03	015698	Cash Payment	03/24/26	March	PR7LIABS032426
NATIONWIDE	\$354.51	005016	Cash Payment	03/24/26	March	PR7LIABS032426
MN DEPT OF REVENUE	\$1,280.47	005015	Cash Payment	03/24/26	March	PR7LIABS032426
INTERNAL REVENUE SERVICE	\$2,135.41	005014	Cash Payment	03/24/26	March	PR7LIABS032426
	<u>\$39,045.07</u>					
	<u>\$39,045.07</u>					
2026						

CITY OF BLACKDUCK
Transaction Activity COB Payrolls - March 2026

Search Name	Amount	Check Nbr	EFT	Tran Name	Check/Receipt Date	Period Name	Batch Name
2026	\$351.44	005011	Yes	Cash Payment	03/23/26	March	LinLife 03-2026
2026	\$351.44						
	<u>\$351.44</u>						

CITY OF BLACKDUCK
Transaction Activity COB Payrolls - March 2026

Search Name	Amount	Check Nbr	EFT	Tran Name	Check/Receipt Date	Period Name	Batch Name
2026							
DELTA DENTAL	\$375.18	005008	Yes	Cash Payment	03/13/26	March	DeltaD 032026
2026	<u>\$375.18</u>						
	<u>\$375.18</u>						



CITY OF BLACKDUCK

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Payments

Current Period: March 2026

Payment Batch FRONTIER REPAIR031 \$666.92

Refer	2726997 FRONTIER REPAIR	Ck# 015683 3/11/2026		
Cash Payment	E 101-43100-404 Repairs/Maint Machinery	REPACKED HYDRAULIC CYLINDER		\$159.44
Invoice	159252	1/7/2026		
Transaction Date	3/11/2026	DW Checking	10100	Total <u>\$159.44</u>

Refer	2726999 FRONTIER REPAIR	Ck# 015683 3/11/2026		
Cash Payment	E 101-43100-404 Repairs/Maint Machinery	4DXHDBATTERY		\$507.48
Invoice	159536	2/2/2026		
Transaction Date	3/11/2026	DW Checking	10100	Total <u>\$507.48</u>

Fund Summary

	10100 DW Checking	
101 GENERAL FUND		<u>\$666.92</u>
		\$666.92

Pre-Written Checks	\$666.92
Checks to be Generated by the Computer	<u>\$0.00</u>
Total	\$666.92

SALES TAX RECEIPTS

City of Blackduck												
Payment Date	Revenue Month	Gross Revenue Amount	Start-up Costs (One-time only)	Miscellaneous Deduction or Addition (See notes below)	Administrative Cost	Net Amount Paid						
9/10/2025	July	9,644.67			(86.80)	9,557.87						
10/10/2025	August	10,952.38			(98.57)	10,853.81						
11/10/2025	September	9,940.22			(89.46)	9,850.76						
12/10/2025	October	8,487.34			(76.39)	8,410.95						
1/9/2026	November	8,264.39			(74.38)	8,190.01						
2/10/2026	December	8,003.61			(72.03)	7,931.58						
3/10/2026	January	9,884.31			(88.96)	9,795.35						
4/10/2026	February					-						
5/8/2026	March					-						
6/10/2026	April					-						
7/10/2026	May					-						
8/10/2026	June					-						
TOTAL		65,176.92	-	-	(586.59)	64,590.33						

Please note: This report contains current fiscal year information only.

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: 3695

Payment Information
Payment Reference: 0010254918
Payment Date: 03/10/2026
Payment Method: Automated Clearing House

Agency Code / Description	Contact Phone	Voucher ID / Payment Message	Invoice Date	Invoice Number	Customer Account	Paid Amt
J33 / TRIAL COURT-BELTRAMI	218/333-4120	04 01631561	02/28/2026	04 FEB 26 REV 10000000312	FINES 02/26 Bel	250.00

Total: 250.00 USD

From: [Gabler, Troy](#)
To: [Regas, Christina](#); [Maxwell Gullette](#)
Cc: [Kelly, Siona](#)
Subject: Out of Scope for Audit
Date: Wednesday, March 25, 2026 2:48:31 PM
Attachments: [ee351b90a0434f0d86ae08cec2ba23dc.png](#)
[1441018135264d95af37daece6feff3c.png](#)
[103f96dc155b490fb3b21a0cf367e0eb.png](#)
[0f815e76ccf449ca8cec8608dbb38a98.png](#)
[01bbfecbd3174be09b4a762c87d93238.png](#)
[01c2651a97fc4d36ad1d62bb00a807d9.png](#)
[f88f09bdc85642cea4c97684952ebee3.png](#)

[EXTERNAL]

Hey Christina and Max!

Alright so I we have made ti through fieldwork, and most of what we have left is wrapping odds/ends, drafting the statements, and looking at fund balance.

We had met with Christina earlier this year to discuss the areas we had issues with last year in working to remedy how much time/energy we had into those as last year we didn't bill for much of the additional time given how the old auditor worked with the city to ensure we were being fair!

This year has been much better but we do intend on billing for out of scope this year in a more typical fashion than we did last year where we didn't bill much at all.

So 2024 audit out of scope:

1. \$160,000 of out of scope essentially related to PY Issues, Schedules not being supported, and a host of other items we discussed in detail with Christina. WE billed \$10,000 for that. We actually paid people 30k more than you paid us to do your audit. In the first year, our firm is willing to take a loss and get a client on track if we think its the right thing to do, which Chris and I went to bat to only charge what we did. We recognize this is more than you normally have paid for audits, and not what your other auditor expected in terms of things being supported.

In 2025 audit out of scope:

1. \$27,000 in out of scope. I don't want to bill the entire amount but do plan to bill 65% of that this year or about \$17,725. I do think CHristina has seen the work we put in for this additional fee but I do want to show you below so you know the areas we helped with:
 - a. Help with entries to get cash properly reconciled. Mostly due to cash not being tied out to the trial balance monthly which Christina is implementing
 - b. Accounts Payable entries that had to be adjusted from what we initially received and variances to what we saw in our testing.
 - c. Capital assets as the City forgot to do the fire truck, so we mostly finished testing that area, then had to update it all again since that wasn't included but later we noted it should have been. So updated schedules, but also had to retest things we

had completed.

- d. Debt entries for bond issuance cost had to be adjusted for the portion that was not received by the City but went to the debt issuance costs directly
- e. Interfund issues. This has taken significant time both years and is something that is getting better each year it seems but still takes significant time. We need intrafund transfers ideally eliminated and interfund transfers to balance.
- f. Reimporting the Trial balance a few times after additional entries and reclassifications were made. Essentially we had beginning fund balance issues where things didn't tie back to last year so we had to figure out why with the City, identify what had to change on citie's books. Get the adjustment in, then reimport our trial balance which takes significant amounts of time to do.
- g. Local Option Sales tax, was newer but not entered properly as the receivable document they give you is not stated correctly. (This didn't take long but is included).
- h. Loan receivable work for things not properly stated.
- i. Taxes and Specials assistance. We are continuing to try to make the workpapers easier to use each year.

As part of this, at the end of the audit, we will do a free training with Christina again on any and all items we billed extra for or anything she has questions on. We will continue to do this each year to work towards less and less out of scope.

Note: Typically we bill 100% of all out of scope not 65%. I'm discounting it as I recognize we wrote off so much last year I didn't want to go from near 0% to 100%.

So you will see that on the March bill but didn't want to simply include it since its a large charge for the City and wanted you to have the context.

If either of you have questions, please let me know!



Troy Gabler, CPA

Principal

State and Local Government

Direct 763-516-7742 Mobile 763-516-7742

CLA (CliftonLarsonAllen LLP)

troy.gabler@claconnect.com

We'll get you there.

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CliftonLarsonAllen LLP



Learn how our digital team can use your data to improve your operations.

Account Name	City of Blackduck
Account Number	B122859
Authorization Number	1081050000
Invoice Total	\$36,139.87
Invoice Number	L261163581
Invoice Date	03/30/2026

Direct billing inquiries to 844-325-1836.

Pay Here CLAconnect.com/billpay

Finance charges will be assessed at 1.25% monthly, 15% annually.

Due Upon Receipt

Ship To Address: 8 Summit Ave East, Blackduck, MN 56630, United States of America

Service / Work Description	Amount
Audit services performed for 12/31/2025	\$12,150.00
Out of Scope - Additional time helping reconcile various accounts	\$17,550.00
Travel time and expenses	\$4,954.87
Technology and Client Support Fee	\$1,485.00
Sales Tax	\$0.00
Invoice Total	\$36,139.87

Please detach and remit payment to the address below.

We appreciate your business and referrals

07763768122859000361398700L2611635817

Remit to:

CliftonLarsonAllen LLP
P.O. Box 776376
Chicago, IL 60677-6376

City of Blackduck
8 Summit Ave East
Blackduck, MN 56630

Amount Remitted	\$ _____
Account Number	B122859
Invoice Number	L261163581

Instructions: Submit completed form to ppl.submittals.pca@state.mn.us.

For more information, please contact Pam Foster, Clean Water Revolving Fund Coordinator at 218-302-6619 or pamela.foster@state.mn.us. You can also visit our website at: <https://www.pca.state.mn.us/business-with-us/apply-for-financial-assistance>

1. **New project/Update to existing PPL project:** New project Update to existing project Rescore

MPCA Project number: 279582

2. **NPDES/SDS Permit number:** MN0052302

3. **Project description:**

The project will consist of wastewater collection, pumping station, wastewater stabilization ponds, and irrigation rehabilitation improvements

4. **Facility Plan/Preliminary Engineering Report submitted along with PPL Application?** Yes No

5. **Applicant name:** City of Blackduck

Project area: City Limits and Treatment Facilities Property

Town/city: Blackduck

Population: 845

County: Beltrami

6. **Contact person:** Christina Regas

Address: 8 Summit Ave NE, Blackduck, MN 56630

Phone: (218) 8.5-4803

Email: christina.regas@blackduckmn.com

7. **Project engineering consultants/Firm name (if applicable):** Widseth Smith Nolting & Associates, Inc.

Contact name: Tim Ramerth

Address: 7804 Industrial Park Road, Baxter, MN 56425

Phone: (218) 316-3653

Email: tim.ramerth@widseth.com

8. Project area description:	<input checked="" type="checkbox"/> Sewered	<input type="checkbox"/> Unsewered (submit map of project area)
a. Number of existing households:	188	
b. Number of non-residential users:	92	
c. Number of failing SSTS systems:	N/A	N/A

Need or problem project addresses:
(Check all that apply)

- Rehab collection system Failing SSTS systems
 Connection to an existing system Rehab of an existing facility
 New treatment and/or collection system Advanced treatment
 Expansion of existing treatment plant Other

Note: Required attachments for unsewered area projects. A map of the project service area which has an identifiable scale, identifies all the structures with wastewater flows, and has the maximum impact zone clearly encircled.

9. **Project estimated cost (\$):** \$8,700,000.00
10. **Current project status:** Facility Plan submitted and requesting placement on IUP this year
11. **Desired construction state date, if financing is available (month/year):** 2027

12. **Project Needs Categories (check all that apply):**

- New Collector System
- New Interceptors
- Sewer System Rehab
- Infiltration/Inflow
- Secondary Treatment
- Advanced Treatment
- Reuse
- Water Efficiency
- Energy Efficiency
- Renewable Energy

13. **Please indicate if this project may qualify for Green Project Reserve (GPR), and has potentially eligible components or the entire project is applying to be determined GPR eligible.**

The U.S. Environmental Protection Agency (EPA) has provided a guidance document listing examples of projects that will qualify for Green Project Reserve dollars. Below is an abbreviated list of those examples. If the proposed project matches one or more of the examples, check the box next to the example that describes the project. For more information, see *Guidance for Green Project Reserve* at <https://www.pca.state.mn.us/business-with-us/apply-for-financial-assistance>.

Categorical eligible project types (check all that apply):

- 1. Water Efficiency
- 2. Energy Efficiency
- 3. Environmentally Innovative
- 4. Non-categorical (describe below)

On behalf of an eligible project as their authorized authority, I hereby submit this application for placement on the PPL:

Authorized Representative

Signature:  Title: City Administrator
(This document has been electronically signed.)

Email: christina.regas@blackduckmn.com Date (mm/dd/yyyy): 3/10/2026



**Accepting Submissions from Wastewater or Stormwater Projects for the 2027
Clean Water Project Priority List**

Proposals are being accepted to place wastewater or stormwater collection and treatment system projects on the Clean Water Project Priority List (PPL). Projects must be on the PPL to be eligible to apply for low interest Clean Water Revolving Fund (CWRP) loans and other state grants and loans from the Minnesota Public Facilities Authority (MPFA). MPFA financing is for municipal infrastructure investments which contribute to water quality benefits. Funding is not available for privately owned infrastructure.

Please Note: Projects on the 2026 PPL will automatically be re-listed on the 2027 PPL unless the project has received funding, requested removal, or has shown no progress in the past five (5) years. Keep all scoring information as current as possible. When appropriate, submit updated project costs, construction schedule, and PPL re-score requests.

Green Project Reserve (GPR): Projects believed to meet the GPR eligibility requirements as described in the PPL application forms should indicate their potential GPR eligibility in the PPL application and Intended Use Plan (IUP) request for placement.

Procurement of Engineering Services: A portion of projects funded by the CWSRF must follow a Qualifications Based Selection (QBS) process for consulting engineering services. Applicants to the PPL are encouraged to follow a QBS process for engineering services.

Municipalities need to resubmit IUP applications each year unless those projects are on Part A from the previous year (carryover) or are under contract with MPFA.

IMPORTANT DEADLINES FOR PROJECTS SEEKING TO BE PLACED ON 2027 CWSRF PPL OR IUP:

Request for placement on the MPCA 2027 PPL	March 6, 2026 (or before)
Request for placement on the MPFA 2027 IUP	June 5, 2026 (or before)
Wastewater facilities plans or stormwater project plans to MPCA (to ensure priority review) for placement on 2027 IUP	March 6, 2026 (or before)
Wastewater facilities plans or stormwater project plans preliminary approval by MPCA for placement on 2027 IUP	June 5, 2026 (or before)

All MPCA submittals should be sent electronically to: PPL.Submittals.PCA@state.mn.us

To obtain necessary PPL instructions, application forms and general program information go to: <https://www.pca.state.mn.us/water/wastewater-and-stormwater-financial-assistance>

For more information please contact: Pam Foster, CWRP Coordinator, 218-302-6619 or pamela.foster@state.mn.us

Emerging Contaminants: The 2025 legislature authorized the use of Federal Clean Water funds for principal forgiveness grants to address emerging contaminants (EC) in wastewater. The MPCA is soliciting Clean Water EC grant projects for listing on the 2027 PPL and/or IUP. Eligible projects may receive EC grants of 50% (principal forgiveness) for a maximum of \$3,000,000.

EC Definition: Emerging contaminants refer to substances and microorganisms, including manufactured or naturally occurring physical, chemical, biological, radiological, or nuclear materials, which are known or anticipated in the environment, that may pose newly identified or re-emerging risks to human health, aquatic life, or the environment. These substances, microorganisms, or materials can include many different types of natural or manufactured chemicals and substances – such as those in some compounds of personal care products, pharmaceuticals, industrial chemicals, pesticides, perfluoroalkyl and polyfluoroalkyl substances (PFAS) and microplastics.

A description of emerging contaminants for the purposes of CWSRF financing can be found in Appendix B of EPA’s March 2022 Memorandum [Implementation of the Clean Water and Drinking Water State Revolving Fund Provisions of the Bipartisan Infrastructure Law](#).

For more information on emerging contaminants visit: [CWSRF Emerging Contaminants - Frequent Questions and Answers | US EPA](#)

To apply to the 2027 PPL for EC grant, submit a letter of interest with the following information:

- Project name
- Project sponsor
- Project contacts
- Project description (including specific ECs to be addressed)
- Eligible Project type:
 - Pilot project
 - Planning and design
 - Bench-scale
 - Construction
 - Other – specify
- Proposed treatment
- Project schedule
- Cost summary
- Attachments documents to support proposal (i.e. location maps, design drawings, etc.)

Send letters of interest and supplemental documentation to PPL.Submittals.PCA@state.mn.us



A GREAT PLACE FOR FAMILIES

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

March 12, 2026

Beltrami Soil & Water Conservation District
701 Minnesota Ave NW Suite 113
Bemidji, MN 56601
(218)333-4152

To Whom it May Concern,

The Blackduck City Council is writing this letter to express their intent to participate in the design and implementation of a stormwater retention pond as depicted by the Stormwater Retrofit Analysis commissioned by the Beltrami Soil & Water Conservation District in 2025.

This letter of intent is intended as a preliminary expression of interest in the project and does not constitute a binding agreement. A formal agreement will be drafted for consideration upon the completion of the project design.

Sincerely,



Christina Regas
City Administrator
City of Blackduck

www.blackduckmn.com

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

"The City Of Blackduck Is An Equal Opportunity Provider"

RIGHT-OF-WAY EASEMENT

SO# 202602926 WO# 22072 Location No. 043-12-200 Township Hines - 149 N Range 31W Section 12

KNOW ALL MEN BY THESE PRESENTS, that we the undersigned, **City of Blackduck, a Municipal Corporation**,

(hereinafter called "owner"), for a good and valuable consideration, the receipt whereof is hereby acknowledged, do hereby grant unto **BELTRAMI ELECTRIC COOPERATIVE**, an incorporated cooperative association, organized under the laws of the State of Minnesota (hereinafter called the "cooperative") whose post office address is Bemidji, Minnesota, and to its successor or assigns, a perpetual right-of-way easement for the purposes hereinafter provided, upon the lands of the undersigned, situated in the County of Beltrami, State of Minnesota, described as follows:

The West Twenty-five (25) feet of Lots Thirteen (13), Fourteen (14) and Fifteen (15), Block Seven (7), Blackduck, according to the duly recorded plat thereof

And limited to a strip of land, 10 feet on each side of essentially the centerline of the facilities as constructed, either existing or to be constructed.

1. Purpose of Easement:

This easement is for the purpose of constructing, operating, maintaining, repairing, relocating, or reconstructing lines for electric distribution on or under the above described property and all abutting streets, roads, and highways.

