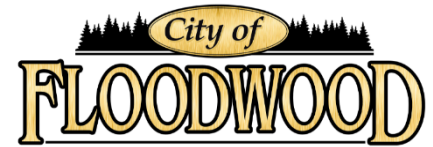


**CITY OF FLOODWOOD
REGULAR COUNCIL MEETING & PUBLIC HEARING
OFFICE OF THE CITY CLERK
July 25, 2023 – 6:00 p.m.**



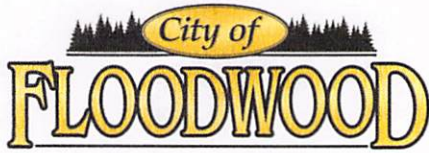
1. Call Meeting to Order, Pledge of Allegiance, Roll Call of Attendance
2. Audience Recognition
3. Approval of Agenda
4. Conduct Public Hearing
 - 4.1 Purpose of the Hearing Variance Application for Parcel 125-0010-01850; Block 13, Lots 6 & 7 located on 5th Ave. Owner and Applicant is Richard Vittetoe.
 - 4.2 Presentation of Application for Variance from Richard Vittetoe for Parking Lot
 - 4.3 Acknowledge Procedure for Appeals and Variances, Section 19.3 & 19.4 of the Zoning Ordinance
 - 4.4 Council Questions to Applicant and Zoning Officials
 - 4.5 Public Comment and Questions – 5 minutes per person
 - 4.6 Council Discussion
5. Approval of Consent Agenda
 - 5.1 Approval of July 11, 2023, Regular City Council Meeting Minutes
 - 5.2 Approval of Claims and Accounts
 - 5.3 Acknowledgement of Land Use Permits Received
 - 5.3.1 110 W. 1st Ave.
 - 5.3.2 402 Fir
 - 5.3.3 511 Fir
 - 5.4 Acknowledgement of Gambling Reports
 - 5.5 Review of Floodwood Curbside Recycling Progress and Final Report
 - 5.6 Acknowledgement of Floodwood Volunteer Fire Department Relief Association Audit for 2022
 - 5.7 Acknowledgement of Campground Project Preconstruction Meeting Notes
6. Correspondence
 - 6.1 Spring Flooding Federal Disaster Declaration
 - 6.2 July 2023 City of Floodwood Update
 - 6.3 Fire Department Thank You from the Family of Don Rosemore
7. Reports
 - 7.1 Report from Planning Commission Regarding Recommendation of Vittetoe Conditional Use and Variance Application
 - 7.2 LCCMR Campground Project Report, Jayson Newman, SEH
 - 7.3 Mayor
 - 7.4 Deputy Clerk
 - 7.5 City Council
 - 7.6 Fire Chief
 - 7.7 Public Works Director
 - 7.8 Police Chief
 - 7.9 Commendations and Recognitions
8. Unfinished Business
 - 8.1 414 W.8th Ave. Blight and Conditional Use
9. New Business
 - 9.1 Consider Payment to FST for Curbside Recycling Program Reimbursement in the Amount of \$25,150.55. (Amount has been Received from the State to be Passed Through to FST for Grant

Expenses)

- 9.2 Consider Contract with Catalis for Website Hosting, Redesign, and Email Hosting
- 9.3 Consider Updates to Data Practices Policy: Requests About You and Your Rights as a Data Subject (Annual Review Required by State Statute)
- 9.4 Consider Updates to Data Practices Policy For the Public (Annual Review Required by State Statute)
- 9.5 Consider Deductible Premium Option for Worker's Compensation Renewal (Previous Years, Council has Chosen \$1,000 Deductible)
- 9.6 Consider Conditional Use Application from Richard Vittetoe for Parcel 125-0010-01940; Block 14, Lots 1 & 2 located at 124 5th Ave. E.
- 9.7 Consider Application for Variance from Richard Vittetoe for Parcel 125-0010-01850; Block 13, Lots 6 & 7 located on 5th Ave.
- 9.8 Consider Resolution 20230725-001, A Resolution Approving the Donation of 911 Hickory Street to Habitat for Humanity for Affordable Housing

10. Personnel

11. Adjourn Meeting



Application # CU _____
CONDITIONAL USE PERMIT APPLICATION

Cost of Permit \$ 400.00
Tax Parcel # 125-0010-01940
Expires: _____

General Information

- 1. Applicant's Name (Last, First, M.I.) Richard P Vittetoe
- 2. Authorized Agent (if applicable) _____
- 3. Mailing Address (Street, PO box, City, State, Zip Code) P.O. Box 445, Floodwood MN 55736
- 4. Day Phone 218-476-4072 5. Evening Phone 218-640-1967

B. Property Information

- 1. Lot(s), Block, Subdivision Name Lot 01 and 02 Block 014
 Attached a copy of the exact legal description.

C. Project Information

- 1. Specify the section of the ordinance which applies to this project: Ordinance #216, Chapter _____, Subdivision _____
- 2. Brief narrative description of this request: We will be using the front portion of the building for the offices of Twilight Industries DBA, as well as Customer and company vehicle parking.

3. Written justification for request including discussion on how any potential conflicts with existing nearby land uses will be minimized: _____

- 4. Check all additional supporting documents and data which are being submitted to help explain this project proposal:
 sketch plan topographic map detailed narrative operation plans
 engineering plans flood plain hydraulic analysis flood proofing plans & specifications
 other (specify) _____

I hereby certify with my signature that all data on my application forms, plans and specifications are true and correct to the best of my knowledge: [Signature] 6/26/23
(signature of applicant) (date)

In accordance with , Chapter _____, Subdivision _____ of Ordinance #216, the Planning Commission and City Council hereby _____ approves, _____ denies the foregoing application for a Conditional Use Permit.

By: _____, Clerk Treasurer
If approved, said approval is subject to the following Conditions, General, and Special Provisions _____ Date

Conditions on granting Conditional Use Permit

- 1) _____
- 2) _____
- 3) _____
- 4) _____
- 5) _____
- 6) _____

General Provisions

- A) This permit is not valid until it has been recorded at the Office of the County Recorder. A true and correct copy of the full legal description of the affected property must be attached to this document.
- B) This permit does not constitute a building permit, sewage system permit, grading permit, land alteration permit, well permit or the like. Separate permits may have to be applied for and obtained in order to accomplish all the goals of the project authorized herein.
- C) The issuance of this permit does not negate the need to secure other permits from other local units of government, state agencies or federal agencies who may also have jurisdiction over portions of your project.

Special Provisions

A) Criteria for granting Conditional Use Permits:

- To be considered are the effect of the proposed use on the City’s Comprehensive Plan
- Upon the health, safety, morals, and general welfare of occupants of the surrounding lands.

B) Findings to be made by the Planning Commission and the City Council

- The use will not create excessive burden on existing public facilities and utilities
- The use will be compatible or separated by distance or screening from residential area and existing homes will not be a deterrence to the development of vacant lands.
- The use is reasonably related to overall needs of the City and existing land use
- The use is consistent with the zoning code and district of proposed use
- The use will not cause traffic hazard or congestion.
- The use is not in conflict with policy plan of the City Of Floodwood
- Adequate facilities, utilities, access roads, drainage, and necessary facilities are provided

C) Other findings of facts:

- _____
- _____
- _____



APPLICATION FOR VARIANCE TO ZONING ORDINANCE

Ordinance Reference – Section 19

Name: Richard P Vittetoe (Twilight Industries DBA)

Address: 124 5th Ave E Floodwood, MN 55736

Telephone Number: Office- 218-476-4072, Cell- 218-640-1967

1. Legal Description of Property:
Block 13, Lots 6 and 7

2. Location of Property (Address, Street/Avenue): 5th Ave E and Fir St

3. Existing Zoning Classification:

4. Proposed variance from ordinance. Please describe, in detail, and include appropriate drawings to scale (where applicable) that will assist in reviewing the application.
Use the existing parking lot that was for church purposes for an impound lot for the business of repossessions, which would include 6 ft high fence with three strands of barbed wire to make overall height 7 ft, also camera surveillance would be in use to monitor property to meet insurance standards.

5. Appropriate fee(s) shall be included.

6. Applicant Signature: *Richard P Vittetoe* 6-26-23

5th Ave E (Co Rd 8)

concrete

Entrance

door

door

Office

hallway

Office

Residential Listing & Touring house

door

concrete

First

gate

Fence
6' 3-strand Barbed wire
total 7'

8'x8' pole

gate

Alley

Alley

2. Requests for variance from the literal provisions of this Ordinance or instances where their strict enforcement would cause undue hardship because of circumstances unique to the individual property under consideration.

19.3 Procedure for Appeals and Variances

Appeal to district court must be within thirty (30) days of service of such order or decision and if appeal is not timely taken, the order or decision is not subject to judicial review.

1. Decisions of the Board shall be final subject to review by District Court pursuant to Minnesota Statute Section 462.361.
2. Requests for variances shall be made by filing a notice of appeal or variance with the Secretary of the Board.
3. A notice of appeal stays all proceedings.
4. Upon receipt of the request for a variance, the Secretary of the Board shall immediately transmit to the Board all papers constituting the record.
5. Within ten (10) days after the request for a variance is filed with the Board, it shall set a date for hearing hereunto which shall be held no later than sixty (60) days after the notice is filed and hear any parties who may appear in person or by agent or attorney.
6. Notice of the time and place of hearing shall be published once in the official newspaper of the city at least ten (10) days in advance of the hearing.
7. Notice of time and place of hearing shall be mailed not less than ten (10) days in advance of the hearing to the personal filing the notice of appeal or variance and to the owner or owners of property within three hundred fifty feet (350') of the subject property.
8. The City Planning Commission, or a representative authorized by it, shall prior to the hearing on appeal or request for a variance, review, and report to the Board.
9. The Board may refuse or affirm, wholly or partly, or may modify the order, requirement, decision, or determination appealed from in its decision on appeals from an administrative order.
10. The Board may prescribe appropriate conditions and safeguards to ensure compliance and to protect adjacent properties when granting a variance.
11. The concurring vote of a quorum member of the board shall be necessary to reverse an administrative order, requirement, decision, determination, or to affect any variance in the application of this Ordinance.
12. The Board shall, within thirty (30) days of the date of the hearing, make its order deciding the matter and shall serve by mail, a copy of such order upon the persons filing the notice of appeal to request a variance.

19.4 Variance Criteria

A variance from the terms of this Ordinance shall not be granted by the Board unless and until the Board shall make findings that the following conditions exist:

1. Special conditions and circumstances exist which are peculiar to the land, structure, or building involved and which are not applicable to other lands, structures, or building in the same district.
2. The literal interpretation of the provisions of this Ordinance would deprive the applicant of rights commonly enjoyed by other properties in the same district under the terms of this Ordinance.
3. The special conditions and circumstances do not result from the actions of the applicant.
4. Granting the variance requested will not confer on the applicant any special privileges that is denied by this Ordinance to other lands, structures, or buildings in the same district.
5. The reasons set forth in application justify the granting of the variance, and that the variance is the minimum variance that will make possible the reasonable use of the land, building, or structure.
6. The granting of the variance will be in harmony with the general purpose and intent of this Ordinance and will not be injurious to the neighborhood or otherwise detrimental to the public welfare.
7. No nonconforming use of neighboring lands, structure, or buildings in the same district, and no permitted or nonconforming use of lands, structures, or buildings in other districts shall be considered grounds for the issuance of a variance.
8. Under no circumstances shall the board grant a variance to allow a use not permissible under the terms of this Ordinance in the district involved, or any use expressly or by implication prohibited by the terms of this Ordinance in said district.

Section 20

Planning Commission

20.1 Establishment and Composition

A Planning Commission, composed of four (4) members appointed for three (3) year terms, and a City Council representative and City Engineer as ex-officio members only and not included in this number, is hereby established.

1. The members shall annually elect one (1) of their members as chairman.
2. Members shall serve without additional compensation above the elected official compensation but shall be entitled to reimbursement for expenses incurred in performance of their duties.
3. A majority of the members of the Board shall constitute a quorum for the transaction of the business.
4. The Board shall keep a written record of all its proceedings which shall include minutes of its meetings showing the vote of each member or if absent or failing to vote or an indication of such fact; record of its examination and official actions; its findings and final orders indicating the action taken on each matter heard by the Board.



**REGULAR COUNCIL MEETING
OFFICE OF THE CITY CLERK
July 11, 2023 – 6:00 p.m.**

Mayor Farrell called the meeting to order at 6:00 pm.

Present at roll call: Mayor Tad Farrell, Clerk Melinda Felknor, Councilor Derek Hart, Councilor Tim Lamping, Councilor Josh Lassila. Others present: Public Works Director Rick Gill, Police Chief Josh Matteson, Deputy Clerk Cory Suonvieri, Officer Matthew Laubach, Officer Cory Roering, Mr. & Mrs. Laubach.

MOTION BY HART, SECOND BY LASSILA TO APPROVE THE AGENDA AS PRESENTED. MOTION CARRIED BY UNANIMOUS VOTE.

MOTION BY FARRELL, SECOND BY FELKNOR TO APPROVE THE CONSENT AGENDA AS PRESENTED. MOTION CARRIED BY UNANIMOUS VOTE.

Correspondence:

The Council reviewed the 2023 National Night Out poster and requested it be forwarded to the area pastors to be shared with their congregations.

Mayor Farrell reported on the following:

- An update on the Habitat for Humanity Project, and their presence at the Catfish Days Festival.
- The preconstruction meeting was held at City Hall for the Campground Project.
- An update on the purchase of property from Paul Rogalski.

Deputy Clerk Suonvieri reported on the following:

- Gov Office (the city's website and email provider) has been bought out by Catalis. Web hosting rates will increase in January to \$1995, from \$670. However, the rates will include the ability to use customizable pictures, fillable forms, handicap compliance, and includes a complete redesign in both year one and four. The new proposal will be presented at the next city council meeting.
- Preparation for the upcoming Conditional Use and Variance Public Hearings for the Vittetoe property.
- Finalizing the Curbside Recycling Grant – FST has received the forklift purchased with grant funds and it is available for use by the city if needed.
- Assisting Chief Matteson with getting Officer Laubach set up.

City Council Report

- Councilor Lassila reported that Al Sandstrom spoke to him regarding a lot he would be interested in selling.
- Councilor Lamping inquired about the garbage cans on Main Street.

Fire Chief Lassila reported on the following:

- Speaking with Chuck Davidson regarding purchasing the property north of the fire hall, Chuck would like some time to investigate the matter.
- Inquired about the possibility of allowing a retired metro fire department member to join the fire department. The fireman would be available seasonally while living in the area.
- Discussed options of utilizing training funds.
- Inquired about roster size and investigating if there was a limit to the number of firefighters allowed either by policy or ordinance.

Public Works Director Gill reported on the following:

- The recent water line break in the parking lot of Lucky Seven.
- The line between the wastewater ponds has been jetted and is now working properly, the city should be able to pay for the service through the funding received for the wastewater ponds.
- Culvert will be replaced near the entrance of the wastewater ponds.
- Craig Terry has begun working and requests to work a minimum of 20 hours per week. Deputy Clerk Suonvieri will confirm with the union the maximum number of hours that could be worked before the position must be a union position.
- Contacting MN Rural Water to learn of services they may be able to provide for valve maintenance & cleaning, and assistance with mapping of water and sanitary sewer lines.
- Street repairs at the corner of 4th Ave. E. and Poplar St.

Commendations & Recognitions – The City Council recognized the Catfish Days Committee Members and volunteers for a successful Catfish Days celebration and Floodwood Services and Training for providing recycling and waste removal services for the Catfish Days event.

Police Chief Matteson reported on the following:

- The department responded to 96 calls in the month of June.
- Catfish Days went well with very few issues.
- NNO flyer has been made and is being distributed, currently working on donations for the event.
- Options of purchasing police equipment with any remaining USDA funds after the squad build is complete.
- Training update for Officer Laubach.

Unfinished Business:

Chief Matteson reported that he is waiting for recommendations from the City Attorney regarding 414 W. 8th Ave. blight and conditional use violations. Human Services has been contacted regarding the residence.

New Business:

Officer Matthew Laubach was sworn in by Mayor Tad Farrell.

Public Works Director Rick Gill offered that AC Docks and Service, owned by Chad Caywood is interested in preparing a quote for the city for a dock system for the campground. Gill offered to arrange a meeting with Mr. Caywood on site at the campground to review options.

MOTION BY HART, SECOND BY LAMPING TO APPROVE PAYMENT TO LJ'S AUTO IN THE AMOUNT OF \$86.38 FOR SERVICES. VOTING YES: FARRELL, FELKNOR, HART & LAMPING. ABSTAINING – LASSILA. MOTION CARRIES.

Personnel: None

Mayor Farrell adjourned the meeting at 7:11 p.m.

Melinda Felknor, City Clerk



Fund	Begin	Receipts	Disbursements	Transfers	Journal Entries	Payroll JE	Balance	
101 - GENERAL FUND	\$736,065.11	\$416,752.64	(\$558,525.27)	0	\$0.00	(\$74,327.95)	\$ 519,964.53	In Balance
102 - FIRE FUND	\$20,819.18	\$157,763.98	(\$121,322.04)	0	\$0.00	(\$847.95)	\$ 56,413.17	In Balance
103 - REVOLVING LOAN FUND	\$48,606.16			0	\$0.00		\$ 48,606.16	In Balance
201 - FISCAL AGENT FST FUND	\$0.00	\$62,635.38	(\$62,635.38)	0	\$0.00		\$ -	In Balance
202 - FISCAL AGENT DRIFTERS FUND	\$0.00	\$34,184.74	(\$34,184.74)	0	\$0.00		\$ -	In Balance
601 - WATER FUND	\$69,554.41	\$86,507.22	(\$49,138.80)	0	\$0.00	(\$22,734.54)	\$ 84,188.29	In Balance
602 - SEWER FUND	(\$27,731.80)	\$74,479.85	(\$46,256.27)	0	\$0.00	(\$22,764.22)	\$ (22,272.44)	In Balance
	\$847,313.06	\$832,323.81	(\$872,062.50)	\$0.00	\$0.00	(\$120,674.66)	\$ 686,899.71	



Fund	Account	Description	Amount	Total	Date	Comments
Fund 101 GENERAL FUND						
General Fund Revenue						
	R 101-41000-31000	General Property Taxes	\$ 55,247.93		7/3/2023	May 2023 Tax Apportionment
		Total General Property Taxes:	\$ 55,247.93			
	R 101-41000-34000	Charges for Services	\$45.00		7/17/2023	Animal Trap Fee
		Total Charges for Services:	\$45.00			
	R 101-41000-334701	Local Government LGA 2023	\$88,946.00		7/20/2023	LGA
		Total Local Government LGA 2023	\$88,946.00			
	R 101-41000-34102	Street Lighting Fee	\$583.94		7/17/2023	Street Lighting Fee
		Total Street Lighting Fee:	\$583.94			
	R 101-41000-34103	Land Use Permits	\$20.00		7/12/2023	Land Use Permit
		Total Land Use Permits:	\$20.00			
	R 101-41000-34106	Finger Printing Service	\$25.00		7/11/2023	Finger Printing Service
		Total Finger Printing Service:	\$25.00			
	R 101-41000-35000	Fines and Forfeits	\$133.32		7/12/2023	Fines and Forfeits
		Total Fines and Forfeits:	\$133.32			
	R 101-41000-36326	POLICE NATIONAL NIGHT OUT	\$75.00		7/17/2023	NNO Donation
		Total National Night Out:	\$75.00			
	R 101-42110-36220	Refunds & Reimbursements	\$469.03		7/18/2023	COBRA INS
		Total Refunds & Reimbursements:	\$469.03			
		Total General Fund Revenue:	\$145,545.22			
General Fund Expenses						
	E 101-41110-200	Office Supplies	\$60.56		7/19/2023	Copier Lease
		Total Office Supplies:	\$60.56			
	E 101-41110-300	Professional Services	\$305.00		7/19/2023	Legal Services
		Total Professional Services:	\$305.00			
	E 101-41110-433	Dues and Subscriptions	\$37.59		7/18/2023	City Council
		Total Dues and Subscriptions:	\$37.59			
	E 101-41310-100	Wages and Salaries	\$1,588.61		7/14/2023	Labor Distribution
		Total Wages and Salaries:	\$1,588.61			
	E 101-41310-121	PERA	\$119.16		7/14/2023	Labor Distribution
		Total PERA:	\$119.16			
	E 101-41310-122	Social Security	\$68.93		7/14/2023	Labor Distribution
		Total Social Security:	\$68.93			
	E 101-41310-123	Medicare	\$16.11		7/14/2023	Labor Distribution
		Total Medicare:	\$16.11			
	E 101-41310-131	Employer Paid Health	\$327.21		7/14/2023	Labor Distribution
		Total Employer Paid Health:	\$327.21			
	E 101-41310-134	Employer Paid Life	\$1.80		7/14/2023	Labor Distribution
		Total Employer Paid Life:	\$1.80			
	E 101-41310-137	Employer Paid FLEX	\$27.11		7/14/2023	Labor Distribution
		Total Employer Paid FLEX:	\$27.11			
	E 101-41310-138	HSA Employer	\$411.26		7/14/2023	Labor Distribution

