



AGENDA

Blackduck City Council Meeting

6:00 PM - Monday, November 9, 2020
City Hall, 8 Summit Drive, Blackduck MN

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1. CALL TO ORDER	
a. Roll Call	
b. Pledge of Allegiance	
2. APPROVAL OF AGENDA	
3. CONSENT AGENDA	
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5.	REPORTS OF COMMITTEES AND CITY STAFF	
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- e. Item for Consideration - Condemnation Process on Commercial Building(s) - 53 - 58
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- g. 2020 Performance Appraisal Process - November - December 2020
- h. November 11, 2020 - City Hall Closed - Observance of Veteran's Day
- i. November 13, 2020 6pm - Blackduck Certification of 2020 Municipal Election
- j. November 18, 2020 Noon - Blackduck Chamber of Commerce Meeting - Restaurant 71
- k. November 18, 2020 2pm - Blackduck Planning Commission Meeting
- l. November 23, 2020 6pm - Blackduck City Council Work Session
- m. November 26 & 27, 2020 - Blackduck City Hall Closed in Observance of Thanksgiving Holiday
- n. December 7, 2020 6pm - Blackduck City Council Regular Meeting
- o. December 7, 2020 6:15pm - Blackduck City Truth in Taxation Presentation -
- 7. MAYOR AND/OR COUNCIL MEMBER REPORTS
- 8. COMMUNITY EVENTS/GOOD THINGS HAPPENING
 - a. [Employee Anniversary](#)
 Jon Holliday - Fire Department 2012 - November 5, 2020
 Festus Rockensock - Fire Department 2005 - November 10, 2020
 Jace Grangruth - Police Department 2017 - November 15, 2020
 Brian Larson - Fire Department 2003 - December 1, 2020
 Lee Anderson - Police Department 2017 - December 4, 2020
- 9. ADJOURNMENT



MINUTES

Council Meeting

6:00 PM - Monday, October 5, 2020
City Hall, 8 Summit Drive, Blackduck MN

The Council of the City of Blackduck was called to order on Monday, October 5, 2020, at 6:00 PM, in the City Hall, 8 Summit Drive, Blackduck MN, with the following members present:

COUNCILORS PRESENT: Councilor Jason Kolb, Mayor Maxwell Gulette, Councilor Sheldon Ostlund, and Councilor Nicholas Seitz

COUNCILORS EXCUSED:

STAFF PRESENT: City Administrator Christina Regas, Police Chief Jace Grangruth, Golf Course Manager Jim Andersen, Assistant Liquor Store Manager Melissa Gulette, Liquor Store Manager Shawnda Lahr, and Librarian Kelly Hanks

OTHERS PRESENT: Jennifer Parker

1. CALL TO ORDER

- a. Roll Call
Regas took roll call of the board others present.
- b. Mayor Gulette called the meeting to order at 6:00pm.
- c. Pledge of Allegiance
Mayor Gulette led the meeting in the pledge of allegiance.

2. APPROVAL OF AGENDA

- a.

Sheldon Ostlund moved to approve the agenda with the addition of an invoice to the September Bill Batch in the consent agenda from Fredricks Repair Jason Kolb seconded the motion.

Carried 3 to 0

Jason Kolb	For
Maxwell Gulette	For
Sheldon Ostlund	For

3. APPOINTMENT OF CITY COUNCIL MEMBER NICHOLAS SEITZ

- a. Council Consideration - Resolution 2020-31 - Resolution appointing Nicholas Seitz to serve the term of the vacant council member seat through December 31, 2020; or when the 2020 General Election results have been finalized

Maxwell Gulette moved to approve Resolution 2020-31 Jason Kolb seconded the motion.

Carried 3 to 0

Jason Kolb	For
Maxwell Gullette	For
Sheldon Ostlund	For

- b. Oath of Office - Swearing in Councilor Nicholas Seitz
Administrator Regas swore in City Councilor Nicholas Seitz

4. CONSENT AGENDA

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

- a. September 8, 2020 Blackduck City Council Meeting Minutes
- b. September 14, 2020 Blackduck City Council Public Hearing Meeting Minutes
- c. September 16, 2020 Blackduck Golf Board Meeting Minutes
- d. September 17, 2020 Kitchigami Regional Library Board Meeting Packet includes July 2020 Meeting Minutes
- e. Kitchigami Regional Library Financial Statements for 2019
- f. September 21, 2020 Blackduck City Council Work Session Minutes
- g. September 28, 2020 Blackduck City Council Special Meeting Minutes
- h. September 2020 Fund Balance Report & CARES Funding Transfers to City Departments
- i. September 2020 Bill Batch Report
- j. September 2020 Sewer Income Statement
- k. September 2020 Water Income Statement
- l. September 2020 Pine Tree Park Income Statement
- m. September 2020 Golf Course Income Statement
- n. September 2020 Liquor Store Income Statement
- o. August 2020 Lawful Gambling Report from the Blackduck Firemen's Relief
- p. Final Approval - October Full Time new hires
- q. Final Approval - Contract with HRDC to provide COVID Business Assistance Program
- r. Final Approval - 2021 Waste Management Service Agreements for The Pond, Pine Tree Park, and Blackduck Golf Course
- s. Final Approval - Use of Deadly Force Police Policy - MN Statute 626.8452 - Updated
- t. Final Approval - State Police Aid 2020
- u. Final Approval - Ehlers Potential Refunding of Existing Bonds - September 30, 2020 - City of Blackduck
- v. Final Approval - CARES Funding Report for City of Blackduck - September
- w. Final Approval - Blackduck Floral & Gifts Revolving Loan Payoff - October 1, 2020

Maxwell Gullette moved to approve the consent agenda with the addition of the Fredricks Repair invoice to the September Bill Batch and the revision of the Golf Meeting Minutes from September 16, 2020 to include Mayor Gullette in the attendance Jason Kolb seconded the motion.

Carried 3 to 0

Jason Kolb For
Maxwell Gullette For
Sheldon Ostlund For

x.

5. BLACKDUCK FORUM

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

a. No one present to speak on behalf of the Blackduck Forum.

6. REPORTS OF COMMITTEES AND CITY STAFF

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

6.1.1. Tentative Closing Date Campground - October 11, 2020

6.1.2. no report submitted.

6.2. LIQUOR STORE REPORT - SHAWNDA LAHR, LIQUOR STORE MANAGER

6.2.1. Lahr had no updates to report.

6.3. LAW ENFORCEMENT REPORT - JACE GRANGRUTH, POLICE CHIEF

6.3.1. Chief Grangruth had no updates to report.

6.4. FIRE DEPARTMENT REPORT - BRIAN LARSON, FIRE CHIEF

6.4.1. Chief Larson provided no report.

6.5. GOLF COURSE REPORT - JIM ANDERSEN, GOLF COURSE SUPERINTENDENT & PAM EXNER, CLUB HOUSE MANAGER

6.5.1. Andersen was present to report the greens have been aerated which is ahead of schedule and with the weather unseasonably warm the course could stay open for a few more weeks. Andersen reported the irrigation system would be blown out close to the closing date. Andersen further reported on year to date rounds of golf played for the 2020 season. Andersen reported the seeding of the property around the cart shed was almost complete. Nothing further.

6.6. LIBRARY REPORT - KELLY HANKS, HEAD LIBRARIAN

6.6.1. October 20, 2020 @ 6pm Blackduck Library Board Meeting

6.6.2. Hanks provided an update on the traffic at the library. Hanks stated traffic is up since they opened and the branch is returning to regular hours beginning October 6, 2020. Hanks stated their headquarters was concerned for having enough cleaning supplies to open but once understood the City of Blackduck would assist then that was allowed. Hanks stated the part-time librarian has been replaced by a new person. Hanks stated the summer reading program is over and there were 31 kids sign up which was outstanding. Hanks further stated Trunk or Treat 2020 was moving forward and there was a need for the

restrooms at the Wayside being open. Regas recommended Hanks speak to Schwanke regarding the restrooms or consider renting a port-a-john which the City CARES funding could assist to fund. Mayor Gullette requested Regas add the Library back deck and from ramp to the October work session. Nothing further.

7. ADMINISTRATOR'S REPORT

- a. Approval Needed - Resolution 2020-29 - Resolution approving an assessment for past due utility charges

Councilor Kolb asked Regas if the assessed amounts include any administration time. Regas stated no the time was minimal by her department and no additional fees are included in the assessed amounts.

Jason Kolb moved to approve Resolution 2020-29 Sheldon Ostlund seconded the motion.

Carried 3 to 0

Jason Kolb	For
Maxwell Gullette	For
Sheldon Ostlund	For

- b. Approval Needed - Memorandum of Understanding between Blackduck Stumpjumpers and City of Blackduck - official assurance land being acquired for use and will be immediately available for use to the public for no less than twenty (20) years.

Councilor Kolb asked to have confirmation the parking lot would not be used for long term storage in the summer and that the parking lot and club would abide by Blackduck City Ordinances. Regas confirmed and further stated the Blackduck Planning Commission met with the club and agreed upon the construction of the lot and location. Councilor Ostlund asked if the parking lot would be for weekend parking only. Regas stated the intent of the parking lot was as a starting point for snowmobilers using it for a place to park to travel to another destination which could be up to a week at a time. Councilor Kolb stated his concern for wanting the parking to only be where the lot is built. Hearing no further discussion a vote on the motion was requested.

Sheldon Ostlund moved to approve the MOU between the City of Blackduck and the Blackduck Stumpjumpers Nicholas Seitz seconded the motion.

Carried 4 to 0

Sheldon Ostlund	For
Jason Kolb	For
Maxwell Gullette	For
Nicholas Seitz	For

- c. Donation Request - Blackduck Art and History Center Liability Insurance

Jason Kolb moved to approve the donation request in the amount of \$813.08 to the Blackduck History and Art Center to assist with the liability insurance from the Liquor Rent Fund Sheldon Ostlund seconded the motion.

Carried 4 to 0

Jason Kolb	For
Maxwell Gullette	For
Sheldon Ostlund	For
Nicholas Seitz	For

- d. October 9, 2020 2-5pm & October 10, 2020 10-1pm - Blackduck Equity Training
Regas reminded the City Council of the Equity Awareness Training.
- e. October 19, 2020 6pm - Blackduck City Council Work Session
- f. November 3, 2020 - General Election Polls open 7am - 8pm
Mayor Gullette requested Regas add the MN State Election website be linked to the City website to assist voters find how to vote and where to register.
- g. November 9th, 2020 6pm - Blackduck City Election Canvass Board (before regular council meeting)
- h. November 9, 2020 @ 6pm - Blackduck City Council Regular Meeting
- i. November 11, 2020 - Veteran's Day - Government Offices Closed

8. MAYOR AND/OR COUNCIL MEMBER REPORTS

- a. There were no questions or reports form the Blackduck City Council

9. COMMUNITY EVENTS/GOOD THINGS HAPPENING

- a. October 25, 2020 - Blackduck Chamber of Commerce Bingo Event
- b. October 14, 2020 11am - Blackduck Development Corporation Meeting - City Hall
- c. October 21, 2020 @ Noon - Blackduck Chamber of Commerce Meeting - Hungry Duck Restaurant
- d. October 21, 2020 2pm - Blackduck Planning Commission Meeting - City Hall

10. ADJOURNMENT

- a.

Jason Kolb moved to adjourn the meeting at 7:45pm Sheldon Ostlund seconded the motion.

Carried 4 to 0

Jason Kolb	For
Maxwell Gullette	For
Sheldon Ostlund	For
Nicholas Seitz	For

City Administrator, Christina Regas

Maxwell Gullette, Mayor



MINUTES

Council - Work Session Meeting

6:00 PM - Monday, October 19, 2020
Zoom Meeting

The Council - Work Session of the City of Blackduck was called to order on Monday, October 19, 2020, at 6:00 PM, in the City Hall, 8 Summit Drive, Blackduck MN, with the following members present:

COUNCILORS PRESENT: Councilor Jason Kolb, Mayor Maxwell Gullette, Councilor Sheldon Ostlund, and Councilor Nicholas Seitz

COUNCILORS EXCUSED:

STAFF PRESENT: City Administrator Christina Regas, Public Works Supervisor Mike Schwanke, and Club House Manager Pam Exner

OTHERS PRESENT: Gail Levenson and Curt Meyer, Widseth

1 CALL TO ORDER

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

2 APPROVAL OF AGENDA

- a)

Jason Kolb moved to approve the agenda as presented Sheldon Ostlund seconded the motion.

Carried 4 to 0

Jason Kolb	For
Maxwell Gullette	For
Sheldon Ostlund	For
Nicholas Seitz	For

3 OLD BUSINESS

- a) City Building Remodeling & Rebuilding
Regas presented an updated on the process for the City Building Remodeling and Rebuilding announcing the petition time frame has past and there were no petitions against the project. Meyer reported on the next steps of the process. Meyer stated the programming stage can now begin with Stephen Rose and recommended a contract be drafted with Widseth and a schedule for review at the regular November meeting. Meyer recommended the City form 2 committees for the projects one for the public works/law enforcement building and one for the liquor store. Regas recommended setting those committees at the work session. Mayor Gullette

requested Schwanke be on both committees. Meyer further recommended there not be a quorum of the council on those committees. Regas recommended Schwanke, Grangruth and request Councilor Kolb be part of the public works / law enforcement building committee and Lahr, Melissa Gullette and Councilor Seitz be on the liquor remodel committee and that Regas would attend both.

Levenson emphasized the bonding for the project will need to begin and requested feedback if anyone had started the process. Regas stated she would validate with Todd Hagen from Ehlers the process has started. Regas stated she will request Hagen be present to the November 9 regular council meeting.

Regas asked Meyer if construction could begin in 2021. Meyer stated it is possible for bidding and work to begin in Summer of 2021. No further questions.

b) Golf Course Cart Shed

Regas reported the shed exterior work is complete and final budget expenses will be reported at the November 9 regular meeting. Regas further stated she will report what the debt payment for the shed will be in 2021. Councilor Kolb asked if the payment is annual. Regas confirmed and further stated she will consult the resolution approving the debt payment start date. Mayor Gullette asked if the irrigation lines will be blown out this week. Schwanke stated the plan was to complete the lines on Friday, October 23. Nothing further.

c) Public Works Truck

Schwanke reported the trucks are being built on November 2 and then once shipped and equipped by United Truck Body tentative delivery would be mid-November. Councilor Kolb asked if the trucks would be decaled before delivery. Schwanke stated the decals would happen after delivery.

d) Council Vacancy

Nothing to report at this time.

e) Blackduck Hot Water AIS Station

Nothing to report at this time.

f) CARES Funding Updates

Regas reported the Blackduck Business assistance approved 3 grants to local businesses and there is enough of the committed funding to do a second round of grants before the deadline. Regas further stated from her review of the spending of the City funds she is confident all the funds will be used by the November 15, 2020 deadline.