2. The Cooperative's Right of Access:

The cooperative shall have the right of ingress to and egress from the easement over the lands of owners adjacent to the easement and lying between public or private roads and the easement, such right to be exercised in such manner as shall occasion the least practicable damage and inconvenience to owner.

3. The Cooperative's Right to Clear and Maintain the Right-of-Way:

The cooperative shall have the right to clear and maintain the right-of-way of trees, brush, stumps, and other obstructions to the extent and in the manner the cooperative determines to be necessary.

4. The Cooperative's Right to Maintain Facilities:

The cooperative shall have the right to construct new facilities and extensions of existing facilities. The cooperative shall also have the right to make alterations, improvements, replacements of, and substitutions and additions to its existing facilities. The undersigned agree that all poles, wires and other facilities, installed in, upon or under the above described lands at the cooperative's expense shall remain the property of the cooperative, removable at the option of the cooperative.

5. National Electric Safety Code and Clearance:

The cooperative shall have the right to keep the easement clear of all buildings, structures, or other obstructions, and shall have the right to correct any violation of the National Electric Safety Code requirements caused by construction hereafter of any buildings, structures or other obstructions within the easement, at the property owners expense.

6. Cooperative's Duty to Restore:

Upon any construction or maintenance of electric distribution lines by the cooperative, the cooperative will restore the property as nearly to its original condition as may be practical. The grades over and under the right-of-way shall be established as those existing following original construction.

7. Grade Changes and Damage by Owner:

If grade changes are made by the owner, or his employees, agents, or successors in interest, which make it necessary for the cooperative to relocate any electric distribution lines or apparatus relating thereto, the cost of such changes will be paid by the owner or his successors in interest. The owner or his successors in interest shall be responsible for the cost of any repairs to the cable, apparatus, wires or poles which are caused by the action of the owner or his successors in interest.

8. Easement to run with the Land:

This easement shall run with the land and will be binding on the heirs, administrators, successors, or assigns of the owners. The owners agree that they will disclose to their successors in title the existence of the easement, if the lands described above, or any part thereof, are sold prior to the completion of construction.

The undersigned affirm that they are the owners of the above described lands and that the said lands are free and clear of encumbrances and liens of whatsoever character except those held by the following persons:

X Christina Regas X _____

STATE OF MINNESOTA
COUNTY OF BELTRAMI

This instrument was acknowledged before me on this 20th day of March, 2026, before me personally appeared,

Christina Regas, City Administrator for the City of Blackduck, a Municipal Corporation
to me known to be the persons described in and who executed the foregoing instrument.

Notary Public Paige Irene Scheldrup
My Commission expires 01-31-2030



This instrument was drafted by:
Beltrami Electric Cooperative, Inc., PO Box 488, Bemidji, MN 56619-0488



BINDER

**The Property/Casualty Renewal Application and Optional Coverage Renewal Applications Have
Been Received. Coverage(s) Are Bound As Stated Below**

Date: 03/18/2026

Covered Party: Blackduck, City Of

Inception Date(s): 06-01-2026

Agent: Dale Schmidt Agency, Inc.

Address: 823 Washington Ave S

LMCIT has received the property/casualty renewal application(s) for the above. The property/casualty and expiring optional coverages are bound based on the renewal application(s) submitted subject to the terms and conditions of the LMCIT coverage(s) that are in effect on the renewal date.

New optional coverage quote(s) are not bound unless the covered party has requested that coverage(s) be bound and LMCIT has sent written confirmation.

Please contact your LMCIT underwriter or me if you have any questions.

Liam Bieber
LMCIT Underwriting Manager



**Beltrami Electric
Cooperative Inc.**

Your Touchstone Energy® Cooperative

4111 Technology Dr. NW
PO Box 488
Bemidji, MN 56619-0488
218-444-2540 800-955-6083
www.beltramielectric.com

QUOTE: 17246

Order Date: 03/18/2026
Terms: OA STMT TERM
Expire Date: 04/17/2026

CITY OF BLACKDUCK
PO BOX 380
BLACKDUCK MN 56630-0380

Account: 4001

Page 1 of 1

Description: CONSTRUCTION CHARGES

Instructions: PLEASE SEND A COPY WITH YOUR PAYMENT AND REFERENCE YOUR ACCOUNT NUMBER ON YOUR CHECK.

SERVICE ORDER #:202602926
WINTER CHARGE: \$6,000

WORK ORDER #:22072

LOCATION #:043-12-200

CATALOG ITEM	DESCRIPTION	QUANTITY	UOM	UNIT PRICE	AMOUNT	TAX
	SERVICE IMPROVEMENT BASE CONTRIBUTION	1.000	EA	1,050.0000	1,050.00	
	SINGLE-PHASE CONSTRUCTION FOOTAGE	10.000	FT	10.0000	100.00	
	SINGLE-PHASE SECONDARY WIRE	265.000	FT	10.0000	2,650.00	

MESSAGES

SEND A COPY AND REFERENCE ACCOUNT WITH YOUR PAYMENT.

CONSTRUCTION CHARGES MUST BE PAID IN FULL PRIOR TO CONSTRUCTION SCHEDULING.

QUOTES ARE VALID FOR THE CURRENT CONSTRUCTION SEASON ONLY.

Additional construction charge of \$8.00/ft (\$500 minimum) will be applied between NOVEMBER 1st and MAY 1st.

TOTAL ORDER AMOUNT:

\$ 3,800.00



MAR 30 2026

SANITARY SEWER DISCHARGE FOR HOLDING TANK WASTE

Date Received:

PRINT all information on this application.

PERMIT NUMBER: 2026-01

1. Business Name: Bemidji Sewer + Waterworks

2. Phone Day: (218) 766-1971 Night: (11) -

3. Address: 23788 Pass Rd NE City: Hines State: mn Zip: 56647

4. E-mail address bswseptic@yahoo.com

5. Minnesota Pollution Control A (MPCA) Permit Number: 4086 Permit Expires: 10/9/28

6. Business FEIN: 30-1205025

I hereby declare that I am the owner, or authorized agent of the owner, of the above described business and I agree to keep adequate records of each tank load disposed of at the City of Blackduck Wastewater Facility Stabilization Ponds indicating origin, type and volume of waste. I further agree to only dispose of acceptable waste according to the Sanitary Sewer Discharge Policy for Holding Tank Waste. I further understand that the foregoing information contained on this application is a true and correct statement of my intentions. All provisions of laws and ordinances governing this type of work will be complied with whether specified herein or not. The granting of a permit does not presume to give authority to violate or cancel the provisions of any other state or local law regulating construction or the performance of construction. I have also read and understand the instructions and information listed on the policy on the backside of this form.

7. Signed by Applicant: [Signature] Date: 3/25/26

***** (The following to be completed by the City) *****

Sanitary Sewer Permit Approved By: _____ Date: ___/___/___ Permit Fee: \$100.00
Sanitary Sewer Permit Denied for _____ Date: ___/___/___
Public Works Supervisor: [Signature] Date: 3/30/2026

7d check [Signature]

\$100.00

**SANITARY SEWER
DISCHARGE PERMIT**

No. 2026-01

License is hereby Granted to:

Bemidji Sewer & Waterworks Inc.

MPCA License Number: 4086

**TO DISCHARGE: WASTEWATER
PREMISES LOCATED AT**

City of Blackduck Wastewater Facility Stabilization Ponds

In the City of Blackduck, County of Beltrami, State of Minnesota
for the period commencing April 1, 2026 and terminating December 31, 2026 at midnight.

This license is granted pursuant to application and payment of fee therefore and is subject to all the provisions and conditions of the laws of the state and of the federal government pertaining to such sale, and is revocable for violation thereof. Not transferable.

WITNESS THE GOVERNING BODY of the CITY OF BLACKDUCK and the seal thereof this 6th day of April, 2026
The Council of the City of Blackduck

Attest:
Administrator

by _____
Mayor

City of Blackduck Agreement between City and Campground Host

Name of Campground: Pine Tree Park
Dates of Voluntary Agreement: see attached for dates - Host will have camper on site unless noted
Names of Parties to the Agreement: City of Blackduck & Beth Kucera

Jobs Performed by Campground Host:

Public Relations
Provide and/or distribute information about Pine Tree Park rules and regulations, and general information about the community. Assist people with directions to particular locations if needed: make people feel comfortable and welcome without being intrusive.

Routine Maintenance

- Perform routine maintenance work including:
- Clean restrooms daily;
- Clean shower stall floors daily;
- Clean campsites after campers leave as needed;
- Clean picnic shelters after they are used as needed;
- General litter pickup in the Park; and
- Other light duties as deemed necessary.

Safety

Inform the Blackduck Police Chief or Beltrami County Sheriff's office if any problems arise in the campground. Use your own good judgment as to when a call is necessary; however, the City of Blackduck stresses the importance of the Host's safety and the safety of the campers first. Do not hesitate to call Law Enforcement if needed.

Communication

Inform City Hall (835-4803) on weekdays, if any critical problems should arise. We will work with you to solve any problems that may arise.

Remuneration

There will be no charge for your stay at Pine Tree Park.

Host
Elizabeth Kucera
Elizabeth Kucera

Date 4-2-26
4-2-26

Date 04/01/2026
04/01/2026

City of Blackduck
Christina Roosa

Beth Kucera, Pine Tree Park Campground 202 Host Agreement Dates Present:

- >Blackduck: May 7-15
- > Home: May 16- 22
- > Blackduck: May 23- 31 (includes Memorial Weekend)
- > Home: June 1- 15
- > Blackduck: June 16-28
- > Home: June 29 – July 3
- > Blackduck: July 4 – 13 (includes Independence Day Weekend)
- > Home: July 14 – 22 (Camper off-site)
- > Blackduck: July 23 - 29
- > Home: July 30 – August 7
- > Blackduck: August 8 - 15
- > Home: August 16 – 27
- > Blackduck: August 28 – September 7 (includes Labor Day Weekend)



CITY OF BLACKDUCK 2025 DRINKING WATER REPORT CONSUMER CONFIDENCE REPORT

Making Safe Drinking Water

Your drinking water comes from a groundwater source: a 215-foot-deep well that draws water from the Quaternary Buried Artesian aquifer.

Blackduck works hard to provide you with safe and reliable drinking water that meets federal and state water quality requirements. The purpose of this report is to provide you with information on your drinking water and how to protect our precious water resources.

Contact Mike Schwanke, Public Works Director, at (218) 835-4809 or michael.schwanke@blackduckmn.com if you have questions about Blackduck's drinking water. You can also ask for information about how you can take part in decisions that may affect water quality.

The U.S. Environmental Protection Agency sets safe drinking water standards. These standards limit the amounts of specific contaminants allowed in drinking water. This ensures that tap water is safe to drink for most people. The U.S. Food and Drug Administration regulates the amount of certain contaminants in bottled water. Bottled water must provide the same public health protection as public tap water.

Drinking water, including bottled water, may reasonably be expected to contain at least small amounts of some contaminants. The presence of contaminants does not necessarily mean that water poses a health risk. More information about contaminants and potential health effects can be obtained by visiting the website epa.gov/safewater.

Blackduck Monitoring Results

This report contains our monitoring results from January 1 to December 31, 2025.

We work with the Minnesota Department of Health to test drinking water for more than 100 contaminants. It is not unusual to detect contaminants in small amounts. No water supply is ever completely free of contaminants. Drinking water standards protect Minnesotans from substances that may be harmful to their health.

Learn more by visiting the Minnesota Department of Health's webpage [Basics of Monitoring and testing of Drinking Water in Minnesota](https://www.health.state.mn.us/communities/environment/water/factsheet/sampling.html) (<https://www.health.state.mn.us/communities/environment/water/factsheet/sampling.html>).



CITY OF BLACKDUCK

2025 DRINKING WATER REPORT

CONSUMER CONFIDENCE REPORT

How to Read the Water Quality Data Tables

The tables below show the contaminants we found last year or the most recent time we sampled for that contaminant. They also show the levels of those contaminants and the Environmental Protection Agency's limits. Substances that we tested for but did not find are not included in the tables.

We sample for some contaminants less than once a year because their levels in water are not expected to change from year to year. If we found any of these contaminants the last time we sampled for them, we included them in the tables below with the detection date.

We may have done additional monitoring for contaminants that are not included in the Safe Drinking Water Act. To request a copy of these results, call the Minnesota Department of Health at 651-201-4700 between 8:00 a.m. and 4:30 p.m., Monday through Friday.

Definitions

- **AL (Action Level):** The concentration of a contaminant which, if exceeded, triggers treatment or other requirements which a water system must follow.
- **Contaminant:** Any physical, chemical, biological, or radiological substance or matter in water.
- **EPA:** Environmental Protection Agency
- **MCL (Maximum contaminant level):** The highest level of a contaminant that is allowed in drinking water. MCLs are set as close to the MCLGs as feasible using the best available treatment technology.
- **MCLG (Maximum contaminant level goal):** The level of a contaminant in drinking water below which there is no known or expected risk to health. MCLGs allow for a margin of safety.
- **MRDL (Maximum residual disinfectant level):** The highest level of a disinfectant allowed in drinking water. There is convincing evidence that addition of a disinfectant is necessary for control of microbial contaminants.
- **MRDLG (Maximum residual disinfectant level goal):** The level of a drinking water disinfectant below which there is no known or expected risk to health. MRDLGs do not reflect the benefits of the use of disinfectants to control microbial contaminants.
- **N/A (Not applicable):** Does not apply.
- **ppb (parts per billion):** One part per billion in water is like one drop in one billion drops of water, or about one drop in a swimming pool. ppb is the same as micrograms per liter ($\mu\text{g/l}$).
- **ppm (parts per million):** One part per million is like one drop in one million drops of water, or about one cup in a swimming pool. ppm is the same as milligrams per liter (mg/l).
- **ppt (parts per trillion):** One part per trillion is like one drop in one trillion drops of water, or about one drop in 20 Olympic sized swimming pools. ppt is the same as nanograms per liter (ng/l).
- **PWSID:** Public water system identification.



CITY OF BLACKDUCK
2025 DRINKING WATER REPORT
CONSUMER CONFIDENCE REPORT

Monitoring Results – Regulated Substances

LEAD AND COPPER – Tested at customer taps.

Contaminant (Date, if sampled in previous year)	EPA's Ideal Goal (MCLG)	EPA's Action Level	90% of Results Were Less Than	Number of Homes with High Levels	Range of Detected Test Results	Violation	Typical Sources
Lead (10/11/23)	0 ppb	90% of homes less than 15 ppb	2.42 ppb	0 out of 10	0 - 3.5 ppb	NO	Corrosion of household plumbing.
Copper (10/11/23)	1.3 ppm	90% of homes less than 1.3 ppm	0.1 ppm	0 out of 10	0.01 - 0.18 ppm	NO	Corrosion of household plumbing.

INORGANIC & ORGANIC CONTAMINANTS – Tested in drinking water.

Contaminant (Date, if sampled in previous year)	EPA's Ideal Goal (MCLG)	EPA's Limit (MCL)	Highest Average or Highest Single Test Result	Range of Detected Test Results	Violation	Typical Sources
Barium	2 ppm	2 ppm	0.13 ppm	N/A	NO	Discharge of drilling wastes; Discharge from metal refineries; Erosion of natural deposit.



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CONTAMINANTS RELATED TO DISINFECTION – Tested in drinking water.

Substance (Date, if sampled in previous year)	EPA's Ideal Goal (MCLG or MRDLG)	EPA's Limit (MCL or MRDL)	Highest Average or Highest Single Test Result	Range of Detected Test Results	Violation	Typical Sources
Total Trihalomethanes (TTHMs)	N/A	80 ppb	3.6 ppb	N/A	NO	By-product of drinking water disinfection.
Total Haloacetic Acids (HAA)	N/A	60 ppb	8.6 ppb	N/A	NO	By-product of drinking water disinfection.
Total Chlorine	4.0 ppm	4.0 ppm	1.52 ppm	0.36 - 1.46 ppm	NO	Water additive used to control microbes.

Total HAA refers to HAA5

OTHER SUBSTANCES – Tested in drinking water.

Substance (Date, if sampled in previous year)	EPA's Ideal Goal (MCLG)	EPA's Limit (MCL)	Highest Average or Highest Single Test Result	Range of Detected Test Results	Violation	Typical Sources
Fluoride	4.0 ppm	4.0 ppm	0.59 ppm	0.27 - 0.89 ppm	NO	Erosion of natural deposits; Water additive to promote strong teeth.



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Potential Health Effects and Corrective Actions (If Applicable)

Fluoride: If your drinking water fluoride levels are below the optimal concentration range of 0.5 to 0.9 ppm, please talk with your dentist about how you can protect your teeth and your family's teeth from tooth decay and cavities. For more information, visit: MDH Drinking Water

Fluoridation

(<https://www.health.state.mn.us/communities/environment/water/com/fluoride.html>). Fluoride is nature's cavity fighter, with small amounts present naturally in many drinking water sources.

There is an overwhelming weight of credible, peer-reviewed, scientific evidence that fluoridation reduces tooth decay and cavities in children and adults, even when there is availability of fluoride from other sources, such as fluoride toothpaste and mouth rinses. Since studies show that optimal fluoride levels in drinking water benefit public health, municipal community water systems adjust the level of fluoride in the water to an optimal concentration between 0.5 to 0.9 parts per million (ppm) to protect your teeth. Fluoride levels below 2.0 ppm are not expected to increase the risk of a cosmetic condition known as enamel fluorosis.



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Monitoring Results – Unregulated Substances/Emerging Contaminants

In addition to testing drinking water for contaminants regulated under the Safe Drinking Water Act, we sometimes also monitor for contaminants that are not regulated. Unregulated contaminants do not have legal limits for drinking water. MDH, EPA, and other health agencies may have developed comparison values for some of these compounds. Some of these comparison values are based solely on potential health impacts and do not consider our ability to measure contaminants at very low concentrations nor the cost and technology of prevention and/or treatment. These values may be set at levels that are costly, challenging, or impractical for a water system to meet (for example, large-scale treatment technology may not exist for a given contaminant). Sample data are listed along with comparison values in the table below; it is important to note that these comparison values are not enforceable.

Detection alone of a regulated or unregulated contaminant should not cause concern. The significance of a detection should be determined considering current health effects information. We are often still learning about the health effects, so this information can change over time.

A person drinking water with a contaminant at or below the comparison value would be at little to no risk for harmful health effects. If the level of a contaminant is above the comparison value, people of a certain age or with special health conditions—like a fetus, infants, children, elderly, and people with impaired immunity—may need to take extra precautions. We are notifying you of the unregulated/emerging contaminants we have detected as a public education opportunity.

