



AGENDA

Blackduck City Council Meeting

6:00 PM - Monday, December 7, 2020
 City Hall, 8 Summit Drive, Blackduck MN

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a. Roll Call	
b. Pledge of Allegiance	
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4. **BLACKDUCK FORUM**
Visitors may share their concerns with Council on any issue, which is not already on the agenda. Each person will have 3 minutes to speak. The Mayor reserves the right to limit an individual's presentation if it becomes redundant. The Mayor may also limit the number of individual presentations on any issue to accommodate the scheduled agenda items. All comments will be taken under advisement by the Council. No action will be taken at the time.
5. **2020 TRUTH IN TAXATION PUBLIC HEARING - CHRISTINA REGAS, CITY ADMINISTRATOR**
(Mayor Gullette to Close Regular Meeting & Open the Public Meeting - Truth in Taxation)
- a. Truth in Taxation Presentation - City Administrator, Christina Regas 107 - 119
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6. **REPORTS OF COMMITTEES AND CITY STAFF**
- 6.1. Public Works Report - Mike Schwanke, Public Works Supervisor
 - 6.2. Liquor Store Report - Shawnda Lahr, Liquor Store Manager
 - 6.3. Law Enforcement Report - Jace Grangruth, Police Chief
 - 6.4. Fire Department Report - Brian Larson, Fire Chief
 - 6.5. Golf Course Report - Jim Andersen, Golf Course Superintendent & Pam Exner, Club House Manager
 - 6.6. Library Report - Kelly Hanks, Head Librarian
 - a. December 15, 2020 6pm - Library Board Meeting
7. **ADMINISTRATOR'S REPORT**
- a. Oath of Office - Special Election Council Member Seat - Sheldon Ostlund (term 2021-2022)

- b. Approval Needed - Resolution 2020-35 - Resolution declaring a vacancy for a Special election Council Member position 120
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- c. Approval Needed - Resolution 2020-36 - Resolution declaring a vacancy for a general election council member position and call a special election in 2021 121
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- d. Approval Needed - Resolution 2020-37 - Resolution appointing Jason Kolb to serve the term of the vacant council member seat through December 31, 2022; or when the 2022 General Election results have been finalized 122 - 123
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- e. Approval Needed - Resolution 2020-38 - Resolution approving final 2020 tax levy, collectable in 2021 124
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- f. Approval Needed - Resolution 2020-39 - Resolution adopting a schedule of fees and charges for various services, licenses, and permits for the City of Blackduck, Minnesota for 2021 125 - 128
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- g. Approval Needed - Resolution 20220-40 - Resolution declaring sufficiency of petition and setting a public hearing on the proposed vacation of Universal Drive SW between Orion Ct. SW and Milky Way Dr. SW and Orion Court SW and Milky Way Dr. SW in its entirety in the preliminary plat entitled Southern Duck Estates 129
[2020-40 Resolution declaring sufficiency of petition and setting a public hearing on the proposed vacation of Universal Drive SW, Orion Ct., and Milky Way Dr. SW](#)
- h. December 9, 2020 11am - Blackduck Development Corp Meeting - City Hall
- i. December 15, 2020 1pm - Liquor Store Planning Meeting - The Pond
- j. December 15, 2020 3pm - City Maintenance & Police Facility Planning Meeting - City Hall
- k. December 16, 2020 12 noon - Blackduck Chamber of Commerce Meeting - Zoom Call
- l. December 16, 2020 2pm - Blackduck Planning Commission Meeting - City Hall
- m. December 17, 2020 - 9:30am - BAAI Board Meeting - Zoom Call - City Administrator Only
- n. December 24, 2020 Noon - Blackduck City Hall Closed in Observance of Christmas Eve
- o. December 25, 2020 - Blackduck City Hall Closed in Observance of Christmas Day
- p. January 1, 2021 - Blackduck City Hall closed in Observance of New Year's Day