4 NEW BUSINESS

a) Blackduck Library Deck and Front ADA access

Mayor Gullette stated the library deck and front ramp needs repairs and upgrades to be ADA compliant. Regas asked if there is a design and cost estimate decided on. Gullette stated not at this time but there needs to be some consideration by the City for necessary upgrades. Gullette stated the current decking was put on by volunteers and is not to ADA standards. Councilor Ostlund asked how often the back deck is used in the winter time. Councilor Seitz stated the back deck is used as an emergency exit and should have consideration for repairs. Gullette stated there is a Library Board meeting Tuesday and he will make a point to the board that when it is updated it will be up to code 100%. Regas recommended involving the library board first and then go from there. Schwanke stated he will have his team look at the front ramp for updates to get through the winter and then focus on it in 2021.

b) Resolution 2020-01 Revision - Annual appointments and designations for 2020

Mayor Gullette recommended making no further appointment and designation changes until after the general election. Councilor Kolb agreed.

c) Local Sales Tax - 2021 Legislative Process

Regas reported to the council how the new process for approving local sales tax changed in 2019 and that Blackduck missed the deadline in January 2020 to have the consideration for a local sales tax on the 2020 general election ballot. Regas further stated the need to start the process for the next general election which would be 2022 now if the City wishes to have an opportunity to consider it. Mayor Gullette recommended approving the resolution and moving forward with the local sales tax. Nothing further.

- d) Blackduck Ordinance §1120 Beer, Wine & Liquor Licensing - update for 3.2% liquor
Regas brought the current City Ordinance to the council for amendment consideration. Regas reminded the council the status of 3.2% liquor in the state and how it may expire in the next year. Regas further stated the Blackduck Bowling alley if 3.2% alcohol expired would have only the option of an intoxicating liquor license for their business. Regas further stated the state statute does allow cities to issue strong beer and wine licenses to bowling alleys without liquor but the Blackduck Ordinance does not allow. Mayor Gullette asked if the owner of the bowling alley specifically asked the City to amend. Regas stated the owner did not request it specifically but that the owner did ask for other options for the business. Councilor Kolb asked if the owner's view on not providing hard liquor had changed. Regas stated no it had not but the owner would want to have another option between 3.2% or wine and then intoxicating liquor. Kolb asked if the City can provide for another type of license that is 'in-between'. Regas stated yes. Gullette asked how many years has 3.2% been 'going-away'. Regas could not comment on the time but could state that even Beltrami County was aware of how that will affect some local businesses. Kolb asked if the City moved forward and amended the ordinance would the owner have to apply for another license after receiving the 3.2% license. Regas confirmed. Kolb recommended the City move forward with the amendments. Regas stated her department will begin working with the City Attorney on the new language and then present a fee for a new license option. Nothing further.
- e) City Hall Access to the Public
Mayor Gullette requested an update from Regas on access to City Hall from her department. Regas stated her staff can return to City Hall on Wednesday, October 21 at which point she and staff will deep clean the interior building so it is safe for the public and the upcoming election. Regas stated her concern for keeping City Hall closed to the public after Friday October 23. Kolb asked if Schwanke is comfortable being in the building. Schwanke stated he is comfortable with the plan and to not be in the building. Regas stated that no one has been in city hall at the work stations and the time the virus can live on surfaces there should be a low risk to others. Gullette stated that he is ok keeping city hall closed as long as by the election on November 3, 2020 the residents have access. Nothing further.
- f) Blackduck Police Department FT Officer vacancy
Regas spoke on behalf of Chief Grangruth stating Officer Jespersen did not have an official offer from another department until after the regular council meeting. Regas further stated withholding this information regarding a vacancy from the city was without malice or desete. Regas stated the police chief requested to start an eligibility list for additional part-timer officers earlier in the month. Councilor Kolb stated his only concern was that he found out about the vacancy in the paper and it caught him off-guard. Regas stated the timing was not good for the police department and the vacancy to involve the council as the police chief was also subject to quarantine also. Nothing further.
- g) Street Lighting update -
Schwanke provided an update on the 2020 street lighting updates and an update on the MnDot light on Hwy 71 and CSAH 30.

5 ADJOURNMENT

a)

Jason Kolb moved to adjourn the meeting at 7:15pm Sheldon Ostlund seconded the motion.

Carried 4 to 0

Jason Kolb	For
Maxwell Gullette	For
Sheldon Ostlund	For
Nicholas Seitz	For

Christina Regas, City Administrator

Maxwell Gullette, Mayor

November 9, 2020

FUND	Deerwood Checking BEGINNING BALANCE	Bill Report through 11/09/2020	Deerwood Checking ENDING BALANCE	Deerwood First Preferred Savings BEGINNING BALANCE	Deerwood First Preferred Savings Bill Report through 11/09/2020	Deerwood First Preferred Savings ENDING BALANCE	Total Balance of all Accounts
GENERAL	\$118,180.27	\$48,196.58	\$69,983.69	\$61,352.91	\$0.00	\$61,352.91	
POLICE RESTRICTED CASH	\$11,129.09	\$0.00	\$11,129.09	\$0.00	\$0.00	\$0.00	
CEMETERY	\$1,563.30	\$894.30	\$669.00	\$2,207.99	\$0.00	\$2,207.99	
PERPETUAL CARE	\$8,656.50	\$0.00	\$8,656.50	\$53,418.01	\$0.00	\$53,418.01	
SEWER MAINTENANCE	\$0.00	\$0.00	\$0.00	\$59,380.95	\$0.00	\$59,380.95	
SEWER REPLACE.	\$0.00	\$0.00	\$0.00	\$28,724.33	\$0.00	\$28,724.33	
SCDP REVOLVING LOAN FUND	\$0.00	\$0.00	\$0.00	\$23,794.69	\$0.00	\$4,127.08	
FIRE DEPT RESERVE (TruckFund)	\$0.00	\$0.00	\$0.00	\$257,421.42	\$0.00	\$257,421.42	
PINE TREE PARK	\$63,820.07	\$3,948.08	\$59,871.99	\$0.00	\$0.00	\$0.00	
WATER SINKING FUND	\$0.00	\$0.00	\$0.00	\$150,162.68	\$0.00	\$150,162.68	
PUBLIC WORKS RESERVE FUND	\$0.00	\$0.00	\$0.00	\$12,824.90	\$0.00	\$12,824.90	
Fire Dept Special Equip Fund	\$203,550.44	\$0.00	\$203,550.44	\$26,258.48	\$0.00	\$26,258.48	
2018 Revolving Loan Fund (NEW)	\$0.00	\$0.00	\$0.00	\$100,516.41	\$0.00	\$100,516.41	
2006 GO BOND (307)	\$38,157.94	\$0.00	\$38,157.94	\$33,368.75	\$0.00	\$33,368.75	
2009A Refunding Bond (309)	\$42,848.28	\$0.00	\$42,848.28	\$13,942.37	\$0.00	\$13,942.37	
2011 Industrial Lane IntraLoan (311)	\$8,084.39	\$0.00	\$8,084.39	\$0.00	\$0.00	\$0.00	
2014A Disposal System Loan (314)	\$21,354.73	\$0.00	\$21,354.73	\$0.00	\$0.00	\$0.00	
2017A Disposal System Project/Sum/Main	\$33,281.20	\$0.00	\$33,281.20	\$0.00	\$0.00	\$0.00	
2017A Disposal Sys Loan (317)	\$16,790.24	\$0.00	\$16,790.24	\$0.00	\$0.00	\$0.00	
2017 PFA Debt Sys Bond Debt Service (320)	\$39,719.86	\$0.00	\$39,719.86	\$0.00	\$0.00	\$0.00	
2018 Frontage/Pine Ave Internal Loan (325)	\$2,574.10	\$0.00	\$2,574.10	\$0.00	\$0.00	\$0.00	
TAX INCREMENT FINANCING (376)	\$91,506.07	\$0.00	\$91,506.07	\$0.00	\$0.00	\$0.00	
WATER FUND	\$231,084.36	\$6,371.30	\$224,713.06	\$0.00	\$0.00	\$0.00	
SEWER FUND	\$116,349.09	\$7,940.68	\$108,408.41	\$0.00	\$0.00	\$0.00	
LIQUOR FUND	\$345,111.55	\$95,085.51	\$250,026.04	\$0.00	\$0.00	\$0.00	
LIQUOR RENT FUND	\$24,983.22	\$0.00	\$24,983.22	\$0.00	\$0.00	\$0.00	
GOLF COURSE	(\$115,147.90)	\$6,468.61	(\$121,616.51)	\$0.00	\$0.00	\$0.00	
Total:	\$1,303,596.80	\$168,905.06	\$1,134,691.74	\$823,373.89	\$0.00	\$823,373.89	\$1,958,065.63

Transfer Recommended: CARES Funding to allocate through 11/09/2020

Fund Transfer from:	Fund transfer to:	Reason:	Amount of Transfer:
DW General Fund	DW Cemetery Fund	CARES Funding	\$67.66
DW General Fund	DW Pine Tree Park Fund	CARES Funding	\$235.28
DW General Fund	DW Water Fund	CARES Funding	\$900.44
DW General Fund	DW Wastewater Fund	CARES Funding	\$908.96
DW General Fund	DW Liquor Fund	CARES Funding	\$596.26
DW General Fund	DW Golf Fund	CARES Funding	\$120.00
Total Enterprise Funds:			\$2,525.66
Total CARES Funding Transferred:			\$2,525.66

Transfer Recommended:

Fund Transfer from:	Fund transfer to:	Reason:	Amount of Transfer:
DW Checking - Pine Tree Park	DW Reserve Fund - Pine Tree Park	Budgeted Depreciation	\$5,000.00
DW Checking - Liquor Store	DW General Fund -	Budgeted Depreciation	\$20,000.00

CITY OF BLACKDUCK

Monthly Bills

October 2020

Check Name	Amount		Amount
Fund 101 GENERAL FUND		JUELSON PLUMBING & HEATING	\$150.00
Marco Technologies LLC	\$73.99	LMCIT INSURANCE TRUST	\$1,892.22
ALEX AIR APPARATUS	\$450.00	NORTH STAR ELECTRIC	\$1,250.00
AMERIPRIDE LINEN & APPAREL	\$74.71	NORTHWOODS LUMBER CO	\$130.02
BELTRAMI COUNTY-AUDITOR/TREAS.	\$2,386.97	QUILL CORPORATION	\$43.99
BELTRAMI ELECTRIC COOP	\$2,250.37	WASTE MANAGEMENT OF WI-MN	\$12.89
BLACKDUCK AUTO PARTS, INC	\$78.63	Fund 209 PINE TREE PARK FUND	\$3,948.08
BLACKDUCK CO-OP	\$220.50	Fund 601 WATER FUND	
BLACKDUCK FAMILY FOODS	\$17.87	BELTRAMI COUNTY-AUDITOR/TREAS.	\$210.00
CARDMEMBER SERVICE -DEERWOOD B	\$1,223.68	BELTRAMI ELECTRIC COOP	\$1,006.77
EVOLVE CREATIVE LLC	\$235.00	Gopher State One Call	\$7.42
FORUM COMMUNICATIONS CO	\$255.24	Hawkins, Inc	\$1,279.00
GRAYBAR	\$1,978.50	LMCIT INSURANCE TRUST	\$2,093.14
HRDC	\$800.00	QUILL CORPORATION	\$32.47
JOHN DEERE CREDIT	\$976.38	WIDSETH SMITH NOLTING & ASSOC	\$1,742.50
KITCHIGAMI REGIONAL LIBRARY	\$8,247.00	Fund 601 WATER FUND	\$6,371.30
LMCIT INSURANCE TRUST	\$17,800.52	Fund 602 SEWER FUND	
NORTHWOODS LUMBER CO	\$12.66	BELTRAMI COUNTY-AUDITOR/TREAS.	\$210.00
PAUL BUNYAN COMMUNICATIONS	\$467.53	BELTRAMI ELECTRIC COOP	\$1,980.23
QUILL CORPORATION	\$272.35	Gopher State One Call	\$7.43
RATWIK, ROSZAK & MALONEY, P.A.	\$1,035.89	LMCIT INSURANCE TRUST	\$3,769.77
ROGER'S TWO WAY RADIO	\$265.32	PAUL BUNYAN COMMUNICATIONS	\$35.05
RUDY PATCH	\$35.96	RMB ENVIRONMENTAL LABORATORIES	\$127.00
SANFORD OCCUPATIONAL MEDICINE	\$48.00	TIMBERLINE SPORTS, INC	\$68.70
TIM FREEMAN	\$400.00	WIDSETH SMITH NOLTING & ASSOC	\$1,742.50
TIMBERLINE SPORTS, INC	\$391.53	Fund 602 SEWER FUND	\$7,940.68
TODAVICH ELECTRIC, INC	\$939.95	Fund 609 MUNICIPAL LIQUOR FUND	
TOWNSHIP AND RANGE, LLC	\$4,553.20	AMERIPRIDE LINEN & APPAREL	\$523.47
ULIMATE SAFETY CONCEPTS, INC	\$196.36	BELTRAMI COUNTY SOLID WASTE	\$566.98
VAN IWARRDEN ASSOCIATES	\$2,250.00	BELTRAMI COUNTY-AUDITOR/TREAS.	\$310.00
VERIZON WIRELESS	\$258.47	BELTRAMI ELECTRIC COOP	\$2,010.47
Fund 101 GENERAL FUND	\$48,196.58	BEMIDJI COCA-COLA	\$190.40
Fund 201 CEMETERY FUND		BERNATELLOS	\$598.75
BLACKDUCK AUTO PARTS, INC	\$582.06	BERNICK	\$5,771.68
LMCIT INSURANCE TRUST	\$312.24	Bernick Companies	\$4,528.37
Fund 201 CEMETERY FUND	\$894.30	BLACKDUCK CO-OP	\$943.25
Fund 209 PINE TREE PARK FUND		BLACKDUCK FAMILY FOODS	\$2,360.77
ACME Tools	\$89.59	Breakthru Beverage	\$2,179.41
BELTRAMI COUNTY SOLID WASTE	\$141.75	CARDMEMBER SERVICE -DEERWOOD B	\$21.52
BELTRAMI ELECTRIC COOP	\$197.57	D & D BEVERAGE BRAIN	\$729.60
BLACKDUCK AUTO PARTS, INC	\$23.94	DICK DISTRIBUTING	\$14,723.15
BLACKDUCK CO-OP	\$16.11	FORESTEDGE WINERY	\$252.00