Unregulated contaminant monitoring helps EPA to determine where certain contaminants occur and whether the Agency should consider regulating those contaminants in the future.

- More information is available on [MDH's A-Z List of Contaminants in Water](https://www.health.state.mn.us/communities/environment/water/contaminants/index.html) (<https://www.health.state.mn.us/communities/environment/water/contaminants/index.html>)
- [Fourth Unregulated Contaminant Monitoring Rule \(UCMR 4\)](https://www.health.state.mn.us/communities/environment/water/com/ucmr4.html) (<https://www.health.state.mn.us/communities/environment/water/com/ucmr4.html>)
- [Fifth Unregulated Contaminant Monitoring Rule](https://www.epa.gov/dwucmr/fifth-unregulated-contaminant-monitoring-rule) (<https://www.epa.gov/dwucmr/fifth-unregulated-contaminant-monitoring-rule>)
- EPA has developed a [UCMR5 Program Overview Factsheet](https://www.epa.gov/system/files/documents/2022-02/ucmr5-factsheet.pdf) (<https://www.epa.gov/system/files/documents/2022-02/ucmr5-factsheet.pdf>) describing UCMR 5 contaminants and standards.

In the past year, your drinking water may have tested for additional unregulated contaminants as part of the [Fifth Unregulated Contaminant Monitoring Rule](https://www.epa.gov/dwucmr/fifth-unregulated-contaminant-monitoring-rule) (<https://www.epa.gov/dwucmr/fifth-unregulated-contaminant-monitoring-rule>) and results are still being processed. The Unregulated Contaminant Monitoring Rule 5 (UCMR 5) Data finder allows people to easily search for, summarize, and download the available [UCMR 5 analytical results](https://www.epa.gov/dwucmr/fifth-unregulated-contaminant-monitoring-rule-data-finder) (<https://www.epa.gov/dwucmr/fifth-unregulated-contaminant-monitoring-rule-data-finder>).



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UNREGULATED/EMERGING CONTAMINANTS – Tested in drinking water.

Contaminant	Comparison Value	Highest Average Result or Highest Single Test Result	Range of Detected Test Results
Sodium*	20 ppm	30.1 ppm	N/A
Sulfate	500 ppm	1.43 ppm	N/A

*Note that home water softening can increase the level of sodium in your water.

Some People Are More Vulnerable to Contaminants in Drinking Water

Some people may be more vulnerable to contaminants in drinking water than the general population. Immuno-compromised persons such as persons with cancer undergoing chemotherapy, persons who have undergone organ transplants, people with HIV/AIDS or other immune system disorders, some elderly, and infants can be particularly at risk from infections. These people should seek advice about drinking water from their health care providers. EPA/CDC guidelines on appropriate means to lessen the risk of infection by Cryptosporidium and other microbial contaminants are available on [EPA's website epa.gov/safewater](https://www.epa.gov/safewater).

Service Line Material Inventory

Blackduck has completed and submitted our service line materials inventory to the Minnesota Department of Health. The service line inventory is publicly available, and you can check the materials for your service line by visiting the [Lead Inventory Tracking Tool \(LIT\)](https://maps.umn.edu/LSL/) (<https://maps.umn.edu/LSL/>). You may also contact us at christina.regas@blackduckmn.com (Christina Regas). City Engineers completed the service line inventory by a multiple of notices to property owners. Those notices were received and inventoried and reported to MDH. As of 11/03/2025, our inventory contains 0 lead, 3 galvanized requiring replacement, 83 unknown material, and 202 non-lead service lines.

Learn More about Your Drinking Water

Drinking Water Sources

Groundwater supplies 75 percent of Minnesota’s drinking water, and found in aquifers beneath the surface of the land. Surface water supplies 25 percent of Minnesota’s drinking water, and is the water in lakes, rivers, and streams above the surface of the land.

Contaminants can get in drinking water sources from the natural environment and from people’s daily activities. There are six main types of contaminants in drinking water sources.



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- **Microbial contaminants**, such as viruses, bacteria, and parasites. Sources include sewage treatment plants, septic systems, agricultural livestock operations, pets, and wildlife.
- **Inorganic contaminants** include salts and metals from natural sources (e.g. rock and soil), oil and gas production, mining and farming operations, urban stormwater runoff, and wastewater discharges.
- **Pesticide:** Generally, any substance or mixture of substances intended for preventing, destroying, repelling, or mitigating any pest.
- **Herbicide:** Any chemical(s) used to control undesirable vegetation.
- **Organic chemical contaminants** include synthetic and volatile organic compounds. Sources include industrial processes and petroleum production, gas stations, urban stormwater runoff, and septic systems.
- **Radioactive contaminants** such as radium, thorium, and uranium isotopes come from natural sources (e.g. radon gas from soils and rock), mining operations, and oil and gas production.

The Minnesota Department of Health provides information about your drinking water source(s) in a source water assessment, including:

- How Blackduck is protecting your drinking water source(s);
- Nearby threats to your drinking water sources;
- How easily water and pollution can move from the surface of the land into drinking water sources, based on natural geology and the way wells are constructed.

Find your source water assessment at [Source Water Assessments](https://www.health.state.mn.us/communities/environment/water/swp/swa.html) (<https://www.health.state.mn.us/communities/environment/water/swp/swa.html>) or call 651-201-4700 between 8:00 a.m. and 4:30 p.m., Monday through Friday.

Lead in Drinking Water

Lead can cause serious health problems, babies, children under six years, and pregnant women are at the highest risk. You may be in contact with lead through paint, water, dust, soil, food, hobbies, or your job. There is no safe level of lead.

Lead in drinking water is primarily from materials and components associated with service lines and home plumbing. Our water system is responsible for providing high quality drinking water and removing lead pipes from service lines but cannot control the variety of materials used in plumbing components in your home. You can take responsibility by identifying and removing lead materials within your home plumbing and taking steps to reduce your family's risk.

Read below to learn how you can protect yourself from lead in drinking water.

1. **Let the water run** before drinking tap water flush your pipes for several minutes by running your tap. If you have a lead service line, you may need to let the water run longer. A service line is the underground pipe that brings water from the main water pipe under the street to your home.
 - Activities such as taking a shower, doing laundry or dishes help keep water moving in your home system but are not a replacement for running the tap before you drink if it has not been used for a long period of time.
 - The only way to know if lead has been reduced by letting it run is to check with a test. If letting the water run does not reduce lead, consider other options to reduce your exposure.



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2. **Know your service line materials** by contacting your public water system, or you can search for your address online at the [Minnesota Lead Inventory Tracking Tool \(https://maps.umn.edu/LSL/\)](https://maps.umn.edu/LSL/).
 - [Protect Your Tap: A quick check for lead \(https://www.epa.gov/ground-water-and-drinking-water/protect-your-tap-quick-check-lead\)](https://www.epa.gov/ground-water-and-drinking-water/protect-your-tap-quick-check-lead) is EPA's step by step guide to learn how to find lead pipes in your home.
 3. **Use cold water** for drinking, making food, and making baby formula. Hot water releases more lead from pipes than cold water.
 4. **Test your water.** In most cases, letting the water run and using cold water for drinking and cooking should keep lead levels low in your drinking water. If you are still concerned about lead, arrange with a laboratory to test your tap water. Testing your water is important if young children or pregnant women drink your tap water.
 - Contact a Minnesota Department of Health accredited laboratory to purchase a sample container and instructions on how to submit a sample:
[Environmental Laboratory Accreditation Program \(https://eldo.web.health.state.mn.us/public/accreditedlabs/labsearch.seam\)](https://eldo.web.health.state.mn.us/public/accreditedlabs/labsearch.seam)
The Minnesota Department of Health can help you understand your test results.
 5. **Treat your water** if a test shows your water has high levels of lead after you let the water run. You can use a filter certified with ANSI/NSF standards 53 and 42 for lead reduction.
 - Read about water treatment units:
[Point-of-Use Water Treatment Units for Lead Reduction \(https://www.health.state.mn.us/communities/environment/water/factsheet/poulead.html\)](https://www.health.state.mn.us/communities/environment/water/factsheet/poulead.html)
- Information on lead in drinking water, testing methods, and other steps you can take to minimize exposure are available at:
- Visit EPA [Basic Information about Lead in Drinking Water \(http://www.epa.gov/safewater/lead\)](http://www.epa.gov/safewater/lead)
 - Visit the Minnesota department of Health [Lead in Drinking Water \(https://www.health.state.mn.us/communities/environment/water/contaminants/lead.html\)](https://www.health.state.mn.us/communities/environment/water/contaminants/lead.html)
 - To learn about how to reduce your contact with lead from sources other than your drinking water, visit [Lead Poisoning Prevention: Common Sources \(https://www.health.state.mn.us/communities/environment/lead/fs/common.html\)](https://www.health.state.mn.us/communities/environment/lead/fs/common.html)
6. **Be Aware:** Head Start Programs, Child Care Centers, Public and Charter Schools all have requirements to test for lead in drinking water. These programs can learn more about requirements and resources for testing and remediation at [MDH Drinking Water in Schools and Child Cares \(https://www.web.health.state.mn.us/communities/environment/water/schools/index.html\)](https://www.web.health.state.mn.us/communities/environment/water/schools/index.html)

April 3, 2026

Christina Regas, City Administrator
City of Blackduck, Minnesota
8 Summit Ave NE
PO Box 380
Blackduck, MN 56630-0380

RE: Potential Refunding of Existing Bonds

As your Municipal Advisor one of the services we provide is to monitor your outstanding bond issues and alert you to any potential refunding opportunities. An updated status report for your outstanding debt is attached. It includes general information about your existing debt and a brief comment regarding potential savings based on current market conditions. We will continue to monitor your issues on an ongoing basis and will contact you if we identify refunding opportunities that merit consideration.

If you have any questions about this information, please contact me.

Sincerely,

Ehlers

A handwritten signature in black ink, appearing to read 'Todd Hagen'.

Todd Hagen
Senior Municipal Advisor/ Vice President

A handwritten signature in blue ink, appearing to read 'Dan Tienter'.

Dan Tienter
Senior Municipal Advisor

Status Report on Refunding of Existing Bond Issues

Original Bond Amount	Title	Last Maturity	Call Date	Callable Amount	Callable Rates		Status
					Low	High	
\$1,165,000	General Obligation Bonds, Series 2012A	02/01/2035	02/01/2023	\$500,000	2.250%	2.550%	As of April 3, 2026, we estimate that this refunding would not generate sufficient savings to be considered.
\$468,834	General Obligation Water Revenue Note of 2016	08/20/2046	09/28/2016	\$347,600	1.730%	3.466%	As of April 3, 2026, we estimate that this refunding would not generate sufficient savings to be considered.
\$30,000	USDA Loan, 2020	04/06/2030	-	-	-	-	These bonds are not callable.
\$650,000	General Obligation Tax Abatement Bonds, Series 2021A	02/01/2042	02/01/2030	\$410,000	2.000%	2.000%	As of April 3, 2026, we estimate that this refunding would not generate sufficient savings to be considered.
\$164,872	Taxable General Obligation Tax Abatement Bonds, Series 2021B	08/15/2036	08/27/2021	\$136,110	2.000%	2.000%	As of April 3, 2026, we estimate that this refunding would not generate sufficient savings to be considered.
\$1,655,000	Taxable General Obligation Bond of 2023A (USDA Loan)	07/28/2063	07/29/2023	\$1,602,524	2.250%	2.250%	As of April 3, 2026, we estimate that this refunding would not generate sufficient savings to be considered.
\$310,000	Taxable General Obligation Bond of 2023B (USDA Loan)	07/28/2063	07/29/2023	\$299,905	2.125%	2.125%	As of April 3, 2026, we estimate that this refunding would not generate sufficient savings to be considered.

Original Bond Amount	Title	Last Maturity	Call Date	Callable Amount	Callable Rates		Status
					Low	High	
\$180,000	General Obligation Equipment Certificate, Series 2024A	02/01/2032	07/26/2024	\$162,000	4.830%	4.830%	As of April 3, 2026, we estimate that this refunding would not generate sufficient savings to be considered.
\$363,000	General Obligation Equipment Certificate, Series 2025A	02/01/2036	01/24/2025	\$363,000	4.500%	4.500%	As of April 3, 2026, we estimate that this refunding would not generate sufficient savings to be considered.



April 6, 2026

Statement of Work - Audit Services

This agreement constitutes a statement of work ("SOW") under the master service agreement ("MSA") dated November 4, 2024, or superseding MSA, made by and between CliftonLarsonAllen LLP ("CLA," "we," "us," and "our") and City of Blackduck ("you," "your," or "the entity"). We are pleased to confirm our understanding of the terms and objectives of our engagement and the nature and limitations of the services CLA will provide for the entity as of and for the year ended December 31, 2025.

This SOW supersedes the SOW between City of Blackduck and CliftonLarsonAllen LLP (CLA) for audit services dated January 6, 2026.

Troy Gabler is responsible for the performance of the audit engagement.

Scope of audit services

We will audit the financial statements of the governmental activities, business-type activities, each major fund, and the aggregate remaining fund information, which collectively comprise the basic financial statements of City of Blackduck, and the related notes to the financial statements as of and for the year ended December 31, 2025.

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

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

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

Nonaudit services

We will also provide the following nonaudit services:

- Preparation of data collection form
- Preparation of your financial statements and the related notes.
- Preparation of the required supplementary information (RSI).
- Preparation of the supplementary information.

- Preparation of depreciation schedules.
- Preparation of schedule of expenditures of federal awards.
- Converting cash basis accounting records to accrual basis.
- Propose adjusting entries, if requested
- Assistance with GASB 87/96 calculations, if requested

Audit objectives

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

Our audit will be conducted in accordance with U.S. GAAS; the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and the audit requirements of Title 2 U.S. Code of Federal Regulations Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Those standards require us to be independent of the entity and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audit. Our audit will include tests of your accounting records, a determination of major program(s) in accordance with the Uniform Guidance, and other procedures we consider necessary to enable us to express opinions and render the required reports.

We will also perform procedures to enable us to express an opinion on whether the supplementary information (as identified above) accompanying the financial statements is fairly stated, in all material respects, in relation to the financial statements as a whole.

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

The objectives of our audit also include:

- Reporting on internal control over financial reporting and on compliance with the provisions of laws,

regulations, contracts, and award agreements, noncompliance with which could have a material effect on the financial statements in accordance with *Government Auditing Standards*.

- Reporting on internal control over compliance related to major programs and expressing an opinion (or disclaimer of opinion) on compliance with federal statutes, regulations, and the terms and conditions of federal awards that could have a direct and material effect on each major program in accordance with the Uniform Guidance.

The *Government Auditing Standards* report on internal control over financial reporting and on compliance and other matters will include a paragraph that states (1) that the purpose of the report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance, and (2) that the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. The Uniform Guidance report on internal control over compliance will include a paragraph that states that the purpose of the report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Both reports will state that the report is not suitable for any other purpose.

We will issue written reports upon completion of our audit of your financial statements and compliance with requirements applicable to major programs.

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

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

It is our understanding that our auditors' report will be included in your annual report which is comprised of the introductory section

Identify planned timing and method used to issue these documents: in conjunction with the Auditors' report and that your annual report will be issued. The financial statement and all related documents will be issued prior to June 30, 2026 electronically and via printed documents if requested.. Our responsibility for other information included in your annual report does not extend beyond the financial information identified in our opinion on the financial statements. We have no responsibility for determining whether such other information is properly stated and do not have an obligation to perform any procedures to

corroborate other information contained in your annual report. We are required by professional standards to read the other information and consider whether a material inconsistency exists between the other information and the financial statements because the credibility of the financial statements and our auditors' report thereon may be undermined by material inconsistencies between the audited financial statements and other information. If, based on the work performed, we conclude that an uncorrected material misstatement of the other information exists, we are required to describe it in our report.

Auditor responsibilities, procedures, and limitations

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

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

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

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

- Management override of controls
- Revenue recognition

There is an unavoidable risk, because of the inherent limitations of an audit, together with the inherent limitations of internal control, that some material misstatements or noncompliance may not be detected,

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

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

Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting fraud or errors that are material to the financial statements and to preventing and detecting misstatements resulting from noncompliance with provisions of laws, regulations, contracts, and grant agreements that have a material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*.

As required by the Uniform Guidance, we will perform tests of controls over compliance to evaluate the effectiveness of the design and operation of controls that we consider relevant to preventing or detecting material noncompliance with compliance requirements applicable to each major program. However, our tests will be less in scope than would be necessary to render an opinion on those controls and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to the Uniform Guidance.

An audit is not designed to provide assurance on internal control or to identify deficiencies, significant deficiencies, or material weaknesses in internal control. However, we will communicate to you in writing significant deficiencies or material weaknesses in internal control relevant to the audit of the financial statements that we identify during the audit that are required to be communicated under AICPA professional standards, *Government Auditing Standards*, and the Uniform Guidance.

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

We will include in our report on internal control over financial reporting and on compliance relevant information about any identified or suspected instances of fraud and any identified or suspected noncompliance with provisions of laws, regulations, contracts, or grant agreements that may have occurred

that are required to be communicated under *Government Auditing Standards*.

The Uniform Guidance requires that we also plan and perform the audit to obtain reasonable assurance about whether the auditee has complied with federal statutes, regulations, and the terms and conditions of federal awards that may have a direct and material effect on each of the entity's major programs. Our procedures will consist of tests of transactions and other applicable procedures described in the "OMB Compliance Supplement" for the types of compliance requirements that could have a direct and material effect on each of the entity's major programs. The purpose of these procedures will be to express an opinion on the entity's compliance with requirements applicable to each of its major programs in our report on compliance issued pursuant to the Uniform Guidance.

We will evaluate the presentation of the schedule of expenditures of federal awards accompanying the financial statements in relation to the financial statements as a whole. We will make certain inquiries of management and evaluate the form, content, and methods of preparing the schedule to determine whether the information complies with U.S. GAAP and the Uniform Guidance, the method of preparing it has not changed from the prior period, and the information is appropriate and complete in relation to our audit of the financial statements. We will compare and reconcile the schedule to the underlying accounting records and other records used to prepare the financial statements or to the financial statements themselves.