- q. January 11, 2021 6pm - Blackduck City Council Regular Meeting - City Hall
- 8. MAYOR AND/OR COUNCIL MEMBER REPORTS
- 9. COMMUNITY EVENTS/GOOD THINGS HAPPENING
 - a. Employee Anniversary -
 - Jacob Lien - Fire Department 2014 - January 16, 2020
 - Melissa Tindell - Liquor Store 2014 - January 10, 2021
- 10. ADJOURNMENT



MINUTES

Council Meeting

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

The Council of the City of Blackduck was called to order on Monday, November 9, 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, Police Chief Jace Grangruth, Golf Course Manager Jim Andersen, Assistant Liquor Store Manager Melissa Gullette, Public Works Supervisor Mike Schwanke, Liquor Store Manager Shawnda Lahr, and Fire Chief Brian Larson

OTHERS PRESENT: Stephen Rose & Gail Leverson, Widseth, Kendra Murray, Natasha Carlson, and one guest that did not sign in

1. CALL TO ORDER

- a. Roll Call
Mayor Gullette called the meeting to order at 6pm and Administrator Regas took roll call.
- b. Pledge of Allegiance
Mayor Gullette lead the meeting in 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. CONSENT AGENDA

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

- a. October 5, 2020 Blackduck City Council Meeting Minutes
- b. October 19, 2020 Blackduck City Council Work Session Minutes

- c. October 2020 Fund Balance Report - CARES Funding Transfers to City Departments & 2020 Budgeted Transfers
- d. October 2020 Bill Batch Report
- e. October 2020 Sewer Income Statement
- f. October 2020 Water Income Statement
- g. October 2020 Pine Tree Park Income Statement
- h. October 2020 Golf Course Income Statement
- i. October 2020 Liquor Store Income Statement
- j. September 2020 Lawful Gambling Report from the Blackduck Firemen's Relief
- k. Final Approval - November Part time hires
- l. Final Approval - Commercial Rehabilitation Satisfaction - Anderson Fabrics Outlet
- m. Final Approval - 2020 MV Credit - Agricultural Revenue
- n. Final Approval - CARES Funding Report for City of Blackduck - October

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

Carried 4 to 0

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

o.

4. BLACKDUCK FORUM

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

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

5. REPORTS OF COMMITTEES AND CITY STAFF

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

- 5.1.1. Approval Needed - Application for Waiver of City Ordinance #213 - WCEC - 188 Main Street N.

Sheldon Ostlund moved to approve the application of waiver of City Ordinance #213 for 188 Main Street N. Jason Kolb seconded the motion.

Carried 4 to 0

Jason Kolb	For
Maxwell Gullette	For
Sheldon Ostlund	For

Nicholas Seitz

For

5.1.2. Report -

Schwanke reported the new street head lights have been put up and the replacement street light on MnDot 71 is back up. Schwanke stated the City discharging is complete and ready for winter. Mayor Gullette asked if the lines were blown out at the Wayside. Schwanke stated that will be winterized later in the week. Nothing further.

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

5.2.1. Report -

Lahr reported October was a good month for business at the bar but noted Governor Walz would be announcing on Tuesday, November 10 new Covid-19 restrictions that include new hours of operation to reduce the spread of the virus. Lahr stated the bar closes at 11pm on the week days and 1am on the weekends. Lahr stated opening weekend of deer season was also very good for business. Councilor Ostlund asked when the new corner posts would be finished off. Lahr reported in the spring when there is warmer weather.

5.3. LAW ENFORCEMENT REPORT - JACE GRANGRUTH, POLICE CHIEF

5.3.1. Approval Needed - 2020-2021 Plow Season Towing Agreement - Bogart's Repair & Recovery

Jason Kolb moved to approve the towing agreement with Bogart's Sheldon Ostlund seconded the motion.

Carried 4 to 0

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

5.3.2. Report -

Grangruth reported interviews for the eligibility list would be in November.

5.4. FIRE DEPARTMENT REPORT - BRIAN LARSON, FIRE CHIEF

5.4.1. Approval Needed - ARMER Radio Purchase

Jason Kolb moved to approve the purchase of 2 ARMER radios; rack charges; and installation from Roger's Two Way Radio from the Fire Department Special Equipment fund for \$7477.60 Sheldon Ostlund seconded the motion.