Check Name	Amount		
GUARDIAN PEST CONTROL	\$85.51	WASTE MANAGEMENT OF WI-MN	\$3.76
HEGGIES PIZZA LLC	\$500.85	Fund 613 GOLF COURSE	\$6,468.61
HEIM HANDCRAFTED LOG HOMES INC	\$6,800.00		
HENRYS	\$2,352.85		
JOHNSON BROTHERS LIQUOR CO.	\$7,625.44		
LMCIT INSURANCE TRUST	\$7,311.86		
MELISSAS CLEANING	\$828.00		
MIKINNON CO., INC	\$12,501.05		
MMBA (MN MUNICIPAL BEVERAGE)	\$1,200.00		
MN DEPT OF PUBLIC SAFETY ALCOH	\$20.00		
MTI Distributing	\$194.77		
NEI BOTTLING INC	\$614.07		
NORTHWOODS ICE, INC	\$130.20		
NORTHWOODS LUMBER CO	\$19.31		
OLD DUTCH	\$233.70		
PAUL BUNYAN COMMUNICATIONS	\$293.50		
Phillips Wine and Spirits	\$4,631.95		
QUILL CORPORATION	\$199.00		
REINHART FOODSERVICE LLC	\$3,378.56		
ROPP SEAMLESS GUTTER	\$215.00		
Southern Glazer's of MN	\$3,505.38		
TOTAL TAP SERVICES	\$68.00		
US FOODS	\$6,349.00		
WASTE MANAGEMENT OF WI-MN	\$247.60		
WINE MERCHANTS	\$70.09		
Fund 609 MUNICIPAL LIQUOR FUN	\$95,085.51		
Fund 613 GOLF COURSE			
ACME Tools	\$89.58		
AMERIPRIDE LINEN & APPAREL	\$85.08		
BELTRAMI COUNTY SOLID WASTE	\$53.16		
BELTRAMI COUNTY-AUDITOR/TREAS.	\$210.00		
BELTRAMI ELECTRIC COOP	\$341.88		
BLACKDUCK AUTO PARTS, INC	\$13.95		
BLACKDUCK CO-OP	\$66.42		
CARDMEMBER SERVICE -DEERWOOD B	\$65.01		
LMCIT INSURANCE TRUST	\$2,744.25		
NEI BOTTLING INC	\$77.50		
NORTHWOODS LUMBER CO	\$82.15		
P.A. JONES LLC	\$935.16		
PAUL BUNYAN COMMUNICATIONS	\$154.87		
Randy Pauly	\$120.00		
RIVARDS TURF AND FORAGE	\$1,161.26		
SANFORD OCCUPATIONAL MEDICINE	\$48.00		
TESSMAN SEED COMPANY	\$170.94		
TIMBERLINE SPORTS, INC	\$45.64		

Check Name	Amount
	\$168,905.06

Sewer]

Year to Date Income Statement thru 10/31/2020

Sewer Operating Revenue:		Budget
Reimbursements	\$634.29	\$0.00
Insurance Proceeds	\$6,675.00	\$750.00
Interest Earnings	\$1,146.08	\$0.00
Sewer Sales	\$159,322.47	\$179,485.00
Farm Lease Agreement Revenue	\$6,098.00	\$6,098.00
COVID CARES FUNDING	\$4,725.96	\$0.00
Swr Penalty	\$1,233.22	\$1,500.00
Charges for Service	\$2,925.00	\$1,000.00
Total Sewer Revenues	\$182,760.02	\$188,833.00

Sewer Operating Expenditures:		Budget	Remaining
Full-Time Employees Regular	\$57,726.73	\$66,492.00	\$8,765.27
Part-Time Employees	\$727.59	\$672.00	(\$55.59)
PERA	\$4,347.36	\$4,925.00	\$577.64
FICA	\$4,410.50	\$5,023.00	\$612.50
Employer Paid Health	\$11,425.77	\$13,971.00	\$2,545.23
Office Supplies (GENERAL)	\$13.48	\$200.00	\$186.52
Electricity	\$18,315.80	\$16,500.00	(\$1,815.80)
Training and Instruction	\$0.00	\$500.00	\$500.00
Operating Supplies (GENERAL)	\$357.42	\$500.00	\$142.58
Motor Fuels	\$1,160.25	\$1,750.00	\$589.75
Lubricants and Additives	\$46.62	\$500.00	\$453.38
Repairs/Maint Supply	\$402.01	\$1,000.00	\$597.99
Equipment Parts	\$0.00	\$0.00	\$0.00
Tires	\$0.00	\$0.00	\$0.00
Merchandise Resale	\$0.00	\$0.00	\$0.00
Building Repair Supply	\$0.00	\$0.00	\$0.00
Utility Maint Supply	\$0.00	\$0.00	\$0.00
Small Tools	(\$0.41)	\$600.00	\$600.41
Auditing and Acc't	\$3,500.00	\$3,500.00	\$0.00
Engineering fees	\$9,663.76	\$4,000.00	(\$5,663.76)
Chemicals and Chem Products	\$0.00	\$0.00	\$0.00
Testing/Analysis	\$773.00	\$1,000.00	\$227.00
Other Professional Services	\$3,333.00	\$1,500.00	(\$1,833.00)
Telephone	\$244.80	\$500.00	\$255.20
Postage	\$420.50	\$500.00	\$79.50
Travel Expense	\$128.65	\$750.00	\$621.35
Other Printing/Binding	\$0.00	\$0.00	\$0.00
Freight and Express	\$0.00	\$0.00	\$0.00
Legal Notices/Publications	\$0.00	\$0.00	\$0.00
General Liability Insurance	\$1,969.44	\$2,000.00	\$30.56
Property Insurance	\$3,136.00	\$1,500.00	(\$1,636.00)
Other Insurance	\$0.00	\$0.00	\$0.00
Automotive Insurance	\$0.00	\$0.00	\$0.00
Workers Compensation	\$2,444.03	\$2,500.00	\$55.97
Unemployment Paid	\$0.00	\$0.00	\$0.00
State Connection Fee	\$0.00	\$0.00	\$0.00
Repairs/Maint Building	\$0.00	\$0.00	\$0.00
Repairs/Maintenance Structure	\$7,001.65	\$10,000.00	\$2,998.35
Repairs/Maintenance Machinery	\$165.95	\$0.00	(\$165.95)
Dues and Subscriptions	\$4,480.74	\$3,500.00	(\$980.74)
Interfund transfer	\$1,283.00	\$0.00	(\$1,283.00)
Medical Fees	\$16.00	\$0.00	(\$16.00)
Other Equipment (irrigator)	\$13,625.00	\$6,700.00	(\$6,925.00)
Total Sewer Expenditures	\$151,118.64	\$150,583.00	(\$535.64)

		Budget	Remaining
2019 Micro Loan Principal	\$3,000.00	\$10,000.00	\$7,000.00
2019 Micro Loan Interest	\$0.00	\$1,877.50	\$1,877.50
Debt Srv Principal 2014 Go Bond	\$3,000.00	\$3,000.00	\$0.00
Depreciation/Capital Outlay	\$25,000.00	\$25,000.00	\$0.00
Total	\$31,000.00	\$39,877.50	\$8,877.50

Net Total **\$641.38** **\$190,460.50** **\$8,341.86**

Water Fund

Year to Date Income Statement thru 10/31/2020

Water Operating Revenue:	Budget:	
Water Meter Sales	\$0.00	\$0.00
Health Dept Charges	\$1,789.82	\$2,994.00
Penalties and Interest	\$0.00	\$2,000.00
Water Sales	\$171,481.12	\$216,473.00
Water Connect/Reconnect Fee	\$979.48	\$1,000.00
Water Penalty	\$1,318.22	\$1,750.00
COVID CARES FUNDING	\$3,553.44	\$0.00
Interest Earnings	\$2,391.90	\$0.00
Reimbursements	\$555.12	\$0.00
Total Water Revenues	\$182,069.10	\$224,217.00

Water Operating Expenditures:	Year to Date	Budget	Remaining
Full-Time Employees Regular	\$52,289.29	\$61,965.00	\$9,675.71
Full-Time Employees OT	\$2,600.93	\$1,500.00	(\$1,100.93)
Part-Time Employees	\$4,186.50	\$1,344.00	(\$2,842.50)
PERA	\$4,177.88	\$4,748.00	\$570.12
FICA	\$4,459.54	\$4,843.00	\$383.46
Employer Paid Health	\$10,942.19	\$13,400.00	\$2,457.81
Office Supplies (GENERAL)	\$21.00	\$300.00	\$279.00
Printed Forms	\$0.00	\$0.00	\$0.00
Electricity	\$11,265.91	\$11,000.00	(\$265.91)
Computer Supplies	\$0.00	\$0.00	\$0.00
Training and Instruction	\$0.00	\$750.00	\$750.00
Operating Supplies (GENERAL)	\$3,076.07	\$1,600.00	(\$1,476.07)
Cleaning Supplies	\$0.00	\$0.00	\$0.00
Motor Fuels	\$951.74	\$1,000.00	\$48.26
Lubricants and Additives	\$0.00	\$0.00	\$0.00
Chemicals	\$0.00	\$0.00	\$0.00
Chlorine	\$5,012.09	\$7,000.00	\$1,987.91
Fluoride	\$0.00	\$1,000.00	\$1,000.00
Repairs/Maint Supply	\$58.47	\$0.00	(\$58.47)
Equipment Parts	\$0.00	\$0.00	\$0.00
Building Repair Supply	\$0.00	\$0.00	\$0.00
Utility Maint Supply	\$0.00	\$0.00	\$0.00
Small Tools	\$47.57	\$500.00	\$452.43
Merchandise for Resale	\$0.00	\$750.00	\$750.00
Auditing and Acc't	\$3,500.00	\$3,500.00	\$0.00
Legal Fees	\$0.00	\$0.00	\$0.00
Testing/Analysis	\$0.00	\$0.00	\$0.00
Engineering Fees	\$10,341.26	\$4,000.00	(\$6,341.26)
Professional Services	\$3,767.50	\$1,000.00	(\$2,767.50)
Other Professional Services	\$1,010.00	\$1,000.00	(\$10.00)
Telephone	\$46.74	\$500.00	\$453.26
Postage	\$686.06	\$750.00	\$63.94
Travel Expense	\$59.45	\$750.00	\$690.55
Freight and Express	\$0.00	\$0.00	\$0.00
Legal Notices/Publications	\$0.00	\$0.00	\$0.00
General Liability Insurance	\$355.72	\$325.00	(\$30.72)
Property Insurance	\$1,870.00	\$1,600.00	(\$270.00)
Workers Compensation	\$1,968.47	\$2,000.00	\$31.53
Unemployment Paid	\$0.00	\$0.00	\$0.00
State Connection Fee	\$2,061.00	\$2,994.00	\$933.00
Repairs/Maint Building	\$0.00	\$0.00	\$0.00
Repairs/Maintenance Structure	\$5,306.43	\$12,000.00	\$6,693.57
Repairs/Maintenance Machinery	\$128.80	\$2,500.00	\$2,371.20
Dues and Subscriptions	\$3,369.90	\$3,000.00	(\$369.90)
Uncollectable Checks/Bad Debt	\$393.71	\$200.00	(\$193.71)
Medical Fees	\$16.00	\$0.00	(\$16.00)
Miscellaneous	\$901.48	\$0.00	(\$901.48)
Bank Service Charges	\$1,072.13	\$500.00	(\$572.13)
Total Water Expenditures	\$135,943.83	\$148,319.00	\$12,375.17

Other Water Expenditures:	Budget		Remaining
Transfer Fr Other Fund	\$0.00	\$0.00	\$0.00
PFA Debt Service Principal	\$0.00	\$3,000.00	\$0.00
PFA Debt Service Interest	\$0.00	\$104.50	\$0.00
Debt Service Bond Principal	\$45,000.00	\$45,000.00	\$0.00
Debt Service Bond Interest	\$17,794.75	\$17,793.75	-\$1.00
Depreciation/Capital Outlay	\$10,000.00	\$10,000.00	\$0.00
Total	\$72,794.75	\$75,898.25	-\$1.00

Net Total	(\$26,669.48)	\$224,217.25	\$12,374.17
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Pine Tree Park
Year to Date Income Statement thru 10/31/2020

PTP Revenues	2020	Beach	2019
Reservation Fees	\$975.00		\$909.00
Grants	\$11,000.00		\$11,000.00
Camping Fees	\$13,013.00		\$15,003.50
Other Revenue	\$65.13		\$103.50
Contributions and Donations	\$35,728.00	\$35,728.00	\$11,500.00
COVID CARES FUNDING	\$419.28		\$0.00
Interest Earnings	\$818.66		\$660.25
Total PTP Revenues	\$62,019.07	\$35,728.00	\$39,176.25

PTP Expenditures	2020 YTD	Beach	2019 YTD	2020 Budget	Remaining
Full-Time Employees Regular	\$3,563.08		\$3,120.55	\$4,182.00	\$618.92
Part-Time Employees Regular	\$1,657.14		\$1,311.64	\$1,680.00	\$22.86
PERA	\$374.83		\$321.99	\$295.00	(\$79.83)
FICA	\$389.11		\$329.22	\$430.00	\$40.89
Employer Paid Health	\$673.38		\$627.16	\$806.00	\$132.62
Office Supplies	\$177.99		\$8.75	\$0.00	(\$177.99)
Electricity	\$2,216.71		\$2,956.07	\$2,700.00	\$483.29
Operating Supplies (GENERAL)	\$565.38		\$714.22	\$800.00	\$234.62
Cleaning Supplies	\$0.00		\$20.05	\$0.00	\$0.00
Motor Fuels	\$675.11		\$897.77	\$1,000.00	\$324.89
Repairs/Maint Supply	\$256.84		\$635.67	\$750.00	\$493.16
Equipment Parts	\$261.92		\$185.62	\$200.00	(\$61.92)
Other Professional Services	\$450.00		\$950.00	\$500.00	\$50.00
Postage	\$91.30	\$91.30	\$0.00	\$0.00	(\$91.30)
Advertising	\$0.00		\$397.50	\$500.00	\$500.00
Other Printing/Binding	\$0.00		\$0.00	\$0.00	\$0.00
General Liability Insurance	\$711.44		\$628.16	\$600.00	(\$111.44)
Property Insurance	\$3,073.00		\$1,902.00	\$2,000.00	(\$1,073.00)
Workers Compensation Insurance	\$0.00		\$0.00	\$0.00	\$0.00
Garbage	\$1,533.95		\$1,430.83	\$1,750.00	\$216.05
Repairs/Maint Building	\$14,492.61		\$1,046.14	\$17,000.00	\$2,507.39
Repairs/Maintenance Structure	\$47.20		\$0.00	\$0.00	(\$47.20)
Improvements Other	\$23,562.02	\$22,526.16	\$208.29	\$500.00	(\$23,062.02)
Repairs/Maintenance Machinery	\$888.21		\$260.11	\$1,500.00	\$611.79
Portable Restrooms	\$0.00		\$0.00	\$0.00	\$0.00
Depreciation	\$0.00		\$0.00	\$5,000.00	\$5,000.00
Miscellaneous - Refunds	\$95.00		\$0.00	\$0.00	(\$95.00)
Dues and Subscriptions	\$240.00		\$767.25	\$375.00	\$135.00
Total PTP Expenditures	\$55,996.22	\$22,617.46	\$18,718.99	\$42,568.00	(\$13,428.22)
Net Profit	\$6,022.85	\$13,110.54	\$20,457.26		
Total	\$6,022.85	\$13,110.54	\$20,457.26		

Blackduck Municipal Golf Course
Year-To-Date Income Statement 10/31/2020

	Sales	Cost of Goods	Gross Profit	Gross Margin	Budget	Remaining
Beer	\$4,244.37	\$2,045.50	\$2,198.87	51.81%	\$3,000.00	\$954.50
Soft Drinks	\$3,688.27	\$2,354.13	\$1,334.14	36.17%	\$3,000.00	\$645.87
Food	\$1,523.57	\$1,163.11	\$360.46	23.66%	\$1,500.00	\$336.89
Golf Merchandise	\$1,243.06	\$657.17	\$585.89	47.13%	\$1,000.00	\$342.83
Clothing	\$311.00	\$476.62	(\$165.62)	-53.25%	\$500.00	\$23.38
Total	\$11,010.27	\$6,696.53	\$4,313.74	39.18%	\$9,000.00	\$2,303.47