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

Management responsibilities

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

You are responsible for the preparation and fair presentation of the financial statements, RSI, and the schedule of expenditures of federal awards in accordance with U.S. GAAP. Management is also responsible for identifying all federal awards received, understanding and complying with the compliance requirements, and for the preparation of the schedule of expenditures of federal awards (including notes and noncash assistance received) in accordance with the requirements of the Uniform Guidance.

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

Management is responsible for compliance with applicable laws and regulations and the provisions of

contracts and grant agreements, including compliance with federal statutes, regulations, and the terms and conditions of federal awards applicable to the entity's federal programs. Your responsibilities also include identifying significant contractor relationships in which the contractor has responsibility for program compliance and for the accuracy and completeness of that information.

You are responsible for the design, implementation, and maintenance of effective internal control, including internal control over compliance, relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error, including evaluating and monitoring ongoing activities and safeguarding assets to help ensure that appropriate goals and objectives are met; and that there is reasonable assurance that government programs are administered in compliance with compliance requirements.

You are responsible for the design, implementation, and maintenance of internal controls to prevent and detect fraud; assessing the risk that the financial statements may be materially misstated as a result of fraud; and for informing us about all known or suspected fraud affecting the entity involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the entity received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for implementing systems designed to achieve compliance with applicable laws and regulations and the provisions of contracts and grant agreements, including compliance with federal statutes, regulations, and the terms and conditions of federal awards applicable to the entity's federal programs; identifying and ensuring that the entity complies with applicable laws, regulations, contracts, and grant agreements, including compliance with federal statutes, regulations, and the terms and conditions of federal awards applicable to the entity's federal programs; and informing us of all instances of identified or suspected noncompliance whose effects on the financial statements should be considered.

You are responsible for taking timely and appropriate steps to remedy any fraud; noncompliance with provisions of laws, regulations, contracts, or grant agreements; or abuse that we may report. Additionally, as required by the Uniform Guidance, it is management's responsibility to evaluate and monitor noncompliance with federal statutes, regulations, and the terms and conditions of federal awards; take prompt action when instances of noncompliance are identified, including noncompliance identified in audit findings; and to follow up and take prompt corrective action on reported audit findings and to prepare a summary schedule of prior audit findings and a corrective action plan. The summary schedule of prior audit findings should be available for our review.

You are responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, including amounts and disclosures, such as records, documentation, identification of all related parties and all related-party relationships and transactions, and other matters, and for the accuracy and completeness of that information (including information from within and outside of the general and subsidiary ledgers), and for ensuring management information and financial information is reliable and properly reported; (2) access to personnel, accounts, books, records, supporting documentation, and other information as needed to perform an audit under the Uniform Guidance; (3) additional information that we may request for the

purpose of the audit; and (4) unrestricted access to persons within the entity from whom we determine it necessary to obtain audit evidence.

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

You agree to include our report on the schedule of expenditures of federal awards in any document that contains and indicates that we have reported on the schedule of expenditures of federal awards. You also agree to include the audited financial statements with any presentation of the schedule of expenditures of federal awards that includes our report thereon or make the audited financial statements readily available to intended users of the schedule of expenditures of federal awards no later than the date the schedule of expenditures of federal awards is issued with our report thereon. Your responsibilities include acknowledging to us in the representation letter that (1) you are responsible for presentation of the schedule of expenditures of federal awards in accordance with the Uniform Guidance; (2) you believe the schedule of expenditures of federal awards, including its form and content, is fairly presented in accordance with the Uniform Guidance; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the schedule of expenditures of federal awards.

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

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

Management is responsible for providing us with a written confirmation concerning representations made by you and your staff to us in connection with the audit and the presentation of the basic financial statements and RSI. During our engagement, we will request information and explanations from you regarding, among other matters, the entity's activities, internal control, future plans, specific transactions, and accounting systems and procedures. The procedures we will perform during our engagement and the

conclusions we reach as a basis for our report will be heavily influenced by the representations that we receive in the representation letter and otherwise from you. Accordingly, inaccurate, incomplete, or false representations could cause us to expend unnecessary effort or could cause a material fraud or error to go undetected by our procedures. In view of the foregoing, you agree that we shall not be responsible for any misstatements in the entity's financial statements that we may fail to detect as a result of misrepresentations made to us by you.

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

Responsibilities and limitations related to nonaudit services

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

Use of financial statements

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

If the parties (i.e., you and CLA) agree that CLA will not be involved with your official statements related to municipal securities filings or other offering documents, we will require that any official statements or other

offering documents issued by you with which we are not involved clearly indicate that CLA is not involved with the contents of such documents. Such disclosure should read as follows:

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

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

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

Engagement administration and other matters

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

At the conclusion of the engagement, we will complete the auditor sections of the electronic Data Collection Form SF-SAC and perform the steps to certify the Form SF-SAC and single audit reporting package. It is management's responsibility to complete the auditee sections of the Data Collection Form. We will create the single audit reporting package PDF file for submission; however, it is management's responsibility to review for completeness and accuracy and electronically submit the reporting package (including financial statements, schedule of expenditures of federal awards, summary schedule of prior audit findings, auditors' reports, and corrective action plan) along with the Data Collection Form to the federal audit clearinghouse and, if appropriate, to pass-through entities. The Data Collection Form and the reporting package must be electronically submitted within the earlier of 30 calendar days after receipt of the auditors' reports or nine months after the end of the audit period.

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

The audit documentation for this engagement is the property of CLA and constitutes confidential information. However, we may be requested to make certain audit documentation available to regulatory bodies pursuant to authority given to it by law or regulation. If requested, access to such audit documentation will be provided under the supervision of CLA's personnel. Furthermore, upon request, we may provide copies of selected audit documentation to those regulators. The regulators may intend, or decide, to distribute the copies of information contained therein to others, including other governmental agencies.

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

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

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

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

Fees

Our professional fee is \$40,100.00. We will also bill for expenses (including travel, report production, word processing, postage, internal and administrative charges, etc.) plus a technology and client support fee of five percent (5%) of all professional fees billed. This estimate is based on anticipated cooperation from your personnel and their assistance with locating requested documents and preparing requested schedules. If the requested items are not available on the dates required or are not accurate, the fees and expenses will likely be higher. Our invoices, including applicable state and local taxes, will be rendered as work progresses and are payable on presentation.

Audit of financial statements	\$31,100.00
Federal single audit	\$4,000.00
Financial statement preparation	\$5,000.00

Unexpected circumstances

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

Changes in accounting and audit standards

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

Agreement

We appreciate the opportunity to provide the services described in this SOW related to the MSA. All terms and provisions of the MSA shall apply to these services. If you agree with the terms of this SOW, please sign below to indicate your acknowledgement and understanding of, and agreement with, this SOW.

Sincerely,

CliftonLarsonAllen LLP

Response:

This letter correctly sets forth the understanding of City of Blackduck.

CLA
CliftonLarsonAllen LLP

Troy Gabler

Gabler, Troy, Principal

SIGNED 4/6/2026, 11:46:53 AM CDT

Client
City of Blackduck

Christina A Regas

Christina Regas

SIGNED 4/6/2026, 11:57:16 AM CDT



April 6, 2026

Statement of Work - Audit Services

This agreement constitutes a statement of work ("SOW") under the master service agreement ("MSA") dated November 4, 2024, or superseding MSA, made by and between CliftonLarsonAllen LLP ("CLA," "we," "us," and "our") and City of Blackduck ("you," "your," or "the entity"). We are pleased to confirm our understanding of the terms and objectives of our engagement and the nature and limitations of the services CLA will provide for the entity as of and for the year ended December 31, 2024.

Troy Gabler is responsible for the performance of the audit engagement.

Scope of audit services

We will perform the federal single audit for the required programs under the Uniform Guidance on behalf of City of Blackduck, for the year ended December 31, 2024.

Nonaudit services

We will also provide the following nonaudit services:

- Preparation of data collection form
- Preparation of Schedule of Expenditures of Federal Awards (SEFA)

Audit objectives

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

Our audit will be conducted in accordance with U.S. GAAS; the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and the audit requirements of Title 2 U.S. Code of Federal Regulations Part 200, *Uniform Administrative Requirements*,

Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance). Those standards require us to be independent of the entity and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audit. Our audit will include tests of your accounting records, a determination of major program(s) in accordance with the Uniform Guidance, and other procedures we consider necessary to enable us to express opinions and render the required reports.

We will also perform procedures to enable us to express an opinion on whether the supplementary information (as identified above) accompanying the financial statements is fairly stated, in all material respects, in relation to the financial statements as a whole.

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

The objectives of our audit also include:

- Reporting on internal control over financial reporting and on compliance with the provisions of laws, regulations, contracts, and award agreements, noncompliance with which could have a material effect on the financial statements in accordance with *Government Auditing Standards*.
- Reporting on internal control over compliance related to major programs and expressing an opinion (or disclaimer of opinion) on compliance with federal statutes, regulations, and the terms and conditions of federal awards that could have a direct and material effect on each major program in accordance with the Uniform Guidance.

The *Government Auditing Standards* report on internal control over financial reporting and on compliance and other matters will include a paragraph that states (1) that the purpose of the report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance, and (2) that the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. The Uniform Guidance report on internal control over compliance will include a paragraph that states that the purpose of the report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Both reports will state that the report is not suitable for any other purpose.

We will issue written reports upon completion of our audit of your financial statements and compliance with requirements applicable to major programs.

Circumstances may arise in which our report may differ from its expected form and content based on the results of our audit. Depending on the nature of these circumstances, it may be necessary for us to modify our opinions, add an emphasis-of-matter or other-matter paragraph to our auditors' report, or if necessary,

withdraw from the engagement. If our opinions on the financial statements or compliance are other than unmodified, we will discuss the reasons with you in advance. If circumstances occur related to the condition of your records, the availability of sufficient, appropriate audit evidence, or the existence of a significant risk of material misstatement of the financial statements or material noncompliance caused by error, fraudulent financial reporting, or misappropriation of assets, which in our professional judgment prevent us from completing the audit or forming an opinion on the financial statements or an opinion on compliance, we retain the right to take any course of action permitted by professional standards, including declining to express opinions or issue reports, or withdrawing from the engagement.

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

Auditor responsibilities, procedures, and limitations

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

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

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

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

- Management override of controls

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

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

Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting fraud or errors that are material to the financial statements and to preventing and detecting misstatements resulting from noncompliance with provisions of laws, regulations, contracts, and grant agreements that have a material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*.

As required by the Uniform Guidance, we will perform tests of controls over compliance to evaluate the effectiveness of the design and operation of controls that we consider relevant to preventing or detecting material noncompliance with compliance requirements applicable to each major program. However, our tests will be less in scope than would be necessary to render an opinion on those controls and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to the Uniform Guidance.

An audit is not designed to provide assurance on internal control or to identify deficiencies, significant deficiencies, or material weaknesses in internal control. However, we will communicate to you in writing significant deficiencies or material weaknesses in internal control relevant to the audit of the financial statements that we identify during the audit that are required to be communicated under AICPA professional standards, *Government Auditing Standards*, and the Uniform Guidance.

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

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

The Uniform Guidance requires that we also plan and perform the audit to obtain reasonable assurance about whether the auditee has complied with federal statutes, regulations, and the terms and conditions of federal awards that may have a direct and material effect on each of the entity's major programs. Our procedures will consist of tests of transactions and other applicable procedures described in the "OMB Compliance Supplement" for the types of compliance requirements that could have a direct and material effect on each of the entity's major programs. The purpose of these procedures will be to express an opinion on the entity's compliance with requirements applicable to each of its major programs in our report on compliance issued pursuant to the Uniform Guidance.

We will evaluate the presentation of the schedule of expenditures of federal awards accompanying the financial statements in relation to the financial statements as a whole. We will make certain inquiries of management and evaluate the form, content, and methods of preparing the schedule to determine whether the information complies with U.S. GAAP and the Uniform Guidance, the method of preparing it has not changed from the prior period, and the information is appropriate and complete in relation to our audit of the financial statements. We will compare and reconcile the schedule to the underlying accounting records and other records used to prepare the financial statements or to the financial statements themselves.

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

Management responsibilities

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

You are responsible for the preparation and fair presentation of the financial statements, RSI, and the schedule of expenditures of federal awards in accordance with U.S. GAAP. Management is also responsible for identifying all federal awards received, understanding and complying with the compliance requirements, and for the preparation of the schedule of expenditures of federal awards (including notes and noncash assistance received) in accordance with the requirements of the Uniform Guidance.

Management's responsibilities include the selection and application of accounting principles; recording and reflecting all transactions in the financial statements; determining the reasonableness of significant accounting estimates included in the financial statements; adjusting the financial statements to correct material misstatements; and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole. In preparing the financial statements, management is required to evaluate whether there

are conditions or events, considered in the aggregate, that raise substantial doubt about the entity's ability to continue as a going concern for 12 months beyond the financial statement date.

Management is responsible for compliance with applicable laws and regulations and the provisions of contracts and grant agreements, including compliance with federal statutes, regulations, and the terms and conditions of federal awards applicable to the entity's federal programs. Your responsibilities also include identifying significant contractor relationships in which the contractor has responsibility for program compliance and for the accuracy and completeness of that information.

You are responsible for the design, implementation, and maintenance of effective internal control, including internal control over compliance, relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error, including evaluating and monitoring ongoing activities and safeguarding assets to help ensure that appropriate goals and objectives are met; and that there is reasonable assurance that government programs are administered in compliance with compliance requirements.

You are responsible for the design, implementation, and maintenance of internal controls to prevent and detect fraud; assessing the risk that the financial statements may be materially misstated as a result of fraud; and for informing us about all known or suspected fraud affecting the entity involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the entity received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for implementing systems designed to achieve compliance with applicable laws and regulations and the provisions of contracts and grant agreements, including compliance with federal statutes, regulations, and the terms and conditions of federal awards applicable to the entity's federal programs; identifying and ensuring that the entity complies with applicable laws, regulations, contracts, and grant agreements, including compliance with federal statutes, regulations, and the terms and conditions of federal awards applicable to the entity's federal programs; and informing us of all instances of identified or suspected noncompliance whose effects on the financial statements should be considered.

You are responsible for taking timely and appropriate steps to remedy any fraud; noncompliance with provisions of laws, regulations, contracts, or grant agreements; or abuse that we may report. Additionally, as required by the Uniform Guidance, it is management's responsibility to evaluate and monitor noncompliance with federal statutes, regulations, and the terms and conditions of federal awards; take prompt action when instances of noncompliance are identified, including noncompliance identified in audit findings; and to follow up and take prompt corrective action on reported audit findings and to prepare a summary schedule of prior audit findings and a corrective action plan. The summary schedule of prior audit findings should be available for our review.

You are responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, including amounts and disclosures, such as records, documentation, identification of all related parties and all related-party relationships and transactions, and other matters, and for the accuracy and completeness of that information (including information from within and outside of the general and subsidiary ledgers), and for

ensuring management information and financial information is reliable and properly reported; (2) access to personnel, accounts, books, records, supporting documentation, and other information as needed to perform an audit under the Uniform Guidance; (3) additional information that we may request for the purpose of the audit; and (4) unrestricted access to persons within the entity from whom we determine it necessary to obtain audit evidence.

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

You agree to include our report on the schedule of expenditures of federal awards in any document that contains and indicates that we have reported on the schedule of expenditures of federal awards. You also agree to include the audited financial statements with any presentation of the schedule of expenditures of federal awards that includes our report thereon or make the audited financial statements readily available to intended users of the schedule of expenditures of federal awards no later than the date the schedule of expenditures of federal awards is issued with our report thereon. Your responsibilities include acknowledging to us in the representation letter that (1) you are responsible for presentation of the schedule of expenditures of federal awards in accordance with the Uniform Guidance; (2) you believe the schedule of expenditures of federal awards, including its form and content, is fairly presented in accordance with the Uniform Guidance; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the schedule of expenditures of federal awards.

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

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

Management is responsible for establishing and maintaining a process for tracking the status of audit

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

Responsibilities and limitations related to nonaudit services

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

Use of financial statements

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

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

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

With regard to the electronic dissemination of audited financial statements, including financial statements

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

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

Engagement administration and other matters

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

At the conclusion of the engagement, we will complete the auditor sections of the electronic Data Collection Form SF-SAC and perform the steps to certify the Form SF-SAC and single audit reporting package. It is management's responsibility to complete the auditee sections of the Data Collection Form. We will create the single audit reporting package PDF file for submission; however, it is management's responsibility to review for completeness and accuracy and electronically submit the reporting package (including financial statements, schedule of expenditures of federal awards, summary schedule of prior audit findings, auditors' reports, and corrective action plan) along with the Data Collection Form to the federal audit clearinghouse and, if appropriate, to pass-through entities. The Data Collection Form and the reporting package must be electronically submitted within the earlier of 30 calendar days after receipt of the auditors' reports or nine months after the end of the audit period.

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

The audit documentation for this engagement is the property of CLA and constitutes confidential information. However, we may be requested to make certain audit documentation available to regulatory bodies pursuant to authority given to it by law or regulation. If requested, access to such audit documentation will be provided under the supervision of CLA's personnel. Furthermore, upon request, we may provide copies of selected audit documentation to those regulators. The regulators may intend, or decide, to distribute the copies of information contained therein to others, including other governmental agencies.

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

Professional standards require us to be independent with respect to you in the performance of these services. Any discussion that you have with our personnel regarding potential employment with you could impair our independence with respect to this engagement. Therefore, we request that you inform us prior to

any such discussions so that we can implement appropriate safeguards to maintain our independence and objectivity. Further, any employment offers to any staff members working on this engagement without our prior knowledge may require substantial additional procedures to ensure our independence. You will be responsible for any additional costs incurred to perform these procedures.

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

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

Fees

Our professional fee is \$4,000.00. We will also bill for expenses (including travel, report production, word processing, postage, internal and administrative charges, etc.) plus a technology and client support fee of five percent (5%) of all professional fees billed. This estimate is based on anticipated cooperation from your personnel and their assistance with locating requested documents and preparing requested schedules. If the requested items are not available on the dates required or are not accurate, the fees and expenses will likely be higher. Our invoices, including applicable state and local taxes, will be rendered as work progresses and are payable on presentation.