Total HSA Employer:		\$411.26		
E 101-41310-321 Telephone		\$40.00	7/14/2023	Labor Distribution
E 101-41310-321 Telephone		\$37.59	7/18/2023	Admin
Total Telephone:		\$77.59		
E 101-41940-300 Professional Services		\$287.50	7/19/2023	Exterminator
Total Professional Services:		\$287.50		
E 101-41940-381 Electric Utilities		\$88.06	7/19/2023	Depot Electric Utilities
E 101-41940-381 Electric Utilities		\$22.65	7/19/2023	Gov. Building Electric Utilities
E 101-41940-381 Electric Utilities		\$240.20	7/19/2023	City Hall Electric Utilities
Total Electric Utilities:		\$350.91		
E 101-41940-383 Gas Utilities		\$8.72	7/19/2023	City Hall Gov. Building
E 101-41940-383 Gas Utilities		\$25.71	7/19/2023	City Hall
E 101-41940-383 Gas Utilities		\$25.67	7/19/2023	Depot Gas Utilities
Total Gas Utilities:		\$60.10		
E 101-42110-100 Wages and Salaries		\$7,371.91	7/14/2023	Labor Distribution
Total Wages and Salaries:		\$7,371.91		
E 101-42110-121 PERA		\$1,276.84	7/14/2023	Labor Distribution
Total PERA:		\$1,276.84		
E 101-42110-122 Social Security		\$11.35	7/14/2023	Labor Distribution
Total Social Security:		\$11.35		
E 101-42110-123 Medicare		\$100.94	7/14/2023	Labor Distribution
Total Medicare:		\$100.94		
E 101-42110-131 Employer Paid Health		\$920.86	7/14/2023	Labor Distribution
Total Employer Paid Health:		\$920.86		
E 101-42110-134 Employer Paid Life		\$16.45	7/14/2023	Labor Distribution
Total Employer Paid Life:		\$16.45		
E 101-42110-137 Employer Paid FLEX		\$18.08	7/14/2023	Labor Distribution
Total Employer Paid FLEX:		\$18.08		
E 101-42110-138 HSA Employer		\$1,058.76	7/14/2023	Labor Distribution
Total HSA Employer:		\$1,058.76		
E 101-42110-221 Radio/Comm. Equipment		\$1,672.05	7/19/2023	Computer/Monitor
Total Radio/Comm. Equipment:		\$1,672.05		
E 101-42110-305 Repair Services		\$375.00	7/19/2023	Phone Line Repair
Total Repair Services:		\$375.00		
E 101-42110-306 Personal Testing and Exams		\$1,658.00	7/19/2023	New Officer Physical
Total Personal Testing and Exams:		\$1,658.00		
E 101-42110-307 Membership & Dues		\$60.54	7/19/2023	Copier Lease
Total Membership & Dues:		\$60.54		
E 101-42110-321 Telephone		\$40.00	7/14/2023	Labor Distribution
E 101-42110-321 Telephone		\$37.59	7/18/2023	Police
Total Telephone:		\$77.59		
E 101-42110-431 Uniform Clothing Allowance		\$150.00	7/14/2023	Labor Distribution
Total Uniform Clothing Allowance:		\$150.00		
E 101-42110-433 Dues and Subscriptions		\$20.00	7/19/2023	Email Set Up



		Total Dues and Subscriptions:	\$20.00		
E 101-43100-100	Wages and Salaries	\$1,399.02		7/14/2023	Labor Distribution
		Total Wages and Salaries:	\$1,399.02		
E 101-43100-121	PERA	\$104.94		7/14/2023	Labor Distribution
		Total PERA:	\$104.94		
E 101-43100-122	Social Security	\$85.19		7/14/2023	Labor Distribution
		Total Social Security:	\$85.19		
E 101-43100-123	Medicare	\$19.92		7/14/2023	Labor Distribution
		Total Medicare:	\$19.92		
E 101-43100-131	Employer Paid Health	\$107.66		7/14/2023	Labor Distribution
		Total Employer Paid Health:	\$107.66		
E 101-43100-134	Employer Paid Life	\$3.00		7/14/2023	Labor Distribution
		Total Employer Paid Life:	\$3.00		
E 101-43100-138	HSA Employer	\$250.00		7/14/2023	Labor Distribution
		Total HSA Employer:	\$250.00		
E 101-43100-550	Motor Vehicles	\$772.34		7/19/2023	Title and Licensing PW Vehicle
		Total Motor Vehicles:	\$772.34		
E 101-43160-381	Electric Utilities	\$20.88		7/19/2023	Water Tower
E 101-43160-381	Electric Utilities	\$1,129.17		7/19/2023	Street Lighting
E 101-43160-381	Electric Utilities	\$111.68		7/19/2023	Street Lighting Electric Utilities
		Total Electric Utilities:	\$1,261.73		
E 101-45183-300	Professional Services	\$4,565.00		7/19/2023	Campground Improvements
		Total Professional Services:	\$4,565.00		
E 101-45183-381	Electric Utilities	\$17.81		7/19/2023	Campground Electric Utilities
		Total Electric Utilities:	\$17.81		
E 101-45200-100	Wages and Salaries	\$687.40		7/14/2023	Labor Distribution
		Total Wages and Salaries:	\$687.40		
E 101-45200-121	PERA	\$35.81		7/14/2023	Labor Distribution
		Total PERA:	\$35.81		
E 101-45200-122	Social Security	\$42.61		7/14/2023	Labor Distribution
		Total Social Security:	\$42.61		
E 101-45200-123	Medicare	\$9.98		7/14/2023	Labor Distribution
		Total Medicare:	\$9.98		
E 101-45200-381	Electric Utilities	\$25.42		7/19/2023	Pavilion Electric Utilities
E 101-45200-381	Electric Utilities	\$21.15		7/19/2023	Veterans Garden
E 101-45200-381	Electric Utilities	\$32.83		7/19/2023	Parks Electric Utilities
E 101-45200-381	Electric Utilities	\$22.38		7/19/2023	Boat Landing
		Total Electric Utilities:	\$101.78		
		Total General Fund Expenses:	\$27,992.00		

Fund 102 FIRE FUND

Fire Fund Revenue

R 102-42000-34202	Fire Protection	\$12,923.08		7/11/2023	Floodwood Township 2nd Half 2023
R 102-42000-34202	Fire Protection	\$7,871.43		7/11/2023	Unorganized Township 2nd Half 2023
		Total Fire Protection:	\$20,794.51		

Total Fire Fund Revenue:				\$20,794.51
Fire Fund Expenses				
		\$12,139.00		7/19/2023 FD Equipment
	Total Small Tools & Minor Equipment:	\$12,139.00		
E 102-42000-321 Telephone		\$9.89		7/18/2023 Fire Department
	Total Telephone:	\$9.89		
E 102-42000-381 Electric Utilities		\$175.90		7/19/2023 Fire Hall Electric Utilities
	Total Electric Utilities:	\$175.90		
E 102-42000-383 Gas Utilities		\$124.43		7/19/2023 Fire Hall Gas Utilities
	Total Gas Utilities:	\$124.43		
E 102-42000-610 Interest		\$1,335.07		7/19/2023 Fire Truck Bond
	Total Interest:	\$1,335.07		
	Total Fire Fund Expenses:	\$13,784.29		
Fund 601 WATER FUND				
Water Fund Revenue				
R 601-49400-36102 Penalties and Interest		\$56.43		7/17/2023 Late Fees
	Total Penalties and Interest:	\$56.43		
R 601-49400-36200 Miscellaneous Revenues		\$15.66		7/13/2023 Deposit
	Total Miscellaneous Revenues:	\$15.66		
R 601-49400-37100 Water Sales		\$5,922.60		7/17/2023 Water Sales
	Total Water Sales:	\$5,922.60		
	Total Water Fund Revenue:	\$5,994.69		
Water Fund Expenses				
E 601-49400-100 Wages and Salaries		\$1,023.12		7/14/2023 Labor Distribution
	Total Wages and Salaries:	\$1,023.12		
E 601-49400-121 PERA		\$76.73		7/14/2023 Labor Distribution
	Total PERA:	\$76.73		
E 601-49400-122 Social Security		\$56.53		7/14/2023 Labor Distribution
	Total Social Security:	\$56.53		
E 601-49400-123 Medicare		\$13.22		7/14/2023 Labor Distribution
	Total Medicare:	\$13.22		
E 601-49400-131 Employer Paid Health		\$100.57		7/14/2023 Labor Distribution
	Total Employer Paid Health:	\$100.57		
E 601-49400-134 Employer Paid Life		\$3.00		7/14/2023 Labor Distribution
	Total Employer Paid Life:	\$3.00		
E 601-49400-137 Employer Paid FLEX		\$22.59		7/14/2023 Labor Distribution
	Total Employer Paid FLEX:	\$22.59		
E 601-49400-138 HSA Employer		\$183.76		7/14/2023 Labor Distribution
	Total HSA Employer:	\$183.76		
E 601-49400-200 Office Supplies		\$60.54		7/19/2023 Copier Lease
	Total Office Supplies:	\$60.54		
E 601-49400-321 Telephone		\$37.59		7/18/2023 Water
	Total Telephone:	\$37.59		
E 601-49400-381 Electric Utilities		\$351.23		7/19/2023 Pumphouse Electric Utilities

E 601-49400-381 Electric Utilities	\$22.65	7/19/2023	Gov. Building Electric Utilities
Total Electric Utilities:		\$373.88	
E 601-49400-383 Gas Utilities	\$8.72	7/19/2023	City Hall Water
E 601-49400-383 Gas Utilities	\$30.54	7/19/2023	Pumphouse Gas Utilities
E 601-49400-383 Gas Utilities	\$25.71	7/19/2023	City Garage
Total Gas Utilities:		\$64.97	
E 601-49400-434 Unexpected Expenses	\$7,535.00	7/19/2023	Water Break Repairs
Total Unexpected Expenses:		\$7,535.00	
E 601-49400-550 Motor Vehicles	\$772.33	7/19/2023	Title and Licensing PW Vehicle
Total Motor Vehicles:		\$772.33	
E 601-49400-611 Debt Srv Bond Interest	\$385.00	7/19/2023	Water Bond Payment
Total Debt. Serv. Bond Interest:		\$385.00	
Total Water Fund Expenses:		\$10,708.83	

Fund 602 SEWER FUND

Sewer Fund Revenue

R 602-49450-36102 Penalties and Interest	\$37.62	7/17/2023	Late Fees
Total Penalties and Interest:		\$37.62	
R 602-49450-37200 Sewer Sales	\$5,813.83	7/17/2023	Sewer Sales
Total Sewer Sales:		\$5,813.83	
Total Sewer Fund Revenue:		\$5,851.45	

Sewer Fund Expenses

E 602-49450-100 Wages and Salaries	\$1,023.06	7/14/2023	Labor Distribution
Total Wages and Salaries:		\$1,023.06	
E 602-49450-121 PERA	\$76.72	7/14/2023	Labor Distribution
Total PERA:		\$76.72	
E 602-49450-122 Social Security	\$56.55	7/14/2023	Labor Distribution
Total Social Security:		\$56.55	
E 602-49450-123 Medicare	\$13.24	7/14/2023	Labor Distribution
Total Medicare:		\$13.24	
E 602-49450-131 Employer Paid Health	\$100.56	7/14/2023	Labor Distribution
Total Employer Paid Health:		\$100.56	
E 602-49450-134 Employer Paid Life	\$3.00	7/14/2023	Labor Distribution
Total Employer Paid Life:		\$3.00	
E 602-49450-137 Employer Paid FLEX	\$22.60	7/14/2023	Labor Distribution
Total Employer Paid FLEX:		\$22.60	
E 602-49450-138 HSA Employer	\$183.72	7/14/2023	Labor Distribution
Total HSA Employer:		\$183.72	
E 602-49450-200 Office Supplies	\$60.54	7/19/2023	Copier Lease
Total Office Supplies:		\$60.54	
E 602-49450-213 Lubricants and Additives	\$1,435.12	7/19/2023	Treatment Chemicals
Total Lubricants and Additives:		\$1,435.12	
E 602-49450-300 Professional Services	\$109.99	7/19/2023	Discharge
E 602-49450-300 Professional Services	\$725.00	7/19/2023	Servicing of Generator
E 602-49450-300 Professional Services	\$241.76	7/19/2023	Discharge



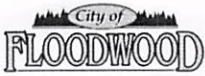
		Total Professional Services:	\$1,076.75	
E 602-49450-321 Telephone		\$37.59		7/18/2023 Sewer
		Total Telephone:	\$37.59	
E 602-49450-381 Electric Utilities		\$397.19		7/19/2023 Lift Station Electric Utilities
E 602-49450-381 Electric Utilities		\$22.65		7/19/2023 Gov. Building Electric Utilities
		Total Electric Utilities:	\$419.84	
E 602-49450-383 Gas Utilities		\$8.72		7/19/2023 City Hall Sewer
E 602-49450-383 Gas Utilities		\$25.71		7/19/2023 City Garage
		Total Gas Utilities:	\$34.43	
E 602-49450-550 Motor Vehicles		\$772.33		7/19/2023 Title and Licensing PW Vehicle
		Total Motor Vehicles:	\$772.33	
		Total Sewer Fund Expenses:	\$5,316.05	

Check Number	Check Date	Vendor	Account	Description	Amount	Total	Comment
1514 e	07/17/23	WEX BANK					
			E 601-49400-212	Motor Fuels, Lubricants & Adds	\$225.07		Water Fuel
			E 602-49450-212	Motor Fuels, Lubricants & Adds	\$225.06		Sewer Fuel
			E 101-42110-212	Motor Fuels, Lubricants & Adds	\$543.08		Police Fuel
			E 102-42000-212	Motor Fuels, Lubricants & Adds	\$228.23		Fire Department Fuel
			E 101-43100-212	Motor Fuels, Lubricants & Adds	\$225.06		Streets Fuel
Total WEX Bank:						\$1,446.50	
1515 e	07/17/23	FIRST NET/AT&T					
			E 101-42110-321	Telephone	\$178.19		Cell Phone/Air Card
			E 601-49400-321	Telephone	\$38.23		Air Card/Telephone
			E 602-49450-321	Telephone	\$38.23		Air Card/Telephone
Total First Net/AT&T:						\$254.65	
1521 e	07/18/23	NEXTIVA					
			E 102-42000-321	Telephone	\$9.89		Fire Department
			E 601-49400-321	Telephone	\$37.59		Water
			E 602-49450-321	Telephone	\$37.59		Sewer
			E 101-42110-321	Telephone	\$37.59		Police
			E 101-41310-321	Telephone	\$37.59		Admin
			E 101-41110-433	Dues and Subscriptions	\$37.59		City Council
Total Nextiva:						\$197.84	
1525 e	07/28/23	LOFFLER COMPANIES					
			E 601-49400-200	Office Supplies	\$60.54		Copier Lease
			E 602-49450-200	Office Supplies	\$60.54		Copier Lease
			E 101-42110-307	Membership & Dues	\$60.54		Copier Lease
			E 101-41110-200	Office Supplies	\$60.56		Copier Lease
Total Loffler Companies:						\$242.18	
1526 e	07/27/23	MN ENERGY FIRE HALL EAST					
			E 102-42000-383	Gas Utilities	\$64.66		Fire Department Gas Utilities
Total MN Energy Fire Hall East:						\$64.66	
1527 e	07/28/23	MN ENERGY DEPOT					
			E 101-41940-383	Gas Utilities	\$25.67		Depot Gas Utilities
Total MN Energy Depot:						\$25.67	
1528 e	07/27/23	MN ENERGY CITY HALL					
			E 601-49400-383	Gas Utilities	\$8.72		City Hall Water
			E 602-49450-383	Gas Utilities	\$8.72		City Hall Sewer

		E 101-41940-383	Gas Utilities	\$8.72		City Hall Gov. Building
					Total MN Energy City Hall:	\$26.16
1535 e	07/28/23	MN ENERGY CITY GARAGE				
		E 601-49400-383	Gas Utilities	\$25.71		City Garage
		E 602-49450-383	Gas Utilities	\$25.71		City Garage
		E 101-41940-383	Gas Utilities	\$25.71		City Hall
					Total MN Energy City Garage:	\$77.13
1536 e	07/27/23	MN ENERGY FIRE HALL WEST				
		E 102-42000-383	Gas Utilities	\$59.77		Fire Hall Gas Utilities
					Total MN Energy Fire Hall West:	\$59.77
1537 e	07/27/23	MN ENERGY PUMPING STATION				
		E 601-49400-383	Gas Utilities	\$30.54		Pumphouse Gas Utilities
					Total MN Energy Pumping Station:	\$30.54
1538 e	07/24/23	MN POWER PARKS				
		E 101-45200-381	Electric Utilities	\$32.83		Parks Electric Utilities
					Total MN Power Parks:	\$32.83
1539 e	07/25/23	MN POWER PUMPHOUSE				
		E 601-49400-381	Electric Utilities	\$351.23		Pumphouse Electric Utilities
					Total MN Power Pumphouse:	\$351.23
1540 e	07/25/23	MN POWER FIRE HALL				
		E 102-42000-381	Electric Utilities	\$175.90		Fire Hall Electric Utilities
					Total MN Power Fire Hall:	\$175.90
1541 e	07/25/23	MN POWER CAMPGROUND				
		E 101-45183-381	Electric Utilities	\$17.81		Campground Electric Utilities
					Total MN Power Campground:	\$17.81
1542 e	07/25/23	MN POWER LIFT STATION				
		E 602-49450-381	Electric Utilities	\$397.19		Lift Station Electric Utilities
					Total MN Power Lift Station:	\$397.19
1543 e	07/25/23	MN POWER CITY HALL				
		E 101-41940-381	Electric Utilities	\$240.20		City Hall Electric Utilities
					Total MN Power City Hall:	\$240.20
1544 e	07/25/23	MN POWER BOAT LANDING				
		E 101-45200-381	Electric Utilities	\$22.38		Boat Landing
					Total MN Power Boat Landing:	\$22.38
1545 e	07/25/23	MN POWER STREET LIGHTS				
		E 101-43160-381	Electric Utilities	\$111.68		Street Lighting Electric Utilities

Total MN Power Street Lights:				\$111.68	
1546 e	07/24/23	MN POWER WATER TOWER			
		E 101-43160-381	Electric Utilities	\$20.88	Water Tower
Total MN Power Water Tower:				\$20.88	
1547 e	07/24/23	MN POWER DEPOT			
		E 101-41940-381	Electric Utilities	\$88.06	Depot Electric Utilities
Total MN Power Depot:				\$88.06	
1548 e	07/24/23	MN POWER VETERANS GARDEN			
		E 101-45200-381	Electric Utilities	\$21.15	Veterans Garden
Toil MN Power Veterans Garden:				\$21.15	
1549 e	07/24/23	MN POWER PAVILION			
		E 101-45200-381	Electric Utilities	\$25.42	Pavilion Electric Utilities
Total MN Power Pavilion:				\$25.42	
1550 e	07/24/23	MN POWER OVERHEAD STREET LIGHT			
		E 101-43160-381	Electric Utilities	\$1,129.17	Street Lighting
Total MN Power Overhead Street Light:				\$1,129.17	
44277	07/25/23	DULUTHIAN NETWORKS			
		E 101-42110-305	Repair Services	\$375.00	Phone Line Repair
Total Duluthian Networks:				\$375.00	
44278	07/25/23	ESSENTIA HEALTH			
		E 101-42110-306	Personal Testing and Exams	\$1,658.00	New Officer Physical
Total Essentia Health:				\$1,658.00	
44279	07/25/23	FRANSDEN BANK - ZUMBROTA			
		E 601-49400-611	Debt Srv Bond Interest	\$385.00	Water Bond Payment
Toil Fransden Bank - Zumbrota:				\$385.00	
44280	07/25/23	Fryberger Law Firm			
		E 101-41110-300	Professional Services	\$305.00	Legal Services
Total Fryberger Law Firm:				\$305.00	
44281	07/25/23	Gobel Excavating & Aggregate			
		E 601-49400-434	Unexpected Expenses	\$7,535.00	Water Break Repairs
Total Gobel Excavating & Aggregate:				\$7,535.00	
44282	07/25/23	GovOffice			
		E 101-42110-433	Dues and Subscriptions	\$20.00	Email Set Up
Total GovOffice:				\$20.00	
44283	07/25/23	GRAND FORKS FIRE EQUIPMENT INC			
		E 102-42000-240	Small Tools & Minor Equipment	\$12,139.00	FD Equipment