Charges for Services

Green Fees	\$44,193.69
Membership Fees	\$15,432.50
Trail Fees	\$614.90
Cart Storage	\$5,142.33
Rentals (Clubs, Carts)	\$375.62
Power Carts	\$26,910.95
Clubhouse Rental	\$200.00
Golf Tournament Revenue	\$40.00
Total Charges for Services	\$92,909.99

Total Income \$103,920.26

Less Operating Expense

		Budget	Remaining
Wages	\$59,676.74	\$55,000.00	(\$4,676.74)
PERA	\$3,152.34	\$2,225.00	(\$927.34)
FICA	\$4,565.39	\$4,250.00	(\$315.39)
Office Supplies	\$0.00	\$0.00	\$0.00
Heating Fuel	\$0.00	\$0.00	\$0.00
Electricity	\$3,291.99	\$6,000.00	\$2,708.01
Training & Instructions	\$0.00	\$0.00	\$0.00
Operating Supplies	\$1,923.89	\$2,200.00	\$276.11
Cleaning Supplies	\$0.00	\$0.00	\$0.00
Motor Fuels	\$2,798.53	\$3,500.00	\$701.47
Lubricants/Additives	\$0.00	\$0.00	\$0.00
Chemicals	\$4,298.63	\$5,000.00	\$701.37
Repair/Maint/Supplies	\$89.58	\$0.00	(\$89.58)
Equipment parts	\$0.00	\$0.00	\$0.00
Building Repair supply	\$0.00	\$0.00	\$0.00
Small Tools/Equipment	\$0.00	\$0.00	\$0.00
Tires	\$0.00	\$0.00	\$0.00
Auditing/Accounting	\$0.00	\$0.00	\$0.00
Medical Fees	\$544.00	\$500.00	(\$44.00)
Dram	\$0.00	\$750.00	\$750.00
Telephone	\$523.46	\$600.00	\$76.54
Cable Television	\$658.17	\$375.00	(\$283.17)
Other Equipment	\$0.00	\$0.00	\$0.00
Other Professional services	\$0.00	\$0.00	\$0.00
Postage	\$33.20	\$50.00	\$16.80
Advertising	\$0.00	\$0.00	\$0.00
Liability Insurance	\$2,578.98	\$2,000.00	(\$578.98)
Property Insurance	\$2,397.00	\$3,600.00	\$1,203.00
Work Comp	\$515.02	\$550.00	\$34.98
Unemployment	\$4,720.00	\$4,500.00	(\$220.00)
Insurance	\$0.00	\$0.00	\$0.00
Garbage Disposal	\$487.59	\$700.00	\$212.41
Repair/Maint Building	\$464.64	\$1,200.00	\$735.36
Repair/Main Structure	\$0.00	\$0.00	\$0.00
Repairs/Maint Machinery	\$6,015.44	\$5,000.00	(\$1,015.44)
Maintenance Course	\$4,639.32	\$3,000.00	(\$1,639.32)
Motor Vehicles	\$75.00	\$1,500.00	\$1,425.00
Cart Shed Expenses	\$2,380.99	\$0.00	(\$2,380.99)
Miscellaneous	\$0.00	\$0.00	\$0.00
Dues and Subscriptions	\$3,738.00	\$1,500.00	(\$2,238.00)
Bank Service Charges	\$1,668.72	\$1,300.00	(\$368.72)
Debt Service Bond Principal	\$10,000.00	\$10,000.00	\$0.00
Interest	\$811.50	\$811.50	\$0.00
Equipment Bond Interest 2016	\$1,863.50	\$1,862.50	(\$1.00)
Equipment Bond Principal 2016	\$13,000.00	\$13,000.00	\$0.00
Total Expense	\$136,911.62	\$130,974.00	(\$5,937.62)

OPERATING INCOME OR LOSS (\$39,687.89)

Other Expenses	
Misc. Expenses	\$160.00
Equipment - Gator	\$0.00
Management Fee	\$0.00
Capital Improvements	\$0.00
Transfer to General	\$0.00
Cash Short	\$59.24
Total Other Expenses	\$219.24

Other Income	
General Property taxes	\$10,180.84
Transfer Fr Liq Str	\$10,000.00
COVID CARES FUNDING	\$3,614.53
Reimbursements	\$2,360.65
Donations and Contributions	\$2,000.00
Cash Over	\$35.02
Tee Box Revenue	\$2,250.00
Total Other Income	\$30,441.04

NET INCOME OR LOSS YEAR TO DATE **(\$9,466.09)**

Sales Comparison YTD	2019 thru November	2020
Green Fees	\$35,789.41	\$44,193.69

YTD Comparisons:	2019	2020
Operating Revenue	\$105,352.47	\$134,361.30
Operating Expense	\$141,868.79	\$143,827.39
	(\$36,516.32)	(\$9,466.09)

**Blackduck Municipal Liquor Store Income Statement
Year to Date Ending 10/31/2020**

681288.45

	Sales	Cost of Goods	Gross Profit	
Liquor Sales Off-Sale	\$250,413.75	\$184,584.18	\$65,829.57	26.29%
Beer Sales Off-Sale	\$465,555.46	\$347,481.74	\$118,073.72	25.36%
Wine Sales Off-Sale	\$40,567.36	\$24,315.51	\$16,251.85	40.06%
Other Sales On/Off-Sale	\$14,568.89	\$10,198.37	\$4,370.52	30.00%
Liquor Sales On-Sale	\$66,287.49	\$17,276.23	\$49,011.26	73.94%
Beer Sales On-Sale	\$83,732.19	\$18,663.64	\$65,068.55	77.71%
Wine Sales On-Sale	\$765.41	\$348.96	\$416.45	54.41%
Cigarette Sales	\$1,295.25	\$1,887.70	(\$592.45)	-22.58%
Clothing	\$3,619.83	\$1,895.57	\$1,724.26	47.63%
Soft Drinks On Sale	\$11,384.50	\$8,538.85	\$2,845.65	25.00%
Food Sales	\$129,611.92	\$76,058.08	\$53,553.84	41.32%

GPM

Total \$1,067,802.05 \$690,948.83 \$376,853.22 35.29%

Less Operating Expense	2020 YTD	Budget	Remaining
Wages FT	\$61,459.53	\$67,252.58	\$5,793.05
Wages PT	\$99,243.65	\$123,804.00	\$24,560.35
PERA	\$11,421.24	\$13,959.00	\$2,537.76
FICA	\$13,439.44	\$14,516.00	\$1,076.56
Health Insurance	\$15,237.48	\$14,022.00	(\$1,215.48)
Office Supplies	\$854.03	\$900.00	\$45.97
Electricity	\$24,510.17	\$23,000.00	(\$1,510.17)
Heating Fuel	\$943.25	\$0.00	(\$943.25)
Computer Supplies	\$0.00	\$0.00	\$0.00
Training and Instruction	\$13.65	\$500.00	\$486.35
Operating & Bar Supplies	\$21,727.76	\$12,000.00	(\$9,727.76)
Cleaning Supplies	\$0.00	\$0.00	\$0.00
Bar Supply	\$278.41	\$0.00	(\$278.41)
Building Repair Supplies	\$0.00	\$0.00	\$0.00
Mix Expense	\$6,421.23	\$9,000.00	\$2,578.77
Auditing / Acct'g Services	\$6,050.25	\$6,500.00	\$449.75
Legal Fees	\$0.00	\$0.00	\$0.00
Other Professional Services/Cleaning	\$3,924.00	\$0.00	(\$3,924.00)
Telephone	\$1,741.12	\$1,400.00	(\$341.12)
Postage	\$110.00	\$400.00	\$290.00
Cable Television	\$1,344.65	\$1,350.00	\$5.35
Internet Access	\$904.45	\$1,400.00	\$495.55
Travel Expense	\$0.00	\$500.00	\$500.00
Freight	\$4,616.11	\$5,000.00	\$383.89
Advertising	\$0.00	\$0.00	\$0.00
Promotions/Entertainment	\$6,112.71	\$10,000.00	\$3,887.29
Legal Notices	\$0.00	\$0.00	\$0.00
Liability Insurance	\$2,578.98	\$2,300.00	(\$278.98)
Property Insurance	\$7,298.00	\$7,200.00	(\$98.00)
Dram Shop/Liquor Liability	\$4,614.00	\$4,500.00	(\$114.00)
Other Insurance	\$0.00	\$0.00	\$0.00
Work Comp	\$4,686.50	\$5,000.00	\$313.50
Water Utility	\$1,816.16	\$2,700.00	\$883.84
Garbage Disposal	\$5,047.99	\$6,000.00	\$952.01
Catering Expense	\$61.52	\$0.00	(\$61.52)
Repairs & Maintenance	\$0.00	\$0.00	\$0.00
Repairs/Maintenance Building	\$35,161.06	\$40,000.00	\$4,838.94
Uncollectable Checks	\$0.00	\$200.00	\$200.00
Dues and Subscriptions	\$4,849.86	\$3,500.00	(\$1,349.86)
Bank Service Charges	\$19,290.93	\$15,500.00	(\$3,790.93)
Furniture & Fixtures	\$5,545.31	\$5,000.00	(\$545.31)
Office Equip & Furnishings	\$0.00	\$0.00	\$0.00
Improvements Other	\$0.00	\$0.00	\$0.00
Building & Structures	\$18,118.32	\$15,000.00	(\$3,118.32)
Medical Fees	\$336.00	\$350.00	\$14.00
Assessment	\$1,135.72	\$2,554.00	\$1,418.28
Other Equipment	\$3,068.22	\$2,000.00	(\$1,068.22)
Total Operating Expense	\$393,961.70	\$417,307.58	\$23,345.88
Inventory Expense		(\$9,660.38)	
NET INCOME OR LOSS		(\$7,448.10)	
Other Expenses			
Donations	\$3,313.08		
Capital Outlay	\$0.00		
Unemployment Paid	\$790.84		
Cash Short	\$116.47		
Misc. Expense	\$100.00		
Total Other Expenses	\$4,320.39		
Other Income			
Reimbursements (NSF)	\$2,020.60		
Rent Income	\$6,107.40		
Vending Income	\$1,659.50		
Interest	\$3,200.85		
Catering Revenue	\$2,631.11		
COVID CARES FUNDING	\$10,719.24		
Cash Over	\$628.21		
Total Other Income	\$26,966.91		

Gross Profit Before Transfers	\$15,198.42
Transfer to General Fund & Other Funds	\$32,500.00
Net Profit After Inventory Exp & Transfers	(\$17,301.58)

Inventory at 1/1/2020 after inventory total	\$107,545.49
Inventory at 10/31/2020	\$121,364.73
Difference	\$13,819.24

Sales Comparison Year to Date Ending 10/31/2020

	2018	2019	2020	% of Increase from 2019-2020
Off-Sale Liquor	\$193,156.43	\$207,114.67	\$250,413.75	20.91%
Off-Sale Beer	\$387,848.86	\$394,818.22	\$465,555.46	17.92%
Off-Sale Wine	\$33,061.27	\$35,271.87	\$40,567.36	15.01%
Total Off-Sale	\$614,066.56	\$637,204.76	\$756,536.57	18.73%
On-Sale Liquor	\$93,400.23	\$104,065.63	\$66,287.49	-36.30%
On-Sale Beer	\$117,678.35	\$130,392.67	\$83,732.19	-35.78%
On-Sale Wine	\$1,113.28	\$1,326.53	\$765.41	-42.30%
Total On-Sale	\$212,191.86	\$235,784.83	\$150,785.09	-36.05%
Total On and Off Sale	\$826,258.42	\$872,989.59	\$907,321.66	3.93%
Total Food Sales	\$81,569.06	\$99,058.81	\$129,611.92	30.84%
Gross Liquor Store Sales Comparison COVID-19	\$961,034.26	\$1,023,856.59	\$1,094,172.70	6.87%

MINNESOTA Lawful Gambling

LG216 Worksheet for Calculating Lawful Gambling Monthly Rent

Licence Number

01944

Site Number

001

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

1

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

2

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

3

20.00%

3

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

A	B1	B2	C1	C2	D	E1	E2	F	G	H	
	Booth Operation		Bar Operation		Rent Limit	Bar Operation Electronic Games		Total Rent		Bar Operation	
Month and Year	Multiply the total of this month's net receipts from paper pull-tabs, electronic pull-tabs, electronic linked bingo, tipboards, and paddletickets by the amount in Box 1.		Multiply the total of this month's net receipts from paper pull-tabs, tipboards, and paddletickets by the amount in Box 2.		If an amount was entered, in Col B, enter the sum of Col's B and C up to a max of \$1750. If Col B is blank, enter Col C.	Multiply the total of this month's net receipts from electronic pull-tabs and electronic linked bingo by the amount in Box 3.		Add Columns D and E	Enter cash short for games sold from bar-op. Report amount on Sched A, line 22m. In month the Col H is paid.	Subtract Col G from Col F. This is the amount of rent to be paid. The amount is not reported on Sched A.	
9/2020			4540.00	908.00	908.00			908.00	0.00	908.00	

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

Requesting Final Council Approval for the Following

Requesting Final Approval of Part-time Employees:

Name:	Position:	Date of Hire:	Wage:
Holly Hopple	Bartender	Rehire 10/28/2020	\$10.50



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

October 30, 2020

Anderson Fabrics, Inc.
348 Summit Ave. W.
Blackduck, MN 56630

Attn. Hans Halvorson,

As of October 29, 2020, the Promissory Note for Commercial Rehabilitation with the City of Blackduck is satisfied in full. I have enclosed the original promissory note marked 'PAID' for your records. Also, included is the satisfaction of commercial mortgage document. You will want to file this document with Beltrami County to remove the City's lien from the title to the real estate. Also, your insurance agent will be notified to remove the City as a lienholder on the property policy. We are glad to be able to assist in your commercial rehabilitation financing needs.

Sincerely,



Christina Regas
City Administrator

CC: Bi-County Cap, Blackduck City Council

www.blackduckmn.com

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

"The City Of Blackduck Is An Equal Opportunity Provider"

SATISFACTION OF MORTGAGE

Date: October 30, 2020

THAT CERTAIN MORTGAGE owned by the undersigned, dated October 29, 2010, executed by Anderson Fabrics, Inc., as Mortgagor, to the City of Blackduck, as Mortgagee, and filed for record December 30, 2010, by document no A000509120, in the office of the County Recorder of Beltrami County, Minnesota, is, with the indebtedness thereby secured, fully paid and satisfied.

CITY OF BLACKDUCK

By _____
Christina Regas
Its City Administrator

By _____
Maxwell Gullette
Its Mayor

STATE OF MINNESOTA

ss.

COUNTY OF BELTRAMI

The foregoing instrument was acknowledged before me this ____ day of _____, 2020, by Christina Regas, City Administrator, and Maxwell Gullette, Mayor of the City of Blackduck, a municipal corporation, on behalf of that body.