Audit of financial statements	-
Federal single audit	\$4,000.00
Financial statement preparation	-

Unexpected circumstances

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

Changes in accounting and audit standards

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

Agreement

We appreciate the opportunity to provide the services described in this SOW related to the MSA. All terms and provisions of the MSA shall apply to these services. If you agree with the terms of this SOW, please sign below to indicate your acknowledgement and understanding of, and agreement with, this SOW.

Sincerely,

CliftonLarsonAllen LLP

Response:

This letter correctly sets forth the understanding of City of Blackduck.

CLA
CliftonLarsonAllen LLP

Troy Gabler

Gabler, Troy, Principal

SIGNED 4/6/2026, 11:35:31 AM CDT

Client
City of Blackduck

Christina A Regas

Christina Regas

SIGNED 4/6/2026, 11:58:18 AM CDT

Debt & Expense Study 15 years out for Lift-Station Go Bond Sewage Disposal System bonds, Series 2026A
assumes Lift-Station Bond begins 2027 for 15 years + assumes GF Levy increases 4% annually for cost of living

Year	Current Debt Obligation (no L.S debt)	Debt Levy Total (includes L.S debt)	General Fund Levy Total	Total Levy (No L.S DEBT)	Total Levy (includes L.S DEBT)	Lift Station Debt Balance (assumes L.S debt principal begins 2028)	Operating Expense Budget Wastewater (assumes expense increase 4% annually & assumes \$14,000 of new L.S debt)
2026	\$63,763.65	\$63,763.65	\$379,393.00	\$443,156.65	\$443,156.65	\$0.00	\$256,268.45
2027	\$75,283.66	\$88,817.14	\$394,568.72	\$469,852.38	\$483,385.86	\$675,000.00	\$258,598.34
2028	\$68,806.08	\$116,474.75	\$410,351.47	\$479,157.55	\$526,826.22	\$675,000.00	\$267,400.82
2029	\$68,489.86	\$115,001.97	\$426,765.53	\$495,225.39	\$541,767.50	\$640,000.00	\$276,555.42
2030	\$69,293.54	\$114,691.07	\$443,836.15	\$513,129.69	\$568,527.22	\$605,000.00	\$286,076.19
2031	\$68,898.15	\$118,189.08	\$461,589.59	\$530,487.74	\$579,778.67	\$570,000.00	\$295,977.76
2032	\$68,452.06	\$116,362.79	\$480,053.18	\$548,505.24	\$596,415.96	\$530,000.00	\$301,582.37
2033 - Bond 2024A sunsets	\$36,191.33	\$82,680.65	\$499,255.31	\$535,446.64	\$581,935.96	\$490,000.00	\$316,985.03
2034	\$59,727.19	\$109,811.21	\$519,225.52	\$578,952.71	\$629,036.73	\$450,000.00	\$316,355.09
2035	\$59,727.19	\$108,119.44	\$539,994.54	\$599,721.73	\$648,113.98	\$405,000.00	\$327,938.57
2036	\$59,727.19	\$106,381.31	\$561,594.32	\$621,321.51	\$667,975.63	\$360,000.00	\$339,985.38
2037	\$59,727.19	\$104,596.85	\$584,058.09	\$643,785.28	\$688,654.94	\$315,000.00	\$352,514.07
2038	\$59,727.19	\$107,813.03	\$607,420.42	\$667,147.61	\$715,233.45	\$270,000.00	\$365,543.91
2039	\$59,727.19	\$105,727.26	\$631,717.23	\$691,444.42	\$737,444.49	\$220,000.00	\$379,094.94
2040	\$59,727.19	\$108,631.86	\$656,985.92	\$716,713.11	\$765,617.78	\$170,000.00	\$393,188.01
2041	\$59,727.19	\$106,238.40	\$683,265.36	\$742,992.55	\$789,503.76	\$115,000.00	\$407,844.81
2042	\$59,727.19	\$108,855.89	\$710,595.97	\$770,323.16	\$819,451.86	\$60,000.00	\$423,087.87

Debt & Expense Study 15 years out for Lift-Station Go Bond Sewage Disposal System bonds, Series 2026A
assumes Lift-Station Bond begins 2027 for 15 years + assumes GF Levy increases 4% annually for cost of living

Year	Current Debt Obligation (no L.S debt)	Debt Levy Total (includes L.S debt)	General Fund Levy Total	Total Levy (No L.S DEBT)	Total Levy (includes L.S DEBT)	Lift Station Debt Balance (assumes L.S debt principal begins 2028)	Operating Expense Budget Wastewater (assumes expense increase 4% annually & assumes \$20,000 of new L.S debt)
2026	\$63,763.65	\$63,763.65	\$379,393.00	\$443,156.65	\$443,156.65	\$0.00	\$256,268.45
2027	\$75,283.66	\$88,817.14	\$394,568.72	\$469,852.38	\$483,385.86	\$675,000.00	\$264,598.34
2028	\$68,806.08	\$110,474.75	\$410,351.47	\$479,157.55	\$520,826.22	\$675,000.00	\$273,400.82
2029	\$68,489.86	\$109,001.97	\$426,765.53	\$495,225.39	\$535,767.50	\$640,000.00	\$282,555.42
2030	\$69,293.54	\$108,691.07	\$443,836.15	\$513,129.69	\$552,527.22	\$605,000.00	\$292,076.19
2031	\$68,898.15	\$112,189.08	\$461,589.59	\$530,487.74	\$573,778.67	\$570,000.00	\$301,977.78
2032	\$68,452.06	\$110,362.78	\$480,053.18	\$548,505.24	\$590,415.96	\$530,000.00	\$307,582.37
2033 - Bond 2024A sunsets	\$36,191.33	\$76,680.65	\$499,255.31	\$535,446.64	\$575,935.96	\$490,000.00	\$322,985.03
2034	\$59,727.19	\$103,811.21	\$519,225.52	\$578,952.71	\$623,036.73	\$450,000.00	\$322,355.09
2035	\$59,727.19	\$102,119.44	\$539,994.54	\$599,721.73	\$642,113.98	\$405,000.00	\$333,938.57
2036	\$59,727.19	\$100,381.31	\$561,594.32	\$621,321.51	\$661,975.63	\$360,000.00	\$345,985.38
2037	\$59,727.19	\$98,596.85	\$584,058.09	\$643,785.28	\$682,654.94	\$315,000.00	\$358,514.07
2038	\$59,727.19	\$101,813.03	\$607,420.42	\$667,147.61	\$709,233.45	\$270,000.00	\$371,543.91
2039	\$59,727.19	\$99,727.26	\$631,717.23	\$691,444.42	\$731,444.49	\$220,000.00	\$385,094.94
2040	\$59,727.19	\$102,631.86	\$656,985.92	\$716,713.11	\$759,617.78	\$170,000.00	\$399,188.01
2041	\$59,727.19	\$100,238.40	\$683,265.36	\$742,992.55	\$783,503.76	\$115,000.00	\$413,844.81
2042	\$59,727.19	\$102,855.89	\$710,595.97	\$770,323.16	\$813,451.86	\$60,000.00	\$429,087.87

Sewer Operational Expenditure Budget Worksheet 2026-2042 - TEST LIFT/STATION/DEBT

	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035	2036	2037	2038	2039	2040	2041	2042
E 602-43200-101	\$79,000.00	\$82,254.31	\$85,544.48	\$88,868.26	\$92,224.91	\$95,625.91	\$100,074.94	\$104,077.94	\$108,241.06	\$112,570.70	\$117,075.53	\$121,756.47	\$126,626.73	\$131,691.40	\$136,959.47	\$142,437.85	\$148,135.36
E 602-43200-102	\$6,000.00	\$6,240.00	\$6,480.00	\$6,720.00	\$6,960.00	\$7,200.00	\$7,440.00	\$7,680.00	\$7,920.00	\$8,160.00	\$8,400.00	\$8,640.00	\$8,880.00	\$9,120.00	\$9,360.00	\$9,600.00	\$9,840.00
E 602-43200-103	\$1,373.10	\$1,426.02	\$1,483.14	\$1,544.55	\$1,610.33	\$1,680.61	\$1,755.41	\$1,834.81	\$1,918.91	\$1,997.70	\$2,081.29	\$2,169.68	\$2,262.88	\$2,360.89	\$2,463.71	\$2,571.35	\$2,684.81
E 602-43200-120	\$2,100.80	\$2,184.83	\$2,273.23	\$2,366.11	\$2,463.54	\$2,565.61	\$2,672.41	\$2,784.01	\$2,899.41	\$3,018.61	\$3,141.61	\$3,269.41	\$3,402.01	\$3,539.41	\$3,681.61	\$3,829.61	\$3,983.41
E 602-43200-121	\$6,034.78	\$6,276.17	\$6,527.22	\$6,788.31	\$7,059.84	\$7,342.23	\$7,635.92	\$7,941.36	\$8,259.01	\$8,589.37	\$8,931.91	\$9,287.01	\$9,655.01	\$10,036.31	\$10,431.31	\$10,841.31	\$11,266.31
E 602-43200-122	\$6,155.48	\$6,401.70	\$6,657.77	\$6,924.09	\$7,201.04	\$7,489.08	\$7,788.65	\$8,100.17	\$8,424.20	\$8,761.17	\$9,111.61	\$9,476.01	\$9,854.81	\$10,248.31	\$10,657.01	\$11,081.31	\$11,521.01
E 602-43200-131	\$708.08	\$736.40	\$765.96	\$796.49	\$828.35	\$861.78	\$896.95	\$934.11	\$973.58	\$1,015.61	\$1,060.41	\$1,108.11	\$1,158.81	\$1,212.61	\$1,269.61	\$1,329.91	\$1,393.61
E 602-43200-135	\$14,433.18	\$15,107.49	\$15,819.91	\$16,576.34	\$17,382.78	\$18,245.23	\$19,169.69	\$20,151.16	\$21,194.64	\$22,305.11	\$23,487.58	\$24,747.05	\$26,088.52	\$27,516.99	\$29,038.46	\$30,659.93	\$32,388.40
E 602-43200-200	\$400.00	\$415.00	\$430.00	\$445.00	\$460.00	\$475.00	\$490.00	\$505.00	\$520.00	\$535.00	\$550.00	\$565.00	\$580.00	\$595.00	\$610.00	\$625.00	\$640.00
E 602-43200-205	\$2,000.00	\$2,100.00	\$2,200.00	\$2,300.00	\$2,400.00	\$2,500.00	\$2,600.00	\$2,700.00	\$2,800.00	\$2,900.00	\$3,000.00	\$3,100.00	\$3,200.00	\$3,300.00	\$3,400.00	\$3,500.00	\$3,600.00
E 602-43200-206	\$2,000.00	\$2,100.00	\$2,200.00	\$2,300.00	\$2,400.00	\$2,500.00	\$2,600.00	\$2,700.00	\$2,800.00	\$2,900.00	\$3,000.00	\$3,100.00	\$3,200.00	\$3,300.00	\$3,400.00	\$3,500.00	\$3,600.00
E 602-43200-207	\$1,000.00	\$1,040.00	\$1,081.60	\$1,124.86	\$1,169.66	\$1,216.65	\$1,265.32	\$1,315.93	\$1,368.57	\$1,423.31	\$1,480.24	\$1,539.45	\$1,601.03	\$1,665.07	\$1,731.68	\$1,800.94	\$1,872.98
E 602-43200-210	\$1,000.00	\$1,040.00	\$1,081.60	\$1,124.86	\$1,169.66	\$1,216.65	\$1,265.32	\$1,315.93	\$1,368.57	\$1,423.31	\$1,480.24	\$1,539.45	\$1,601.03	\$1,665.07	\$1,731.68	\$1,800.94	\$1,872.98
E 602-43200-212	\$2,000.00	\$2,080.00	\$2,163.20	\$2,249.73	\$2,339.72	\$2,433.31	\$2,530.64	\$2,631.86	\$2,737.14	\$2,846.62	\$2,960.48	\$3,078.81	\$3,201.73	\$3,330.35	\$3,464.76	\$3,605.06	\$3,751.36
E 602-43200-213	\$500.00	\$520.00	\$540.80	\$562.43	\$584.93	\$608.33	\$632.66	\$657.97	\$684.28	\$711.66	\$740.12	\$769.73	\$800.52	\$832.54	\$865.84	\$900.47	\$936.49
E 602-43200-220	\$1,500.00	\$1,560.00	\$1,622.40	\$1,687.30	\$1,754.79	\$1,824.98	\$1,897.96	\$1,973.90	\$2,052.85	\$2,134.97	\$2,220.37	\$2,309.18	\$2,401.55	\$2,497.61	\$2,597.51	\$2,701.42	\$2,809.47
E 602-43200-221	\$1,500.00	\$1,560.00	\$1,622.40	\$1,687.30	\$1,754.79	\$1,824.98	\$1,897.96	\$1,973.90	\$2,052.85	\$2,134.97	\$2,220.37	\$2,309.18	\$2,401.55	\$2,497.61	\$2,597.51	\$2,701.42	\$2,809.47
E 602-43200-240	\$900.00	\$924.00	\$948.96	\$974.92	\$1,000.80	\$1,028.64	\$1,058.48	\$1,090.32	\$1,124.16	\$1,160.00	\$1,197.84	\$1,237.68	\$1,279.52	\$1,323.36	\$1,369.20	\$1,417.04	\$1,466.88
E 602-43200-250	\$3,000.00	\$3,120.00	\$3,240.00	\$3,360.00	\$3,480.00	\$3,600.00	\$3,720.00	\$3,840.00	\$3,960.00	\$4,080.00	\$4,200.00	\$4,320.00	\$4,440.00	\$4,560.00	\$4,680.00	\$4,800.00	\$4,920.00
E 602-43200-301	\$1,000.00	\$1,040.00	\$1,081.60	\$1,124.86	\$1,169.66	\$1,216.65	\$1,265.32	\$1,315.93	\$1,368.57	\$1,423.31	\$1,480.24	\$1,539.45	\$1,601.03	\$1,665.07	\$1,731.68	\$1,800.94	\$1,872.98
E 602-43200-304	\$1,000.00	\$1,040.00	\$1,081.60	\$1,124.86	\$1,169.66	\$1,216.65	\$1,265.32	\$1,315.93	\$1,368.57	\$1,423.31	\$1,480.24	\$1,539.45	\$1,601.03	\$1,665.07	\$1,731.68	\$1,800.94	\$1,872.98
E 602-43200-308	\$1,700.00	\$1,768.00	\$1,837.72	\$1,912.27	\$1,988.31	\$2,068.31	\$2,151.04	\$2,237.08	\$2,326.57	\$2,419.33	\$2,514.92	\$2,613.95	\$2,716.91	\$2,823.31	\$2,933.66	\$3,047.46	\$3,164.30
E 602-43200-310	\$4,000.00	\$4,160.00	\$4,324.40	\$4,493.46	\$4,667.43	\$4,846.81	\$5,031.28	\$5,221.33	\$5,416.43	\$5,621.16	\$5,836.03	\$6,060.56	\$6,295.26	\$6,539.63	\$6,793.28	\$7,056.71	\$7,330.51
E 602-43200-322	\$700.00	\$728.00	\$757.12	\$787.40	\$818.80	\$851.66	\$885.72	\$921.15	\$957.91	\$996.32	\$1,036.17	\$1,077.62	\$1,120.72	\$1,165.55	\$1,212.17	\$1,260.66	\$1,311.09
E 602-43200-331	\$1,000.00	\$1,040.00	\$1,081.60	\$1,124.86	\$1,169.66	\$1,216.65	\$1,265.32	\$1,315.93	\$1,368.57	\$1,423.31	\$1,480.24	\$1,539.45	\$1,601.03	\$1,665.07	\$1,731.68	\$1,800.94	\$1,872.98
E 602-43200-351	\$2,452.74	\$2,550.85	\$2,652.86	\$2,759.00	\$2,869.36	\$2,984.13	\$3,103.50	\$3,227.64	\$3,356.74	\$3,491.01	\$3,630.65	\$3,775.88	\$3,926.92	\$4,084.09	\$4,247.25	\$4,417.25	\$4,594.34
E 602-43200-362	\$5,834.22	\$6,057.59	\$6,310.29	\$6,592.70	\$6,905.21	\$7,248.41	\$7,622.81	\$8,030.91	\$8,475.33	\$8,957.53	\$9,479.91	\$10,044.01	\$10,652.31	\$11,306.31	\$12,007.31	\$12,756.31	\$13,554.31
E 602-43200-366	\$2,555.30	\$2,657.51	\$2,763.81	\$2,874.36	\$2,989.34	\$3,108.91	\$3,233.27	\$3,362.60	\$3,497.10	\$3,636.99	\$3,782.47	\$3,933.77	\$4,091.12	\$4,254.76	\$4,425.00	\$4,601.95	\$4,785.03
E 602-4320-368	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
E 602-43200-401	\$725.00	\$750.00	\$775.00	\$800.00	\$825.00	\$850.00	\$875.00	\$900.00	\$925.00	\$950.00	\$975.00	\$1,000.00	\$1,025.00	\$1,050.00	\$1,075.00	\$1,100.00	\$1,125.00
E 602-43200-402	\$10,000.00	\$10,400.00	\$10,800.00	\$11,200.00	\$11,600.00	\$12,000.00	\$12,400.00	\$12,800.00	\$13,200.00	\$13,600.00	\$14,000.00	\$14,400.00	\$14,800.00	\$15,200.00	\$15,600.00	\$16,000.00	\$16,400.00
E 602-43200-405	\$5,000.00	\$5,200.00	\$5,400.00	\$5,600.00	\$5,800.00	\$6,000.00	\$6,200.00	\$6,400.00	\$6,600.00	\$6,800.00	\$7,000.00	\$7,200.00	\$7,400.00	\$7,600.00	\$7,800.00	\$8,000.00	\$8,200.00
E 602-43200-413	\$8,725.00	\$9,084.40	\$9,443.76	\$9,804.00	\$10,164.16	\$10,524.32	\$10,884.48	\$11,244.64	\$11,604.80	\$11,964.96	\$12,325.12	\$12,685.28	\$13,045.44	\$13,405.60	\$13,765.76	\$14,125.92	\$14,486.08
E 602-43200-433	\$14,000.00	\$14,000.00	\$14,000.00	\$14,000.00	\$14,000.00	\$14,000.00	\$14,000.00	\$14,000.00	\$14,000.00	\$14,000.00	\$14,000.00	\$14,000.00	\$14,000.00	\$14,000.00	\$14,000.00	\$14,000.00	\$14,000.00
E 602-43200-613	\$16,956.93	\$13,134.57	\$13,430.09	\$13,727.27	\$14,024.45	\$14,321.63	\$14,618.81	\$14,916.00	\$15,213.18	\$15,510.36	\$15,807.54	\$16,104.72	\$16,401.90	\$16,699.08	\$17,000.00	\$17,300.00	\$17,600.00
E 602-43200-614	\$9,723.83	\$7,490.03	\$7,194.50	\$6,899.07	\$6,603.64	\$6,308.21	\$6,012.78	\$5,717.35	\$5,421.92	\$5,126.49	\$4,831.06	\$4,535.63	\$4,240.20	\$3,944.77	\$3,649.34	\$3,353.91	\$3,058.48
E 602-43200-615	\$3,176.31	\$2,955.05	\$2,850.10	\$2,745.15	\$2,640.20	\$2,535.25	\$2,430.30	\$2,325.35	\$2,220.40	\$2,115.45	\$2,010.50	\$1,905.55	\$1,800.60	\$1,695.65	\$1,590.70	\$1,485.75	\$1,380.80
E 602-43200-616	\$1,713.04	\$1,316.43	\$1,281.28	\$1,246.13	\$1,211.00	\$1,175.85	\$1,140.70	\$1,105.55	\$1,070.40	\$1,035.25	\$1,000.10	\$964.95	\$929.80	\$894.65	\$859.50	\$824.35	\$789.20
E 602-43200-617	\$2,568.45	\$258,698.34	\$267,400.82	\$276,555.42	\$286,076.19	\$295,977.78	\$301,582.37	\$316,985.03	\$339,895.38	\$352,514.07	\$365,543.91	\$379,094.94	\$393,188.01	\$407,844.81	\$423,087.87	\$438,921.93	\$455,357.00