Total Grand Forks Fire Equipment, Inc.:					\$12,139.00	
44284	07/25/23	Hawkins, Inc.				
		E 602-49450-213	Lubricants and Additives	\$1,435.12		Treatment Chemicals
Total Hawkins, Inc.:					\$1,435.12	
44285	07/25/23	IRC ELECTRICAL CONTRACTORS				
		E 602-49450-300	Professional Services	\$725.00		Servicing of Generator
Total IRC Electrical Contractors:					\$725.00	
44286	07/25/23	KALIBER TECHNOLOGIES, LLC				
		E 101-42110-221	Radio/Comm. Equipment	\$1,672.05		Computer/Monitor
Total Kaliber Technologies, LLC.:					\$1,672.05	
44287	07/25/23	MN POWER CITY GARAGE				
		E 101-41940-381	Electric Utilities	\$22.65		Gov. Building Electric Utilities
		E 601-49400-381	Electric Utilities	\$22.65		Gov. Building Electric Utilities
		E 602-49450-381	Electric Utilities	\$22.65		Gov. Building Electric Utilities
Total MN Power City Garage:					\$67.95	
44288	07/25/23	Northview Bank				
		E 102-42000-610	Interest	\$1,335.07		Fire Truck Bond
Total Northview Bank:					\$1,335.07	
44289	07/25/23	RMB ENVIRONMENTAL LAB, INC				
		E 602-49450-300	Professional Services	\$241.76		Discharge
		E 602-49450-300	Professional Services	\$109.99		Discharge
Total RMB Environmental Lab, Inc.:					\$351.75	
44290	07/25/23	SHORT ELLIOTT HENDRICKSON INC.				
		E 101-45183-300	Professional Services	\$4,565.00		Campground Improvements
Total Short Elliott Hendrickson, Inc.:					\$4,565.00	
44291	07/25/23	ST LOUIS COUNTY AUDITOR DMV				
		E 601-49400-550	Motor Vehicles	\$772.33		Title and Licensing PW Vehicle
		E 602-49450-550	Motor Vehicles	\$772.33		Title and Licensing PW Vehicle
		E 101-43100-550	Motor Vehicles	\$772.34		Title and Licensing PW Vehicle
Total St. Louis County Auditor, DMV:					\$2,317.00	
44292	07/25/23	TWIN PINES PEST CONTROL				
		E 101-41940-300	Professional Services	\$287.50		Exterminator
Total Twin Pines Pest Control:					\$287.50	
Total Checks:					\$40,232.44	



Land Use Permit

PERMIT NO. 2023-018
 EXPIRES: 7-19-2024

Property Information

PID 25-0010-61710 Block 12 Lot 6+7 Current Assessed Value \$

Property Owner Name Larry Stewart Lee Phone Number 218-421-3613
218-421-3383

Property Address 402 Fir Street

Mailing Address PO BOX 375

City, State, Zip Floodwood, MN 55736

Property Dimensions Property Area or Acres

Width: 120 ft. Length 100 ft. Sq. ft. Acres

Is the property located in the Floodplain? Yes No

Description of Work privacy fence

Valuation of work being done \$ 1500

I hereby certify that I have furnished information on this application which is to the best of my knowledge true and correct. I also certify that I am the owner or authorized agent for the above-mentioned property and that all construction will conform to all existing state and local laws and will proceed in accordance with submitted plans. I am aware that the zoning official can revoke this permit for just cause. Furthermore, I hereby agree that the zoning official or a designee may enter upon the property to perform needed inspections.

Applicants Signature Larry Stewart Lee Date 7-19-2023

{{{ "811" MUST BE CALLED BEFORE ANY GROUND DISTURBANCE }}}}

For Administrative Use	PERMIT FEE (Check all that apply)
------------------------	-----------------------------------

- | | |
|---|---|
| <input type="checkbox"/> \$50 Accessory Structure
<input type="checkbox"/> \$20 Residential Standard
<input type="checkbox"/> \$40 Commercial Standard
<input type="checkbox"/> \$20 Sign
<input type="checkbox"/> \$50 Sidewalk, Ramp, Deck, Driveway
<input type="checkbox"/> \$400 Rezoning (Plus Attorney Fees)
<input type="checkbox"/> \$400 Variance (Plus Attorney Fees)
<input type="checkbox"/> \$100 After-the-Fact plus double applicable fee
<input type="checkbox"/> \$0 Demolition provided "811" has been completed | <input type="checkbox"/> \$100 Residential New Construction/Addition
<input type="checkbox"/> \$100 Commercial New Construction/Addition
<input checked="" type="checkbox"/> \$50 Fence
<input type="checkbox"/> \$200 Floodplain
<input type="checkbox"/> \$400 Conditional Use (Plus Attorney Fees)
<input type="checkbox"/> \$250 Water Hook-Up
<input type="checkbox"/> \$250 Sewer Hook-Up |
|---|---|
- Standard:** Includes work that does not increase square footage of any structure. Example: Roofing, windows, doors, siding replacement, and repair.
- Addition:** Includes any and all work that will increase the square footage of any structure. Example: Porches, carports, home additions, decks, garage additions, etc.

This is to certify that the above applicant and accompanying documents is in accordance with the City of Floodwood Zoning Ordinance and Floodplain Management Ordinance and may proceed as requested. This document, when signed by authorized personnel constitutes a temporary Certificate of Zoning Compliance and allows construction to commence.

Zoning Official [Signature] Date 7-19-2023

Special Conditions, if any: _____



Land Use Permit

PERMIT NO. 2023-014

EXPIRES: 7/12/24

Property Information

PID 125-0010 - 04890 Block _____ Lot _____ Current Assessed Value \$ _____

Property Owner Name William Talbot Phone Number 218-576-7822

Property Address 811 Fir Street

Mailing Address P.O. Box 118

City, State, Zip Floodwood MN 55736

Property Dimensions _____ Property Area or Acres _____

Width: _____ ft. Length _____ ft. Sq. ft. _____ Acres _____

Is the property located in the Floodplain? Yes _____ No (X)

Description of Work siding on house - moving decking

Valuation of work being done \$ 3,000.⁰⁰

I hereby certify that I have furnished information on this application which is to the best of my knowledge true and correct. I also certify that I am the owner or authorized agent for the above-mentioned property and that all construction will conform to all existing state and local laws and will proceed in accordance with submitted plans. I am aware that the zoning official can revoke this permit for just cause. Furthermore, I hereby agree that the zoning official or a designee may enter upon the property to perform needed inspections.

Applicants Signature WT Date 7/12/23

}}}} "811" MUST BE CALLED BEFORE ANY GROUND DISTURBANCE }}}}

For Administrative Use	PERMIT FEE (Check all that apply)
------------------------	-----------------------------------

- | | |
|---|--|
| <input type="checkbox"/> \$50 Accessory Structure
<input checked="" type="checkbox"/> \$20 Residential Standard
<input type="checkbox"/> \$40 Commercial Standard
<input type="checkbox"/> \$20 Sign
<input type="checkbox"/> \$50 Sidewalk, Ramp, Deck, Driveway
<input type="checkbox"/> \$400 Rezoning (Plus Attorney Fees)
<input type="checkbox"/> \$400 Variance (Plus Attorney Fees)
<input type="checkbox"/> \$100 After-the-Fact plus double applicable fee
<input type="checkbox"/> \$0 Demolition provided "811" has been completed | <input type="checkbox"/> \$100 Residential New Construction/Addition
<input type="checkbox"/> \$100 Commercial New Construction/Addition
<input type="checkbox"/> \$50 Fence
<input type="checkbox"/> \$200 Floodplain
<input type="checkbox"/> \$400 Conditional Use (Plus Attorney Fees)
<input type="checkbox"/> \$250 Water Hook-Up
<input type="checkbox"/> \$250 Sewer Hook-Up |
|---|--|

Standard: Includes work that does not increase square footage of any structure. Example: Roofing, windows, doors, siding replacement, and repair.

Addition: Includes any and all work that will increase the square footage of any structure. Example: Porches, carports, home additions, garage additions, etc.

This is to certify that the above applicant and accompanying documents is in accordance with the City of Floodwood Zoning Ordinance and Floodplain Management Ordinance and may proceed as requested. This document, when signed by authorized personnel constitutes a temporary Certificate of Zoning Compliance and allows construction to commence.

Zoning Official _____ Date 7/12/23
 Special Conditions, if any: Compliance



Land Use Permit

PERMIT NO. 2023-017
 EXPIRES: 7/18/2024

Property Information

PID 125-0010-00310 Block Lot Current Assessed Value \$

Property Owner Name Philip Boothe Phone Number 870 830 4689

Property Address 110 W 1ST STREET AVE.

Mailing Address

City, State, Zip Hazen Arkansas

Property Dimensions Property Area or Acres

Width: 50 ft. Length: 100 ft. Sq. ft. Acres

Is the property located in the Floodplain? Yes No

Description of Work

Demolition of house

Valuation of work being done \$ 1,000

I hereby certify that I have furnished information on this application which is to the best of my knowledge true and correct. I also certify that I am the owner or authorized agent for the above-mentioned property and that all construction will conform to all existing state and local laws and will proceed in accordance with submitted plans. I am aware that the zoning official can revoke this permit for just cause. Furthermore, I hereby agree that the zoning official or a designee may enter upon the property to perform needed inspections.

Applicants Signature [Signature] Date July 17, 2023

{{{ "811" MUST BE CALLED BEFORE ANY GROUND DISTURBANCE }}}}

For Administrative Use	PERMIT FEE (Check all that apply)
------------------------	-----------------------------------

- | | |
|--|--|
| <input type="checkbox"/> \$50 Accessory Structure | <input type="checkbox"/> \$100 Residential New Construction/Addition |
| <input type="checkbox"/> \$20 Residential Standard | <input type="checkbox"/> \$100 Commercial New Construction/Addition |
| <input type="checkbox"/> \$40 Commercial Standard | <input type="checkbox"/> \$50 Fence |
| <input type="checkbox"/> \$20 Sign | <input type="checkbox"/> \$200 Floodplain |
| <input type="checkbox"/> \$50 Sidewalk, Ramp, Deck, Driveway | <input type="checkbox"/> \$400 Conditional Use (Plus Attorney Fees) |
| <input type="checkbox"/> \$400 Rezoning (Plus Attorney Fees) | <input type="checkbox"/> \$250 Water Hook-Up |
| <input type="checkbox"/> \$400 Variance (Plus Attorney Fees) | <input type="checkbox"/> \$250 Sewer Hook-Up |
| <input type="checkbox"/> \$100 After-the-Fact plus double applicable fee | |
| <input checked="" type="checkbox"/> \$0 Demolition provided "811" has been completed | |

Standard: Includes work that does not increase square footage of any structure. Example: Roofing, windows, doors, siding replacement, and repair.

Addition: Includes any and all work that will increase the square footage of any structure. Example: Porches, carports, home additions, garage additions, etc.

This is to certify that the above applicant and accompanying documents is in accordance with the City of Floodwood Zoning Ordinance and Floodplain Management Ordinance and may proceed as requested. This document, when signed by authorized personnel constitutes a temporary Certificate of Zoning Compliance and allows construction to commence.

Zoning Official [Signature] Date 7/18/2023
 Special Conditions, if any: _____

Floodwood Curbside Recycling Program (FCRP) March-May 2023 Update



- FCRP is made possible through a grant from MN Pollution Control Agency (MPCA) - Greater MN Recycling program. The project is dedicated to the protection of our land, air, and water resources in an environmentally conscientious manner; by delivering curbside recycling to rural northern Minnesota. Activities over the past month included the following.
- Education is a key component to the success of our community recycling program. FCRP hosted the annual Floodwood Schools (grades K-6) Youth Recycling Education Day on April 20, 2023. Students toured recycling facilities and competed in Recycling Jeopardy. They also had the opportunity to learn **what to recycle, when to recycle, where to recycle,** and most importantly **how to recycle.** Each student received a shirt made from recycled materials.
- Recycling center site hosted St. Louis County Hazardous Waste pick-up on May 18, 2023.
- Sites registered and receiving services currently are: eighty-nine (89) residential sites and two (2) businesses, which is 43% of the planned 213 sites. On average, eighty-three per cent (83%) of residential bins are returned weekly. FCRP program has exceeded its initial milestone, seventy-five (75) bins in the community. Dawn Lamping, Executive Director observed, “The visibility of the bins has been instrumental in raising recycling awareness within Floodwood and the surrounding area while also increasing materials personally dropped off at the recycling center.”
- Ordered a forklift scheduled to arrive in June 2023 to facilitate recycling processing.
- Job training continues to be provided to FST Vocational Rehabilitation participants teaching them valuable work skills.
- If you are interested in participating in this no-fee program or would like further information please call Dawn Lamping, FST Executive Director or Chris Tommila, FST Program Director at (218)476-2230.

June 2, 2023



FCRP Youth Education Day







Floodwood Curbside RECYCLING Program

Accepts the following clean recyclable materials:

 Cans Aluminum, Tin & Steel	 Glass Bottles & Jars
 Plastics #1 PETE (polyethylene terephthalate) & #2 HDPE (high density polyethylene)	 Paper Newspaper, Magazines, Phone Books & Office Paper

We DO NOT accept:

Tanglers Hoses, Chains & Wire	Clothing Consider Donating
Diapers & Other Soiled Items	Styrofoam & Plastic Bags

Wednesday pickup available within Floodwood city limits; or items may be dropped off at:
601 Ash Street, Floodwood

For more information, visit www.fst2b.org

June 2, 2023

Greater MN Recycling and Composting Grant Final Report

Directions: At the end of the grant a final report needs to be submitted to the MPCA Project Manager to summarize the project intent, outcomes, lessons learned, and highlights. If applicable, please include additional supporting materials as attachments including pictures graphs and educational material.

Section I: Grantee Contact Information

Project Title: Floodwood Curbside Recycling Program (FCRP)		
Project Timeline: 07/01/2021 to 06/30/2023	Legislative House/Senate District: 7A/7	
Grantee: City of Floodwood		
Mailing address: PO Box 348		
City: Floodwood	State: MN	Zip Code: 55736
Grantee Contact Name: Cory Suonvieri	Title: Deputy Clerk	
E-mail: csounvieri@ci.floodwood.mn.us	Telephone: 218-476-2751	
MPCA Project Manager: Heidi Ringhofer		
SWIFT Contract: 194286	PO#: 3000028331	
Agency Interest ID #: 247406	Activity ID #: PRO20210001	

Section II: Project Information

Project Description and Executive Summary:

Floodwood Curbside Recycling Program (FCRP) provides Floodwood a small community much like any small rural community in Minnesota with “big city” recycling services. Passionate about preserving their resources while demonstrating commitments to the health and well-being of those they serve; FCRP is supported by St. Louis County, Environmental Services and Floodwood Services & Training, Inc. (FST) , a licensed day program provider offering jobs and training to people with disabilities.

Using a single-stream process - recyclables of all types (including plastics, paper, metal, and glass) are placed in a single curbside bin by consumers.

FCRP combines community engagement, operations and sustainability, rethinking how our local rural community maximizes the use of current resources to implement, expand and sustain a recycling program. Stakeholders of all ages are invited to participate in recycling center tours, community events, and community clean-ups, providing them with education and tools to support recycling. Operations are provided by FST whose facility handles many types of recyclables including cardboard, paper, plastic, metal, and glass that is collected, baled, and remarketed to be transformed into new products. Sustainability is achieved through a combination of expanding market potential (ex., textile bundling), maximizing recycling revenues, and adopting a creative approach to funding (ex., requesting funds from larger organizations that promote themselves as “environmentally aware”). FCRP results included diverting over 271 tons of materials from landfills (from 07/01/21-06/30/23), lowering greenhouse gas emissions by 349 tons reducing energy usage, soil, and water pollution. Ultimately, FCRP is hopeful that the strategies used to keep recycling alive in our rural community will spark some ideas that will work in similar rural communities throughout Minnesota.

Grant Awarded Spent: \$196,633.74	Matching funds Spent: \$84,044.13	Total Project Cost: \$280,677.87
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Greater MN Recycling and Composting Grant Final Report

Section III: Project Evaluation

1. Describe the successes, challenges, and/or lessons experienced during this project.

Successes

- Maximizing the reuse side of recycling through items process via thriFSTore (ex., reevaluating pricing) increased revenue for the program. Recycling and thriFSTore revenue averaged \$53,883.55 per year during the grant period, a 34% increase from the previous two years prior to effects of COVID.
- Excellent response to the educational tours where 84 students and teachers participated which included demonstrations, games and providing participants with shirts made from recycled materials.
- Laid groundwork for considering innovative marketing proposals such as expansion into textile recycling.
- Purchase of additional processing equipment significantly impacted operations such as efficiencies, better marketing, shipping, etc. Equipment purchased after 06/22/2022 included:
 - Forklift (Unicarrier) Provides efficiencies of recycling operations enabling the bales to more effectively and safely be moved and loaded for storage and/or shipment.
 - Cross-cut Paper Shredder (Fellowes Powershred) Improves processing time for paper preparing it for bundling.
 - Tilt and Roll Ladder with wide platform used to improve access more safely to balers and other recycling processing equipment. Designated as a green product, it is lightweight, and rolls easily even on rough surfaces.
 - Drum Fans (2) used to improve ventilation and temperature in recycling center.
 - Purchase 22 bins for use with community events. For example, bins are located at Floodwood park and baseball fields. Response has been very good with bins routinely filled with recyclables.
 - Please refer to Interim Report for equipment purchased prior to 06/22/22.
- Promotional FCRP items such as coasters, water bottles, beach balls and those items mentioned in the Interim Report such as pens, magnets were used to communicate key messages such as keeping our Northwoods green through recycling. A key component of FCRP these items also strengthened relationships with key stakeholders, such as community members, potential funders and/or partners.
- Provide meaningful job training and employment to adults (19 participants) with intellectual and/or persistent and recurring mental health disabilities resulting in happy, mentally balanced and physically engaged participants.

Challenges

- Projections for the number of bins ordered and placed were based on the number of households available to participate. We overlooked area demographics which indicate that over 50% of potential bin users were older and preferred to drop off their recyclables at the FST processing site as they have been doing for the past several years. These trips were usually planned and often included other errands.
- Not able to secure assistance to identify recycling market expansion and/or enhancement. Unsuccessful in attempts to secure a Regional Sustainable Development Partnerships (RSDP) through the MN Extension Office.
- Recycling market prices are volatile which makes it challenging to budget and determine when to ship to take advantage of prices.

Greater MN Recycling and Composting Grant Final Report

Lessons Experienced

- FCRP recycling process used by its partner FST employs minimal automation and high technology. Too often there is much emphasis on automated processes. These things are not bad FST just made the decision that they are not right for us. When Heidi from MPCA came for the sight visit, FST Executive Director, Dawn Lamping apologized for our low-tech system; Heidi told her, “No need to apologize if this is what works”.
- Increase engagement of municipal elected officials and raising funds which cover at least 50% of recycling improvements and/or operations are effective tools in recycling program sustainability.