Notary Public

THIS INSTRUMENT DRAFTED BY:

Headwaters Regional Development Commission
403 4th Street NW
P.O. Box 906
Bemidji, MN 56619-0906
(218) 444-4732

Bi-Cap

OFFICE OF COUNTY RECORDER
COUNTY OF BELTRAMI, MINNESOTA

THIS IS TO CERTIFY
THAT THIS INSTRUMENT
WAS FILED IN THIS
OFFICE ON 12/30/2010 AT
02:02:03PM BY DOCUMENT NUMBER

EXEMPT FROM MORTGAGE REGISTRATION
TAX - BELTRAMI COUNTY, MN
KAY L. MACK AUDITOR-TREASURER

A000509120

Paula R Coons DEPUTY

CHARLENE D. STURK
COUNTY RECORDER

PAGES: 4

Commercial Mortgage PAID OCT 29 2020

THIS INDENTURE, made this 29th day of October, 2010, between Anderson Fabrics, Inc. a Minnesota Corporation, Mortgagor (whether one or more), and The City of Blackduck, a political subdivision under the laws of the State of Minnesota, Mortgagee,

WITNESSETH, that, pursuant to the provisions of that housing loan program commonly known as the City of Blackduck Downtown Commercial Renovation Program, the Mortgagor, in consideration of the sum of Fourteen thousand five hundred and no cents (\$14,500.00) DOLLARS, to the Mortgagor in hand paid by the Mortgagee, the receipt whereof is hereby acknowledged, does hereby convey unto the Mortgagee, Forever, all of the land located in the County of Beltrami, and State of Minnesota, described as follows: See attached Exhibit A

together with all hereditaments and appurtenances belonging thereto (the Property).

TO HAVE AND TO HOLD THE SAME, to the mortgagee forever. The Mortgagor covenants with Mortgagee as follows: That Mortgagor is lawfully seized of the Property and has good right to convey the same; that the Property is free from all encumbrances except as follows: Senior Liens in the original amount of: (If none, state "None")

Bank Forward \$1,269,791.00

that the Mortgagee shall quietly enjoy and possess the same; and that the Mortgagor will Warrant and Defend the title to the same against all lawful claims not hereinbefore specifically excepted.

PROVIDED, NEVERTHELESS, that if the Mortgagor shall pay to the Mortgagee the sum of 14,500.00 Fourteen thousand five hundred and no cents (\$14,500.00) DOLLARS plus interest, according to the terms of a promissory note of even date herewith (the Note), and shall repay to the Mortgagee, at the times and with interest as specified, all sums advanced in protecting the lien of this Mortgage, in payment of taxes of the Property, insurance premiums covering buildings thereon, principal or interest on any prior liens, expenses and attorney's fees herein provided for and sums advanced for any other purpose authorized herein, and shall keep and perform all the covenants and agreements herein contained, then this Mortgage shall be null and void, and shall be released at the Mortgagor's expense.

AND THE MORTGAGOR covenants with the Mortgagee as follows:

1. to pay the principal sum of money and interest as specified in the Note, which Note requires, along with other requirements, that payment in full be made upon sale of the subject real property;
2. to pay all taxes and assessments now due or that may hereafter become liens against the Property before penalty attaches thereto;
3. to keep all buildings, improvements and fixtures now or later located on or a part of the Property insured against loss by fire, extended coverage perils, vandalism, malicious mischief and, if applicable, steam boiler explosion, for at least the amount of Fair Market Value at all times while any amount remains unpaid under this Mortgage. If any of the buildings, improvements or fixtures are located in a federally designated flood prone area, and if flood insurance is available for that area, Mortgagor shall procure and maintain flood insurance in amounts reasonably satisfactory to the Mortgagee. Each insurance policy shall contain a loss payable clause in favor of the Mortgagee affording all rights and privileges customarily provided under the so-called standard mortgage clause. In the event of damage to the Property by fire or other casualty, the Mortgagor shall promptly give notice of such damage to the Mortgagee and the insurance company. The insurance shall be issued by an insurance company or companies licensed to do business in the State of Minnesota and acceptable to the Mortgagee. The insurance policies shall provide for not less than ten days written notice to the Mortgagee before cancellation, non-renewal, termination, or change in coverage, and the Mortgagor shall deliver to the Mortgagee a duplicate original or certificate of such insurance policies;
4. to pay, when due, both principal and interest of all prior liens or encumbrances;
5. to commit or permit no waste on the Property and to keep it in good repair;

PAID OCT 29 2020

- 6. to complete forthwith any improvements which may hereafter be under course of construction on the Property; and
- 7. to pay any other expenses and attorney's fees incurred by the Mortgagee by reason of litigation with any third party for the protection of the lien of this Mortgage.

In case of failure to pay said taxes and assessments, prior liens or encumbrances, expenses and attorney's fees as above specified, or to insure said buildings, improvements, and fixtures and deliver the policies as aforesaid, the Mortgagee may pay such taxes, assessments, prior liens, expenses and attorney's fees and interest thereon, or obtain such insurance, and the sums so paid shall bear interest from the date of such payment at the same rate set forth in the Note, and shall be impressed as an additional lien upon the Property and be immediately due and payable from the Mortgagor to the Mortgagee and this Mortgage shall from date thereof secure the repayment of such advances with interest.

In case of default in any of the foregoing covenants, the Mortgagor confers upon the Mortgagee the option of declaring the unpaid balance of the Note and the interest accrued thereon, together with all sums advanced hereunder, immediately due and payable without notice, and hereby authorizes and empowers the Mortgagee to foreclose this Mortgage by judicial proceedings or to sell the Property at public auction and convey the same to the purchaser in fee simple in accordance with the statute, and out of the moneys arising from such sale to retain all sums secured hereby, with interest and all legal costs and charges of such foreclosure and the maximum attorney's fee permitted by law, which costs, charges and fees the Mortgagor herein agrees to pay.

The Mortgagor and the Mortgagee further covenant and agree as follows:

- 1. Mortgagor shall be furnished a conformed copy of the Note and of this Mortgage at the time of execution or after recordation hereof.
- 2. Upon default of any covenant or agreement by Mortgagor under the terms of the Note or this Mortgage, Mortgagee prior to foreclosure shall mail notice to Mortgagor as provided herein specifying: (a) the nature of the default by the Mortgagor; (b) the action required to cure such default; (c) a date, not less than thirty (30) days from the date the notice is mailed to Mortgagor by which such default must be cured; and (d) that failure to cure such default on or before the date specified in the notice may result in acceleration of the sums secured by this Mortgage and sale of the Property. The notice shall further inform Mortgagor of the right to reinstate after acceleration and the right to bring a court action to assert the non-existence of a default or any other defense of the Mortgagor to acceleration and sale.
- 3. In addition to any notice required under applicable law to be given in another manner, (a) any notice to the Mortgagor provided for in this Mortgage shall be given by mailing such notice by certified mail addressed to the Mortgagor at the Property address or at such other address as the Mortgagor may designate by notice in writing to the Mortgagee as provided herein, and (b) any notice to the Mortgagee shall be given by certified mail, return receipt requested, to Mortgagee at the following address: PO Box 380, Blackduck MN 56630-0380, or to such other address as Mortgagee may designate by notice in writing to the Mortgagor as provided herein. Any notice provided for in this Mortgage shall be deemed to have been given to Mortgagor or Mortgagee when given in the manner designated herein.

The terms of this Mortgage shall run with the Property and bind the parties hereto and their successors in interest.

THE MORTGAGEE MAY ASSIGN THIS MORTGAGE WITHOUT THE CONSENT OF THE MORTGAGOR. THE MORTGAGOR, HOWEVER, MAY NOT ASSIGN OR OTHERWISE TRANSFER THIS MORTGAGE OR THEIR RIGHTS OR OBLIGATIONS HEREUNDER WITHOUT THE PRIOR WRITTEN CONSENT OF THE MORTGAGEE.

IN TESTIMONY WHEREOF, the Mortgagor has hereunto set its hand the day and year first above written.

MORTGAGOR

Steven E. Cochems

Steve Cochems, President of Anderson Fabrics, Inc.

James M. Pinsonneault

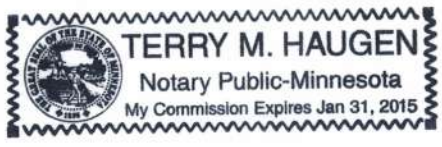
James M. Pinsonneault, Treasurer of Anderson Fabrics, Inc

STATE OF MINNESOTA)
) ss.
 COUNTY OF Beltrami)

The foregoing instrument was acknowledged before me this 29th day of October, 2010, by Steve Cochems, President and James A. Pinsonneault, Treasurer, of Anderson Fabrics, Inc.

Terry M. Haugen
 Notary Public

THIS INSTRUMENT WAS DRAFTED BY:
 Bi-County Community Action Programs, Inc.
 (Serving Beltrami and Cass Counties)
 P O Box 579
 Bemidji MN 56619



This instrument is exempt from registration tax.

FAILURE TO RECORD OR FILE THIS MORTGAGE MAY GIVE OTHER PARTIES PRIORITY OVER THIS MORTGAGE.

EXHIBIT "A"

PAID OCT 29 2020

**LEGAL DESCRIPTIONS
BELTRAMI COUNTY, MINNESOTA**

Tract 1: The West 19 feet of the East 42.5 feet of Lots Thirteen (13), Fourteen (14), Fifteen (15) and Sixteen (16) and the East 23.5 feet of the North 10 feet of Lot Sixteen (16), Block Seven (7), City of Blackduck, Minnesota.

Tract 2: The East 23.5 feet of Lots Thirteen (13) and Fourteen (14); the East 23.5 feet of the South 15 feet of Lot Fifteen (15); the East 24 feet of the North 10 feet of Lot Fifteen (15); and, the East 24 feet of the South 15 feet of Lot Sixteen (16), all being in Block Seven (7), City of Blackduck, Minnesota.

Tract 3: The West 29 feet of the East 71.5 feet of Lots Thirteen (13), Fourteen (14), Fifteen (15) and Sixteen (16) and the East 5 feet 4 inches of the West 78.5 feet of Lots Thirteen (13), Fourteen (14) and Fifteen (15), all in Block Seven (7), City of Blackduck, Minnesota.

Tract 4: The East 48 feet 2 inches of the West 73 feet 2 inches of Lots Thirteen (13), Fourteen (14) and Fifteen (15) and also conveying the egress and ingress easement across the North 11 feet of the above premises and the South Half (S½) of the East 71.5 feet of Lot Seventeen (17), all being in Block Seven (7), City of Blackduck, Minnesota, including the following:

Also conveying the East Wall party wall rights beginning at a point on the Southeast corner of the East 48'2" of the West 73'2" of said Lots Thirteen (13), Fourteen (14) and Fifteen (15), running North along said East Wall, a distance of 64 feet, more or less; and,

Also conveying Grantors' right, title and interest in and to the party wall situated upon the East 3 feet 5 inches of the West 25 feet of said Lots Thirteen (13), Fourteen (14) and Fifteen (15).

AND SUBJECT TO other covenants, conditions, restrictions, declarations and easements of record.

MINNESOTA • REVENUE
Mortgage Registry Tax

MRT1

PAID OCT 29 2020

Form MRT1 may be used to document your claim for an exemption from mortgage taxes. The mortgage registry tax rate is .0023 of the amount of the debt being secured (.0024 for Hennepin and Ramsey counties).

Mortgage registry tax	Name of borrower				Amount secured by mortgage
	Anderson Fabrics, Inc. a minnesota corporation				\$ 14,500.00
	Address	City	State	Zip code	Taxable amount
	348 Summit Ave W	Blackduck	MN	56630	\$ (0.00)
Name of lender				Mortgage tax due	
City of Blackduck Commerical Rehabilitation Project				\$ (0.00)	
Address	City	State	Zip code	Reason code (see below)	
PO BOX 380	Blackduck	MN	56630	(7)	

Mortgagor or authorized agent, sign below.

I declare that the information on this certificate is correct and complete to the best of my knowledge and belief.

Sign here	Signature of mortgagor or authorized agent	Title	Date	Daytime phone
	<i>Terry M. Haugen</i>	Housing Inspector	10/29/2010	218-333-9839

If you have questions, call 651-556-4721. TTY: Call 711 for Minnesota Relay. Fax: 651-297-1939.

Reason codes

- 1 Notwithstanding anything to the contrary herein, enforcement of this mortgage in Minnesota is limited to a debt amount of \$ _____ under Chapter 287 of Minnesota Statutes.
- 2 Decree of marriage dissolution or an instrument made pursuant to it.
- 3 Mortgage given to correct a misdescription of the mortgaged property.
- 4 Mortgage or other instrument that adds additional security for the same debt for which mortgage registry tax has been paid.
- 5 Mortgage executed as part of a plan of reorganization under a Chapter 11 or Chapter 12 bankruptcy case. (*Federal bankruptcy codes 1146[c] and 1231[c]*).
- 6 Mortgage secured by real property subject to the minerals production tax (*M. S. 298.24 to 298.28*).
- 7 Mortgage loan made under a low and moderate income or other affordable housing program if the mortgagee is a federal, state, or local government agency (*Revenue Notice # 01-05*).
- 8 A mortgage granted by a Fraternal Benefit Society (borrower) (*M. S. 64B*).
- 9 Mortgage amendment or extension, as defined in M. S. 287.01.
- 10 Reverse Mortgage/Home Equity Conversion Mortgage — tax is due on the expected total disbursements less interest, mortgage insurance premiums, and lender service fees. M. S. 287.05, subd. 6.
- 11 Agricultural mortgage whose proceeds are being used to acquire or improve real property that is or will be used for the production of agricultural products. Note: The exemption does not apply to the portion of the proceeds used for nonexempt purposes (e.g., the construction or improvement of a house). The lender must allocate the taxable and nontaxable portion of the mortgage.
- 12 Mortgage encumbering real property located within the boundaries of a federally recognized American Indian tribe if the mortgagor (i.e., borrower) is (1) the tribe or a member of the tribe; or (2) purchasing the property from the tribe or a member of the tribe and the mortgage is a purchase-money mortgage.
- 13 Federal government and agencies:
 - A. Mortgages exempt if one of these entities is acting as either mortgagor (borrower) or mortgagee (lender):**
 - Commodity Credit Corporation
 - Farm Credit Banks
 - Agribank (i.e., Farm Credit Bank of St. Paul)
 - AgAmerica Farm Credit Bank
 - Farm Housing Assistance
 - USDA Rural Housing Service mortgages that secure a Section 502, 504, 514, 516 or Rural Rental Housing Preservation Direct Loan.
 - Farm Service Agency
 - Federal Financing Bank
 - Federal Home Loan Mortgage Corporation (“Freddie Mac”)
 - B. Mortgages exempt if one of these entities is acting as mortgagor (borrower):**
 - Federal Credit Unions
 - Federal Deposit Insurance Corporations
 - Federal Reserve Banks
 - Resolution Trust Corporations
 - U.S. Department of Housing and Urban Development
 - U.S. Postal Service
 - U.S. Rural Telephone Bank
 - U.S. Rural Utilities Service (RUS)
 - U.S. Dept. of Veterans Affairs
- 14 If the above codes do not apply, use Code 13 and explain below.

PAID OCT 29 2020

PROMISSORY NOTE
DOWNTOWN COMMERCIAL REHABILITATION

DATE: 10-29-2010

BORROWER: Anderson Fabrics, Inc. a Minnesota Corporation

LENDER: City of Blackduck

PRINCIPAL: \$14,500.00

SENIOR LIEN HOLDERS: Bank Forward \$1,269,791.00

PROPERTY: See Attached (Exhibit A)

THIS AGREEMENT, made and entered into on October 29th, 2010, by and between Anderson Fabrics, Inc. a Minnesota Corporation (hereinafter referred to as "Borrower"), and the City of Blackduck, having its principal office at Summit Avenue NE, Blackduck, Minnesota (hereinafter referred to as "Lender").