City of Blackduck, Minnesota

\$675,000 General Obligation Sewage Disposal System Bonds, Series 2026A

Assumes Current Market BQ Credit Enhanced AAA Rates plus 50bps

No Underlying Rating - MN Statute 115 - 20 Years

Sources & Uses

Dated 07/01/2026 | Delivered 07/01/2026

Sources Of Funds

Par Amount of Bonds	\$675,000.00
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Total Sources	\$675,000.00
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Uses Of Funds

Total Underwriter's Discount (1.500%)	10,125.00
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Costs of Issuance	49,000.00
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Deposit to Capitalized Interest (CIF) Fund	15,757.29
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Deposit to Project Construction Fund	600,000.00
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Rounding Amount	117.71
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Total Uses	\$675,000.00
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City of Blackduck, Minnesota

\$675,000 General Obligation Sewage Disposal System Bonds, Series 2026A

Assumes Current Market BQ Credit Enhanced AAA Rates plus 50bps

No Underlying Rating - MN Statute 115 - 20 Years

Net Debt Service Schedule

Date	Principal	Coupon	Interest	Total P+I	CIF	Net New D/S	Fiscal Total
07/01/2026	-	-	-	-	-	-	-
02/01/2027	-	-	15,757.29	15,757.29	(15,757.29)	-	-
08/01/2027	-	-	13,506.25	13,506.25	-	13,506.25	-
02/01/2028	25,000.00	3.100%	13,506.25	38,506.25	-	38,506.25	52,012.50
08/01/2028	-	-	13,118.75	13,118.75	-	13,118.75	-
02/01/2029	25,000.00	3.150%	13,118.75	38,118.75	-	38,118.75	51,237.50
08/01/2029	-	-	12,725.00	12,725.00	-	12,725.00	-
02/01/2030	25,000.00	3.200%	12,725.00	37,725.00	-	37,725.00	50,450.00
08/01/2030	-	-	12,325.00	12,325.00	-	12,325.00	-
02/01/2031	25,000.00	3.300%	12,325.00	37,325.00	-	37,325.00	49,650.00
08/01/2031	-	-	11,912.50	11,912.50	-	11,912.50	-
02/01/2032	25,000.00	3.400%	11,912.50	36,912.50	-	36,912.50	48,825.00
08/01/2032	-	-	11,487.50	11,487.50	-	11,487.50	-
02/01/2033	30,000.00	3.500%	11,487.50	41,487.50	-	41,487.50	52,975.00
08/01/2033	-	-	10,962.50	10,962.50	-	10,962.50	-
02/01/2034	30,000.00	3.600%	10,962.50	40,962.50	-	40,962.50	51,925.00
08/01/2034	-	-	10,422.50	10,422.50	-	10,422.50	-
02/01/2035	30,000.00	3.700%	10,422.50	40,422.50	-	40,422.50	50,845.00
08/01/2035	-	-	9,867.50	9,867.50	-	9,867.50	-
02/01/2036	30,000.00	3.800%	9,867.50	39,867.50	-	39,867.50	49,735.00
08/01/2036	-	-	9,297.50	9,297.50	-	9,297.50	-
02/01/2037	30,000.00	3.900%	9,297.50	39,297.50	-	39,297.50	48,595.00
08/01/2037	-	-	8,712.50	8,712.50	-	8,712.50	-
02/01/2038	35,000.00	4.000%	8,712.50	43,712.50	-	43,712.50	52,425.00
08/01/2038	-	-	8,012.50	8,012.50	-	8,012.50	-
02/01/2039	35,000.00	4.100%	8,012.50	43,012.50	-	43,012.50	51,025.00
08/01/2039	-	-	7,295.00	7,295.00	-	7,295.00	-
02/01/2040	35,000.00	4.200%	7,295.00	42,295.00	-	42,295.00	49,590.00
08/01/2040	-	-	6,560.00	6,560.00	-	6,560.00	-
02/01/2041	35,000.00	4.250%	6,560.00	41,560.00	-	41,560.00	48,120.00
08/01/2041	-	-	5,816.25	5,816.25	-	5,816.25	-
02/01/2042	40,000.00	4.300%	5,816.25	45,816.25	-	45,816.25	51,632.50
08/01/2042	-	-	4,956.25	4,956.25	-	4,956.25	-
02/01/2043	40,000.00	4.400%	4,956.25	44,956.25	-	44,956.25	49,912.50
08/01/2043	-	-	4,076.25	4,076.25	-	4,076.25	-
02/01/2044	40,000.00	4.450%	4,076.25	44,076.25	-	44,076.25	48,152.50
08/01/2044	-	-	3,186.25	3,186.25	-	3,186.25	-
02/01/2045	45,000.00	4.500%	3,186.25	48,186.25	-	48,186.25	51,372.50
08/01/2045	-	-	2,173.75	2,173.75	-	2,173.75	-
02/01/2046	45,000.00	4.550%	2,173.75	47,173.75	-	47,173.75	49,347.50
08/01/2046	-	-	1,150.00	1,150.00	-	1,150.00	-
02/01/2047	50,000.00	4.600%	1,150.00	51,150.00	-	51,150.00	52,300.00
Total	\$675,000.00	-	\$350,884.79	\$1,025,884.79	(15,757.29)	\$1,010,127.50	-

Significant Dates

Dated	7/01/2026
First Coupon Date	2/01/2027

Yield Statistics

Bond Year Dollars	\$8,303.75
Average Life	12.302 Years
Average Coupon	4.2256184%
Net Interest Cost (NIC)	4.3475513%
True Interest Cost (TIC)	4.3563075%
Bond Yield for Arbitrage Purposes	4.1912605%
All Inclusive Cost (AIC)	5.2095818%

IRS Form 8038

Net Interest Cost	4.2256184%
Weighted Average Maturity	12.302 Years

Series 2026A GO Sewage Di | SINGLE PURPOSE | 3/23/2026 | 8:42 AM

City of Blackduck, Minnesota

\$675,000 General Obligation Sewage Disposal System Bonds, Series 2026A

Assumes Current Market BQ Credit Enhanced AAA Rates plus 50bps

No Underlying Rating - MN Statute 115 - 20 Years

Debt Service Schedule

Date	Principal	Coupon	Interest	Total P+I	CIF	Net New D/S	105% of Total
02/01/2027	-	-	15,757.29	15,757.29	(15,757.29)	-	-
02/01/2028	25,000.00	3.100%	27,012.50	52,012.50	-	52,012.50	54,613.13
02/01/2029	25,000.00	3.150%	26,237.50	51,237.50	-	51,237.50	53,799.38
02/01/2030	25,000.00	3.200%	25,450.00	50,450.00	-	50,450.00	52,972.50
02/01/2031	25,000.00	3.300%	24,650.00	49,650.00	-	49,650.00	52,132.50
02/01/2032	25,000.00	3.400%	23,825.00	48,825.00	-	48,825.00	51,266.25
02/01/2033	30,000.00	3.500%	22,975.00	52,975.00	-	52,975.00	55,623.75
02/01/2034	30,000.00	3.600%	21,925.00	51,925.00	-	51,925.00	54,521.25
02/01/2035	30,000.00	3.700%	20,845.00	50,845.00	-	50,845.00	53,387.25
02/01/2036	30,000.00	3.800%	19,735.00	49,735.00	-	49,735.00	52,221.75
02/01/2037	30,000.00	3.900%	18,595.00	48,595.00	-	48,595.00	51,024.75
02/01/2038	35,000.00	4.000%	17,425.00	52,425.00	-	52,425.00	55,046.25
02/01/2039	35,000.00	4.100%	16,025.00	51,025.00	-	51,025.00	53,576.25
02/01/2040	35,000.00	4.200%	14,590.00	49,590.00	-	49,590.00	52,069.50
02/01/2041	35,000.00	4.250%	13,120.00	48,120.00	-	48,120.00	50,526.00
02/01/2042	40,000.00	4.300%	11,632.50	51,632.50	-	51,632.50	54,214.13
02/01/2043	40,000.00	4.400%	9,912.50	49,912.50	-	49,912.50	52,408.13
02/01/2044	40,000.00	4.450%	8,152.50	48,152.50	-	48,152.50	50,560.13
02/01/2045	45,000.00	4.500%	6,372.50	51,372.50	-	51,372.50	53,941.13
02/01/2046	45,000.00	4.550%	4,347.50	49,347.50	-	49,347.50	51,814.88
02/01/2047	50,000.00	4.600%	2,300.00	52,300.00	-	52,300.00	54,915.00
Total	\$675,000.00	-	\$350,884.79	\$1,025,884.79	(15,757.29)	\$1,010,127.50	\$1,060,633.88

Significant Dates

Dated	7/01/2026
First Coupon Date	2/01/2027

Yield Statistics

Bond Year Dollars	\$8,303.75
Average Life	12.302 Years
Average Coupon	4.2256184%
Net Interest Cost (NIC)	4.3475513%
True Interest Cost (TIC)	4.3563075%
Bond Yield for Arbitrage Purposes	4.1912605%
All Inclusive Cost (AIC)	5.2095818%

March 20, 2026

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

Professional Services Proposal Lift Station Rehabilitation Project

Dear Honorable Mayor and City Council,

Thank you for the opportunity to assist the City of Blackduck with your Lift Station Rehabilitation Project. Widseth Smith Nolting & Associates, Inc. (dba Widseth) is pleased to submit a proposal for professional design and construction administration services.

Project Understanding

We understand four (4) lift stations are failing and in need of rehabilitation prior to the large project identified for the City of Blackduck. Our work will consist of preparation of Plans and Specifications for obtaining competitive bids to complete the rehabilitation of the sanitary sewer lift stations. These include the Main, West End (Oscar), Drake and Black Mallard Lift Stations. A permanent generator will be provided at the lift station. The force main leaving the Drake Motel lift station will need replacement to Summit Ave. Upon execution of a construction contract, Widseth will provide construction administration and observation services.

General Scope of Work

Based on our knowledge and preparation of the Preliminary Engineering Report (PER), quotes received from Minnesota Pump works, and discussions with Mike Schwanke, Public Works Director, the scope of work at each of the lift stations will include:

- Removal and replacement of existing ductile iron piping, fittings and valving.
- Removal and replacement of existing electrical controls and incorporating generator receptacle into new electrical control panels. The main lift station will have a future permanent generator installed as part of the large project.
- Salvage existing auto-dialer systems and for incorporating into new electrical control panel.
- Removal and replacement of existing pumps and guide rail systems.
- Replacement of the lift station at Drake Motel.
- Replacement of the force main leaving the Drake Motel lift station to Summit Ave.

It is our understanding the piping in the main lift station has been replaced.

Design Schedule

Based on the Scope of Services, this agreement will be from the proposal acceptance date through the completion of construction. Widseth proposes the following tentative design schedule:

Design	May 29, 2026
Construction Administration/Observation	Summer / Fall 2026

Scope of Services

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

Topographic Survey:

- The Widseth survey team will complete the topographic survey, together with the location of all visible utility appurtenances (and invert elevations for all utility structures as needed).
 - Utility locations will be shown on our topographic survey by utilizing current mapping records, and by surveying any visible utility structures, together with any field markings observed on site as coordinated through the Gopher One-Call utility locating system. Widseth will not expose or physically locate underground utilities and can make no guarantee that all utilities, whether in service or abandoned, will be located.

Civil Engineering Design:

Widseth will provide the following services as part of our Engineering Design:

- Complete a site visit with MN Pump Works and Mike Schwanke to review existing conditions and the proposed improvements.
- Preparation of a complete set of plans and specifications including incorporation of necessary documents / wage rates, etc. as may be required by Funding Agency.
- Preparation of necessary permitting, plan review documents.
- Prepare advertisement for bid and post advertisement in City's official newspaper and QuestCDN Website.
- Answer questions of contractors during the bidding phase and issue Addendums when required.
- Conduct bid opening, tabulate bids and provide recommendations to City Council.

Electrical Engineering Design:

Widseth will provide the following services as part of our Electrical Engineering Design:

- Complete a site visit with MN Pump Works and Mike Schwanke to review existing conditions and the proposed improvements.
- Preparation of a complete set of electrical plans and specifications, including, but not limited to:
 - Demolition of existing electrical components at the lift stations.
 - Sizing electrical service entrance at proposed lift stations.
 - Sizing feeders, overcurrent protection, disconnects, VFDs, etc. for lift station equipment.
 - Division 26 Electrical specifications.
 - Controls and Control Panel specifications.
 - West End (Oscar), Drake and Black Mallard Lift Stations will include provisions for connection to a portable generator.
 - Main Lift Station will include design for a permanent generator.
- Answer questions of contractors during the bidding phase and issue any addendums when required.

Construction Administration:

During Construction Widseth will provide the following services:

- Shop drawing review
- Preconstruction meeting with contractors, owner and utility companies.
- Construction staking (If necessary)
- Periodic site construction observations and site visits to assist with construction questions. We assume 16 site visits during construction for estimating purposes.
- Review contractor payment applications.
- Final Inspection including completion of punch list for contractor.
- Project Management
- Project Closeout / As-Built Drawings

Proposed Fees

Widseth proposes to complete the Design Services described above for a Total Lump Sum fee of \$48,000.00

Construction Administration/Observation Services to be provided on an Hourly Rate basis in accordance with the attached Fee Schedule. Construction Administration/Observation Fee estimated to be: \$40,000.00

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

This proposal will remain valid for 30 days after the submission date.

If you have any questions or would like to discuss any items in more detail, please contact Tim Ramerth, PE at 218-316-3653 or by e-mail at tim.ramerth@widseth.com

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

Sincerely,



Timothy T. Ramerth, P.E.

President

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

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 sub-consultants, to the CLIENT and to all construction contractors, subcontractors, agents and assigns on the project for any and all claims, losses, costs, damages of any nature whatsoever or claims expenses from any cause or causes, so that total aggregate liability of WIDSETH, employees of WIDSETH and sub-consultants, to all those named shall not exceed WIDSETH's total fee received for services rendered on this project. Such claims and causes include, but are not limited to negligence, professional errors or omissions, strict liability, breach of contract or warranty.

ARTICLE 23. NON-DISCRIMINATION

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

ARTICLE 24. SEVERABILITY

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

ARTICLE 25. PRE-LIEN NOTICE

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

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

2026 FEE SCHEDULE

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

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

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

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





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Images may be subject to copyright



72 x 48 outside can
67 x 43 pan face

\$7,084.00 total cost for material and installation.

DESCRIPTION
BLACKDUCK Community Library

48" X 73" X 3 3/8" SPECIAL SHAPE ARCHED TOP SINGLE
SIDE WALL MOUNTED SIGN.

PAINTED CABINET MP BLACK

UL LISTED, ON / OFF SAFETY SWITCH, WHITE PRINCIPAL LED LIGHTING.
FACE IS PAN CLEAR POLYCARBONATE. DECORATED 2ND SURFACE WITH
3M 3630 SERIES BLUE AND 3630-22 BLACK VINYL COLOR TBD.
RETAINERS REMOVABLE FOR SLIDE SERVICE.