2. What were the results of the project?

	Prior to Grant 12/01/20 - 06/30/21*	Interim Report 12/01/21 - 06/22/22	Grant End 07/01/21 – 06/30/23
<u>Residences**</u>	34	<u>78</u>	<u>91</u>
<u>Business***</u>	11	<u>11</u>	<u>11</u>
<u>Recycling - lbs./Tons</u>	150,909/75.45		<u>541,928/271</u>

*FCRP collection started 12/21. **

**Three (3) bins are shared by eight (8) residences primarily due to proximity of location.

***Two (2) of the local businesses have FCRP bins, while the others use their own containers.

FCRP Recycling Grant Summary: 07/01/21 to 06/30/2023

	07.01.21 12.31.21	01.01.22 12.31.22	01.01.23 06.30.23
Tin (lbs.)	3,986	7,613	2,750
Cardboard (lbs.)	76,456	141,189	68,000
Plastic #1 (lbs.)	6,377	13,007	6,070
Plastic #2 (lbs.)	3,211	3,770	1,495
Plastic #2 - Opaque (lbs.)	355	2,375	1,408
Aluminum (lbs.)	5,389	8,269	4,325
Mixed Paper (lbs.)	6,651	19,525	8,641
Mixed Glass (lbs.)	13,144	95,902	42,020
Total (lbs.)	115,569	291,650	134,709
\$ Recycling Revenue	\$17,738.19	\$33,597.87	\$13,135.03
\$ thriFStore Revenue	\$10,133.48	\$21,679.99	\$11,482.54
Total	\$27,871.67	\$55,277.86	\$24,617.57

Greater MN Recycling and Composting Grant Final Report

Public Relations

- Elevated public awareness via FCRP presence at public events (ex., Catfish Days), Floodwood Schools educational tours, media marketing (ex., weekly ads in local newspaper, monthly info in city newsletter).
- Made formal presentation to Solid Waste Administrators Association (SWAA) of Minnesota.

3. How will the project be maintained after the grant funding has ended?

- FCRP will be 100% sustainable. Equipment purchased by grant improved operations which in turn made processes less labor-intensive, reducing participant wages. All FST personnel costs are covered by participant rate reimbursement. Revenues from recycling and thriFSTore make up the difference. Depending on future FCRP costs, the program may exercise the option of implementing a pick-up fee which 88% of survey respondents indicated that they were willing to contribute may be necessary.
- FCRP is always looking for opportunities to enhance programs, identifying innovative, best practices which will deliver consistent outcomes while cultivating long-term, realistic, sustainable revenue streams.
- Ongoing actions include exploring other grant opportunities, particularly looking for funds which can increase market prices, capture efficiencies in processing, and/or expand markets.
- Key to FCRP success is FST, who have been operating a fiscally sound and efficient recycling program for over twenty-two (22) years. Safety procedures are followed as we recognize our responsibility to those receiving services and those who provide the services.
- Currently drafting a FCRP Sustainability Plan which will be adopted and implemented by September 1, 2023, which will outline.

4. What were the final operational costs, a total or per unit cost.

- \$280,677.87 (total cost of project)/\$1,036/ton

Greater MN Recycling and Composting Grant Final Report

Section IV: Environmental Benefits - Measurable Outcomes - Education

What are the measured environmental, economic, and/or social impacts of the project?

In the table below, please fill in the final environmental outcomes from your grant project. The initial outcomes were in your contract agreement work plan.

**FCRP Anticipated Measurable Environmental Outcomes Table
(Revised 04/29/2021)**

Description	Estimated Annual quantity before project (lbs./yr.) *	Estimated annual solid waste quantity to be prevented/reduced (lbs./yr.) **	Actual annual quantity at end of project (lbs./yr.)*	Estimated greenhouse gas reduction (Metric Tons)	Cars Off the Road/Yr.
Recycling: - Cardboard	29,621	37,542	142,823	258.14	668.77
Recycling Plastics #1, #2 and other	15,855	20,478	19,034	13.63	35.30
Recycling - Aluminum	6,028	6,826	8,992	7.91	20.50
Newspaper/Office Paper/ Glossy Paper	42,840	54,607	17,409	32.89	85.20
Metal Scrap	2,178	3,413	14,349	24.39	63.19
Mixed Glass	38,272	47,780	75,533	12.48	32.32
TOTALS	134,794	170,646	270,964	349.44	905.28

* Average over two (2) year grant period

Description	Baseline annual quantity before project (lbs/yr)	Estimated change in annual quantity from project objectives (lbs/yr)	Estimated annual quantity at end of project (lbs/yr)	Estimated economic savings (total dollars)	Estimated greenhouse gas reduction: Metric Tons/Grant Period	Cars Off Road/ Grant Period
Items or products reused, repaired, rented						
Recycling	134,794	+136,170	270,964		349	905
Organics (food waste & nonrecyclable paper)						
Other						
Other						

Greater MN Recycling and Composting Grant Final Report

1. Provide a brief narrative of the environmental benefits.

- Grant funding enabled the city of Floodwood and its surrounding area to create a more healthy, sustainable, and equitable approach to its recycling service delivery.
- Reduced the amount of waste sent to landfills and incinerators. Grant period resulted in over 271 tons of materials being diverted from the landfill.
- FCRP recycled 71.41 tons of cardboard over the grant period. It is estimated that for every ton of cardboard recycled 17 trees are preserved, which is 1,214 trees saved over the past two years. Each of these trees is expected to absorb 250 pounds of carbon dioxide from the air each year for a total of 303,500 lbs. (152 tons). In contrast one ton of cardboard would emit approximately 1,500 pounds of carbon dioxide if incinerated resulting in over 107,115 lbs. (54 tons) of carbon dioxide released into the air.
- It is also projected that for every ton of cardboard recycled about 5,000 kilowatts of energy and 380-475 gallons of oil and other fossil fuels are saved. Also using recycled materials to produce new paper uses less energy than using trees. (RECOVER, [Multi-Commodity Industrial Recycling Solutions | Recover \(recoverusa.com\)](https://www.recoverusa.com))
- Through its youth education it is laying the foundation for a lifetime of environmental awareness.
 - FCRP reduces the need to grow, harvest or extract new raw materials from the earth, which lessens the harmful disruption and damage being done to the natural world.
 - FCRP preserves natural habitats.

2. How did the project benefit areas of concern for environmental justice?

- Though operating in a primarily homogeneously populated area, FCRP understands its intrinsic responsibilities to consider impacts on all peoples including those who are low-income and/or persons of color as environmental decisions are made.
- FCRP adopts a comprehensive approach as it addresses areas of concern for environmental justice:
 - Education program which begins with our elementary students and continues into adulthood.
 - A visible presence within the community via participation in community events
 - Encouraging input via surveys, and “word-of-mouth”.
- FCRP services are available to all people in our service area regardless of culture, race, ethnicity, and socioeconomic background.
- In January 2023 a survey was distributed to all community members (233 sent/28% return rate) with the intent to be rooted in respect for all respondents and their uniqueness. Results of the survey are included with this report.

3. How was this project shared with others or how can the information be shared with other like entities?

- Project information is shared with potential stakeholders via social media and conventional media sources such as the local newspaper. In rural areas the most effective means to share information is by “word of mouth.” People who are happy with the service share this information with their friends and neighbors who in turn request more information and register to participate.
- A formal presentation was made to Solid Waste Administrators Association (SWAA) of Minnesota, a copy of which is included with this grant.
- The city publishes FCRP updates and information in its city newsletter monthly.
- Routinely FCRP information is shared at service organizations such as the Floodwood Business Partnership meetings.

Greater MN Recycling and Composting Grant Final Report

- Recycling containers with FCRP logos are visible throughout the city including the ball fields with additional containers being placed for community events such as Catfish Days and the Floodwood Fair.

Section V: Attachments

List any additional materials (reports, test results, data, photographs, educational materials/resources) that are included to support Sections III.

2023 Survey Results
FCRP in Pictures

Greater MN Recycling and Composting Grant Final Report

Section VI: Grant Agreement

Change Orders/Amendments:

No, there have been no formal or informal changes/amendments to the Agreement, or the Project Work Plan and Budget as outlined in Attachment A.

Yes, there have been formal and/or informal changes/amendments to the Agreement and/or the Project Work Plan and Budget as outlined in Attachment A.

If yes, complete the following record of change orders/amendments.

#	Date Requested	Requested By	Date Approved	Approved By	Task Impacted	Description and reason for the change/amendment
1	1/12/23	Cory Suonvieri	1/12/23	Heidi Ringhofer	Whole budge	Reallocate funds
2						
3						
4						
5						

FCRP



Floodwood Curbside Recycling Program
MN Pollution Control Agency – Greater MN Recycling Program Project



**Floodwood Curbside
RECYCLING
Program**

**Accepts the following
clean recyclable materials:**



Cans
Aluminum,
Tin & Steel



Plastics
#1 PETE
(polyethylene terephthalate)
& #2 HDPE
(high density polyethylene)



Cardboard



Paper
Newspaper,
Magazines,
Phone Books & Office Paper



Glass
Bottles & Jars

We DO NOT accept:

Tanglers
Hoses, Chains
& Wire

**Diapers
& Other
Soiled Items**

Clothing
Consider Donating

**Styrofoam &
Plastic Bags**

Wednesday pickup available within
Floodwood city limits; or items may
be dropped off at:
601 Ash Street, Floodwood

For more information, call
218-476-2230

**Rethinking how our local
rural community maximizes
the use of current resources
to implement, expand and
sustain a recycling program.**

Community Engagement

Floodwood Catfish Days 2023



Floodwood School Recycling Tour



Operations



**FLOODWOOD VOLUNTEER FIRE
DEPARTMENT RELIEF ASSOCIATION
FLOODWOOD, MINNESOTA**

YEAR ENDED DECEMBER 31, 2022



Hoffman, Philipp, & Martell, PLLC

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INTRODUCTORY SECTION

ORGANIZATION SCHEDULE
DECEMBER 31, 2022

<u>Trustees</u>	<u>Position</u>	<u>Term Expires</u>
Eric Fjeld	President	December 31, 2023
Chris Gearou	Vice President	December 31, 2023
Andrew Karpik	Secretary	December 31, 2023
Bryan Hutchinson	Treasurer	December 31, 2023
Butch Sandstrom	Trustee	December 31, 2023
Patric Manee	Trustee	December 31, 2023
 <u>Ex-Officio Trustees</u>		
Josh Lassila	Fire Chief	December 31, 2024
Tad Farrell	Mayor	December 31, 2024
Melinda Felknor	City Clerk	December 31, 2026

FINANCIAL SECTION

Colleen Hoffman, Director
Crystelle Philipp, CPA
Marit Martell, CPA



Hoffman, Philipp, & Martell, PLLC

1541 Highway 59 South | Thief River Falls, MN 56701 | Phone: 218-681-4078 | choffman@hpmaudit.com

INDEPENDENT AUDITOR'S REPORT

Board of Trustees
Floodwood Volunteer Fire Department Relief Association

Report on the Audit of the Financial Statements

Opinions

We have audited the accompanying financial statements of the fiduciary activities and each major fund of the Floodwood Volunteer Fire Department Relief Association, Floodwood, Minnesota, as of and for the year ended December 31, 2022, and the related notes to the financial statements, which collectively comprise the Association's basic financial statements as listed in the table of contents.

Qualified Opinion

In our opinion, except for the effects of the matter described in the "Basis for Qualified Opinion on Fiduciary Activities" paragraph, the financial statements referred to above present fairly, in all material respects, the respective financial position of the fiduciary activities and the Special Fund of the Floodwood Volunteer Fire Department Relief Association, as of December 31, 2022, and the changes in financial position for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Unmodified Opinions

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the General Fund of the Floodwood Area Firefighter's Relief Association, as of December 31, 2022, and the respective changes in financial position for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Basis for Qualified Opinion on Fiduciary Activities

Management has not adopted the provisions of Governmental Accounting Standards Board Statement No. 68, *Accounting and Financial Reporting for Pensions – an amendment of GASB Statement No. 27* for the Fire Relief Association. Accounting principles generally accepted in the United States of America require that GASB Statement No. 68 be adopted for fiduciary activities, including Fire Relief Associations. The amount by which this departure would affect the assets, net position, and revenues of the fiduciary activities and the Special Fund has not been determined.

Basis for Unmodified Opinions

We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the

Audit of the Financial Statements section of our report. We are required to be independent of the Floodwood Volunteer Fire Department Relief Association and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

Responsibilities of Management for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America, and for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is required to evaluate whether there are conditions or events that raise substantial doubt about the Floodwood Volunteer Fire Department Relief Association's ability to continue as a going concern for twelve months beyond the financial statement date, including any currently known information that may raise substantial doubt shortly thereafter.

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives 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 auditor's report that includes our opinions. 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 generally accepted auditing standards and *Government Auditing Standards* will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that individually they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with generally accepted auditing standards and *Government Auditing Standards*, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Floodwood Volunteer Fire Department Relief Association's internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used in the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgment, there are conditions or events considered that raise substantial doubt about the Floodwood Volunteer Fire Department Relief Association's ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control related matters that we identified in our audit.

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the Management’s Discussion and Analysis, Schedule of Funding Progress, and Schedule of Contributions, as listed in the table of contents, be presented to supplement the basic financial statements. Such information is the responsibility of management and, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management’s responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Other Information

Management is responsible for the other information included in the annual report. The other information comprises the introductory section and other schedules, as listed in the table of contents, but does not include the basic financial statements and our auditor’s report thereon. Our opinions on the basic financial statements do not cover the other information, and we do not express an opinion or any form of assurance thereon.

In connection with our audit of the basic financial statements, our responsibility is to read the other information and consider whether a material inconsistency exists between the other information and the basic financial statements, or the other information otherwise appears to be materially misstated. 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.

Other Reporting Required by Government Auditing Standards

In accordance with *Government Auditing Standards*, we have also issued our report dated June 14, 2023, on our consideration of the Floodwood Volunteer Fire Department Relief Association’s internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the Floodwood Volunteer Fire Department Relief Association, Floodwood, Minnesota, internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Floodwood Volunteer Fire Department Relief Association’s internal control over financial reporting and compliance.



Hoffman, Philipp, & Martell, PLLC
June 14, 2023

MANAGEMENT’S DISCUSSION AND ANALYSIS
(Unaudited)

This discussion and analysis of the Floodwood Volunteer Fire Department Relief Association’s (Association) financial performance provides an overview of the Association’s financial activities for the fiscal year ended December 31, 2022. Please read it in conjunction with the basic financial statements which follow this discussion. Prior year data have not been included in the basic financial statements or in the notes to the basic financial statements.

FINANCIAL HIGHLIGHTS

The Association’s funding objective is to meet benefit obligations through contributions and investment income. As of December 31, 2022, the funded ratio was 148 percent. Minnesota Statutes previously required full funding by the year 2010. The amortization period was changed in 2005 from a level dollar amortization amount of the unfunded accrued liability to a 20-year rolling end date.

The fiduciary net position of the pension fund administered by the Association was \$522,461 during the 2022 fiscal year.

Additions to the fund for the year comprised of contributions of \$32,101 and investment loss of \$61,025.

Deductions to the fund for the year were \$1,950, comprised of Administrative expenses.

THE STATEMENT OF FIDUCIARY NET POSITION AND THE STATEMENT OF CHANGES IN FIDUCIARY NET POSITION

This annual financial report consists of two financial statements: the *Statement of Fiduciary Net Position* (page 8) and the *Statement of Changes in Fiduciary Net Position* (page 9). These financial statements report information about the Association, as a whole, and about its financial condition that should help answer the question: Is the Association, as a whole, better off or worse off as a result of this year’s activities? These statements include all assets and liabilities using the accrual basis of accounting. Under the accrual basis of accounting, as is required by the Governmental Accounting Standards Board (GASB). All additions and deductions are taken into account regardless of when cash is received or paid.

The *Statement of Fiduciary Net Position* presents all of the Association’s assets and liabilities, with the difference between the two reported as net position. Over time, increases and decreases in net position measure whether the Association’s financial position is improving or deteriorating. The *Statement of Changes in Fiduciary Net Position* presents how the Association’s net position changed during the most recent fiscal year. These two statements should be reviewed along with the accompanying Notes to the Financial Statements and the *Schedule of Funding Progress* and *Schedule of Contributions from the Plan Sponsor and Other Contributing Entities*, which are presented as required supplementary information, to determine whether the Association is becoming financially stronger or weaker and to understand changes over time in the funded status of the Association.

FINANCIAL ANALYSIS

The Association's total assets as of December 31, 2022, were \$522,461 mostly made up of investments at fair value.

100 percent of assets held in trust for pension benefits are \$522,461.

FIDUCIARY NET POSITION

	<u>Year Ended December 31</u> <u>2022</u>
Assets	
Cash and deposits	\$ 550
Receivables	2,364
Investments at fair value	<u>519,547</u>
 Fiduciary Net Position restricted for pensions	 <u>\$ 522,461</u>

ADDITIONS TO FIDUCIARY NET POSITION

The reserves needed to finance pension benefits are accumulated through the collection of contributions and earnings on investments. Contributions and net investment income for the year 2022 totaled (\$28,924).

DEDUCTIONS FROM FIDUCIARY NET POSITION

Total deductions for the Association were \$1,950 as a result of administrative expenses.

ADDITIONS TO/DEDUCTIONS FROM FIDUCIARY NET POSITION

CHANGES IN PLAN NET POSITION

	<u>Year Ended December 31</u> <u>2022</u>
Additions	
Contributions	\$ 32,101
Net investment income (loss)	<u>(61,025)</u>
 Total Additons	 <u>\$ (28,924)</u>
Deductions	
Administrative	<u>\$ 1,950</u>
 Net Increase (Decrease)	 <u>\$ (30,874)</u>

THE ASSOCIATION AS A WHOLE

The Association's net position has experienced an increase this fiscal year primarily as a result of the net appreciation of investments exceeding benefits paid to participants. The Board of Trustees believes that the Association is in a financial position to meet its current obligations. The Board believes the current financial position has improved, in part, as a result of a prudent investment program and strategic planning.

REQUESTS FOR INFORMATION

This annual financial report is designed to provide a general overview of the Floodwood Area Firefighters' Relief Association for all those with an interest in the Association's finances. Questions concerning any of the information provided in this report or requests for additional financial information should be addressed to the Floodwood Volunteer Fire Department Relief Association, Bryan Hutchinson, Treasurer, 206 E. 8th Ave, Floodwood, Minnesota 55736.

BASIC FINANCIAL STATEMENTS

**FLOODWOOD VOLUNTEER FIRE DEPARTMENT RELIEF ASSOCIATION
FLOODWOOD, MINNESTOTA**

EXHIBIT 1

**STATEMENT OF FIDUCIARY NET POSITION
DECEMBER 31, 2022**

<u>Assets</u>	<u>General Fund</u>	<u>Special Fund</u>	<u>Total</u>
Cash and deposits			
Special account	\$ -	\$ 550	\$ 550
General account	5,093	-	5,093
Total Cash and deposits	\$ 5,093	\$ 550	\$ 5,643
Receivables			
Due from other governments	-	2,364	2,364
Investments, at fair value			
Commingled investment pools			
State Board of Investment accounts	-	519,547	519,547
Total Assets	\$ 5,093	\$ 522,461	\$ 527,554
 <u>Liabilities</u>			
Current liabilities			
Due to other governments	\$ 2,364	\$ -	\$ 2,364
 <u>Net Position</u>			
Restricted for Pensions	\$ -	\$ 522,461	\$ 522,461
(A Schedule of Funding Progress is presented as Schedule 1)			
Restricted for General Account	2,729	-	2,729
Total Net Position	\$ 2,729	\$ 522,461	\$ 525,190

**FLOODWOOD VOLUNTEER FIRE DEPARTMENT RELIEF ASSOCIATION
FLOODWOOD, MINNESTOTA**

EXHIBIT 2

**STATEMENT OF CHANGES IN PLAN NET POSITION
FOR THE YEAR ENDED DECEMBER 31, 2022**

	General Fund	Special Fund	Total
Additions			
Contributions			
State of Minnesota	\$ -	\$ 16,821	\$ 16,821
City of Floodwood	-	15,280	15,280
Total contributions	\$ -	\$ 32,101	\$ 32,101
Investment income (loss)			
Investment earnings	\$ 3	\$ -	\$ 3
Net appreciation (depreciation) in fair value of investments	-	(55,908)	(55,908)
Less: investment fees	-	(5,117)	(5,117)
Total investment income (loss)	\$ 3	\$ (61,025)	\$ (61,022)
General revenues			
Miscellaneous	\$ 246	\$ -	\$ 246
Total Additions	\$ 249	\$ (28,924)	\$ (43,955)
Deductions			
Administrative	\$ -	\$ 1,950	\$ 1,950
Net Increase (Decrease) Before Transfers	\$ 249	\$ (30,874)	\$ (45,905)
Transfers			
Transfers in	\$ 2,364	\$ 2,268	\$ 4,632
Transfers out	(2,268)	(2,364)	(4,632)
Total transfers	\$ 96	\$ (96)	\$ -
Net Increase (Decrease)	\$ 345	\$ (30,970)	\$ (45,905)
Net Position - January 1	2,384	553,431	555,815
Net Position - December 31	\$ 2,729	\$ 522,461	\$ 525,190

NOTES TO THE FINANCIAL STATEMENTS
AS OF AND FOR THE YEAR ENDED DECEMBER 31, 2022

I. Summary of Significant Accounting Policies

The Floodwood Volunteer Fire Department Relief Association's financial statements are prepared in accordance with accounting principles generally accepted in the United States of America (GAAP) for the year ended December 31, 2022, except for the implementation of GASB 67 as described in the Basis for Qualified Opinion on Fiduciary Activities paragraph on page 2. The Governmental Accounting Standards Board (GASB) is responsible for establishing GAAP for state and local governments through its pronouncements (statements and interpretations). Significant accounting policies established in GAAP and used by the Association are discussed below.