WHEREAS, on 10-29-2010 the Lender agreed to grant to the Borrower a rehabilitation Deferred Payment Loan (hereinafter referred to as "Deferred Loan", relating to the real estate above described, in the amount of Fourteen Thousand Five Hundred dollars (\$14,500.00), but only on condition that Borrower executes this Agreement.

NOW THEREFORE, in consideration of the said Deferred Loan, the parties do hereby agree as follows:

1. **BORROWER'S PROMISE TO PAY**

A. **Purposes.** This Note implements requirements applicable to assistance furnished by Lender to Borrower under a program to help eligible owners rehabilitate their commercial building which is being carried out by Lender. The Lender has assisted the Borrower with respect to rehabilitation of the Property for use as the Borrower's commercial property. The Lender or any authorized party who takes this Note by assignment and is entitled to receive amounts due under this Note is called the "Note Holder". Unless the context otherwise requires, all Borrowers shall be collectively referred to as the Borrower or "I".

B. **Repayment Obligation.** In return for the assistance I have received with respect to rehabilitation of the Property, I promise to pay the Principal to the order of Lender. Payment of Principal under this Note will be initially deferred and then forgiven over time as stated in Paragraph 1.C. Principal may be prepaid as stated in paragraph 4. The amount of Principal that remains outstanding shall be due and payable on the Closing Date of a voluntary sale of the Property, as stated herein, or in the event of a Default, as stated in paragraph 5.

C. **Deferral and Forgiveness of Principal.** If payment is not yet due under Paragraphs 3 and 5:

i. Borrower covenants and agrees with the Lender that if the real estate hereinafter described is sold, transferred or otherwise conveyed, voluntarily or involuntarily, either while the Borrower is living or by reason of the death of the Borrower;

(a) Within a period of up to 72 months after the date of the Deferred Loan, Borrower shall repay to the Lender a sum equal to one hundred percent (100%) of the loan as set forth above;

(b) One forty-eighth of the loan principal will be forgiven each month over the subsequent four year period.

(c) At the end of ten years after the execution of the loan agreement the loan will be totally forgiven.

2. **INTEREST** No interest will be charged on this Note unless and until a Default has been declared by the Note Holder under Paragraph 5. I agree to pay interest at the rate per annum charged from time to time on judgments in the State of Minnesota, but not to exceed ten percent (10%) per annum on the then-outstanding Principal balance of this Note from the date of any Notice of Default until paid.

PAID OCT 29 2020

3. **PAYMENT DUE ON VOLUNTARY SALE**

A. **Voluntary Sale: Note.** Except as otherwise provided in this paragraph, a "voluntary sale" of the Property for purposes of this Note is any sale or transfer of the Property, or any interest therein, other than by foreclosure, levy, or court order. I also authorize the Note Holder to determine, in its sole discretion, whether or on what conditions a transfer of the property, or an interest in the Property, upon the death of a Borrower, or upon the divorce, legal separation, or legal incapacity of a Borrower, constitutes an event requiring repayment of this Note. I further authorize the Note Holder to determine, in its sole discretion, whether a transfer of a portion of the Property, or a partial interest therein, for any other reason has an effect on the value of the Note Holder's interest substantial enough to be considered a transfer for purposes of this Paragraph or paragraph 5. I will mail via certified mail, return receipt requested, or deliver notice of the proposed sale and a copy of the sales contract to the Note Holder at least thirty (30) calendar days before the proposed Closing Date, at its office in Blackduck, Minnesota.

B. **First Ten (10) Years.** In the event of a voluntary sale within the first ten (10) years after the date of this Note, I will repay the Principal as described above to the Note Holder in U. S. Dollars on the Closing Date of the voluntary sale at the address above.

C. **After First Ten (10) Years.** In the event of a voluntary sale following the expiration of the first ten (10) years after the date of this Note, I will have no obligation to repay the Deferred Loan or any portion thereof.

4. **BORROWER'S RIGHT TO REPAY** This Note may be repaid, in whole or in part, at any time without penalty.

5. **DEFAULT**

A. **Events of Default.** Any of the following events shall constitute a Default under this Note, as of the date of the Notice of Default under Paragraph 5.B.

i. **Any Transfer of the Property Other than a Voluntary Sale.** Voluntary sale is defined in Paragraph 3.A. Any transfer of the Property or any interest therein (including a beneficial interest) that is not a voluntary sale as defined in paragraph 3.A. is a Default under this Note.

ii. **Any Default under the Mortgage.** Any Default under the Mortgage securing this Note shall be a Default hereunder.

iii. **Borrower's Fraud or Misrepresentation.** Any willful misstatement of, or failure to disclose, a material fact by a Borrower relating to his or her eligibility for assistance with respect to the Property under the Lender's rehabilitation program is a Default under this Paragraph. Recovery against the Borrower responsible for the fraud or misrepresentation may include personal judgment and execution thereon to the full extent authorized by law.

B. **Notice of Default and Amount Due.** If I am in Default, the Note Holder may send me a written notice stating the reason I am in Default and telling me to pay immediately; (i) the full amount of Principal or Alternate Principal, whichever is larger, then due on this Note, (ii) all of the interest that I owe and that will accrue until paid on the amount, and (iii) all of the Note Holder's costs, expenses, and reasonable attorney's fees.

C. **No Waiver by Note Holder.** Even if, at a time when I am in Default, the Note Holder does not require me to pay immediately in full under paragraph 5.B., the Note Holder will still have the right to do so if I am in Default for the same reason or another reason, at a later time.

6. **GIVING OF NOTICES** Any notice that must be given to me under this Note may be given by delivering it or by mailing it by first class mail to me at the Property address above, or at a different address if I give the Note Holder a written notice of my different address.

A. Any notice that must be given to the Note Holder under this Note shall be given by mailing it by first class mail to the Note Holder at the address of its principal office in Bemidji, Minnesota.

7. **OBLIGATIONS OF PERSONS UNDER THIS NOTE** If more than one person signs this Note, each person is fully obligated to keep all the promises made in this Note, including the promise to pay the full amount owed. Any person who is a guarantor, surety, or endorser of this Note is also obligated to the same extent. Any person who takes over these obligations, including the obligations of a guarantor, surety, or endorser of this Note, is also obligated to keep all of the promises made in this Note. The Note Holder may enforce its rights under this Note against each person individually or against all of us together.

8. **WAIVERS** I and any other person who has obligations under this Note waive the rights of presentment and notice of dishonor.

9. **SECURED NOTE** In addition to the protection given to the Note Holder under this Note, a Mortgage (the "Mortgage"), dated the same date as this Note, secures this Note. The indebtedness evidenced by this note is subordinate in all respects to the mortgage(s) of the Senior Lien Holder(s).

PAID OCT 29 2020

- 10. **GOVERNING LAW** This Note shall be governed by the laws of the State of Minnesota.
- 11. This agreement shall run with the aforesaid real estate and shall inure to the benefit of and be binding upon the parties hereto and their respective heirs, executors, representatives, successors, and assigns.

IN TESTIMONY WHEREOF, the parties have executed this agreement as of the day and year first written above.

Steven E. Cochems
Borrower

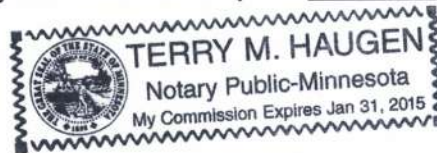
James Pinsonneault
Borrower

STATE OF MINNESOTA COUNTY OF)
Beltrami)

On this 29th day of October, 2010, before me, a Notary Public within and for said County, Steve Cochems, President of Anderson Fabrics, Inc. personally appeared, to me known to be the person(s) described in and who executed the foregoing instrument and acknowledged that he executed the same as his free act and deed.

Terry M. Haugen
Notary Public

My commission Expires 01-31-2015

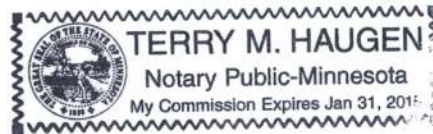


STATE OF MINNESOTA COUNTY OF)
Beltrami)

On this 29th day of October, 2010, before me, a Notary Public within and for said County, James A. Pinsonneault, Treasurer of Anderson Fabrics, Inc. personally appeared, to me known to be the person(s) described in and who executed the foregoing instrument and acknowledged that he executed the same as his free act and deed.

Terry M. Haugen
Notary Public

My commission Expires 01-31-2015



THIS INSTRUMENT WAS DRAFTED BY:
Bi-County CAP, Inc.
PO Box 579
Bemidji, MN 56619

EXHIBIT "A"

PAID OCT 29 2020

**LEGAL DESCRIPTIONS
BELTRAMI COUNTY, MINNESOTA**

Tract 1: The West 19 feet of the East 42.5 feet of Lots Thirteen (13), Fourteen (14), Fifteen (15) and Sixteen (16) and the East 23.5 feet of the North 10 feet of Lot Sixteen (16), Block Seven (7), City of Blackduck, Minnesota.

Tract 2: The East 23.5 feet of Lots Thirteen (13) and Fourteen (14); the East 23.5 feet of the South 15 feet of Lot Fifteen (15); the East 24 feet of the North 10 feet of Lot Fifteen (15); and, the East 24 feet of the South 15 feet of Lot Sixteen (16), all being in Block Seven (7), City of Blackduck, Minnesota.

Tract 3: The West 29 feet of the East 71.5 feet of Lots Thirteen (13), Fourteen (14), Fifteen (15) and Sixteen (16) and the East 5 feet 4 inches of the West 78.5 feet of Lots Thirteen (13), Fourteen (14) and Fifteen (15), all in Block Seven (7), City of Blackduck, Minnesota.

Tract 4: The East 48 feet 2 inches of the West 73 feet 2 inches of Lots Thirteen (13), Fourteen (14) and Fifteen (15) and also conveying the egress and ingress easement across the North 11 feet of the above premises and the South Half (S½) of the East 71.5 feet of Lot Seventeen (17), all being in Block Seven (7), City of Blackduck, Minnesota, including the following:

Also conveying the East Wall party wall rights beginning at a point on the Southeast corner of the East 48'2" of the West 73'2" of said Lots Thirteen (13), Fourteen (14) and Fifteen (15), running North along said East Wall, a distance of 64 feet, more or less; and,

Also conveying Grantors' right, title and interest in and to the party wall situated upon the East 3 feet 5 inches of the West 25 feet of said Lots Thirteen (13), Fourteen (14) and Fifteen (15).

AND SUBJECT TO other covenants, conditions, restrictions, declarations and easements of record.

To

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

Reference Information

Pay Cycle: DLYEFT
 Pay Cycle Seq Number: 2354

Payment Information

Payment Reference: 0006328668
 Payment Date: 10/29/2020
 Payment Method: Automated Clearing House

Agency Code / Description	Contact Phone	Voucher ID / Payment Message	Invoice Date	Invoice Number	Customer Account	Paid Amt
G90 / REVENUE/INTERGOVT	651/556-6092	00 08428282	10/30/2020	22218A20402002W001	CITY-040200 MVCREDIT_AGRIC	25.40
		MV CREDIT-AGRICULTURAL				
					Total:	25.40 USD

Please save your report based on the following example:
 RochesterCity_August2020
 Submit in Excel format to CRAoffice.mmb@state.mn.us seven business days after the end of each reporting period.

Local Government Expenditure Report			
Name of Local Government (this will auto populate based on your SWIFT Supplier ID)	10 digit SWIFT Supplier ID # (begins with 0000) Select this link for SWIFT ID list	Date Submitted (Enter in MM/DD/YYYY Format)	
BLACKDUCK CITY	0000201376	11/10/2020	
Name and Title of Person Filing Out Form	DUNS Number (Select this link for more information)	Phone Number (enter 10 digits without spaces or dashes)	
Christina Regas, City Administrator	120253026	2188354803	
Email Address	Amount of CRF Received from the Department of Revenue	Total Spent to Date (this amount will autofill)	
christina.regas@blackduckmn.com	\$ 63,286	\$ 63,286.00	
Use the drop down in cell D14 to select "Interim" if your agency has any unspent funds and "Final" in the box if all available CRF funds have been spent and this will be your final report. Please submit this report no later than 7 business days after the end of each month to provide the spend status of allotted Coronavirus Relief Funds (CRF), CFDA Number 21.019 awarded by the State of Minnesota.	Final		
	Amount of CRF Remaining (this amount will autofill)		
	\$ -		

The covered period for these expenses is March 1, 2020 through November 15 (cities and towns) / December 1, 2020 (counties).

DO NOT USE CRF FUNDS FOR ANY COST INCURRED OUTSIDE THIS COVERED PERIOD.

Coronavirus Relief Fund (CRF) Categories		Total	July, 2020	August, 2020	September, 2020	October, 2020	November, 2020	December, 2020
Describe expenses (links to expenditure category examples are in the green category boxes to the left)		Treasury Guidance	FAQs					
Administrative Expenses	technology to allow for virtual meetings/preparing plans/supplies/	4672.70	2591.65	2081.05	0.00	0.00	0.00	0.00
Budgeted Personnel and Services Diverted to a Substantially Different Use		0.00	0.00	0.00	0.00	0.00	0.00	0.00
COVID-19 Testing and Contact Tracing		0.00	0.00	0.00	0.00	0.00	0.00	0.00
Economic Support (other than small business, housing, and food assistance)		0.00	0.00	0.00	0.00	0.00	0.00	0.00
Expenses Associated with the Issuance of Tax Anticipation Notes		0.00	0.00	0.00	0.00	0.00	0.00	0.00
Facilitating Distance Learning		0.00	0.00	0.00	0.00	0.00	0.00	0.00
Food Programs		0.00	0.00	0.00	0.00	0.00	0.00	0.00
Housing Support		0.00	0.00	0.00	0.00	0.00	0.00	0.00
Improve Telework Capabilities of Public Employees		2237.90	0.00	0.00	0.00	2237.90	0.00	0.00
Medical Expenses		0.00	0.00	0.00	0.00	0.00	0.00	0.00
Nursing Home Assistance		0.00	0.00	0.00	0.00	0.00	0.00	0.00
Payroll for Public Health and Safety Employees	payroll to segregate staff for public works / training for staff	11861.71	7072.20	374.55	0.00	4414.96	0.00	0.00
Personal Protective Equipment	masks and gloves for fire department/ liquor department / election polling precinct	405.81	67.86	0.00	307.98	29.97	0.00	0.00
Public Health Expenses	cleaning supplies for all departments / divider materials / support local Ambulance	14086.84	4588.57	4498.27	5000.00	0.00	0.00	0.00
Small Business Assistance		20800.00	0.00	0.00	20000.00	800.00	0.00	0.00
Unemployment Benefits		0.00	0.00	0.00	0.00	0.00	0.00	0.00
Workers' Compensation		0.00	0.00	0.00	0.00	0.00	0.00	0.00
Items Not Listed Above - to include other eligible expenses that are not captured in the available expenditure categories	publications for meetings / technology for meetings & staff / office supplies / repairs & maintenance to golf carts for increase use due to customer separation / improvements to phone systems in all departments / table clothes, to-go supplies etc. for increase food orders for municipal liquor store /	9221.04	9051.51	0.00	49.53	120.00	0.00	0.00
Total Spent		63286.00	23371.79	6953.87	25357.51	7602.83	0.00	0.00
Cities and Towns								
Enter the Amount of unspent funds distributed to home county		0.00						
Enter the name of the home county		Beltrami						
Enter the date funds were returned								
Cities and Towns in Hennepin and Ramsey Counties								
Enter the amount of unspent funds granted to hospitals		0.00						
Enter the name(s) of hospitals receiving grants of unspent funds								
Counties								
Enter the amount of unspent funds received from cities and towns		0.00						
Enter the amount of unspent funds returned to the State of Minnesota		0.00						
Enter the date unspent funds were returned to the State of Minnesota								
Total			July, 2020	August, 2020	September, 2020	October, 2020	November, 2020	December, 2020
Enter the amount distributed to cities and towns with a population under 200		0.00	0.00	0.00	0.00	0.00	0.00	0.00