Chief Larson stated this purchase will begin the migration for the Blackduck Fire Department to satisfy the requirement to ARMER from Beltrami County.

Carried 4 to 0

Jason Kolb	For
Sheldon Ostlund	For
Maxwell Gullette	For

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

5.5.1. Final Review - Blackduck Golf Course Cart Shed Budget

Regas presented the final budget for the construction of the cart shed and stated payments for the funding would begin March 2021.

5.5.2. Report -

Andersen reported the course closed on October 9th and the irrigation lines were blown out. Andersen stated the course had 7065 rounds played this season and that there could have been more but the board agreed to close on Tuesday and Wednesday's in late September and October. Andersen stressed the importance of addressing the staffing in the early and late portions of the season to avoid early shut down.

5.6. LIBRARY REPORT - KELLY HANKS, HEAD LIBRARIAN

5.6.1. November 17, 2020 - Blackduck Library Board Meeting

5.6.2. November 19, 2020 - Kitchigami Regional Library Board Meeting - Pine River

5.6.3. Report -

Murray was present and reported the Trunk or Treat went very well and the last regional meeting the board agreed to work on increasing hours of operation an some libraries. Councilor Ostlund asked if the library deck had been looked at yet. Schwanke stated it was looked at but not yet repaired.

6. ADMINISTRATOR'S REPORT

a. Approval Needed - City Building Remodeling & Rebuilding - Contract & Timeline Widseth - Stephen Rose

Funding Resources Report - Gail Levenson - Levenson reported to the City Council the path the administration has proceeded with for funding the projects. Levenson stated the public works building would pursue the Community Facility Loan from USDA would be the funding source and for the liquor store the source would be funded with a revenue bond.

Jason Kolb moved to approve the architect contracts with Widseth for the Pond addition and the construction of the public works/public safety building as presented and approve the recommended planning schedule for the buildings Sheldon Ostlund seconded the motion.

Carried 4 to 0

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

b. Approval Needed - Resolution 2020-32 - Designating Polling Places for 2021 for the City of Blackduck

Sheldon Ostlund moved to approve Resolution 2020-32 - Designating polling places for 2021 for the City of Blackduck Jason Kolb seconded the motion.

Carried 4 to 0

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

- c. Approval Needed - Resolution 2020-33 - Resolution establishing a meeting schedule for 2021

Sheldon Ostlund moved to approve Resolution 2020-33 - establishing a meeting schedule for 2021
Maxwell Gullette seconded the motion.

Carried 4 to 0

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

- d. Donation Request - Blackduck Areas Toys for Kids - Kendra Murray & Erica Naughton

Murray presented to the board the Blackduck Area Toys for Kids the request for funding for the 2020 Christmas year for the area children.

Jason Kolb moved to approve a donation from the liquor rent fund to the Blackduck Area Toys for Kids organization in the amount of \$4,000 Sheldon Ostlund seconded the motion.

Carried 4 to 0

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

- e. Item for Consideration - Condemnation Process on Commercial Building(s) -
Regas presented reports from the Blackduck Building Inspector and Gail Levenson regarding commercial buildings on Main Street that may need condemnation designation. Regas reviewed the reports with the council and requested future consideration once the owners of the buildings and City Attorney are approve moving forward. Regas stated the condemnation status will allow for the City of Blackduck to move forward with the process..

- f. Item for Consideration - 2021 Levy decrease Kitchigami Regional Library Operating Budget - City of Blackduck

Regas reported the Kitchigami Library Board approve a reduction of the 2021 requested levy of the City of Blackduck. Regas proposed to the City Council to consider reducing the preliminary levy or keeping the funding into the General fund to assist with repairs to the deck on the building.

Jason Kolb moved to approve keeping the approved preliminary levy amount in the Blackduck Library budget for 2021 to remain and not decrease it Sheldon Ostlund seconded the motion.

Carried 4 to 0

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

- 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

- a. Mayor Gullette - Gullette asked Natasha Carlson to join the City Council meeting to call out her dedication to the liquor store with the new message board. Gullette stated Carlson's efforts have been really great and recognized her successes.

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

- a.