A. Financial Reporting Entity

The Floodwood Volunteer Fire Department Relief Association was originally incorporated on January 1, 2008 and operates under the applicable provisions of the Minnesota Statutes, Chapters 69, 317A, 356, 356A, and 424A. It is governed by a board of 10 members consisting of seven active firefighters, two City council members and the mayor of the City of Floodwood. The Association is not a component unit of the City of Floodwood.

B. Basic Financial Statements

The basic financial statements (i.e., the *Statement of Fiduciary Net Position* and the *Statement of Changes in Fiduciary Net Position*) report information on all of the fiduciary activities of the Association.

C. Measurement Focus and Basis of Accounting

The basis of accounting is the method by which additions and deductions to the fiduciary net position are recognized in the accounts and reported in the financial statements. The Association uses the accrual basis of accounting. Additions are recognized when earned and deductions are recognized when a liability is incurred, regardless of the timing of related cash flows. Contributions and similar items are recognized as soon as all eligible requirements imposed by the provider have been met.

D. Investments

The Association is invested with the Minnesota State Board of Investment. Per the Minnesota State Board of Investment: Investment by agencies that are not (direct) owners of the pool as defined in GASB 31 are considered to be invested in an external investment pool. Investors in external investment pools are not required to conduct a look through for the leveling of assets under GASB 72. The 2018-2019 GASB 72 Comprehensive Implementation Guide goes a bit further in stating that a position in an external investment pool is in itself a type of investment. Therefore, an investment type disclosure "looking through" to the investment of the external investment pool is not required. As a result, the Minnesota State Board of Investment will not

I. Summary of Significant Accounting Policies

D. Investments (Continued)

be providing the Fair-Value leveling to investors that are not direct owners. The Minnesota State Board of Investment values the pool assets at Fair Market Value.

E. Net Position

Net position consists of:

- Restricted for Pensions represents the portion of net position to be used to provide benefits for retirement, death, and disability payments of appropriate amounts and at appropriate times in the future.

The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reporting period. Actual results could differ from those estimates.

II. Detailed Notes

Cash and Investments

A. Deposits

Authority

Minnesota Statute § 356A.06 authorizes the Association to deposit its cash in financial institutions designated by the Board of Trustees.

Custodial Credit Risk

The custodial credit risk for deposits is the risk that in the event of a bank failure, the Association's deposits may not be recovered. The Association's policy for custodial credit risk is to maintain compliance with Minnesota statutes that require all the Association's deposits be protected by insurance, surety bond, or pledged collateral. The Association's deposits at December 31, 2022, are completely protected and, therefore, there is no custodial credit risk for deposits.

II. Detailed Notes (Continued)

B. Due To/From Other Governments

Minnesota Statutes, Section 424A.10 provides for the payment of supplemental benefits to retired members of the Floodwood Volunteer Fire Department Relief Association. These benefits are paid by the Association, which is reimbursed by the State of Minnesota by March 15th of the next calendar year. State supplemental benefit revenue is recognized in the period the funds are expended by the Association.

C. Investments

Authority

Minnesota Statutes, §§ 69.775 and 356A.06 authorize and define the types of securities available to the Association for investment. Permissible investments include but are not limited to government and corporate bonds, foreign and domestic common stock, real property, venture capital investments, and notes. As of December 31, 2022, the Association had investments entirely with the Minnesota State Board of Investment in the amount of \$519,547.

III. Pension Plan

A. Plan Description

Firefighters of the City of Floodwood are members of the Floodwood Volunteer Fire Department Relief Association. The Association is the administrator of the single employer defined benefit pension plan available to firefighters. The plan is administered pursuant to Minnesota Statutes, Chapter 69, Chapter 424A, and the Association's by-laws. As of December 31, 2022, membership includes 23 active participants and 1 deferred member entitled to benefit but not yet receiving them. The Plan issues a stand-alone financial statement.

At December 31, 2022, membership consists of:

Retired members entitled to early-vested benefits but have not received them pending attainment of age 50	1
Active members:	
Fully vested (20 years or more)	2
Partially vested (5 years to 19 years)	14
Non-vested (less than 5 years)	<u>7</u>
Total	<u><u>23</u></u>

Plan provisions are established and may be amended by the Association's Board of Trustees within the guidelines of the State of Minnesota Statutes.

III. Pension Plan (Continued)

B. Benefit Provision

Twenty Year Service Pension

Each member who is at least 50 years of age, has retired from the Fire Department, has served at least twenty years of active service with such department before retirement and has been a member of the Association in good standing at least ten years prior to such retirements shall be entitled to a lump sum service pension in the amount of \$2,000 for each year of service, plus 1/12 of \$2,000 for each additional month served (including each year over 20) but not exceeding the maximum amount per year of service allowed by law for the minimum average amount of available financing per firefighter as prescribed by law.

Ten Year Service But Less Than Twenty Year Service

Each member who is at least 50 years of age, who has retired from the Fire Department, who has served at least ten years of active service, and who has been a member of the Association in good standing at least five years prior to such retirement, shall be entitled to a prorated lump sum service pension based on the percentages in the following table:

For duty of:

<u>more than</u>	but	<u>less than</u>	
10 years		11 years	60%
11		12	64
12		13	68
13		14	72
14		15	76
15		16	80
16		17	84
17		18	88
18		19	92
19		20	96
20			100

The payment amount will be calculated by using the amount payable per year of service in effect at the time of such early retirement, multiplied by the number of accumulated years of service, multiplied by the appropriate percentage as defined above.

Survivors Benefits

In the event of death of any member other than one who is on the early vested pension roll, the Association will pay to the named beneficiary, and if no beneficiary has been named, to the surviving spouse, child or children, or estate of such deceased member, the sum of \$2,000 for each year and 1/12 of \$2,000 for each additional month that the deceased member served as an active firefighter in the Floodwood Area Fire Department, but in no case shall the total liability for payment under this section exceed \$2,000 times the number of years served.

III. Pension Plan

B. Benefit Provision (Continued)

Disability Benefits

If a member of the Association shall become totally and permanently disabled to the extent that a physician or surgeon acceptable to the Board of Trustees shall certify that such disability will permanently prevent said member from performing a substantial part of the duties of a firefighter in the Floodwood Area Fire Department, the Association shall pay to such member the sum of \$2,000 for each year and 1/12 of \$2,000 for each additional month served as an active firefighter in the Floodwood Area Fire Department. If a member who has received such a disability pension should subsequently recover and return to active duty in the Floodwood Area Fire Department, any amount, which was paid as a disability pension, shall be deducted from the amount of the service pension.

State Supplemental Benefits

Minnesota Statutes, Section 424A.10 provides for the payment of a supplemental benefit equal to ten percent of a regular lump sum distribution up to a maximum of \$1,000. The supplemental benefit is in lieu of a state income tax exclusion for lump sum distributions and will no longer be available if state tax law is modified to exclude lump sum distributions from state income tax. The Association qualifies for these benefits.

C. Funding Requirements

Minnesota Statute § 69.772 specifies minimum contributions required on an annual basis. The minimum contribution from the City of Floodwood and Fire State Aid is determined as follows:

	Normal Cost
+	Amortization Payment on Unfunded Liability Prior to Any Change
+	Amortization Contribution on Unfunded Liability Attributed to Any Change
+	Administrative Expenses
-	Anticipated State Aid
-	Projected Investment Earnings
=	<u>Total Contribution Required</u>

The plan members are volunteers with no contribution requirement.

D. Contributions Required and Contributions Made

Minnesota Statutes, Chapter 69.772 specifies minimum support rates required on an annual basis. The minimum support rates from the municipality and from Fire State Aid are determined as the amount required to meet the normal cost plus amortizing any existing prior service costs over a ten-year period. The significant assumptions used to compute the municipal support are the same as those used to compute the accrued pension liability.

III. Pension Plan

D. Contributions Required and Contributions Made (Contributions)

The Association is comprised of volunteers; therefore, there are no payroll expenditures (i.e., there are no covered payroll percentage calculations).

Contributions totaling \$32,101 were made to the Association in accordance with state statute requirements for the year ended December 31, 2022.

<u>Payer</u>	<u>Amount</u>
State of Minnesota	\$ 16,821
Municipal Contributions	15,280
Total	<u>\$ 32,101</u>

IV. Summary of Significant Contingencies and Other Items

A. Claims and Litigation

The Floodwood Volunteer Fire Department Relief Association, in connection with the normal conduct of its affairs, may be involved in various claims, judgments, and litigation. The Board estimates that the potential claims against the Association not covered by insurance resulting from such litigation would not materially affect the financial statements of the Association.

B. Risk Management

The Floodwood Volunteer Fire Department Relief Association is exposed to various risks of loss related to theft of assets for which the Association carries commercial insurance policies. There were no significant reductions in insurance from the previous year or settlements in excess of insurance coverage for any of the past three fiscal years.

REQUIRED SUPPLEMENTARY INFORMATION

**FLOODWOOD VOLUNTEER FIRE DEPARTMENT RELIEF ASSOCIATION
FLOODWOOD, MINNESTOTA**

Schedule 1

SCHEDULE OF FUNDING PROGRESS

Valuation Date	Value of Assets	Accrued Liability	Funded Ratio	Assets in Excess of/ (Unfunded) Accrued Liability	Lump Sum Benefit Per Year of Service
12/31/2022	520,097	351,304	148.0%	168,793	2,000

Note: This schedule is intended to present 10 years and will be completed as information becomes available.

**FLOODWOOD VOLUNTEER FIRE DEPARTMENT RELIEF ASSOCIATION
FLOODWOOD, MINNESOTA**

Schedule 2

**SCHEDULE OF CONTRIBUTIONS FROM
THE PLAN SPONSOR AND OTHER CONTRIBUTING ENTITIES**

Valuation Date	Annual Estimated Contributions			Actual Contribution			Percentage Contributed
	Municipal Contribution	State Contribution	Total	Municipal Contribution	State Contribution	Total	
12/31/2022	10,680	16,588	27,268	15,280	16,821	32,101	117.7%

Note: This schedule is intended to present 10 years and will be completed as information becomes available.

NOTES TO THE REQUIRED SUPPLEMENTARY INFORMATION
AS OF AND FOR THE YEAR ENDED DECEMBER 31, 2022

Methods and Assumptions

The Floodwood Volunteer Fire Department Relief Association is a Defined Benefit Lump Sum Plan. Significant methods and assumptions are as follows:

- The actual value of assets is fair market value.
- The pension benefit liability is calculated with a lump sum per firefighter based on years of service as established in the Association bylaws.
- The pension benefit liability is calculated whether full or partially vested at December 31, 2022.

OTHER SCHEDULES

**FLOODWOOD VOLUNTEER FIRE DEPARTMENT RELIEF ASSOCIATION
FLOODWOOD, MINNESTOTA**

Schedule 3

REVENUES BY SOURCE AND EXPENSES BY TYPE

Year Ended December 31	Revenues by Source				Expenses by Type		
	State Aid	10% Supplemental Reimbursement	Municipal Contribution	Investment Income	Benefit Payments	Administrative Expenses	Investment Fees
2022	13,996	2,825	15,280	(55,908)	-	1,950	5,117

Note: This schedule is intended to present 10 years and will be completed as information becomes available.

MANAGEMENT AND COMPLIANCE SECTION

Colleen Hoffman, Director
Crystelle Philipp, CPA
Marit Martell, CPA



Hoffman, Philipp, & Martell, PLLC

1541 Highway 59 South | Thief River Falls, MN 56701 | Phone: 218-681-4078 | choffman@hpmaudit.com

INDEPENDENT AUDITOR'S REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH GOVERNMENT AUDITING STANDARDS

Board of Trustees
Floodwood Volunteer Fire Department Relief Association

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, the financial statements of the fiduciary activities and each major fund of the Floodwood Volunteer Fire Department Relief Association (the Association) for the year ended December 31, 2022, and the related notes to the financial statements, which collectively comprise the Association's basic financial statements, and have issued our report thereon dated June 14, 2023.

Internal Control Over Financial Reporting

In planning and performing our audit of the financial statements, we considered the Association's internal control over financial reporting to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Association's internal control over financial reporting. Accordingly, we do not express an opinion on the effectiveness of the Association's internal control over financial reporting.

A *deficiency* in internal control over financial reporting exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control over financial reporting such that there is a reasonable possibility that a material misstatement of the Association's financial statements will not be prevented or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control over financial reporting that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control over financial reporting was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control over financial reporting that might be material weaknesses or significant deficiencies and therefore, material weaknesses or significant deficiencies may exist that were not identified. Given these limitations, during our audit we did not identify any deficiencies in internal control over financial reporting that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified. We did identify certain deficiencies in internal control

over financial reporting, described in the accompanying Schedule of Findings and Responses as items 2022-001 and 2022-002, that we consider to be significant deficiencies.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we performed tests of compliance with certain provisions of laws, regulations, contracts, and grants. However, the objective of our tests was not to provide an opinion on compliance with such provisions. We noted no instances of noncompliance with Minnesota Statutes.

Minnesota Legal Compliance

The *Minnesota Legal Compliance Audit Guide for Relief Associations*, promulgated by the State Auditor pursuant to Minnesota Statute, § 6.65, contains two categories of compliance to be tested in audits of relief associations: deposits and investments, and relief associations.

In connection with our audit, nothing came to our attention that caused us to believe that the Association failed to comply with the provisions of the *Minnesota Legal Compliance Audit Guide for Relief Associations*. However, our audit was not directed primarily toward obtaining knowledge of such noncompliance. Accordingly, had we performed additional procedures, other matters may have come to our attention regarding the Association's noncompliance with the above referenced provisions.

Association's Responses to Findings

The Association's response to the finding identified in our audit has been included in the accompanying Schedule of Findings and Responses. The Association's response was not subjected to the auditing procedures applied in the audit of the financial statements and, accordingly, we express no opinion on it.

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control over financial reporting, compliance and the provisions of the *Minnesota Legal Compliance Audit Guide for Relief Associations* and the result of that testing, and not to provide an opinion on the effectiveness of the Association's internal control over financial reporting or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Association's internal control over financial reporting and compliance. Accordingly, this communication is not suitable for any other purpose.



Hoffman, Philipp, & Martell, PLLC
June 14, 2023

**FLOODWOOD VOLUNTEER FIRE
DEPARTMENT RELIEF ASSOCIATION
FLOODWOOD, MINNESOTA**

SCHEDULE OF FINDINGS AND RESPONSES
FOR THE YEAR ENDED DECEMBER 31, 2022

I. FINDINGS RELATED TO FINANCIAL STATEMENTS AUDITED IN ACCORDANCE WITH *GOVERNMENT AUDITING STANDARDS*

INTERNAL CONTROL

Finding Number: 2022-001

Finding Title: Segregation of Duties and Internal Controls

Criteria: Management is responsible for establishing and maintaining internal control. This responsibility includes the internal controls over the various accounting cycles, the fair presentation of the financial statements and related notes, and the accuracy and completeness of all financial records and related information. Adequate segregation of duties is a key internal control in an organization's accounting system.

Condition: Due to the limited number of personnel within the Relief Association, segregation of the accounting functions necessary to ensure adequate internal accounting control is not possible. Generally, one person is responsible for the financial information and activity within the Relief Association.

Context: The small size and available staffing within the Relief Association limits the internal control that management can design and implement into the organization.

Effect: Without adequate segregation of duties, opportunities for errors and irregularities or fraudulent activities to occur are created and may not be detected in a timely manner.

Cause: This is not unusual in operations the size of the Relief Association, where, because of staffing limitations, it is impractical to achieve a desirable level of segregation of duties. Management has determined that, given limited resources, it is not feasible to achieve the desired level of segregation of duties.

Recommendation: Management should continually be aware that segregation of duties is not adequate from an internal control point of view. We recommend the Relief Association be aware that limited staffing causes inherent risks in safeguarding the Relief Association's assets and the proper reporting of financial activity. We recommend the Relief Association continue to implement oversight procedures and monitor those procedures to determine if they are still effective internal controls.

Association's Response: *Due to the value of our account, an annual audit is performed. Our association feels that this is adequate oversight and reassurance that an acceptable system of checks and balances exists.*

**FLOODWOOD VOLUNTEER FIRE
DEPARTMENT RELIEF ASSOCIATION
FLOODWOOD, MINNESOTA**

Finding Number: 2022-002

Finding Title: Financial Reporting for Pension Plans

Criteria: The Governmental Accounting Standards Board (GASB) issued Statement No. 67, *Financial Reporting for Pension Plans*, which provides accounting and reporting standards for pensions offered to retirees. GASB Statement 67 was first applicable to the Warroad Fire Relief Association beginning for the year ended December 31, 2014.

Condition: GASB Statement 67 has not yet been fully implemented by the Floodwood Volunteer Fire Department Relief Association as required. The Relief Association has not undergone an actuarial study to determine its net pension liability (asset).

Context: The Relief Association should obtain an actuarial study to determine its net pension liability (asset) to comply with GASB requirements.

Effect: Because the Floodwood Volunteer Fire Department Relief Association has not fully complied with the requirements of GASB Statement 67, a qualified opinion is issued on the government-wide financial statements and the Special Revenue Fund.

Cause: The Relief Association has not hired an actuary to determine its net pension liability (asset) to meet the requirements for financial reporting under GASB Statement 67.

Recommendation: We recommend that the Relief Association obtain an actuarial study to determine its net pension liability (asset) to comply with GASB requirements.

Association's Response: *Acknowledged by client.*

CORRECTIVE ACTION PLAN
FOR THE YEAR ENDED DECEMBER 31, 2022

Finding Number: 2022-001

Finding Title: Segregation of Duties and Internal Control

Name of Contact Person Responsible for Corrective Action: Board of Trustees

Corrective Action Planned: The Floodwood Volunteer Fire Department Relief Association is aware of the segregation of duties issue. Due to limited staffing, segregation of duties is not always possible. Management will implement oversight procedures where and whenever possible.

Anticipated Completion Date: *December 31, 2023*

Finding Number: 2022-002

Finding Title: Financial Reporting for Pension Plans

Name of Contact Person Responsible for Corrective Action: Board of Trustees

Corrective Action Planned: The Floodwood Volunteer Fire Department Relief Association will consider hiring an actuary to determine its net pension liability (asset) to meet the requirements for financial reporting under GASB Statement 67.

Anticipated Completion Date: *December 31, 2023*

**WARROAD AREA
FIREFIGHTERS' RELIEF ASSOCIATION
WARROAD, MINNESOTA**

**SCHEDULE OF PRIOR AUDIT FINDINGS
FOR THE YEAR ENDED DECEMBER 31, 2022**

Finding Number: 2021-001
Repeat Finding Since: 2005
Finding Title: Segregation of Duties

Summary of Condition: Due to the limited number of personnel within the Firefighters' Relief Association, segregation of the accounting functions necessary to ensure adequate internal accounting control is not possible.