2025-2026 Blackduck Public Library Revenue and Expenses

updated 4/6/2026

Date	Description of Expense/Revenue	Revenue	Expense	Balance
4/1/2025	KRLS Project Funding	\$57,583.00		\$57,583.00
7/1/2025	GHI - first half		\$29,000.00	\$28,583.00
9/1/2025	GHI - 25% of last half		\$14,500.00	\$14,083.00
10/1/2025	Bessler Electric - update lighting		\$6,975.00	\$7,108.00
8/1/2025	LOST	\$385.87		\$7,493.87
9/1/2025	LOST July 2025	\$9,557.87		\$17,051.74
10/1/2025	LOST - August 2025	\$10,952.38		\$28,004.12
11/1/2025	LOST - September 2025	\$9,850.76		\$37,854.88
11/1/2025	VARI- circulation desk order		\$546.82	\$37,308.06
11/1/2025	Pinnacle - commitment new logo - Invoice #89906		\$1,100.00	\$36,208.06
3/20/2026	Clarity Glass - Invoice #19406		\$11,412.00	\$24,796.06
11/1/2025	2025 Front Door Levy Funds	\$7,000.00		\$31,796.06
9/1/2025	DOE Grant reimbursement #1	\$21,475.00		\$53,271.06
	estimated balance of LOST to receive	\$20,409.67		\$73,680.73
	Budget for New Signage	\$7,084.00		\$66,596.73
	Budget for New Exterior Book Return	\$5,000.00		\$61,596.73
	Budget for New patio & landscaping	\$20,000.00		\$41,596.73
12/2/2025	Amazon - TV Cart for MP Room		\$239.19	\$41,357.54
12/3/2025	The Library Store - Quote #945042 - Invoice 945042 pd		\$8,864.54	\$32,493.00
12/10/2025	Amazon - DVD shelving, bathroom cabinet, chairmats		\$416.44	\$32,076.56
12/10/2025	LOST - October 2025	\$8,410.95		\$40,487.51
1/23/2026	Friends of the Library Donation (Shelving offset)	\$18,782.34		\$59,269.85
12/29/2025	DOE Grant Reimbursement #2 - TV cart, #945042, vari	\$7,829.56		\$67,099.41
1/2/2026	Balance of GHI contract Check#15441	\$14,500.00		\$52,599.41
1/5/2026	Northwoods Lumber - building supplies misc.	\$234.66		\$52,364.75
1/12/2026	LOST - November 2025	\$8,190.01		\$60,554.76
1/13/2026	Granger - baby changing table & mirror bathroom		\$654.18	\$59,900.58
1/26/2026	GHI - Library additions (remaining flooring, counters, cabinets)	\$15,059.75		\$44,840.83
2/10/2026	The Library Store - Quote #944032 - pd 30% down 2/10/26	\$18,866.23		\$25,974.60
2/10/2026	LOST - December 2025	\$7,931.58		\$33,906.18
2/10/2026	Balance due for Shelving - The Library Store	\$44,021.21		-\$10,115.03
3/3/2026	DOE Grant Reimbursement #3 - GHI & Granger see side Q1	\$30,213.93		\$20,098.90
3/12/2026	LOST - January 2026	\$9,795.35		\$29,894.25
3/10/2026	Bessler Electric - wire new ADA opener on new door		\$896.51	\$28,997.74
			\$138,286.53	

CPF Compliance Q4 Totals	Amounts	Difference
Current Period	\$58,788.65	\$25,912.00
Current Period Expenditures	\$32,876.65	
Cumulative Obligation	\$58,788.65	
Cumulative Expenditures	\$47,376.65	\$11,412.00

LOST Receipts to Date	Amounts
\$9,557.87	Jul-25
\$10,853.81	Aug-25
\$9,850.76	Sep-25
\$8,410.95	Oct-25
\$8,190.01	Nov-25
\$7,931.58	Dec-25
\$9,795.35	Jan-26
\$64,590.33	

\$20,409.67 est. balance to receive

DOE Reimbursement Request Q1 2026	Amounts
GHI	\$14,500.00 ck#15441
GHI	\$15,059.75 ck#15555
Granger	\$654.18 ck#15612
	<u>\$30,213.93</u>

DOE Reimbursement Request Q2 2026	Amounts
Bessler Electric	\$896.51

CPF Compliance Q1 2026 Totals	Amounts	Difference
Current Period end 3/31/26 Obligation	\$0.00	\$0.00
Current Period Expenditures	\$0.00	
Cumulative Obligation	\$29,304.56	
Cumulative Expenditures	\$29,304.56	\$0.00

Only report CPF funds awarded to date & reimbursed.

**INTOXICATING LIQUOR & WINE
ON SALE LICENSE**

License is hereby Granted to

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

Intoxicating Liquor & Wine

FOR CONSUMPTION ON THE PREMISES LOCATED AT

SVN ONE BAR LLC

In the City of Blackduck, County of Beltrami, State of Minnesota
for the period commencing May 1st, 2026 and terminating December 31st, 2026
at midnight.



WITNESS THE GOVERNING BODY of the CITY OF BLACKDUCK and the seal thereof this 6th day of April, 2026
The Council of the City of Blackduck

Attest:
Administrator

by _____
Mayor

No. 2026-02

Fee \$ 150.00



City Blackduck

County Beltrami

WINE LICENSE – “ON-SALE”

THIS CERTIFIES THAT:
LICENSEE Tiffany C Ross

TRADE NAME SVN ONE BAR LLC

STREET ADDRESS OR LOT AND BLOCK NO 240 Summit Ave W. Blackduck, MN 56630

Is authorized for the Period beginning 05/01/2026 to 12/31/2026 to sell

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

****STRONG BEER AUTHORIZATION**** YES NO

CLERK/AUDITOR SIGNATURE _____

THIS LICENSE IS APPROVED

Mayor or President
Given under my hand and the Municipal Corporate Seal
City/County of Blackduck Date _____

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

CLERK or Recorder



Minnesota Department of Public Safety
Alcohol and Gambling Enforcement Division (AGED)
 445 Minnesota Street, Suite 222, St. Paul, MN 55101-5133
 Telephone 651-201-7500 Fax 651-297-5259 TTY 651-282-6555

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

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

Name of City or County Issuing Liquor License Blackduck License Period From: 5/1/2026 To: 12/31/26

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

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

Fee(s): On Sale License fee: \$ 1700. Sunday License fee: \$ 200. 3.2% On Sale fee: \$ _____ 3.2% Off Sale fee: \$ _____

Licensee Name: Tiffany C. Ross DOB [REDACTED] Social Security # [REDACTED]
(corporation, partnership, LLC, or Individual)

Zip Code 56430 County Beltrami Business Phone _____ Home Phone 218-308-0719

Business Trade Name SVN ONE BAR, LLC Business Address 240 Summit Ave N City Blackduck

Licensee's Federal Tax ID # 33-3685207
(To apply call IRS 800-829-4933)

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

Home Address 24034 Pass Rd NE City Hines Licensee's MN Tax ID # 1023709

Tiffany Christine Ross [REDACTED] 24034 Pass Rd NE Hines, MN 56447
 Partner/Officer Name (First Middle Last) DOB Social Security # Home Address

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

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

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

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

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

Workers Compensation Insurance is also required by all licensees: Please complete the following:

Workers Compensation Insurance Company Name: _____ Policy # _____

I Certify that this license(s) has been approved in an official meeting by the governing body of the city or county.

City Clerk or County Auditor Signature Christina Rojas, City Admin Date 4-2-2026
(title)

On Sale Intoxicating liquor licensees must also purchase a \$20 Retailer Buyers Card. To obtain the application for the Buyers Card, please call 651-201-7504, or visit our website at www.dps.state.mn.us.



CITY OF BLACKDUCK

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

City Code Section 1120.25—1120.32

Date of Application: 4/1/26 Licensing Period: 5/1/26-12/31/26

Tiffany C. Ross
 LICENSEE NAME (Corp, Partnership, Individual)

4/1/26
 DATE OF APPLICATION

24034 Pass Rd NE Hines, MN 56047
 LICENSEE ADDRESS (Street, City, State, Zip)

17 Years
 LENGTH OF TIME AT THIS ADDRESS

240 Summit Ave N Blackduck
 BUSINESS ADDRESS

218-308-0719
 BUSINESS PHONE HOME PHONE

P. ID# : 810050300
 BUSINESS PROPERTY LEGAL DESCRIPTION

33-3685201 1023709
 FEDERAL ID# STATE ID #

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

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

IF BUSINESS IS A RESTAURANT, state the restaurant seating capacity 75

IF BUSINESS IS A CLUB: state number of members _____

Years at business location _____

IF BUSINESS IS A HOTEL: state number of rooms _____

Restaurant seating capacity _____

IS THIS APPLICATION A: New Renewal Transfer

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

<u>Tiffany Christine Ross</u>		[REDACTED]		<u>24034 Pass Rd NE Hines, MN 56047</u>
Full Name (First Middle Last)	Title	Social Security #	Date of Birth	Address—Street/City/State/Zip

Are the applicants citizens of the United States? Yes No

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

If yes, the date and place of conviction and nature of the offense 11/19/2012 - County wide off sale
Sting - Sale to Underage Person

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

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

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

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

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

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

<u>K&J Boyer of Elmwood</u>	<u>Bartender</u>	<u>Blackduck, MN 540030</u>	<u>218-659-9225</u>
Employer	Occupation	Address	Phone
Employer	Occupation	Address	Phone
Employer	Occupation	Address	Phone

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

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

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

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

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

Cliffany Reel
SIGNATURE OF APPLICANT

owner
TITLE

4/1/26
DATE

STATE OF MINNESOTA)
) SS
COUNTY OF BELTRAMI)

On this 1st day of April, 2026, before me, a Notary Public within aforesaid County, the applicant personally appeared before me and is known to be the person who completed this application and acknowledge that said application was signed of applicant's own free will and accord.



Paige Scheldrup
Notary Public

SIGNATURE OF APPLICANT

TITLE

DATE

STATE OF MINNESOTA)
) SS
COUNTY OF BELTRAMI)

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

Notary Public



DEPARTMENT OF PUBLIC SAFETY
ALCOHOL AND GAMBLING ENFORCEMENT DIVISION
445 Minnesota Street Suite 1600
St. Paul, MN 55101
Phone (651) 201-7507 TDD (651) 282-6555
Fax (651) 297-5259

CARD NUMBER
(Office Use Only)

APPLICATION FOR RETAILER'S (BUYER'S) CARD FOR LIQUOR AND WINE
PLEASE RETURN THIS APPLICATION WITH FEE \$20.00

Issuing Authority	Type Code	Buyer's Card Expires	Identification #
Blackduck			
Print Name of Licensee (As shown on license)	Business Name (DBA)		
SVN ONE BAR, LLC	SVN ONE BAR, LLC		
Business Address	County	Business Phone	
240 Summit Ave W	Beltrami	218-308-0719	
City, State, Zip Code	Authorized Signature		
Blackduck, MN 56630			



MINNESOTA DEPARTMENT OF PUBLIC SAFETY
 DRIVER AND VEHICLE SERVICES
 445 Minnesota Street, Suite 186
 Saint Paul, MN 55101-5186
 Phone: (651) 201-7800 Fax: (651) 297-1480
 Web: dvs.dps.mn.gov Email: DVS.DealerQuestion@state.mn.us

OFFICE USE ONLY	
DEALER NUMBER:	
DATE RECEIVED:	4-1-2026
COUNTY:	Beltrami
AREA:	Blackduck
INITIALS:	GR

Certification of Compliance with Minnesota Worker's Compensation Law

This certification must accompany an application for a Minnesota Motor Vehicle Dealer's License

Minnesota Statutes, section 176.182 requires every state and local licensing agency to withhold the issuance or renewal of a license or permit to operate a business or engage in an activity in Minnesota until the applicant certifies that they are in compliance with the workers' compensation coverage requirements outlined in section 176.

If the required information is not provided or is falsely stated it shall result in a \$2,000 penalty assessed against the applicant by the commissioner of the Department of Labor and Industry.

You are required to fill the below portion out.

A valid workers' compensation policy must be kept in effect at all times by employers as required by law.

License or Certificate Number (if Applicable)	Business Telephone Number 218-308-0719	Alternate Telephone Number	
Dealership Name SUN ONE BAR LLC			
DBA ("doing business as" or "also known as" an assumed name,) if applicable:			
Business address (must be physical street address, no P.O. Boxes) 240 Summit Ave W	City Blackduck	State MN	Zip code 56030
County Beltrami	Email Address tiffany.ross@outlook.com		

Workers' Compensation Insurance Policy Information

Insurance Company Name (Not the insurance agent)	NAIC Number
Policy Number	Effective Date
	Expiration Date

Exemption

I am not required to have workers' compensation liability coverage because (please check one):

- I have no employees. (See [Minnesota Statute § 176.011, subd. 9](#) for the definition of an employee.)
- I am self-insured (attach permit to self insure).
- I have no employees who are covered by the workers' compensation law (spouse, parents, children)

I certify that the information provided above is accurate and complete. I understand that if I have employees (who are not a spouse, parent, or child), valid workers' compensation policy will be kept in effect at all times as required by law.

Print Name: Tiffany Ross		
Applicant Signature (Required): Tiffany Ross	Title: owner	Date: 4/1/26

Note: You must notify the authority issuing your license if there is any change to your workers' compensation insurance information or an employee status change by resubmitting this form. This material can be made available in different forms, such as large print, Braille or audio.

Office of the Minnesota Secretary of State Certificate of Organization

I, Steve Simon, Secretary of State of Minnesota, do certify that: The following business entity has duly complied with the relevant provisions of Minnesota Statutes listed below, and is formed or authorized to do business in Minnesota on and after this date with all the powers, rights and privileges, and subject to the limitations, duties and restrictions, set forth in that chapter.

The business entity is now legally registered under the laws of Minnesota.

Name: SVN ONE BAR LLC

File Number: 1546648200021

Minnesota Statutes, Chapter: 322C

This certificate has been issued on: 02/27/2025



A handwritten signature in black ink that reads "Steve Simon".

Steve Simon
Secretary of State
State of Minnesota

CITY OF BLACKDUCK
ORDINANCE #2014-03

AN ORDINANCE AMENDING CHAPTER 11 OF THE BLACKDUCK CITY CODE ENTITLED, "LICENSING" TO CODIFY SPLIT LIQUOR AND SUNDAY LIQUOR BY AMENDING SECTIONS 1120.03, 1120.22, 1120.25, 1120.26, 1120.33, 1120.39, 1120.40, 1120.41, 1120.50, & 1120.54 AND BY ADOPTING BY REFERENCE CITY CODE SECTION 1120.99 WHICH AMONG OTHER THINGS CONTAIN PENALTY PROVISIONS.

THE CITY OF BLACKDUCK DOES ORDAIN:

Section 1. Blackduck City Code, Chapter 11 Section 1120.03, entitled Definitions is hereby amended to read as follows:

~~"Intoxicating Liquor" and "Liquor" mean ethyl alcohol and distilled, fermented, spirituous, vinous, and malt beverages containing and carry on the business stated therein.~~ **"Intoxicating Liquor". Ethyl alcohol, distilled, fermented, spirituous, vinous, and malt beverages containing more than 3.2% of alcohol by weight.**

Section 2. Blackduck City Code, Chapter 11 Section 1120.22, entitled Kinds of Licenses is hereby amended to read as follows:

- A.** On-sale intoxicating liquor licenses may be issued to Clubs and only with the approval of the Commissioner of Public Safety. The sale of on sale liquor is restricted to members of the Club and bona fide guests; **Hotels where food and lodging are regularly furnished to guests; and restaurants where meals are regularly prepared on the premises and served at tables to the general public, and having a minimum seating capacity for guests as prescribed by city ordinance.**
- B.** **On-sale Sunday Intoxicating liquor license.**

Section 3. Blackduck City Code, Chapter 11 Section 1120.25, entitled Application for License is hereby amended to read as follows:

Subdivision 2 Financial Responsibility

~~Prior to the issuance of any license under this chapter, the applicant shall demonstrate proof of financial responsibility as defined in M.S. §340A.409, as it may be amended from time to time, with regard to liability under M.S. §340A.801, as it may be amended from time to time. This proof will be filed with the city and the Commission of Public Safety. Any liability insurance policy filed of proof of financial responsibility under this section shall conform to M.S §340A.409, as it may be amended from time to time.~~ **No 3.2% liquor, wine, or intoxicating liquor license shall be issued or renewed unless and until the applicant has provided**

proof of financial responsibility, imposed by statute, by filing with the City a certificate that there is in effect an insurance policy or pool providing minimum coverage of at least \$50,000 because of bodily injury to any one person in any one occurrence, \$100,000 because of bodily injury to two or more persons in any one occurrence, \$10,000 because of injury to or destruction of property of others in any one occurrence, \$50,000 for loss of means of support of any one person in any one occurrence, \$100,000 for loss of means of support of two or more persons in any one occurrence. \$50,000 for other pecuniary loss of any one person in any one occurrence, and \$100,000 for other pecuniary loss of two or more persons in any one occurrence. Operation of a business which is required to be licensed by this chapter without having on file with the city at all time effective proof of financial responsibility is a cause for revocation of the license.

The above insurance requirements do not apply to licensees who establish by affidavit any one of the following:

- They are on-sale 3.2% liquor licensees with sales of less than \$25,000 in the preceding year.
- They are on-sale wine licensees with sales of less than \$25,000 in the preceding year.

Section 4. Blackduck City Code, Chapter 11 Section 1120.26, entitled Insurance Certificate Requirements is hereby amended to read as follows:

1120.26 Insurance Certificate Requirements.

(A) Whenever an insurance certificate is required by this Chapter, the applicant shall file with the City Administrator a certificate of insurance showing:

1. That the limits are at least as high as required.
2. That coverage is effective for at least the license term approved; and
3. That the insurance will not be canceled or terminated without 30 days written notice served upon the City Administrator.

(B) Cancellation or termination of the coverage shall be grounds for license revocation.

Section 5. Blackduck City Code, Chapter 11 Section 1120.34, entitled Hours and Days of Sales is hereby amended to read as follows:

1120.33 Hours and Days of Sales

~~A. The hours of operation and days of sale shall be those set by M.S. §340A. 504, as it may be amended from time to time.~~ According to state statute M.S. §340A.504, no on-sale liquor may be made at the following times:

- a. Between 1a.m. and 8 a.m., Mondays through Saturdays.
- b. Nor between the hours of 1 a.m. and 12:00 noon on Sundays.
- i. Sunday on-sale liquor sales must only be allowed with the additional purchase of a Sunday Liquor License.

Section 6. Blackduck City Code, Chapter 11 Section 1120.35, entitled Minors on Premise is hereby amended to read as follows:

Subdivision 3 Proof of age.

Proof of age for purchasing or consuming alcoholic beverages may be established only be a valid driver's license issued by Minnesota, another state or a province of Canada and including the photograph and date of birth of the licensed person; by a valid Minnesota identification card; by a valid Canadian identification card with the photograph and date of the person, issued by a Canadian province; in the case of a foreign national, from a nation other than Canada, by a valid passport; or a valid military identification card issued by the United States Department of Defense.

Section 7. Blackduck City Code, Chapter 11 Section 1120.39, entitled False Statements is hereby amended to read as follows:

1120.39 False Statements.

It is unlawful for any applicant to intentionally make a false statement or omission upon any application. Any false statement in the application or any willful omission to state any information called for on the application form shall, upon discovery of the falsehood, work an automatic refusal of license or, if already issued, shall render any license issued pursuant thereto void.

Section 8. Blackduck City Code, Chapter 11 Section 1120.40, entitled Posting is hereby amended to read as follows:

1120.40 Posting.

All licensees shall post their licenses in a conspicuous place in the premises for which it is used.