CRF Fund Spending Confirmations

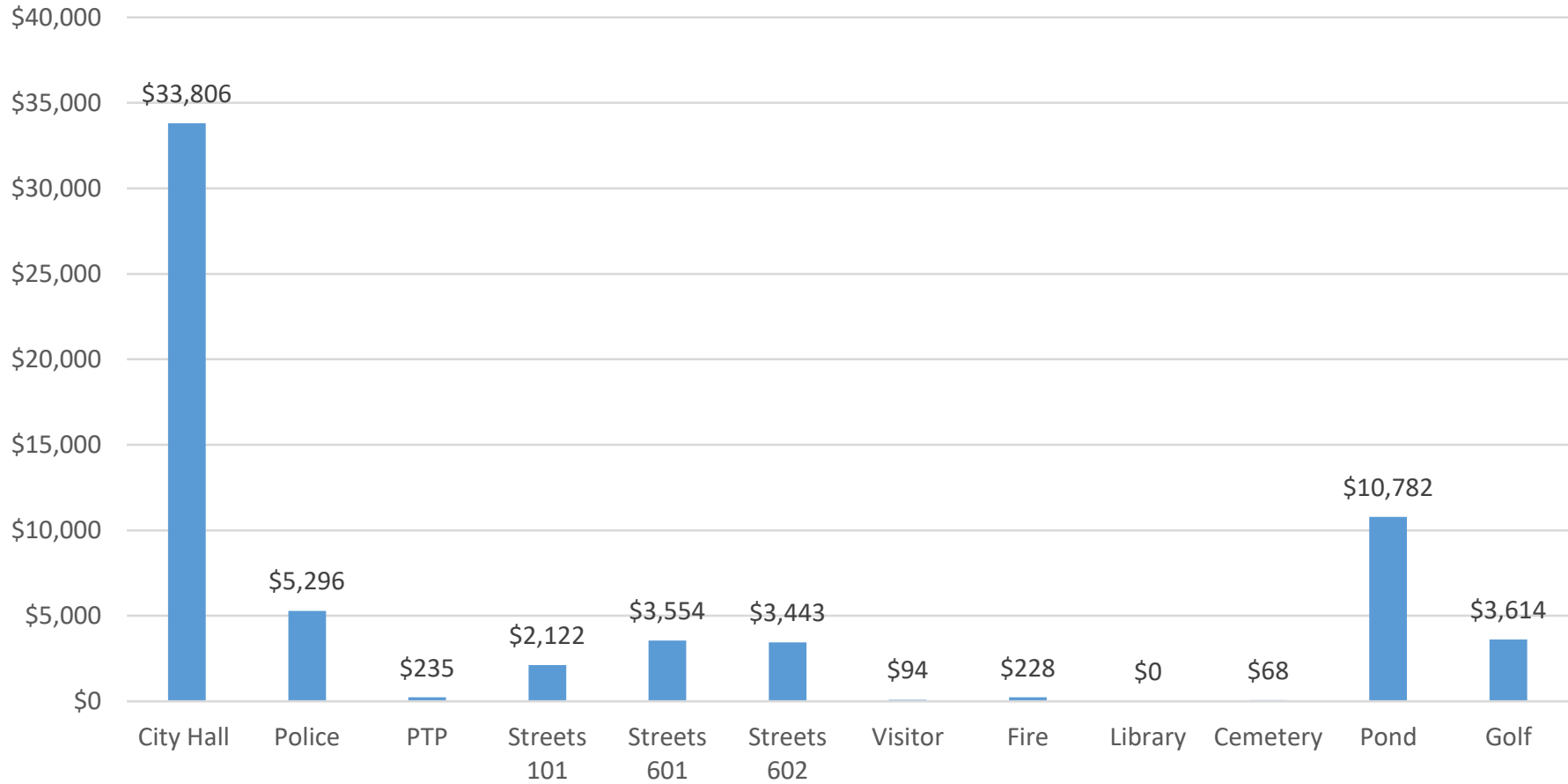
Use the dropdown menu to place an "X" in the cell B78 to confirm that your CRF funding request meets federal guidance:

X

(1) as a necessary expenditure to respond to the COVID-19 public health emergency,
 (2) is not accounted for in the current budget,
 (3) expenses were incurred during the covered period. See box C18 for explanation, and
 (4) does not include any ineligible expenses as defined in federal guidance.

Covid Expense Per Fund

Total spent to date: \$63,285.90



Total \$25,976

CITY OF BLACKDUCK AWARD RECOMMENDATIONS - ROUND I & II

Certification Letter Received	Certification Letter Sent	Payment Sent	Award Recommendations	Business Applicant	Address	Contact Person	Email
✓	✓	✓	\$5,000	Hungry Duck Restaurant	23503 Ironman Dr. NE, Blackduck, MN 56630	Mary Hower	maryk7237@gmail.com
✓	✓	✓	\$5,000	All About You Salon & Tanning	26371 Corlan Rd NE, Blackduck, MN 56630	Gretchen Henricksen	gfrenzel@hotmail.com
✓	✓	✓	\$5,000	Kampa Movie Theaters LLP dba Blackduck Movie Theater	56 Main St, Blackduck, MN 56630	Shannon Kampa	info@blackduckmovietheater.com
✓	✓	☐	\$5,000	Restaurant 71 LLC	240 Summit Ave W, Blackduck, MN 56630	Darrin Adams	restaurant71llc@gmail.com
			\$20,000				

October 21, 2020

City of Blackduck
PO Box 380
8 Summit Ave NE
Blackduck, MN 56630

ATTN: Mr. Michael Schwanke

Sent via US Mail and email: Michael Schwanke <michael.schwanke@blackduckmn.com>

RE: Application for Waiver to City Ordinance No. 213
Property: 188 Main Street North, Blackduck, MN
Property Owner: Raymond (Bob) and Kathy Finney
Applicant: Minnesota Pollution Control Agency
MPCA Leak Number: 19886
WCEC Project Number: 16-11000-30

Dear Mr. Schwanke:

West Central Environmental Consultants, Inc. (WCEC) has been the contractor overseeing a petroleum leak site investigation for the Minnesota Pollution Control Agency (MPCA) at the Raymond (Bob) and Kathy Finney residence located at 188 Main Street North in Blackduck, MN. This investigation is the result of a leaking heating oil tank that was on the Finney property.

Although the tank and soil immediately surrounding the tank has been removed, some fuel had leaked out and impacted the soil and groundwater surrounding the Finney residence. There are some impacts to the water that is entering the sump pump basin. As part of the cleanup, WCEC installed granulated activated carbon vessels to the discharge of the Finney's sump pump. The discharge water is then transmitted onto the lawn owned by the Finneys.

During the previous winters that WCEC supervised the operation, the discharge would freeze causing backup into the basement. Heat tape was applied to the discharge hose, which was not 100% effective with the extreme cold temps. WCEC only makes trips to the site approximately every three months to monitor the operation. With the Finney's not occupying their home the entire winter, supervising the discharge will be problematic. If there is a problem that occurs with the discharge, the results won't become apparent until the Finney's are home, or WCEC makes a visit and water damage could occur in their basement. The water that is being pumped from the sump basin no longer has free floating product, and the lab results collected over the last several years indicate that the amount of diesel range organics (DRO) dissolved contamination is improving; we are hoping that this may be the last request for a waiver.

On behalf of the MPCA as an applicant, WCEC requests a waiver to City Ordinance 213 to allow the sump pump water to be discharged directly into the sanitary sewer between October 15, 2020 and April 1, 2021. A check for \$50.00 to the City of Blackduck is enclosed.

Please call Jesse Frank or myself at (320) 589-2039 if you have any questions.

Sincerely,


Matthew Johnson
Sr. Project Manager/Geologist

Enc.

PD
CK# 77834

Bogart's Repair and Recovery
317 Main St
Blackduck, MN 56630
218-835-4548

City of Blackduck
8 Summit Hall
Blackduck, MN 56630

Re: Agreement for moving cars during winter plow season.

Bogart's Repair and Recovery has agreed to move cars across the street as needed to allow the city plow trucks to be able to keep the city streets plowed and for heavy snow removal.

Fee to be \$35.00 per car. To be billed to the City on a monthly basis.

Sincerely,
Ryan Naughton
Bogart's Repair and Recovery

Golf Course Cart Shed Costs

Contractor	Item	Bid/Estimate	Invoice
Gerit Hanson	sandfill	\$5,040.00	\$10,560.00
Gerit Hanson	granite	\$1,800.00	\$0.00
Gerit Hanson	stump removal		\$260.00
Dawson Byler	shed materials	\$27,200.00	\$27,200.00
Dawson Byler	labor	\$11,000.00	\$10,000.00
Walker Pipe	drain tile pipe	\$1,201.26	\$790.82
Frontier Electric	materials/labor	\$6,630.00	\$9,230.00
Ropp Seamless	gutters	\$1,650.00	\$1,650.00
TG Sales & Service	finishing/seeding	\$3,960.00	\$0.00
Northwoods Lumber	additional timbers	\$498.62	\$498.62
Gerit Hanson	trenching in drain tile	\$1,500.00	\$1,200.00
		\$60,479.88	\$61,389.44
	Budget	\$67,021.00	\$67,021.00
Donations or Reimbursements:			
BEC	light rebate	\$0.00	\$200.00
		\$0.00	\$61,189.44
	over/under	(\$6,541.12)	(\$5,831.56)

November 6, 2020

City of Blackduck, Minnesota

Bemidji

315 5th Street NW
Suite 1
Bemidji MN 56601

Design Schedule for the City Maintenance / Police Facility

218.444.1859
Bemidji@Widseth.com
Widseth.com

Design Phases: _____ **Meeting Date 3:00pm**

1. Design Kick-off Meeting November 17, 2020
 - a. Meet Committee Understand Organization
 - b. Review Schedule, Milestones
 - c. Review Project Budget
 - d. Determine Responsibilities
 - e. Start Property Survey

2. Schematic Design December 1, 2020
 - a. Review Code implications
 - b. Determine basic Layouts
 - c. Comments and Questions
 - d. Site Layout,
 - e. Start Civil Engineering Site Design

3. Preliminary Design December 15, 2020
 - a. Provide Basic Layout Building Plans, Elevations, Dimensions
 - b. Start selecting Building Materials
 - c. Start Budget Estimate
 - d. Review for Approval to Proceed

4. Design Development January 5, 2021
 - a. Develop plans and elevations, details
 - b. Materials Interior and Exterior
 - c. Start specification sections
 - d. Determine Systems, Mechanical, Plumbing, Electrical

5. Construction Documents January 6 – February 16, 2021
 - a. Engineering Structural, Mechanical, Electrical, Lighting
 - b. Detail Structural Assembly
 - c. All materials Selections
 - d. Specifications
 - e. Determine all bidding requirements for spec.
 - f. Completion of Bidding, Building and Permit Documents

6. Bidding/Bid Opening March 2, 2021
 - a. Bidding questions, Addenda
 - b. Receive and Tabulate Bids
 - c. Determine Successful Bidder
 - d. Council Approval
 - e. Award Contract
 - f. Notice to Proceed

- 7. Construction March 24, 2021 – October 22, 2021
 - a. Preconstruction Meeting
 - b. Construction Schedule
 - c. Bi-Weekly Meetings, Site Observation
 - d. Materials Submittals Review and Approval

- 8. Construction Completion October 22, 2021
 - a. Final Walk-through, Punchlist
 - b. Substantial Completion
 - c. Final Completion
 - d. Close-out Document, Certificate of Occupancy
 - e. Construction Manuals
 - f. As built Drawings

- 9. 1-year Walk-through July 1, 2021

November 6, 2020

City of Blackduck, Minnesota

Bemidji

315 5th Street NW
Suite 1
Bemidji MN 56601

Design Schedule for the Pond Liquor Store and Lounge Building Addition and Renovations

218.444.1859
Bemidji@Widseth.com
Widseth.com

Design Phases: _____ **Meeting Date 1:00pm**

1. Design Kick-off Meeting November 17, 2020
 - a. Meet Committee Understand Organization
 - b. Review Schedule, Milestones
 - c. Review Project Budget
 - d. Determine Responsibilities
 - e. Start Property Survey

2. Schematic Design December 1, 2020
 - a. Review Code implications
 - b. Determine basic Layouts
 - c. Comments and Questions
 - d. Site Layout,
 - e. Start Civil Engineering Site Design

3. Preliminary Design December 15, 2020
 - a. Provide Basic Layout Building Plans, Elevations, Dimensions
 - b. Start selecting Building Materials
 - c. Start Budget Estimate
 - d. Review for Approval to Proceed

4. Design Development January 5, 2021
 - a. Develop plans and elevations, details
 - b. Materials Interior and Exterior
 - c. Start specification sections
 - d. Determine Systems, Mechanical, Plumbing, Electrical

5. Construction Documents January 6 – February 9, 2021
 - a. Engineering Structural, Mechanical, Electrical, Lighting
 - b. Detail Structural Assembly
 - c. All materials Selections
 - d. Specifications
 - e. Determine all bidding requirements for spec.
 - f. Completion of Bidding, Building and Permit Documents

6. Bidding/Bid Opening February 23, 2021
 - a. Bidding questions, Addenda
 - b. Receive and Tabulate Bids
 - c. Determine Successful Bidder
 - d. Council Approval
 - e. Award Contract
 - f. Notice to Proceed

- | | |
|---|----------------------------------|
| 7. Construction | March 16, 2021 – August 27, 2021 |
| a. Preconstruction Meeting | |
| b. Construction Schedule | |
| c. Bi-Weekly Meetings, Site Observation | |
| d. Materials Submittals Review and Approval | |
| 8. Construction Completion | August 27, 2021 |
| a. Final Walk-through, Punchlist | |
| b. Substantial Completion | |
| c. Final Completion | |
| d. Close-out Document, Certificate of Occupancy | |
| e. Construction Manuals | |
| f. As built Drawings | |
| 9. 1-year Walk-through | July 1, 2021 |



CITY OF BLACKDUCK RESOLUTION NO: 2020-32

RESOLUTION DESIGNATING POLLING PLACES FOR 2021

WHEREAS, Minnesota Statutes 204B.16, subd. 1 requires the City Council, by ordinance or resolution, to designate polling places for the upcoming year; and

WHEREAS, changes to the polling places locations may be made at least 90 days before the next election if one or more of the authorized polling places becomes unavailable for use; and

WHEREAS, changes to the polling place locations may be made in the case of an emergency when it is necessary to ensure a safe and secure location for voting; and

WHEREAS, the Blackduck City Council designates the following polling place(s) for any elections conducted in the City of Blackduck in 2021.