Maxwell Gullette moved to adjourn the meeting at 8:00pm Jason Kolb 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

Blackduck City Special Meeting - Certification of 2020 Municipal Election

6:00 PM - Friday, November 13, 2020
City Hall, 8 Summit Drive, Blackduck MN

The Council of the City of Blackduck was called to order on Friday, November 13, 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

OTHERS PRESENT: Lexie Scholler

1. CALL TO ORDER

- a. Roll Call
Administrator Regas took Roll Call and Mayor Gullette call the meeting to order at 6pm.
- b. Pledge of Allegiance
Mayor Gullette called the meeting to order at 6:00pm.

2. APPROVAL OF AGENDA

- a.

Nicholas Seitz moved to approve the agenda as presented Jason Kolb seconded the motion.

Carried 4 to 0

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

3. CERTIFICATION OF 2020 MUNICIPAL ELECTION

- a. Review of 2020 Municipal Election Results - Certification of Canvassing Board - Presentation of Certification of Election of Candidates
Regas declared the winners of the following race(s) for the 2020 Blackduck Municipal Elections:

1. Mayor - Regas declared Maxwell Gullette the winner of the mayoral race with 260 votes. Regas presented the certification of election to Mayor Maxwell Gullette. Regas

further stated there were 15 write-in votes.

2. Special Election Councilor - 2-2-year race(s) - Regas declared Sheldon Ostlund the winner of 1 special election councilor race with 226 votes and Nicholas Seitz the winner of the other special election councilor race with 3 write in votes. Regas presented the Certification of Election to Ostlund and Seitz. Regas concluded the total number of write-in votes for the special election councilor race was 15.

3. General Election Councilor - 2-4-year race(s) - Regas declared the total number of write-in votes was 50 and of those 50 write-in votes; 4 people received the same number of votes which was 4. Regas announced the people that received those votes were Lexie Scholler; Adam Ziegler; Nicholas Seitz; and Cherry Brands. Regas further stated that Ziegler and Brands were not present to tonight's meeting but were notified. Regas announced that by statute when there is a 'tie vote' the City Council "shall determine the result by lot." which could be completed by a chance game (ie. flip of a coin, high card wins, draw names) Regas consulted the City Councilor for clarification on the process. For the record, Regas read the following statutory requirements in light of odd situation.

*As you know, the City Council is required to "canvass the returns[] and declare the results of the election" no later than the 10th day after the election, which is set for tonight. Minn. Stat. § 205.185, subd. 3(a). As you mentioned, if there is a "tie vote," the City Council "shall determine the result by lot." Id., subd. 3(c). **Seven days after the canvass is completed**, and presuming that there has not been an election contest, "the municipal clerk shall issue a certificate of election to each successful candidate." Id., subd. 3(b). It cannot be issued earlier, and therefore no one can be sworn in earlier than a week from now.*

*The winner of each seat (whether as the top vote-getter or by random drawing to break a tie) **must be issued a Certificate of Election, even if the same person officially wins more than one seat and regardless of whether the person wants to take the seat.** If the same person is elected to both a special election and general election seat, they could choose their seat by accepting either the special election seat or general election seat. (They could actually accept both, in which case the person would be in the special election seat until the first Monday in January, at which point they would automatically resign the special election seat and assume the general election seat.)*

If Nick Seitz wins the drawing for the 4-year seat, he will have to decide which seat to take. If he chooses the 2-year term, that leaves a four-year seat vacant, which will have to be filled by special election.

These are mandatory obligations, even if they do not really make sense in this particular situation. If you get pushback, the reasoning here is that no one except for the voters is authorized to speak for the voters (and they have already said all they had to say). Unfortunately, this is true even if what the voters say is confusing.

Regas presented Certificate of Election to both Lexie Scholler and Nicholas Seitz for the write-in votes for the General Election seats and then stated the certificate of election for the other two candidates not present would be mailed to them.

Regas requested the City Council pick how to perform the 'by lot' determination of the general election seats. The City Council members chose to pull names from a box-Regas displayed for the record that all 4 names on cards were placed in the chosen box to pull from. Regas presented to Mayor Gullette the box to draw one name and to Councilor Kolb to draw the second name. Regas then requested Gullette and Kolb to read the names on the cards drawn.