Summary of Corrective Action: Management is continually aware that segregation of duties is not adequate from an internal control point of view. The Firefighters' Relief Association continues to implement oversight procedures and monitor those procedures to determine if they are still effective.

Status: Not fully corrected.

Finding Number: 2021-002
Repeat Finding Since: 2018
Finding Title: Financial Reporting for Pension Plans

Summary of Condition: GASB Statement 67 has not yet been fully implemented by the Warroad Fire Relief Association as required. The Fire Relief Association has not undergone an actuarial study to determine its net pension liability (asset).

Summary of Corrective Action: The Fire Relief Association will obtain an actuarial study to determine its net pension liability (asset) to comply with GASB requirements.

Status: Not fully corrected.



Building a Better World
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PRECONSTRUCTION MEETING AGENDA

RE: Campground Improvements Project
Floodwood, MN

Date of Meeting: Monday, July 10, 2023

Project Engineer: Jayson Newman, PE

Time of Meeting: 10:00 AM to 12:00 PM

SEH No.: FLOOD 170382

Location of Meeting: City Hall / Campground

The following items are to be discussed at the above referenced Preconstruction Conference:

I. PURPOSE OF MEETING:

- A. Coordination only, does not alter Contract Documents.

II. INTRODUCTIONS AND ATTENDANCE LIST:

- A. See Sign-in roster.

III. OWNER/CONTRACTOR INFORMATION:

A. Owner Representative

1. City – Cory Suonvieri, City Clerk
2. City – Rick Gill, City Public Works
3. SEH, Jayson Newman, Project Engineer
4. SEH – Jim Azure, On Site Representative (Inspector)

B. Contractor Information:

1. Construction:
 - a. ACM – Project Manager: Nick Aldernick
 - b. On-Site Project Superintendent/Foreman: Hoss / Buddy
 - c. Responsible person for job site safety and erosion control: Hoss Kluck
 - d. Emergency phone numbers –
 - (1) ACM provided at mtg
2. Subcontractors –
 - a. ACM provided update at mtg - ATTACHED
 - b. Discuss changes and update contacts
 - (1) Wetland Plumbing Option/recommendation by Tad
3. Schedule:
 - a. ACM provided at mtg
 - b. Mobilization date: ~~July 14, 2023~~ **July 17, 2023**
 - (1) Begin brushing of site
 - c. Substantial Completion date Per Contract: **November 1, 2023**
 - d. Final Completion date: **May 8, 2024**.

IV. UTILITY INFORMATION:

A. Conflicts/Relocations:

- a. MnPower: Updated Power Service, WORK ORDER #: 3323637
 - (1) Request Contractor to coordinate with MN Power
 - (2) MN Power was on site examining pole and work order. – no issues
 - (3) Early August is electrical upgrades. **Send MN Power the schedule.**

Short Elliott Hendrickson Inc., 21 NE 5th Street, Suite 200, Grand Rapids, MN 55744-2601

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V. PRELIMINARY INFORMATION:

- A. Status of:
 - 1. Notice to Proceed – Executed after Precon meeting, Still Require SWPPP Permit.
 - 2. Contract – Signed by all parties, Bound sets provided to City and ACM
- B. Wage Rates
 - 1. Prevailing wage – See Project Manual for rates
 - 2. Submittals – electronic only, Submit to Marissa Berguson @ mberguson@sehinc.com
 - a. Copy Jayson Newman jnewman@sehinc.com
- C. Status of Permits.
 - 1. Have copies of all permits on site for reference.
 - a. State Plumbing, SWPPP,
 - 2. NPDES – SWPPP: **Permit submitted by ACM – approval pending**
 - a. Jim would like to see a rain gauge on site.

VI. PROJECT INFORMATION:

- A. Contract Procedures:
 - 1. Shop Drawing Approval
 - a. Contractor review and approve prior to submittal to engineer
 - b. Electronic submittals only
 - c. Preliminary List of Submittals was emailed previously. No shop drawings submitted yet.
- B. Construction Details
 - 1. Went through project plans
- C. Tree Clearing/Grubbing:
 - 1. Intent is to protect trees when possible. Actual RV sites locations can be field adjusted to save trees.
 - 2. Chipping and brushing: Nick thought they may begin on Friday
- D. Watermain Tie-in:
 - 1. Prefabrication when possible.
 - 2. Critical connection as this is the main water supply to town. Water tower coordination with Rick Gill.
 - 3. Reviewed well house after mtg with ACM and City.
- E. Shower house Renovations
 - 1. Noticed soffits may want to be included in the scope of work.
- F. Traffic Control – Contractor to supply plan.
 - 1. Park is Closed for year
 - 2. Park Entrances were clearly protected with cones and barricades at time of site visit. Nick to provide the plan for records.
- G. Fishing Pier Coordination:
 - 1. Pier type is being changed. City coordinating with DNR.
 - 2. Lighter aluminum dock for easier removal and maintenance will be purchased.
- H. Poster Board – Contractor MUST maintain bulletin board at the project work site with required posters. Information regarding posters and the Poster Board Request Form can be obtained at the MnDOT Labor Compliance Poster Boards website. Required Minnesota Department of Human Rights Contractor Non Discrimination is the Law poster. Post NPDES Permit.
- I. Material Testing –
 - 1. City has not contracted a geotechnical consultant.
- J. Pay Estimates
 - 1. Monthly
 - 2. RPR and Superintendent to confirm quantities together daily/weekly.
 - 3. 2nd/4th Tuesdays the Council may approve Pay Applications.

VII. TEMPORARY FACILITIES AND CONTROLS:

- A. Use of site / Lay down area

- B. Construction parking
- C. Keep it contained together, respect residents area
- D. Porta Potty Location – ACM will use shower house bathrooms until the are renovated. Bathroom code to be provided to ACM for bathroom use.

VIII. OTHER CONSIDERATIONS:

- A. ACM Working Hours
 - 1. Typically 7-5pm. Monday to Thursday with Friday's off site.
- B. Construction Staking:
 - 1. SEH, contact the RPR or Engineer for coordination. 48 hr notice.
 - 2. SEH started staking on Monday.
 - 3. Surveyor contact information shared with Nick.
- C. Weekly Construction Meeting
 - 1. Proposed day of the Week **Wednesday**, Proposed Time **10 am**
 - 2. Cory will be attending for City.
- D. Construction Budget Goal: \$686,000. The city would like to maximize their construction budget. If there is additional funds available they would like to purchase site amenities with the contractor.
 - 1. Options: Picnic Tables, Fire Rings, Plants/Trees, ect
- E. Excess logs to be stockpiled for Camp Host to use as fire wood.
- F. Excess chips to be used for trail and then stockpiled.
- G. No Hardware store in town. Plan accordingly. LJ Auto, Sherwin Bldg
- H. Public Works wants to have surveyed data of buried valve locations and critical infrastructure.

IX. Site Walk through

- A. Conducted by City/SEH/ACM

For further follow-up contact Jayson Newman, PE - SEH, at 218-355-0020 or jtnewman@sehinc.com. Thank you in advance for your participation in this meeting.

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Building a Better World
for All of Us®

PRECONSTRUCTION MEETING ATTENDANCE ROSTER

RE: Campground Improvements
Floodwood, MN

Date of Meeting: Jul 10, 2023
Time of Meeting: 10:00 AM

Project Engineer: Jayson Newman, PE

Location: Floodwood City Hall
SEH No.: FLOOD 170382 71.00

Please Print

Name: Jayson Newman *JN*
Representing: SEH
Address: 1200 SE 4th Avenue, Suite 200
Grand Rapids, MN 55744
Phone: 218.322.4500
Mobile: 218.355.0020
Email: jnewman@sehinc.com

Name: Cory Suonvieri
Representing: City of Floodwood
Address: Floodwood
Phone: 218-476-2751
Mobile: 218-391-2318
Email: admin@ci.floodwood.mn.us

Name: Nick Alderick
Representing: ACM
Address: 5751 357th Ave NW
Princeton, Mn 55371
Phone: 651-775-6665
Mobile: _____
Email: nick@acm-llc.net

Name: Jim Azure
Representing: SEH
Address: GRAND RAPIDS
Phone: 218 812 9789
Mobile: _____
Email: jazure@sehinc.com

Name: RICK GILL
Representing: Floodwood
Address: _____
Phone: 218-576-5264
Mobile: _____
Email: Publicworks@ci.floodwood.mn.us

Name: _____
Representing: _____
Address: _____
Phone: _____
Mobile: _____
Email: _____

Name: Tad Farrell/Mayor
Representing: Floodwood
Address: _____
Phone: 218-391-5167
Mobile: _____
Email: mayor@ci.floodwood.mn.us

Name: _____
Representing: _____
Address: _____
Phone: _____
Mobile: _____
Email: _____

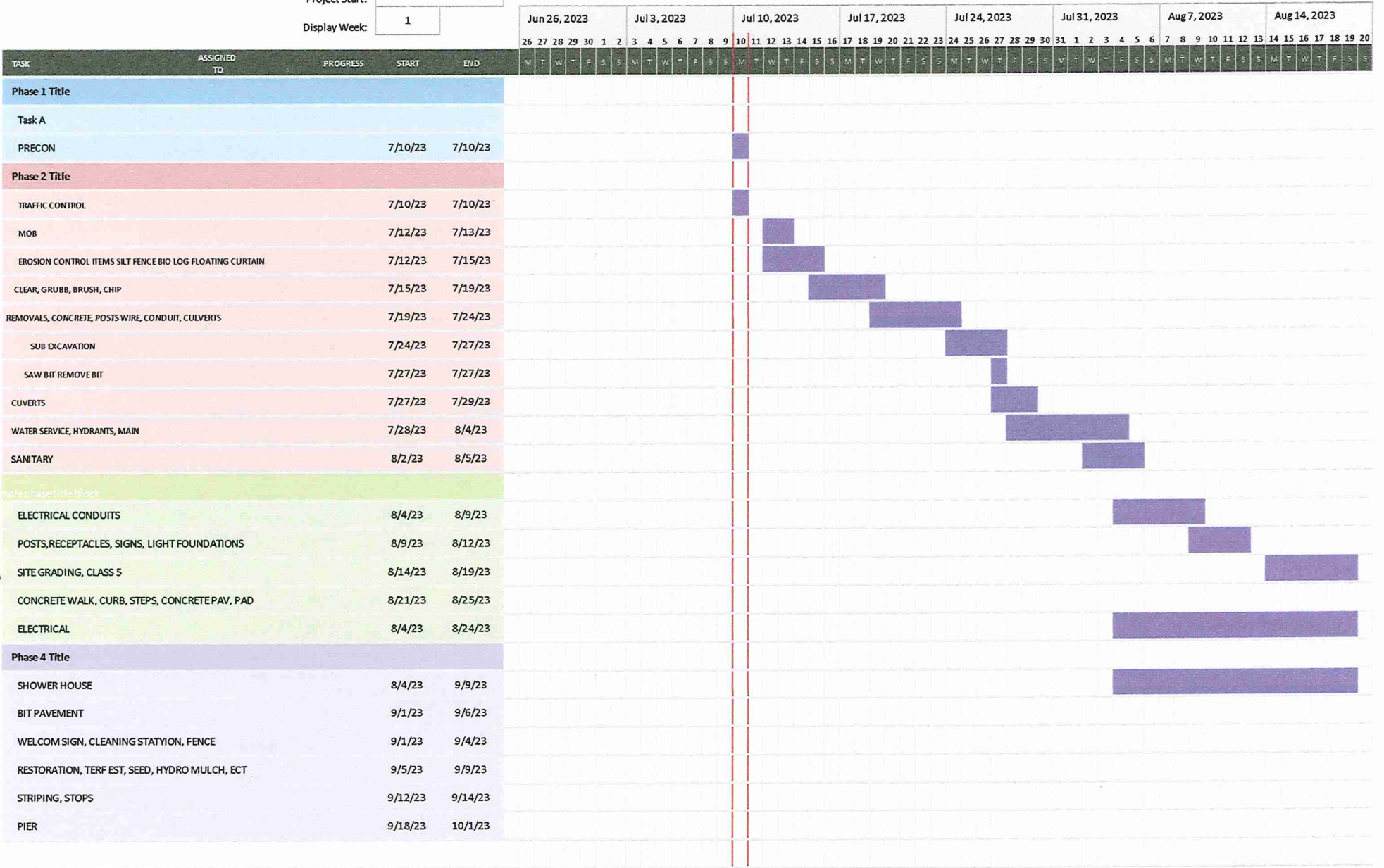
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FLOODWOOD

ACM
NICK

≈ 6 weeks

Project Start:
Display Week:



SUBCONTRACTOR LIST

FLOODWOOD CAMPGROUND IMPROVEMENT
FLOODWOOD-ST. LOUIS CO

- Wetland Plumbing
Optional plumbing Contractor

Traffic control
ITS
Interstate Traffic Signs Inc
P.O. Box 1635
Walker, MN 56484
218-547-4900

S&S ELECTRIC LLC
48328 River RD
Rush City, MN 55069
651-755-6906

Paving
KTM
5513 US Highway-2
Hermantown, MN 55810
218-729-1446

ACM - SHOWERHOUSE Plumbing
SWPPP Certification - Foremans
763-267-2214 - HOSS KLUCK

DOCUMENT 00 55 00

NOTICE TO PROCEED

CITY OF FLOODWOOD
CAMPGROUND IMPROVEMENTS
SEH NO. FLOOD 170382

TO:

ADDRESS:


You are hereby notified to proceed with the Work on the project. The Contract Times, as described in Article 4 of the Agreement are in effect.

Prior to starting any work on the site, the following must be completed:

1. Subconsulting Contact List Submitted to Engineer ✓
2. Traffic Control Plan Approval ✓
3. Construction Schedule Submitted to Engineer ✓
4. NPDES Permit Approval

GIVEN BY:

Jayson Newman
Engineer

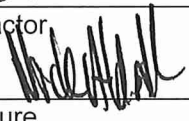
Signature 

Project Manager
Title

Date 7/10/23

ACCEPTED BY:

ACM
Contractor

Signature 

Title President

Date 7/10/23

END OF DOCUMENT

Cory Suonvieri

From: Joshua Brinkman <BrinkmanJ@StLouisCountyMN.gov>
Sent: Monday, July 24, 2023 8:25 AM
To: Joshua Brinkman
Subject: Spring Flooding - Federal Disaster Declaration
Attachments: DR 4722 MN.pdf

Good morning,

2023 Spring Flooding has just been signed off by FEMA for a Federal Disaster Declaration. Incident period: April 11th – April 30th. 100% reimbursement for all eligible expenses.

The State will be conducting Applicant Briefings between August 2nd and August 18th, I will let you know when our day has been chosen.

The applicant briefing should be more informative as far as how the process will proceed and give you a chance to sit down and set up an account through FEMA Grants Portal if you do not already have one.

Josh Brinkman

Emergency Management Planner
St. Louis County Sheriff's Office
O: 218-625-3966
C: 218-269-4025

DECLARED JULY 19, 2023

SUMMARY

STATE: Minnesota
NUMBER: FEMA-4722-DR
INCIDENT: Severe Storms and Flooding
INCIDENT PERIOD: April 11 to April 30, 2023
DATE REQUESTED BY GOVERNOR: June 28, 2023
FEDERAL COORDINATING OFFICER: Joseph P. Cirone
National FCO Program

DESIGNATIONS AND TYPES OF ASSISTANCE:

INDIVIDUAL ASSISTANCE (Assistance to individuals and households):

Not Requested.

PUBLIC ASSISTANCE (Assistance for emergency work and the repair or replacement of disaster-damaged facilities):

Aitkin, Big Stone, Carlton, Chippewa, Clay, Grant, Houston, Kittson, Lac qui Parle, Lake of the Woods, Mahnommen, Marshall, Morrison, Norman, Pine, Pope, Renville, Roseau, St. Louis, Stevens, Swift, Traverse, and Wilkin Counties and the Prairie Island Indian Community.

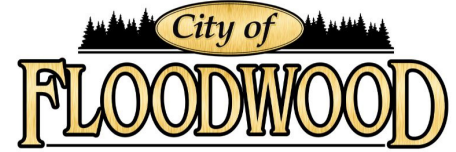
HAZARD MITIGATION GRANT PROGRAM (Assistance for actions taken to prevent or reduce long term risk to life and property from natural hazards):

All areas in the State of Minnesota are eligible for assistance under the Hazard Mitigation Grant Program.

OTHER: Additional designations may be made at a later date if requested by the state and warranted by the results of further damage assessments.

City of Floodwood Update

From the Desk of Mayor Tad Farrell
July 2023



2023 CATFISH DAYS

July 7-9, 2023 the Community of Floodwood hosted the annual Catfish Festival. Many enjoyed the weekend long event.

The City Council recognized the organizers of Catfish Days at the July 11 meeting for their hard work. Council also commended Floodwood Services and Training for their contribution to the festival, providing recycling services, and for their large presence in the parade.

Thank you to everyone who made the event possible!

July 25, 2023 Regular Mtg. with Public Hearing Page 81 of 123



**FLOODWOOD AREA
NATIONAL
NIGHT OUT 2023
TUESDAY AUGUST 1, 2023
RIVERWALK PAVILION - RAILROAD ST.
4:30 COMMUNITY PRAYER SERVICE**

5:30 WELCOME

5:30 - 6:30 FREE BBQ DINNER

EVERYONE IS WELCOME!

**TOGETHER, WE ARE MAKING
COMMUNITIES
SAFER, MORE CARING PLACES TO LIVE
AND WORK**





Accepts the following clean recyclable materials:



Cans
Aluminum,
Tin & Steel



Plastics
#1 PETE
(polyethylene terephthalate)
& #2 HDPE
(high density polyethylene)



Glass
Bottles & Jars



Paper
Newspaper,
Magazines,
Phone Books &
Office Paper

If you are interested in participating in this no-fee program, call Dawn Lamping or Chris Tommila at 218.476.2230.

This program is brought to you by Floodwood Services and Training and the City of Floodwood, and has been made possible by a grant from the MN Pollution Control Agency.



This forklift was one of FST's many entries in the Catfish Days Parade. It was purchased entirely with grant funds and is being used by FST in its recycling program!



Officer Matthew Laubach

WELCOME TO OFFICER LAUBACH!

Join us in welcoming our newest member of the Floodwood Police Department, Officer Matthew Laubach!

Officer Laubach was sworn in July 11, 2023, at the regular City Council Meeting by Mayor Tad Farrell. He is currently training under the leadership of Chief Matteson and Officer Roering.



Officer Laubach & Mayor Farrell

City Council Meetings
2nd & 4th Tuesday of Every
Month at 6:00 p.m.

Tad Farrell – Mayor,
Melinda Felkner – Clerk,
Derek Hart, Josh Lassila, &
Tim Lamping – City
Councilors,
Faith Suonvieri – Treasurer

**HABITAT
APPLICATIONS
ACCEPTED - APPLY
TODAY!**



Habitat for Humanity is planning housing projects in the City of Floodwood and continues to seek candidate families for future projects. More information about the program can be found at wshabitat.org/homeownership. If you would like to apply, please email info@wshabitat.org and ask for a Floodwood application form. If you have any questions, or would like more information, contact Darren Schmitt at 602.750.5008.

Don't delay - apply today!

Thank you all so much
for attending the memorial
service. The FFD was
such an important part of
Don's life. Service was
so important and I know
he was proud of all of the
people that continued to
serve.

God Bless You All!