Precinct 1: Blackduck City Hall, 8 Summit Avenue East Blackduck, MN 56630

NOW, THEREFORE, BE IT RESOLVED, that the city clerk is hereby authorized to designate a replacement meeting the requirements of the Minnesota Election Law for any polling place designated in this Resolution that becomes unavailable for use by the City;

AND BE IT FURTHER RESOLVED, that the city clerk is hereby authorized to designate an emergency replacement polling place meeting the requirements of the Minnesota Election Law for any polling place designated in this Resolution when necessary to ensure a safe and secure location for voting;

AND BE IT FURTHER RESOLVED, that the city clerk is directed to send a copy of this resolution and any subsequent polling place designations to the Beltrami County Elections Office.

WHEREUPON said resolution was declared duly passed and adopted.

Adopted by the Blackduck City Council this 9th day of November 2020.

APPROVED:

Maxwell Gullette, Mayor

Christina Regas, City Administrator



CITY OF BLACKDUCK RESOLUTION NO: 2020-33

Resolution Establishing a Meeting Schedule for 2021

BE IT RESOLVED, that the regular meetings of the Blackduck City Council shall commence at 6:00pm and the meeting schedule for the Blackduck City Council for the year 2021 is as follows:

January	11	2021	Monday
February	8	2021	Monday
March	8	2021	Monday
April	5	2021	Monday
May	10	2021	Monday
June	7	2021	Monday
July	6	2021	Tuesday
August	9	2021	Monday
September	7	2021	Tuesday
October	11	2021	Monday
November	8	2021	Monday
December	6	2021	Monday

Adopted by the City Council this 9th day of November 2020.

Maxwell Gullette, Mayor

Christina Regas, City Administrator



CITY OF BLACKDUCK
PUBLIC FUNDS REQUEST FORM
PO BOX 380 BLACKDUCK, MN 56630

Organization or Group Requesting Public Funding:

Blackduck Area Toys for Kids

What type of project will the Public Funds used for:

To ensure all children in need get gifts, hats & gloves for Christmas.

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

The holiday season is always stressful for parents, this program helps alleviate that stress by ensuring their kids will get presents. The children that this program impacts will not feel left out and will have a warm hat and gloves to get them through the winter.

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

We would use the funds to purchase toys, hats and mittens. We spend about \$45.00 per child. we service 170-200 children in the Blackduck School district.

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

Blackduck Fire Department Relief Association - Requested \$ 2,000

Belltrami Electric - Requested \$ 2,000

Sent letters to All Blackduck businesses

Date Funds are being requested: 11-5-2020

Date the project starts and completes: 9-1-2020 - 12-19-2020

See opposite side of form for Conditions for Requesting Public Funds

October 13th, 2020

Blackduck City Hall

This year has been very challenging and has created a lot of hardship for many families. We are in need of your support for the Blackduck Area Toys for Kids. Last year we served 170 children from birth through 15 years of age within the Blackduck School District. We are expecting to serve more children this year.

We are requesting your help with a donation to the Blackduck Area Toys for kids. The amount of money will go towards gifts and a set of hat and mittens. Any amount would be greatly appreciated, we have become a 501 (c) (3) charitable organization. (Form Enclosed)

Check should be made out to Blackduck Area Toys for Kids and may be given or sent to a committee member or deposited directly in to the Blackduck Area Toys for Kids account at Deerwood Bank.

Thank you,

Toys for Blackduck Area Kids Committee

Kendra Murray,

Erica Naughton, 25490 Hines RD NE
Hines , MN 56647
(612) 619-4486

Please like and share us on Facebook - Blackduck Area Toys for kids



October 26, 2020

From: Andrew Sharpe

Owner/Inspector, Township and Range, LLC Duluth, MN

To: Christina Regas, City Administrator Blackduck, MN

Re: 32, 40, and 48 Main Street North Blackduck, MN

Dear Christina,

At your request, I have inspected the condition of the structures at 40 Main St. N, and 48 Main St. N in Blackduck, MN for consideration as unsafe buildings per the provisions of the MN State Building Code Chapter 1300.0180 and sanitary conditions per code chapter 1300.0225. I conducted the inspection on 10/23/20 at approximately 12pm. My findings are as follows:

1. Interior evidence of pervasive roof leaks and partial roof structure failure.
 - a. Substantial staining of finished ceiling and above finished ceiling in both 40 and 48.
 - b. Partial roof structural failure around roof drain in kitchen of 40.
 - i. Leaks carry through structural floor into basement below roof leak.
2. Pervasive moisture intrusion in nearly all areas of the basements of 40 and 48.
 - a. Failed sump pump
 - b. Standing water on floor
 - c. Substantial mold growth on both floor and wall surfaces
 - d. Deterioration of separation walls and finished surfaces
3. Obvious and potential health risks
 - a. Air quality risks
 - i. Airborne mold spores.
 - ii. Possible asbestos pipe insulation – a licensed asbestos testing agency should be consulted.
 - b. Lack of appropriate sanitation in the commercial kitchen of 40.
4. Plumbing and electrical system deficiencies
 - a. Missing plumbing fixtures with drains open to air with no drain trap to block sewer gas.
 - b. Damaged electrical – a licensed electrical inspector should be consulted.

The building at number 32 was not accessed on the interior but appears to be structurally tied to the other two units – visible in the basement and exterior finish at the rear of the buildings. It is possible that this building will be or has already been affected by the deterioration observed in the adjoining building, number 40, and should be inspected further.



Figure 1 Building 48 Roof Leak



Figure 2 Building 48 roof leak



Figure 3 Building 40 Roof Leak and Roof Structure Failure



Figure 4 Building 40 Roof leak damage to Floor



Figure 5 Building 40 Main floor damage below roof leak



Figure 6 Building 48 basement standing water/damage



Figure 5 Mold Growth, damage



Figure 6 Mold Growth, damage



Figure 7 Failed sump, standing water



Figure 8 Possible Asbestos pipe insulation



Figure 9 Very poor sanitation



Figure 10 Open stool connection

Minnesota Building Code requires that structures regulated by the code be structurally sound and maintained in a safe and sanitary condition. It is my opinion as a MN Certified Building Official, that neither of the buildings located at 40 or 48 N Main St. in Blackduck meet these basic requirements for structure or sanitation and should NOT be occupied for any use without substantial repairs by licensed contractors and subsequent inspections. The building at 32 N Main St. should be inspected for condition due to the chance of deterioration.

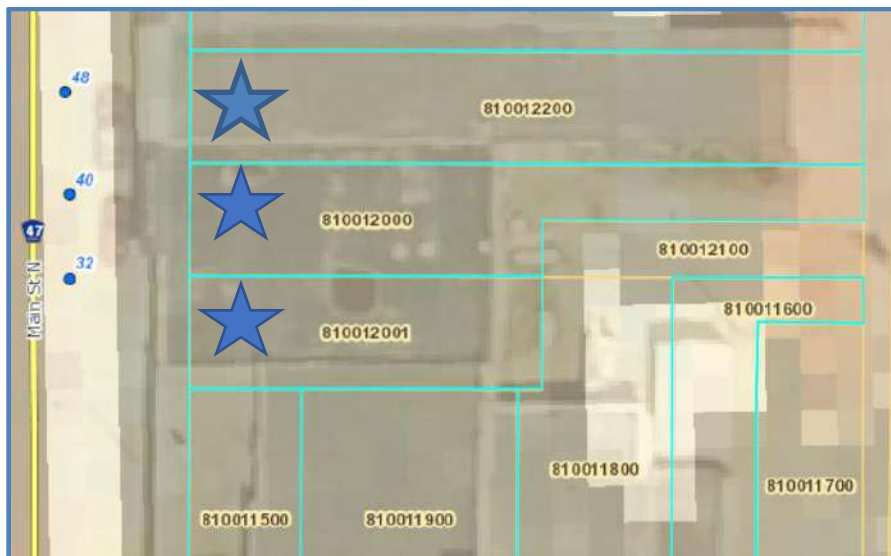
A handwritten signature in black ink, appearing to read 'ASh', with a long horizontal flourish extending to the right.

Andrew Sharpe
Owner, Township and Range, LLC
MN Certified Building Official #706203

Blackduck, MN
Potential Building Demo Project
Funding Update
Date: 10/15/2020

Funding Options for a possible building demolition and redevelopment project were discussed on October 8, 2020. The following is a summary of the options available for Blackduck.

Current Situation: When we met, we discussed a three-parcel space on Main Avenue comprised of PID #81.00120.01, #81.00120.00 and #81.001122.22, as shown below:



The buildings are vacant and generally in a dilapidated condition. We discussed acquisition attempts, costs and the potential benefit to the city.

Funding Options: A program called the Demolition Loan Fund is the best fit for this need. Its focus is demolishing and cleaning up blighted sites that have little or no potential for redevelopment in their current condition. Parcels are eligible if they have no future development identified, although the goal is eventual redevelopment for greater economic benefit to the city.

Eligibility for Blackduck: The city, a city EDA or a city HRA, are eligible applicants for this program. If this is not possible, a county could be an eligible applicant, if they agree to do so. Transferring ownership an eligible entity would be required before applying. Buildings need to be vacant for one year to be eligible.

Amount: Up to 100% of acquisition and demolition costs, including remedial activities and disposal of up to \$1M. These are 2% interest, 15-year loans to the city, with funds disbursed when eligible and approved costs are paid for by the city.

The loans can be deferred for two years with no interest for the first two years. The city would be the borrower and responsible for semi-annual payments after an initial deferment. Up to 50% of the loan could be forgiven once the site has been redeveloped, and that is when the program turns from a loan to a 50% grant. Generally, no expenses prior to the grant/loan award would be an eligible expense.

Application period: Applications are solicited two times per year – February and August. Currently, the program is not funded and if it is funded, the grant round will be announced around December 1, 2020.

Process: Widseth can assist with application to this program at an hourly cost. Acquisition costs are highly scrutinized, and that is one of the reasons it is recommended to work with a third party to apply. We would guide the city through that process and manage the administration of the grant project, if desired.

Other options: Although more research is needed, these other funding options may assist:

- Small Cities Development Program: This would pay for rehabilitation of the buildings with a defined loan/loan forgiveness program.
- Redevelopment Grant program: Pays for acquisition, demolition and remediation when a new developer has been identified and will qualify/receive Tax Increment Financing.
- MPCA Clean up Revolving loan program: Sites must be enrolled in MPCA Voluntary Cleanup with a pre-approved Response Action Plan (RAP).
- Contamination Cleanup and Investigation Grant: Up to 75% to investigate and cleanup, especially for soil and ground water contamination. This would assist in developing the RAP needed above.
- Federal Brownfield Grant: These are administered by EPA and require long term planning and redevelopment.



October 23, 2020

Christina Regas, City Administrator
Blackduck City Hall
PO Box 380
Blackduck, MN 56630

Dear Ms. Regas:

The Kitchigami Regional Library System's revised 2021 operating budget proposal for library services to your residents is enclosed for the decision of the Blackduck City Council. The budget page for your county is also attached for your information. The revised budget reflects a reduction for city and county levies which were requested at the September 2020 Kitchigami Regional Library Board meeting.

Please contact me at the telephone number below or at johnsons@krls.org if you have any questions or wish me to attend a city council board meeting.

Please notify us of the budget decision made by the city council no later than December 14, 2020, if possible. We welcome feedback from your council on its preferences for any changes to your budget.

Sincerely,

A handwritten signature in blue ink, appearing to read "Stephanie Johnson", is written over a light blue horizontal line.

Stephanie Johnson
Director
SJ/cc
Enclosures

2021 Operating Budget Blackduck: 2nd Draft

Highlights: The Blackduck branch will continue to be open 21 hours per week. In 2019 there were 8,528 library user visits and 15,271 items borrowed.

	2020 Approved	2021 Proposed
City KRL Board	\$ 850	\$ 850

Personnel

Wages	\$ 53,790	\$ 51,000	3 PT staff = 1 FTE, includes steps and 2% COLA
Health Plan and Supplement	\$ 2,400	\$ 2,400	1 PT staff health supplement
Training and Development	\$ 900	\$ 900	
Personnel Total:	\$ 57,090	\$ 54,300	

Communications

Postage	\$ 300	\$ 250	
Telecommunications	\$ 636	\$ 700	
Data Lines	\$ -	\$ -	NW Links membership costs
Communications Total:	\$ 936	\$ 950	

Materials

Books	\$ 7,115	\$ 7,500	
Audiovisual	\$ 2,450	\$ 2,500	DVD/CD/Audiobook
Periodicals	\$ 360	\$ 360	Newspapers/Magazine
Database platforms	\$ -	\$ -	Currently covered by HQ
Shared Collections	\$ 1,796	\$ 904	Rotating large print and audiobooks
E-materials	\$ -	\$ 827	eMaterial platform and portion of eAudio
Supplemental processing	\$ 500	\$ 500	To catalog and process donated and misc. materials.
Supplies	\$ 300	\$ 900	Library supplies
Software and licences	\$ -	\$ -	
Total Materials	\$ 12,521	\$ 13,491	

Technical Support	\$ 4,573	\$ 4,609
Technical Services Total:	\$ 4,573	\$ 4,609

Delivery

Operating	320	320
Capital	400	400
Delivery Total:	720	720
Branch TOTAL	\$ 76,690	\$ 72,884

Revenue

	\$ (2,275)	\$ (2,275)	Transfer from KRLS RLTA reserve to offset Technical Support.
	\$ (1,186)	\$ (1,186)	KRLS Fund Balance to offset COVID19 related shortage

City Levy Request	\$ 16,494	\$ 15,508	
City ARR Reserve	\$ 289	\$ 350	Automation Reserve and Replacement

County Levy Requirement \$ 57,921 \$ 55,001

2021 Operating Budget Beltrami County: 3rd Draft

Highlights: Residents of the county will receive 77 hours/week access to branch library services located in Bemidji and Blackduck.

	2020	2021
	Approved	Proposed
Expense		
KRL Board	\$ 850	\$ 850

Outreach		
Operating	\$ -	\$ -
Capital	\$ -	\$ -
Total:	\$ -	\$ -

Branch Libraries (Bemidji and Blackduck)		
Personnel	\$ 469,039	\$ 461,249
Communications	\$ 4,570	\$ 4,550
Materials	\$ 87,265	\$ 88,981
Technical Services	\$ 24,286	\$ 24,775
Delivery	\$ 3,315	\$ 3,315
City KRL Board	\$ 1,700	\$ 1,700
Total:	\$ 590,175	\$ 584,570

County Total:	\$ 590,175	\$ 585,420
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Revenue		
City Levy Requests		
Bemidji	\$ (143,162)	\$ (133,204)
Blackduck	\$ (16,494)	\$ (15,608)
City Levy Request Total	\$ (159,656)	\$ (148,812)

City Fund Balance Allocation \$ - \$ (11,482) **KRLS Fund Balance to offset COVID19 related shortage**

Transfers from reserves		
	\$ (9,600)	\$ (12,000) KRLS health insurance carryover reserve
	\$ (9,384)	\$ (9,384) KRLS RLTA reserve to offset Technical Services expense
	\$ -	\$ (13,013) KRLS Fund Balance to offset COVID19 related shortage

County Levy Request:	\$ 412,385	\$ 390,729
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(21,656) -5.3%