Section 9. Blackduck City Code, Chapter 11 Section 1120.41, entitled Sale by Employee is hereby amended to read as follows:

1120.41 Sale by Employee.

Any sale of an alcoholic beverage in or from any premises licensed under this Chapter by any employee authorized to make the sale in or from the place is the act of the employer as well as of the person actually making the sale; and every employer is liable to all of the penalties, except criminal penalties, provided by law for the sale, equally with the person actually making the sale.

Section 10. Blackduck City Code, Chapter 11 Section 1120.50, entitled Existing Municipal Liquor Store Continued is hereby amended to read as follows:

1120.50 Existing Municipal Liquor Store Continued

If the city has in existence on the effective date of this ordinance a municipal liquor store for the sale of intoxicating liquor, the store is continued. Except as provided in §1120.22 of this ordinance, ~~no intoxicating liquor may be sold at retail elsewhere in the city~~ where the city has issued said license.

Section 11. Blackduck City Code, Chapter 11 Section 1120.54, entitled Issuance of Other Licenses is hereby amended to read as follows:

1120.54 Issuance of Other Licenses

Subd. 1 On-sale licenses for the sale of intoxicating liquor.

The Council may issue in its sound discretion on-sale licenses to a club under M.S. §340A.404, Subd. 1, clause (4) and restaurant or hotel under M.S. §340.601 Subd. 5 (see Part II – C Split liquor election) ~~as it may be amended from time to time. If the voters have authorized their issuance at a special election called for that purpose, the Council may issue on its sound discretion on-sale liquor licenses to hotels and restaurants.~~ The number of on-sale licenses issued under this section is governed by M.S. §340A.413, as it may be amended from time to time, as limited by the provisions of this ordinance. The issuance of these licenses is governed by the provisions of this ordinance.

Subd. 4 Sunday on-sale intoxicating liquor license.

The Council may issue Sunday on-sale intoxicating liquor licenses to certain establishments to sell intoxicating liquor on the premises in conjunction with the sale of food between the hours of 10 a.m. on Sundays and 2 a.m. on Mondays. Those establishments that apply and pay for the Sunday liquor license must qualify under state statute. The fee will be set by the city council.

Subd. 5 On-Sale Wine licenses.

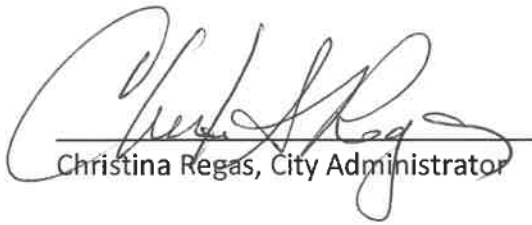
The Council may issue on-sale wine license that allows the licensee to sell wine (But not other intoxicating liquors) in limited circumstances. A wine license permits the on-sale of wine up to 14% alcohol by volume with the application and approval of a wine license.

Section 12. Blackduck City Code Section 1120.99 entitled “Penalties” is hereby adopted in its entirety, by reference, as though repeated verbatim herein.

Section 13. These ordinances shall become effective after its passage and publication according to law.

First Reading: May 5th, 2014
Final Reading & Passed: June 9th, 2014

Attest:


Christina Regas, City Administrator

Approved:


Daryl Lundberg, Mayor

Dear Community Business Owner,

We are excited to announce that the 2026 After Prom Party will celebrate its 31st year at Blackduck High School on May 2nd. For over three decades, this event has provided our students with a safe, supervised, and memorable way to celebrate prom night.

After Prom is a long standing tradition made possible through the generosity of local businesses, families, and community organizations. We aim to raise money to create an unforgettable experience filled with entertainment, games, inflatables, and exciting prizes!

Your support truly makes a difference. Every contribution directly supports the safety and success of this event. We invite you to partner with us in one of the following ways:

- **Financial Donations:** Monetary contributions help cover entertainment, games and prizes.
- **Prizes or Gift Cards:** Merchandise, services, or gift certificates that can be awarded during the event.

Thank you for supporting the students of Blackduck High School and investing in our community's future. If you have any questions, please do not hesitate to contact Meghan Lien at 218-209-7150 or Lori Lundberg at 218-766-6044.

Together, we can make the 2026 After Prom an unforgettable and safe celebration!

Warm regards,
Blackduck High School After Prom Committee

Blackduck High School After Prom Party | Saturday, May 2nd, 2026

Donation Type: ___check ___merchandise ___gift card/certificate **Donation Value:**_____

- Monetary contributions can be made via check payable to "Blackduck High School After Prom" and mailed to:

After Prom Committee
PO Box 550
Blackduck, MN 56630

- If you choose to donate prizes or gift cards, please notate preference below:

- Pick up (location): _____
- Drop off (please drop off at Northwoods Lumber Company)



Thank you for your support!

**Please respond by
March 31st so we
can finalize plans &
prizes.**



CITY OF BLACKDUCK
PUBLIC FUNDS REQUEST FORM
PO BOX 380 BLACKDUCK, MN 56630

Organization or Group Requesting Public Funding:

Blackduck High School After Prom Committee

What type of project will the Public Funds used for:

Blackduck High School After Prom activities, prizes, games, entertainment

Describe IN DETAIL the overall benefits this will provide to the City of Blackduck as a body and what public purpose will the project provide to the residents of the City of Blackduck: This event provides our students with a safe, supervised, and memorable way to celebrate prom night. By offering fun activities, entertainment and prizes, the event encourages students to continue celebrating in a positive and secure setting. Communities across the county have seen significant reductions in alcohol and drug related incidents on prom night when After Prom programs are available.

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

Monetary contributions will be used for entertainment, such as rentals of inflatables, 9-hole portable miniature golf course, dart boards and a foosball table.

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

We sent letters to local businesses, including Blackduck Fire Department requesting donations. Donation amounts are decided upon by those businesses.

Date Funds are being requested: 03/30/2026

Date the project starts and completes: 05/02/2026

See opposite side of form for Conditions for Requesting Public Funds



CITY OF BLACKDUCK

PUBLIC FUNDS REQUEST FORM

PO BOX 380 BLACKDUCK, MN 56630

Conditions for requesting Public Funds

The following procedures are recommended to request public funds from the City of Blackduck:

1. Any person or organization that wishes to request public funds must contact the City Administrator and fill out a Request Form.
2. No money will be appropriated without careful consideration by the City and the City Council.
3. Qualifying requests will be acted upon by the Blackduck City Council on the April, July, October, and December regular council meetings.
4. Requests received less than 7 days before the quarterly meeting date will be automatically held until the next meeting month.
5. Those persons may also make a formal request to the City Council of Blackduck at the April, July, October, and December regular City of Blackduck Council meeting once appropriately placed on the council agenda.

The full City Council meeting schedule is posted on the City website calendar at www.blackduckmn.com or can be requested by calling City Hall at 218-835-4803.



CITY OF BLACKDUCK RESOLUTION NO: 2026-09

RESOLUTION IN SUPPORT OF ADOPTING A FACILITY PLAN FOR THE WASTEWATER SYSTEM OF THE CITY OF BLACKDUCK, MN

WHEREAS, the City of Blackduck intends to construct wastewater system improvements, and

WHEREAS, the City of Blackduck has prepared a facility plan for the construction of the wastewater system improvements,

THEREFORE, BE IT RESOLVED, that the City of Blackduck adopts the plan entitled FACILITY PLAN FOR MUNICIPAL WATER & WASTEWATER SYSTEMS FOR THE CITY OF BLACKDUCK, dated March 2026.

Adopted this 6th day of April, 2026 by the City Council of the City of Blackduck

ATTEST:

Maxwell Gullette, Mayor

Christina Regas, City Administrator



CITY OF BLACKDUCK RESOLUTION NO: 2026-10

RESOLUTION APPROVING AN EXCLUDED BINGO LICENSE FOR THE BLACKDUCK AREA CHAMBER OF COMMERCE

WHEREAS, the Blackduck Area Chamber of Commerce has made application with the Minnesota Gambling Control Board to conduct excluded bingo games to be held on August 15, 2026 at the Blackduck Wayside Rest Park, and

WHEREAS, Blackduck Area Chamber of Commerce 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 April 6, 2026,

NOW, THEREFORE, BE IT RESOLVED, the City Council of the City of Blackduck hereby approves the application for an Excluded Bingo License, for the Blackduck Area Chamber of Commerce, to be held on August 15, 2026, at the Blackduck Wayside Rest Park, 72 Frontage Road, Blackduck, MN.

Adopted by the City Council on April 6, 2026.

Maxwell Gullette, Mayor

Christina Regas – City Administrator

LG240B Application to Conduct Excluded Bingo

No Fee

ORGANIZATION INFORMATION

Organization Name: Blackduck Area Chamber of Commerce Previous Gambling Permit Number: XB-92135-24-018
 Minnesota Tax ID Number, if any: _____ Federal Employer ID Number (FEIN), if any: _____
 Mailing Address: PO Box 373
 City: Blackduck State: MN Zip: 56630 County: Beltrami
 Name of Chief Executive Officer (CEO): Mawell Gulette, Chamber President
 CEO Daytime Phone: 218-556-5741 CEO Email: maxwell.gulette@blackduckmn.com
(permit will be emailed to this email address unless otherwise indicated below)
 Email permit to (if other than the CEO): sandra.miller@usda.gov

NONPROFIT STATUS

Type of Nonprofit Organization (check one):
 Fraternal Religious Veterans Other Nonprofit Organization

Attach a copy of at least 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.)

Current calendar year Certificate of Good Standing
 Don't have a copy? This certificate must be obtained each year from:
 MN Secretary of State, Business Services Division Secretary of State website, phone numbers:
 60 Empire Drive, Suite 100 www.sos.state.mn.us
 St. Paul, MN 55103 651-296-2803, or toll free 1-877-551-6767

Internal Revenue Service-IRS income tax exemption 501(c) letter in your organization's name
 Don't have a copy? Obtain a copy of your federal income tax exempt letter by having an organization officer contact the IRS at 877-829-5500.

Internal Revenue Service-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.

EXCLUDED BINGO ACTIVITY

Has your organization held a bingo event in the current calendar year? Yes No

If yes, list the dates when bingo was conducted: _____

The proposed bingo event will be:

one of four or fewer bingo events held this year. Dates: 8/15/2026
-OR-
 conducted on up to 12 consecutive days in connection with a:

county fair Dates: _____
 civic celebration Dates: _____
 Minnesota State Fair Dates: _____

Person in charge of bingo event: Sandy Miller, Treasurer Daytime Phone: 757-636-3497
 Name of premises where bingo will be conducted: Blackduck Municipal Liquor Store - The Pond
 Premises street address: 72 Frontage Road
 City: Blackduck If township, township name: _____ County: Beltrami

LOCAL UNIT OF GOVERNMENT ACKNOWLEDGMENT (required before submitting application to the Minnesota Gambling Control Board)

<p style="text-align: center;">CITY APPROVAL for a gambling premises located within city limits</p> <p>On behalf of the city, I approve this application for excluded bingo activity at the premises located within the city's jurisdiction.</p> <p>Print City Name: <u>Blackduck</u></p> <p>Signature of City Personnel: _____</p> <p>Title: _____ Date: _____</p> <div style="border: 1px solid black; padding: 5px; text-align: center; margin-top: 20px;"> <p>The city or county must sign before submitting application to the Gambling Control Board.</p> </div>	<p style="text-align: center;">COUNTY APPROVAL for a gambling premises located in a township</p> <p>On behalf of the county, I approve this application for excluded bingo activity at the premises located within the county's jurisdiction.</p> <p>Print County Name: _____</p> <p>Signature of County Personnel: _____</p> <p>Title: _____ Date: _____</p> <p>TOWNSHIP (if required by the county) On behalf of the township, I acknowledge that the organization is applying for excluded bingo activity within the township limits. (A township has no statutory authority to approve or deny an application, per Minnesota Statutes, Section 349.213.)</p> <p>Print Township Name: _____</p> <p>Signature of Township Officer: _____</p> <p>Title: _____ Date: _____</p>
--	--

CHIEF EXECUTIVE OFFICER'S SIGNATURE (required)

The information provided in this application is complete and accurate to the best of my knowledge.

Chief Executive Officer's Signature: _____ Date: _____
(Signature must be CEO's signature; designee may not sign)

Print Name: _____

MAIL OR FAX APPLICATION & ATTACHMENTS

<p>Mail or fax application and a copy of your proof of nonprofit status to:</p> <p style="padding-left: 40px;">Minnesota Gambling Control Board 1711 West County Road B, Suite 300 South Roseville, MN 55113 Fax: 651-639-4032</p> <p>An excluded bingo permit will be mailed to your organization. Your organization must keep its bingo records for 3-1/2 years.</p> <p>Questions? Call a Licensing Specialist at 651-539-1900.</p>	<p>Bingo hard cards and bingo number selection devices may be borrowed from another organization authorized to conduct bingo. Otherwise, bingo hard cards, bingo paper, and bingo number selection devices must be obtained from a distributor licensed by the Minnesota Gambling Control Board. A list of licensed distributors is available on the Gambling Control Board's website at www.mn.gov/gcb.</p> <p style="text-align: center;">This form will be made available in alternative format (i.e. large print, braille) upon request.</p>
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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 Department 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.



Phone: 218-444-9473 Fax: 218-444-9985
Email: info@wieboltelectric.com or info@besslerelectric.com

3-19-26

Attn: Christina R.

Blackduck City Hall
8 Summit Ave NW
Blackduck, MN 56630

218-835-4810
christina.regas@blackduckmn.com

Quote proposal for electrical work. Prices include labor and materials for the items listed.

Option A (recommended)

Relocate existing service meters and feeders for Beltrami Electric re-feeding building. Delete existing meter and feed point to service in basement. Replace fuse panel with breaker panel. (highly recommended)

- 200amp metered service panel on the Northwest exterior corner.
- Re-feed from new meter location with conduit through basement to service panel location
- Upgrade existing fuse panel to 200amp 40 space breaker panel
- Delete existing off-peak service and controls for electric boiler.
- All required electrical connections
- State and local inspection fees

\$5,081.51

Option B

Relocate existing service meters and feeders for Beltrami Electric re-feeding building. Delete existing meter and feed point to service in basement. Re-feed existing fuse panel.

- 200amp metered service panel on the Northwest exterior corner.
- Re-feed from new meter location with conduit through basement to service panel location
- Delete existing off-peak service and controls for electric boiler
- All required electrical connections
- State and local inspection fees

\$4,076.12

Additional new off-peak service near regular (new)service.

- 200amp metered service panel for off-peak
- Refeed boiler in basement from new off peak service panel.
- Off-peak wiring and controls for boiler
- All required electrical connections.
- State and local inspection fees

\$2,268.94

Work to be scheduled and coordinated with Beltrami Electric. Prices do not include any fees or costs from Beltrami Electric. Bessler Electric will coordinate any required electrical inspections.



February 9, 2026

Bob Gregg
Beltrami Electric Cooperative, Inc.
4111 Technology Drive NW
Bemidji, MN 56601

Dear Mr. Gregg:

USDA Rural Development has reviewed your request for an extension of your organization's REDG Grant. USDA Rural Development has determined that it is in the best interest of your organization and the Federal Government to continue the REDG Grant. Therefore, the new deadline for utilization of the grant funds is May 11, 2026.

If you have any questions regarding our decision, feel free to contact my office at 218-751-1942.

Sincerely,

A handwritten signature in black ink, appearing to read "Chad Newman", written over a light gray rectangular background.

Chad Newman
Area Specialist

Rural Development

3217 Bemidji Ave N Bemidji, MN 56601
Voice: 218-751-1942 ext. 116 Fax: 855-831-9441

USDA is an equal opportunity provider and employer.



A GREAT PLACE FOR FAMILIES

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

**PUBLIC HEARING NOTICE
WASTEWATER SYSTEM IMPROVEMENTS
CITY OF BLACKDUCK**

The City of Blackduck has scheduled a public hearing for 6:00 PM on Monday, April 20, 2026. The hearing will be held at the Blackduck City Hall, 8 Summit Ave. E. Blackduck, MN. The City of Blackduck has prepared a Facility Plan which recommends improvements to the wastewater treatment system. The scope of the proposed improvements outlined in the facility plan will be presented at this hearing along with estimated costs, funding options and potential impact on wastewater rates.

The hearing will provide an opportunity for all parties to comment on the proposed plan. Written comments may be presented at the hearing or mailed to Christina Regas, City Administrator, City of Blackduck, PO Box 380, Blackduck, MN 56630. Interested parties may review the Facilities Plan at the City office during regular business hours.

Christina Regas, City Administrator

www.blackduckmn.com

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

"The City Of Blackduck Is An Equal Opportunity Provider"



Assessor's Office
701 Minnesota Ave NW, Suite 130 Bemidji, MN 56601
Kaleb Bessler, County Assessor
kaleb.bessler@co.beltrami.mn.us
Telephone: 218-333-4111

January 2, 2026

Paige Watson
PO Box 380
Blackduck, MN 56630



Greetings,

We are writing to notify you of the Local Board of Appeal and Equalization Meeting that is scheduled for the City of Blackduck on Friday April 24th at 1:00 pm at City Hall. Please make sure someone is there to open the building. Let us know if this date/time does not work for you by February 15th, 2026 to reschedule.

Please feel free to contact my office with any questions.

Sincerely,

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



CITY OF BLACKDUCK

ORDINANCE 2026-01

AN ORDINANCE AMENDING SECTION 1180 OF THE CITY CODE RELATING TO LOCAL OPTION SALES TAX

The City Council of Blackduck, Minnesota, ordains:

Section 1 – Purpose. The purpose of this ordinance is to establish the termination date for the local option sales tax adopted by the Council pursuant to Ordinance No. 2024-03.

Section 2 – Amendment. The following language is added to Section 1180 of the City Code:

1180.11 Termination Date.

This ordinance shall terminate effective _____, 2026.

Section 3 – Effective Date. This ordinance shall be effective upon passage and publication as provided by law.

Passed and adopted this _____ day of _____, 2026.

Maxwell Gullette, Mayor

Attested: _____
Christina Regas, City Administrator

First / Final Reading: _____



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

SCHEDULE OF REGULAR BOARD MEETINGS FOR 2026

Thursday	January 15, 2026	6:00 pm
Thursday	March 19, 2026	6:00 pm
Thursday	May 21, 2026	6:00 pm
Thursday	June 18, 2026	6:00 pm
Thursday	July 16, 2026	6:00 pm
Thursday	September 17, 2026	6:00 pm
Thursday	November 19, 2026	6:00 pm

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