Rhuel

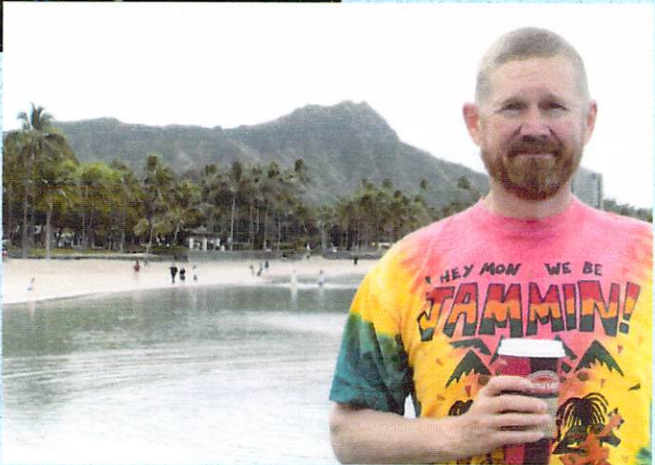
July 25, 2023 Regular Mtg. with Public Hearing Page 83 of 123

*To know you are with us
in our time of sorrow,
Sharing our prayers,
Today and tomorrow.
God gives us comfort
in the form of family and friends
May His peace be with you,
His love never ends.*

The Family of Donald Rosemore



Thank You



League of Minnesota Cities Insurance Trust
Group Self-Insured Workers' Compensation Plan
145 University Avenue West St. Paul, MN 55103-2044

Notice of Premium Options for Standard Premiums of \$25,000 - \$50,000

FLOODWOOD, CITY OF
 PO BOX 348
 FLOODWOOD, MN 55736-0348

Agreement No.: WC 1003957_Q-7
 Agreement Period:
 From: 08/01/2023
 To: 08/01/2024

Enclosed is a quotation for workers' compensation deposit premium. **Note: Renewal Coverage will be bound as per the expiring coverage arrangement, including coverage for elected and appointed officials, with the premium indicated on the quote, unless the member or agent sends a written request not to bind renewal coverage.**

<u>PAYROLL DESCRIPTION</u>	<u>CODE</u>	<u>RATE</u>	<u>ESTIMATED PAYROLL</u>	<u>DEPOSIT PREMIUM</u>
----------------------------	-------------	-------------	------------------------------	----------------------------

SEE ATTACHED SCHEDULE FOR DETAILS

	Manual Premium	26,649
	Debit 1.20	5,330
	Standard Premium	31,979
	Deductible Credit 0.00%	0
	Premium Discount	-2,563
	Net Deposit Premium	\$29,416
	Adjustment for Commission*	0
	Total Net Deposit Premium	\$29,416

*Workers compensation rates assume a 2% standard commission. The commission adjustment accounts for the commission difference, above or below 2%.

Agent:
 01071 Floodwood, City Of
 Po Box 348
 Floodwood, MN 55736-0348

Notice of Premium Options for Standard Premiums of \$25,000 - \$50,000 (Con't)

OPTIONS

Please indicate below the premium option you wish to select. You may choose only one option and you cannot change options during the agreement period.

1. <input type="checkbox"/> Regular Premium Option	Net Deposit Premium	Commission Adjustment	Total Net Deposit Premium
	29,416	0	29,416

2. **Deductible Premium Option**
 Deductible options are available in return for a premium credit applied to your estimated standard Premium of \$ 31,979. The deductible will apply per occurrence to paid medical costs only. There is no aggregate limit.

	<u>Deductible per Occurrence</u>	<u>Premium Credit</u>	<u>Credit Amount</u>	<u>Net Deposit Premium</u>	<u>Commission Adjustment</u>	<u>Total Net Deposit Premium</u>
<input type="checkbox"/>	\$250	0.70%	-224	29,192	0	29,192
<input type="checkbox"/>	\$500	1.20%	-384	29,032	0	29,032
<input type="checkbox"/>	\$1,000	2.00%	-640	28,776	0	28,776
<input type="checkbox"/>	\$2,500	3.50%	-1,119	28,297	0	28,297
<input type="checkbox"/>	\$5,000	5.50%	-1,759	27,657	0	27,657
<input type="checkbox"/>	\$10,000	8.00%	-2,558	26,858	0	26,858
<input type="checkbox"/>	\$25,000	12.50%	-3,997	25,419	0	25,419
<input type="checkbox"/>	\$50,000	17.50%	-5,596	23,820	0	23,820

3. **Retrospective Rates Premium Option**

	<u>Retro-Rated Minimum Factor</u>	<u>Est. Minimum Premium</u>	<u>Retro-Rated Maximum Factor</u>	<u>Est. Maximum Premium</u>
<input type="checkbox"/>	0.717 %	22,929	1.150 %	36,776
<input type="checkbox"/>	0.699 %	22,353	1.250 %	39,974
<input type="checkbox"/>	0.662 %	21,170	1.500 %	47,968

This quotation is for a deposit premium based on your estimate of payroll and selected options. Your final actual premium will be computed after an audit of payroll subsequent to the close of your agreement year and will be subject to revisions in rates, payrolls and experience modification. While you are a member of the LMCIT Workers' Compensation Plan, you will be eligible to participate in dividend distributions from the Trust based upon claims experience and earnings of the Trust.

If you desire the coverage offered above, please return this signed document for the option you have selected.

This quotation should be signed by an authorized representative of the city requesting coverage.

Signature	Title	Date
-----------	-------	------

**Notice of Premium Options for Standard Premiums of \$25,000 - \$50,000
(Con't)**

CONTINUATION SCHEDULE FOR QUOTATION PAGE

REMUNERATION	RATE	CODE	DESCRIPTION	EST. PREM
43,099	9.66	5506	GENERAL MAINTENANCE	4,163
18,910	4.06	7520	WATERWORKS	768
18,910	4.87	7580	SEWAGE DISPOSAL PLANT	921
POP 1,501	281.48	7708	FIREFIGHTERS (VOLUNTEER)	4,225
148,368	9.97	7721	POLICE-NON SMOKING	14,792
102,037	0.76	8810	CLERICAL OFFICE EMPLOYEES NOC	775
1,000	7.54	9015	BUILDINGS-OPER BY OWNER	75
10,558	7.91	9102	PARKS	835
18,200	0.52	9411	ELECTED OR APPOINTED OFFICIALS	95
Manual Premium				26,649

CATALIS™



ADVANCING GOVERNMENT.
ENGAGING CITIZENS.





WHO WE ARE

Catalis is the transformational SaaS and integrated payments partner powering all levels and sizes of government – municipalities, counties, states, and federal agencies.

Our deep expertise, proven track record, and thoughtfully configured digital solutions have helped public servants across the United States and Canada to deliver at their highest ability on behalf of their communities.

As the leading provider of software solutions for governments and constituents across North America, we're here to help you revitalize your operations and services with modern software fit for the 21st century.



HOW WE DELIVER

We propel clients forward by streamlining workflows, eliminating paper-based processes, and automating systems to better communicate with citizens. Thousands of governments rely on our convenient solutions to increase staff efficiency, productivity, and engagement.

Together, we can empower your agency to implement a digital transformation that meets the needs of tomorrow.



Our Solutions

Our government-focused solutions pair industry expertise with advanced technology to deliver unparalleled benefits. With solutions that enable greater access to data, better citizen service, and more effective technology platforms, we drive agencies beyond the status quo of government processes.

Payments

- Court Payments
- Utility Payments
- Tax Payments
- Child Support Payments
- Wage Garnishment Solutions
- DMV Payments
- Integrated Payment Solutions

Tax & CAMA

- Billing & Collections
- Escrow Payment Management
- Property Valuation Appeals
- Tourist Tax Collection
- Computer Assisted Mass Appraisal Software
- Mapping & Sketching Technology
- Mobile Solutions
- Mass Appraisal Services

Courts & Land Records

- Court Case Management
- Community Justice Case Management
- Jury Management
- Online Dispute Resolution
- Official Records Management
- E-File Solutions





Public Works & Engagement

- Request Management Solutions
- Permitting & License Management
- Mobile Field Inspection
- Website Management
- Meeting Management
- Mass Notification
- Economic Development Dashboard
- Data Visualization
- Grant Management
- Infrastructure Management
- Geographic Information System
- Weed & Pest Management

Regulatory & Compliance

- College Savings (529) and ABLE (529A) Plan Administration
- Unemployment Insurance Solutions
- Regulatory Financial Service Compliance

Why We're Different



Contactless Solutions

Facilitating contactless, self-service solutions to accelerate government digital services and satisfy evolving citizen needs.



Cloud-Based Technologies

Enabling agencies to become more operationally flexible through fully modernized, digital solutions.



Forward-Thinking Innovators

Driving innovation through data-focused, compliant solutions that shape local government workflows today, and in the future.



Premiere Client Experience

Delivering exceptional service from experienced industry leaders to help organizations operate with maximum efficiency.

PAYMENTS

Payment solutions represent a critical component of government operations, from collecting taxes to processing court fees and utility payments. With Catalis' proven solutions, all levels of government can increase revenue collections, exceed constituent expectations, and improve cash flow.

Court Payments

Flexible payment options with transparent pricing and powerful accounting tools for seamless reconciliations

Utility Payments

No-cost payment solution that allows citizens to establish recurring payments, manage monthly bills, and view real-time account data

Tax Payments

Secure, web-based payment portal that offers multi-channel payment options and accurate reporting to expedite payment processes

Child Support Payments

Accessible payment solution to simplify collections, increase efficiency, and review transactions

Wage Garnishment Solutions

Integrated platform to manage employer withheld payments and disbursements, reducing administrative workloads

DMV Payments

User-friendly solutions that enhance the constituent experience for licenses, vehicle registrations, and permits (available in Florida)

Integrated Payment Solutions

Suite of payment capabilities that fit with existing software to strengthen the core function of your organization's payment operations



TAX & CAMA

From small to large tax collection and treasurer's offices, Catalis solutions can serve all-size agencies by simplifying workflows and reducing time-consuming tasks. Our tax solutions are designed for the modern world to support the evolving needs of government offices.

The operational responsibilities of property appraisers and tax assessors require advanced CAMA solutions. Catalis delivers industry-leading solutions that combine powerful technology with responsive support to deliver precise results.

Billing & Collections

Cloud-based solution to streamline workflows and integrate systems for billing, collections, cashing, and more

Escrow Payment Management

Centralized system that enables county and municipal offices to automate payments, improve reporting, and reduce refunds

Property Valuation Appeals

Property tax solution that allows taxpayers to submit petitions, evidence, and filing fees through an online platform

Tourist Tax Collection

Digital platform to facilitate tourist development, occupancy, and bed tax collections through automated payments and notices

Computer Assisted Mass Appraisal Software (CAMA)

Complete solution that delivers accurate, consistent property values for jurisdictions of all sizes

Mapping & Sketching Technology

Dynamic graphical technologies to analyze property data and elevate reporting capabilities

Mobile Solutions

On-the-go solution to collect and sync property data anytime, anywhere, bringing appraisal and assessment technology beyond office walls

Mass Appraisal Services

Comprehensive services including property valuation and data verification to assist local governments in the property assessment process



COURTS & LAND RECORDS

Among the many issues faced by local governments, courts of all sizes share a need for solutions to manage heavy caseloads with limited resources. As more courts consider modernized software to revamp processes, Catalis helps agencies adopt best-in-class solutions that automate workflows and improve citizen access to justice..

Court Case Management

Unified solution to manage case documents, accounting, and event schedules for all court sizes and case types

Community Justice Case Management

Secure software platform to automate tasks and improve day-to-day administration of community-based corrections programs

Jury Management

Dynamic solution that simplifies jury management, supports digital court processes, and elevates the juror experience

Online Dispute Resolution

Online platform to resolve minor cases and routine proceedings, reducing the need for in-person court hearings

Official Records Management

Digital system that records, indexes, and verifies official public records using a scan-first workflow

E-File Solutions

Filing solution to prepare and submit court documents online, eliminating redundant reviews and ensuring information accuracy



PUBLIC WORKS & ENGAGEMENT

Across North America, rural and small urban municipalities are challenged with improving everyday operations. With Catalis' dedicated support and all-in-one solutions, local governments can connect and simplify municipal information to deliver value to residents.

Request Management Solutions

Self-service platform to promptly track, log, and escalate citizen requests

Permitting & License Management

Full-scale solution to issue permits, process licenses, and collect payments

Enterprise Resource Planning

Results-driven system that equips municipalities with customized financial data tools (available in Canada only)

Website Management

Digital solution that supports personalized, user-friendly websites with design, hosting, and development

Meeting Management

Automated solution to streamline meeting scheduling, track agendas, and connect the public with updates

Mass Notification

Communication portal to distribute relevant information via email, text messages, push notifications, social media, and voice calls to communities

Economic Development Dashboard

Community dashboard that empowers citizens to pull data such as demographics, workforce, and education

Data Visualization

Single source for municipality transparency to share data-driven stories and custom reports with citizens

Grant Management

Unified system to manage grants, review funding, and communicate with stakeholders

Infrastructure Management

Advanced solution to track assets and support data-informed decisions on repairs and maintenance

Geographic Information System

One-stop shop to easily view and integrate municipal data including tax, assessment, property, utility, and more

Weed & Pest Management

On-the-go solution to conduct weed and pest inspections in the field using a mobile device

REGULATORY & COMPLIANCE

Adaptable compliance solutions are essential for state, local, and federal agencies. With Catalis' innovative solutions, governments can stay on top of the latest policies and regulations while fulfilling the needs of their citizens.

College Savings (529) and ABLÉ (529A) Plan Administration

Flexible savings platform to service college savings, prepaid, and ABLÉ plans, and comply with state-specific requirements

Unemployment Insurance Solutions

Identity proofing and issue management solution to instantly prevent and detect identity-based fraud

Regulatory Financial Service Compliance

Real-time regulatory solutions that provide regulators with the tools they need to protect consumers and promote healthy markets







JOIN THE THOUSANDS OF GOVERNMENT AGENCIES ALREADY PARTNERING WITH CATALIS™

We're here to help you modernize your government.
Contact us to get started.

833-781-8282 | catalisgov.com



Data Practices Policy:

Requests for Data About You and Your Rights as a Data Subject

Minnesota Statutes, sections 13.025 and 13.03 require this policy.

What is a “Data Subject”?

When government has information recorded in any form (paper, harddrive, voicemail, video, email, etc.), that information is called “government data” under the Government Data Practices Act (Minnesota Statutes, Chapter 13). When we can identify you in government data, you are the “data subject” of that data. The Data Practices Act gives you , as a data subject, certain rights. This policy explains your rights as a data subject, and tells you how to request data about you, your minor child, or someone for whom you are the legal guardian.

When Admin Has Data About You

The City of Floodwood has data on many people, such as employees, job applicants, vendors, etc. We can collect and keep data about you only when we have a legal purpose to have the data. Admin must also keep all government data in a way that makes it easy for you to access data about you.

Government data about an individual have one of three “classifications.” These classifications determine who is legally allowed to see the data. Data about you are classified by state law as public, private, or confidential. Here are some examples:

Public Data

The Data Practices Act presumes that all government data are public unless a state or federal law says that the data are not public. We must give public data to anyone who asks. It does not matter who is asking for the data or why the person wants the data. The following are examples of public data about you that we might have: Your name on an application for a license from the city.

Private data

We cannot give private data to the general public. We can share your private data with you, with someone who has your permission, with our government entity staff whose job requires or permits them to see the data, and with others as permitted by law or court order. The following are examples of private data about you that we might have: Your Social Security Number.

Confidential Data

Confidential data have the most protection. Neither the public nor you can access confidential data even when the confidential data are about you. We can share confidential data about you with our government entity staff who have a work assignment to see the data, and to others as permitted by law or court order. The following is an example of confidential data about you: Your identity as a mandated reporter of child abuse or neglect.

Your Rights Under the Government Data Practices Act

As a data subject, you have the following rights.

Access to Your Da

You have the right to look at (inspect), free of charge, public and private data that we keep about you. You also have the right to get copies of public and private data about you. The Data Practices Act allows us to charge for copies. You have the right to look at data, free of charge, before deciding to request copies.

Also, if you ask, we will tell you whether we keep data about you and whether the data are public, private, or confidential.

As a parent, you have the right to look at and get copies of public and private data about your minor children (under the age of 18). As a legally appointed guardian, you have the right to look at and get copies of public and private data about an individual for whom you are appointed guardian.

Minors have the right to ask us not to give data about them to their parent or guardian. If you are a minor, we will tell you that you have this right. We will ask you to put your request in writing and to include the reasons that we should deny your parents access to the data. We will make the final decision about your request based on your best interests.

When We Collect Data From You

When we ask you to provide data about yourself that are not public, we must give you a notice called a Tennessean warning. The notice controls what we do with the data that we collect from you. Usually, we can use and release the data only in the ways described in the notice.

We will ask for your written permission if we need to use or release private data about you in a different way, or if you ask us to release the data to another person. This permission is called informed consent. If you want us to release data to another person, you must use the consent form we provide.

Protecting Your Data

The Data Practices Act requires us to protect your data. We have established appropriate safeguards to ensure that your data are safe.

In the unfortunate event that we determine a security breach has occurred and an unauthorized person has gained access to your data, we will notify you as required by law.

When Your Data are Inaccurate or Incomplete

You have the right to challenge the accuracy and/or completeness of public and private data about you. You also have the right to appeal our decision. If you are a minor, your parent or guardian has the right to challenge data about you.

How to Make a Request For Your Data

You can ask to look at (inspect) data at our offices, or ask for copies of data that we have about you, your minor child, or an individual for whom you have been appointed legal guardian.

Make a written request. You may make your request in person, by mail, or by email. Requests should go to the Deputy Clerk.

We recommend using the sample **Data Request Form – Data Subjects** on page 8. If you do not choose to use the data request form, your request should:

- Say that you are making a request as a data subject, for data about you (or your child, or person for whom you are the legal guardian), under the Government Data Practices Act (Minnesota Statutes, Chapter 13).
- Include whether you would like to inspect the data, have copies of the data, or both.
- Provide a clear description of the data you would like to inspect or have copied.
- Provide proof that you are the data subject or data subject's parent/legal guardian.

We require proof of your identity before we can respond to your request for data. If you are requesting data about your minor child, you must show proof that you are the minor's parent. If you are a legal guardian, you must show legal documentation of your guardianship. Please see the Standards for Verifying Identity on page 9. If you do not provide proof that you are the data subject, we cannot respond to your request.

How We Respond to a Data Request

Upon receiving your request, we will review it.

- We may ask you to clarify what data you are requesting.
- We will ask you to confirm your identity as the data subject.
- If we do not have the data, we will notify you in writing within 10 business days.
- If we have the data, but the data are confidential or not public data about someone else, we will notify you within 10 business days and identify the law that prevents us from providing the data.
- If we have the data, and the data are public or private data about you, we will respond to your request by doing one of the following:
 - Arrange a date, time, and place to inspect data in our office, ensuring you have a meaningful opportunity to inspect data within 10 business days of your request at no charge
 - Tell you how much the copies cost, and then provide you with copies of the data within 10 business days and upon payment of charges for the copies. You may choose to pick up your copies, or have us mail or email them to you. We will provide electronic copies (such as email or CD-ROM) upon request, if we keep the data in electronic format and we can reasonably make a copy.
 - We will provide notice to you about our requirement to prepay for copies.
 - Following our response, if you do not make arrangements within 10 business days to inspect the data or pay for the copies, we will conclude that you no longer want the data and will consider your request closed.
- After we have provided you with your requested data, we do not have to show you the same data again for 6 months unless there is a dispute about the data or we collect or create new data about you.

If you do not understand some of the data (technical terminology, abbreviations, or acronyms), please tell the person who provided the data to you. We will give you an explanation if you ask.

The Data Practices Act does not require us to create or collect new data in response to a data request, or to provide data in a specific form or arrangement if we do not keep the data in that form or arrangement. For example, if the data you request are on paper only, we are not required to create electronic documents to respond to your request. If we agree to create data in response to your request, we will work with you on the details of your request, including cost and response time.

In addition, we are not required to respond to questions that are not about your data requests, or that are not requests for government data.

Data Practices Contacts

Responsible Authority

Corinne Suonvieri, Deputy Clerk

Floodwood City Hall

111 W. 8th Ave.

Floodwood, MN 55736

218-476-2751 ext. 22; admin@ci.floodwood.mn.us

Data Practices Compliance Official

Corinne Suonvieri, Deputy Clerk

Floodwood City Hall

111 W. 8th Ave.

Floodwood, MN 55736

218-476-2751 ext. 22; admin@ci.floodwood.mn.us

Copy Costs – Data Subjects

Minnesota Statutes, section 13.04, subdivision 3 allows us to charge for copies. You must pay for the copies before we will give them to you.

Actual Cost of Making the Copies

We will charge the actual cost of making copies for data about you. In determining the actual cost, we include the employee-time to create and send the copies, the cost of the materials onto which we are copying the data (paper, CD, DVD, etc.), and mailing costs such as postage (if any). The cost of employee time to make copies is \$30.00 per hour.

If your request is for copies of data that we cannot copy ourselves, such as photographs, we will charge you the actual cost we must pay an outside vendor for the copies.

Data Request Form – Data Subject

Request date:Contact information:

Data Subject Name:

Parent/Guardian Name (if applicable):

phone number/email address:

To request data as a data subject, you must show [a valid state ID, such as a driver's license, military ID, or passport] as proof of identity.

The data I am requesting:

Describe the data you are requesting as specifically as possible.

I am requesting access to data in the following way:

- Inspection
- Copies
- Both inspection and copies

Note: Inspection is free but City of Floodwood , however we charge \$.25 for copies.

We will respond to your request within 10 business days

To Be Completed By Staff Member Responding to Data Request:

Identity Confirmed:

Date:

Staff Name:

Standards For Verifying Identity

The following constitute proof of identity:

- An adult individual must provide a valid photo ID, such as
 - a driver's license
 - a state-issued ID
 - a tribal ID
 - a military ID
 - a passport
 - the foreign equivalent of any of the above
- A minor individual must provide a valid photo ID, such as
 - a driver's license
 - a state-issued ID (including a school/student ID)
 - a tribal ID
 - a military ID
 - a passport
 - the foreign equivalent of any of the above
- The parent or guardian of a minor must provide a valid photo ID and either
 - a certified copy of the minor's birth certificate or
 - a certified copy of documents that establish the parent or guardian's relationship to the child, such as
 - a court order relating to divorce, separation, custody, foster care
 - a foster care contract
 - an affidavit of parentage
- The legal guardian for an individual must provide a valid photo ID and a certified copy of appropriate documentation of formal or informal appointment as guardian, such as
 - court order(s)
 - valid power of attorney

Note: Individuals who do not inspect data or pick up copies of data in person may be required to provide either notarized or certified copies of the documents that are required or an affidavit of ID.

Notice of Adoption of Model Policies

[Minnesota Statutes, section 13.025, subdivisions 2 and 3](#), require government entities to prepare written policies that relate to public access to government data, and rights of subjects of data and [Minnesota Statutes, section 13.03, subdivision 2](#), requires entities to establish procedures so that data requests are complied with appropriately and promptly.

[Minnesota Statutes, section 13.073, subd. 6](#), requires the Commissioner of Administration to prepare [model policies and procedures](#) to help government entities comply with those requirements. Entities that choose to adopt the Commissioner’s model policies must notify the Commissioner. Please use the following statement to notify the Commissioner if you choose to adopt the model policies and procedures.*

Notice to Commissioner of Administration: Adoption of Model Policies

The City of Floodwood has adopted the Commissioner’s Model Policy for the Public and Model Policy for Data Subjects. This notice to the Commissioner satisfies City of Floodwood’s obligation under Minnesota Statutes, section 13.073, subdivision 6.

Corinne Suonvieri

Deputy Clerk

July 25, 2023

**Government entities may submit this notification by mail or email:*

Commissioner of Administration
c/o Data Practices Office
658 Cedar Street
Suite 320
St. Paul, MN 55155
info.dpo@state.mn.us

Data Practices Policy For the Public

Minnesota Statutes, sections 13.025 and 13.03 require this policy.

Your Right to See Public Data

The Government Data Practices Act (Minnesota Statutes, Chapter 13) presumes that all government data are public unless a state or federal law says the data are not public. Government data means all recorded information a government entity has, including paper, email, flash drives, CDs, DVDs, photographs, etc.

The law also says that City of Floodwood must keep all government data in a way that makes it easy for you to access public data. You have the right to look at (inspect), free of charge, all public data that we keep. You also have the right to get copies of public data. The Data Practices Act allows us to charge for copies. You have the right to look at data, free of charge, before deciding to request copies.

How to Request Public Data

You can ask to look at (inspect) data at our offices, or ask for copies of public data that we keep.

All requests must be in writing. You may make your request in person, by mail, or email. Requests should be made to the Deputy Clerk.

If you do not use the data request form, your request should:

- Say that you are making a request for public data under the Government Data Practices Act (Minnesota Statutes, Chapter 13).
- Include whether you would like to inspect the data, have copies of the data, or both.
- Provide a clear description of the data you would like to inspect or have copied.

You are not required to identify yourself or explain the reason for your data request. However, you may need to provide us with some personal information for practical reasons (for example: if you want us to mail copies to you, you need to provide us with an address or P.O Box). If we do not understand your request and have no way to contact you, we cannot respond to your request.

How We Will Respond to Your Data Request

Upon receiving your request, we will review it.

- We may ask you to clarify what data you are requesting.
- If we do not have the data, we will notify you in writing within 10 business days.
- If we have the data, but we are not allowed to give it to you, we will tell you as soon as reasonably possible and identify the law that prevents us from providing the data.
- If we have the data, and the data are public, we will respond to your request appropriately and promptly, within a reasonable amount of time by doing one of the following:
 - Arrange a date, time, and place for you to inspect the data at our offices; or

- You may choose to pick up your copies, or we will mail or email them to you. We will provide electronic copies (such as email or CD-ROM) upon request, if we keep the data in that format and we can reasonably make a copy.
- Response time may be impacted by the size and/or complexity of your request, and also by the number of requests you make in a given period of time.
- Following our response, if you do not make arrangements within 10 business days to inspect the data or pay for the copies, we will conclude that you no longer want the data and will consider your request closed.

If you do not understand some of the data (technical terminology, abbreviations, or acronyms), please tell the person who provided the data to you. We will give you an explanation if you ask.

The Data Practices Act does not require us to create or collect new data in response to a data request, or to provide data in a specific form or arrangement if we do not keep the data in that form or arrangement. For example, if the data you request are on paper only, we are not required to create electronic documents to respond to your request. If we agree to create data in response to your request, we will work with you on the details of your request, including cost and response time.

We are also not required to respond to questions that are not about your data requests, or requests for government data.

Requests for Summary Data

Summary data are statistical records or reports created by removing identifying information about individuals from entirely private or confidential data. We may prepare summary data if you make your request in writing and prepay for the cost of creating the data.

You may use the data request form on page 5 to request summary data. We will respond to your request within ten business days with the data or details of when the data will be ready and how much we will charge you.

Data Practices Contacts

Responsible Authority

Corinne Suonvieri, Deputy Clerk

Floodwood City Hall

111 W. 8th Ave.

Floodwood, MN 55736

218-476-2751 ext. 22; admin@ci.floodwood.mn.us

Data Practices Compliance Official

Corinne Suonvieri, Deputy Clerk

Floodwood City Hall

111 W. 8th Ave.

Floodwood, MN 55736

218-476-2751 ext. 22; admin@ci.floodwood.mn.us

Copy Costs – When You Request Public Data

Minnesota Statutes, section 13.03, subdivision 3(c) allows us to charge for copies.

- You must pay for the copies before we will give them to you.
- Multiple requests made within the same 2 business-day period will be treated as a single request for the purposes of calculating total copy costs.
- If possible, and upon request, we will provide you with an estimation of the total cost of supplying copies.

For 100 or fewer paper copies – 25 cents per page

100 or fewer pages of black and white, letter or legal size paper copies cost 25¢ for a one-sided copy, or 50¢ for a two-sided copy.

Most other types of copies – actual cost

The charge for most other types of copies, when a charge is not set by statute or rule, is the actual cost of searching for and retrieving the data, and making the copies or electronically sending the data.

In determining the actual cost of making copies, we include employee time, the cost of the materials onto which we are copying the data (paper, CD, DVD, etc.), and mailing costs (if any). If your request is for copies of data that we cannot copy ourselves, such as photographs, we will charge you the actual cost we must pay an outside vendor for the copies. Employee time to make copies is \$30.00 per hour.

If, based on your request, we find it necessary for a higher-paid employee to search for and retrieve the data, we will calculate search and retrieval charges at the higher salary/wage.

Data Request Form – Requesting Public Data

Request date:

The data I am requesting:

Describe the data you are requesting as specifically as possible.

I am requesting access to data in the following way:

- Inspection
- Copies
- Both inspection and copies

Note: Inspection is free; however we charge for \$.25 per page for copies

Contact information (optional)*

Name:

phone number:

email address:

address:

We will respond to your request as soon as reasonably possible.

* You do not have to provide any contact information. However, if you want us to mail/email you copies of data, we will need some type of contact information. We also need contact information if we do not understand your request. We will not work on your request until we can clarify it with you.

Notice of Adoption of Model Policies

[Minnesota Statutes, section 13.025, subdivisions 2 and 3](#), require government entities to prepare written policies that relate to public access to government data, and rights of subjects of data and [Minnesota Statutes, section 13.03, subdivision 2](#), requires entities to establish procedures so that data requests are complied with appropriately and promptly.

[Minnesota Statutes, section 13.073, subd. 6](#), requires the Commissioner of Administration to prepare [model policies and procedures](#) to help government entities comply with those requirements. Entities that choose to adopt the Commissioner's model policies must notify the Commissioner. Please use the following statement to notify the Commissioner if you choose to adopt the model policies and procedures.*

Notice to Commissioner of Administration: Adoption of Model Policies

The City of Floodwood has adopted the Commissioner's Model Policy for the Public and Model Policy for Data Subjects. This notice to the Commissioner satisfies *City of Floodwood's* obligation under Minnesota Statutes, section 13.073, subdivision 6.

Corinne Suonvieri

Deputy Clerk

July 25, 2023

**Government entities may submit this notification by mail or email:*

Commissioner of Administration
c/o Data Practices Office
658 Cedar Street
Suite 320
St. Paul, MN 55155
info.dpo@state.mn.us



ORDER FORM

Client Information

Clients:	City of Floodwood	Address:	111 W. 8th Ave.
Contact Name:	Corinne (Cory) Suonvieri		Floodwood, MN
Email Address:	csuonvieri@ci.floodwood.mn.us		55736
Phone:	218-476-2751 ext 22		

Terms and Conditions

Subscription Start Date:	January 1, 2024	Payment Method:	EFT
Subscription End Date:	December 31, 2027	Auto-Renewal:	Yes

Products and Services

	<u>Year 1</u>	<u>Year 2</u>	<u>Year 3</u>	<u>Year 4</u>
Website Management (Sched. A)	\$1,995	\$2,114	\$2,240	\$2,374
Email Services	\$420	\$445	\$472	\$500
SUBTOTAL	\$2,037	\$2,559	\$3,712	\$2,874

Notes

Subscription Fee(s), are invoiced each year on the annual anniversary of this Agreement.
Fees do not include applicable Taxes.

Acceptance

Client acknowledges and agrees that this Order Form shall become legally binding, and Client shall be bound by the terms and conditions of the Catalis Terms and Conditions found at <https://govcontract.wpengine.com/saas-terms-conditions/>

Effective Date: _____

City of Floodwood

**Catalis Public Works & Citizen Engagement,
LLC**

Per: _____

Per: _____

Name: _____

Name: _____

Title: _____

Title: _____



SCHEDULE A – WEB DESIGN AND MAINTENANCE SERVICES

WEBSITE FEATURES INCLUDED	
ALL-INCLUSIVE PACKAGE:	
<i>Basic Municipal Set up Package includes hosting, design, tech support, basic municipal web applications, automatic updates, Mobile View, data backups, and all existing and new website features.</i>	
SSO	Inc.
Admin Dashboard	Inc.
Automatic Feature Updates	Inc.
Accessibility Development	Inc.
Responsive Designs	Inc.
North America Hosting	Inc.
SSL Certificates	Inc.

CITY OF FLOODWOOD

RESOLUTION NO. 20230725-001

**A RESOLUTION APPROVING THE DONATION OF
911 HICKORY STREET TO HABITAT FOR HUMANITY
FOR AFFORDABLE HOUSING**

THE CITY COUNCIL OF THE CITY OF FLOODWOOD: Does hereby resolve as follows:

WHEREAS, the City Council of the City of Floodwood has determined that the property located at 911 Hickory Street, Floodwood, Minnesota 55736, St. Louis County, Minnesota, is a blighted property which it has acquired for the purpose of abating a public nuisance, referred to herein as the “Property”, and legally described as follows:

Lot 8, Block 41, SAVANNA ADDITION TO FLOODWOOD,
according to the recorded plat thereof, St. Louis County, Minnesota.

Parcel ID No.: 125-0030-00580.

WHEREAS, the City wishes to donate the Property for abatement of the public nuisance and for use in the Habitat for Humanity program within the City to provide necessary and affordable housing, both of which serve a public purpose;

WHEREAS, Habitat for Humanity wishes to use the Property in their affordable housing program and has agreed to abate the public nuisance by removal of the mobile home and cleaning up the lot;

WHEREAS, the City Council finds that a conveyance of residential property in a residential area has no effect on the Comprehensive Plan;

WHEREAS, at least four-fifths of all members of the City Council concur in this resolution;

NOW THEREFORE, IT IS HEREBY RESOLVED that the City Council of the City of Floodwood, St. Louis County, Minnesota, adopts this resolution approving the donation of 911 Hickory Street to Habitat for Humanity as described above.

BE IT FURTHER RESOLVED, in furtherance of the foregoing, that the Mayor and City Clerk are hereby authorized to sign all documents necessary to effectuate the intent of this resolution.

Adopted by the Council this _____ day of _____, 2023.

EFFECTIVE DATE: _____

AYES

NAYS

Councilor _____

Councilor _____

Councilor _____

Approved:

Tad Farrell, Mayor

Attested by:

Melinda Felknor, City Clerk

DONATION AGREEMENT

1. **PARTIES.** This Donation Agreement (“Agreement”) is made on the _____ day of July, 2023, by and between **CITY OF FLOODWOOD**, a Municipal Corporation and political subdivision of the State of Minnesota, 111 West 8th Avenue, Floodwood, Minnesota 55736, (“Donor”), and, **HABITAT FOR HUMANITY OF MINNESOTA, INC.**, a Minnesota nonprofit corporation, 2171 University Avenue West, #200, St. Paul, Minnesota 55114-1611, (“Donee”).

WHEREAS, the City Council of the City of Floodwood has determined that the property located at 911 Hickory Street, Floodwood, Minnesota 55736, St. Louis County, Minnesota, is a blighted property which it has acquired for the purpose of abating a public nuisance, referred to herein as the “Property”, and legally described as follows:

Lot 8, Block 41, SAVANNA ADDITION TO FLOODWOOD, according to the recorded plat thereof, St. Louis County, Minnesota.

Parcel ID No.: 125-0030-00580.

WHEREAS, Donee wishes to use the Property in their affordable housing program and has agreed to abate the public nuisance by removal of the mobile home and cleaning up the lot;

WHEREAS, Donor wishes to donate the Property for abatement of the public nuisance and for use in the Habitat for Humanity program within the City to provide necessary and affordable housing, both of which serve a public purpose;

NOW THEREFORE, and in consideration of all of the above, which are hereby made a part of the following Agreement, the parties agree as follows:

2. **OFFER/ACCEPTANCE.** Donor agrees to donate the Property located at 911 Hickory Street, Floodwood, Minnesota 55736, St. Louis County, Minnesota, described above, and Donee is willing to accept Donor’s conditions for abatement of the public nuisance and to use the Property in the Habitat for Humanity affordable housing program;

3. **TERMS.** The Property shall be donated by Donor to Donee at no charge to Donee. Following closing Donor shall have no further obligations to the Property.

4. **DEED/MARKETABLE TITLE.** Donor shall deliver a Quit Claim Deed to Donee at closing, subject to the following exceptions: easements, restrictions or covenants of record, and previously reserved minerals and/or mineral rights, if any.

5. **REAL ESTATE TAXES AND SPECIAL ASSESSMENTS; PRORATIONS.** Any delinquent property taxes due and payable on the property, and any delinquent installments of special assessments certified for payment with the property taxes, shall be paid by the Donor.

6. **CONDITION OF PROPERTY; WELL/SEPTIC/UST/METH DISCLOSURE.** Donor makes no warranties as to the condition of the Property. Donor certifies to the best of Donor’s knowledge there is no water well, septic system, or underground storage tank at the Property. Donor certifies that Donor is not aware of any methamphetamine production that has occurred on the property. Donee understands and agrees that Donee is accepting the Property "AS IS" in its present physical condition, with all faults and defects of whatever kind, latent or patent, known or unknown, and without representation of warranties, express or implied, except for warranties of title as may be set forth and limited within the deed of conveyance.

7. **POSSESSION.** Donor shall deliver possession of the Property immediately upon closing.
8. **EXAMINATION OF TITLE.** No Abstract or Title Insurance will be provided by the Donor. Donee has the right to conduct Donee's own title examination prior to closing. Donee shall be deemed to have waived any title objection not made within such period, except that this shall not operate as a waiver of Donor's covenant to deliver a Quit Claim Deed. Donee shall be responsible for costs of Title Insurance.

TIME IS OF THE ESSENCE FOR ALL PROVISIONS OF THIS CONTRACT.

9. **MINNESOTA LAW.** This contract shall be governed by the laws of the State of Minnesota.
10. **CLOSING.** Closing shall be held on or before August 15, 2023 at Carlton County Abstract & Title Company in Cloquet (817 Cloquet Avenue, Cloquet, Minnesota 55720). Donee's obligations under this purchase agreement are contingent upon delivery of good title in the form of a recordable deed by the Donor. Donor shall pay all closing costs. All provisions of this Agreement shall survive closing and shall not merge with the deed.

DONEE:
Habitat for Humanity of Minnesota, Inc.

DONOR:
City of Floodwood

By: _____
Its: _____

Tad Farrell, Mayor

Melinda Felknor, City Clerk

Prepared by:
Rudy, Gassert, Yetka, Pritchett & Helwig
A Fryberger Law Firm Practice Group
813 Cloquet Avenue
Cloquet, MN 55720
(218) 879-3363 WTH:lj

(space above line reserved for recording data)

QUIT CLAIM DEED – Corporation to Corporation

STATE DEED TAX DUE HEREON: \$1.65

Date: _____, 2023

FOR VALUABLE CONSIDERATION, CITY OF FLOODWOOD, a municipal corporation and political subdivision of the State of Minnesota, Grantor, hereby conveys and quit-claims to HABITAT FOR HUMANITY OF MINNESOTA, INC., a Minnesota nonprofit corporation, 2171 University Avenue West, #200, St. Paul, Minnesota 55114-1611, Grantee, real property in St. Louis County, Minnesota, described as follows:

Lot 8, Block 41, SAVANNA ADDITION TO FLOODWOOD,
according to the recorded plat thereof, St. Louis County, Minnesota.

Parcel ID No.: 125-0030-00580.

TOGETHER WITH all hereditaments and appurtenances belonging thereto; SUBJECT TO the following exceptions: easements, restrictions or covenants of record, and previously reserved minerals and/or mineral rights, if any.

The Seller certifies that the Seller does not know of any wells on the described real property.

TOTAL CONSIDERATION FOR THIS TRANSFER IS \$3,000.00 OR LESS.

CITY OF FLOODWOOD

By: _____
Tad Farrell, Mayor

By: _____
Melinda Felknor, City Clerk

STATE OF MINNESOTA)
) ss.
COUNTY OF ST. LOUIS)

The foregoing instrument was acknowledged before me this _____ day of _____, 2023, by TAD FARRELL, the Mayor of the CITY OF FLOODWOOD, a municipal corporation and political subdivision of the State of Minnesota, on behalf of the CITY, Grantor.

Notarial Stamp or Seal (or other title/rank)

Signature of Notary Taking Acknowledgment

STATE OF MINNESOTA)
) ss.
COUNTY OF ST. LOUIS)

The foregoing instrument was acknowledged before me this _____ day of _____, 2022, by MELINDA FELKNOR, the City Clerk of the CITY OF FLOODWOOD, a municipal corporation and political subdivision of the State of Minnesota, on behalf of the CITY, Grantor.

Notarial Stamp or Seal (or other title/rank)

Signature of Notary Taking Acknowledgment
Tax statements for the real property described
in this matter should be sent to:

Habitat for Humanity
2171 University Avenue West, #200,
St. Paul, Minnesota 55114-1611

This Instrument was Drafted By:

Rudy, Gassert, Yetka, Pritchett & Helwig
A Fryberger Law Firm Practice Group
813 Cloquet Avenue
Cloquet, MN 55720
(218) 879-3363 WTH:ljj