Mayor Gullette displayed the name he chose from the box was: Adam Ziegler
Councilor Kolb displayed the name he chose from the box was: Nick Seitz

Regas requested Nick Seitz declare which seat he wishes to fill. Regas stated if Nick chooses the 4-year General Election seat then the City Council could appoint someone to the 2-year Special Election seat.

Regas further stated her conversation with Adam Ziegler noted he may not accept the seat at which point that seat remains open and the end result may end up with another City Election to fill that seat.

Nick Seitz announced he will accept the seat for the General Election Councilor 4-year race.

Regas further reported the final election statistics the total number of registered voters in the voting roster at 7:00am was 361; the total number of registering at the polling precincts on Election Day was 56; the total number of mail ballots was 89; and the total number of voters was 322 which resulted in a 77% voter turn-out.

Jason Kolb moved to approve the results of the 2020 General Election from the Blackduck Canvassing Board Nicholas Seitz seconded the motion.

Carried 4 to 0

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

- b. Approval Needed - Resolution 2020-34 - Resolution to Certify results of the Tuesday, November 3rd, 2020 Municipal Election

Jason Kolb moved to approve Resolution 2020-34 stating the office of Mayor for the term of 2021-2022 shall be Maxwell Gullette; and the office of 2-year Council member for the term of 2021-2022 shall be Sheldon Ostlund and OPEN; and the offices of 4-year General Election Council Member for the term of 2021-2024 shall be Nicholas Seitz and Adam Ziegler. Sheldon Ostlund seconded the motion.

Carried 4 to 0

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

4. ADJOURNMENT

- a.

Maxwell Gullette moved to adjourn the meeting at 6:30pm Jason Kolb 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, November 23, 2020
City Hall, 8 Summit Drive, Blackduck MN

The Council - Work Session of the City of Blackduck was called to order on Monday, November 23, 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, and Councilor Nicholas Seitz
- COUNCILORS EXCUSED:** Councilor Sheldon Ostlund
- STAFF PRESENT:** City Administrator Christina Regas, Police Chief Jace Grangruth, and Public Works Supervisor Mike Schwanke
- OTHERS PRESENT:** Matt Sparby

1 CALL TO ORDER

- a) Roll Call
Regas took roll call of those in attendance.
- b) Pledge of Allegiance
Mayor Gullette dispensed with the agenda.

2 APPROVAL OF AGENDA

- a)

Nicholas Seitz moved to approve the agenda as submitted Jason Kolb seconded the motion.

Carried 3 to 0

Jason Kolb	For
Maxwell Gullette	For
Nicholas Seitz	For

3 OLD BUSINESS

- a) City Building Remodeling & Rebuilding
Updates from the first planning meetings of the Liquor store and Public Works / Law Enforcement buildings were discussed. Regas provided an update on the funding noting if the fees from engineers and architects are not included in the cost of the building the additional costs would need to be absorbed by the utility funding side. Schwanke stated if that needs to happen then rates would need to increase. Nothing further at this time.
- b) Public Works Truck(s)
Schwanke reported he does not have a delivery date to report at this time.

- c) Blackduck Hot Water AIS Station
Schwanke reported he and the County had communications issues of which have been resolved and he will be meeting with him to move forward with the project.
- d) Blackduck Library Deck & Front ADA Access
Schwanke reported the front ADA access is now fixed and the long term issue will need to be decided upon in 2021. Regas will remove the item from the agenda.
- e) Resolution for Annual Appointments - After Election
Regas requested the Council table the annual appointments until new business is discussed regarding the election and vacancies.
- f) Local Sales Tax - 2021 Legislative Process
Regas reported she is compiling new updated revenue numbers from MN Dept of Revenue to support the resolution needed to pass by January 31, 2021.
- g) Blackduck Ordinance §1120 Beer, Wine, & Liquor Licensing -
Regas reported the current City Ordinance §1120 as it is written does provide the owner of Blackduck Bowling Lanes the opportunity to offer strong beer. Regas stated the path would include the application for a 3.2% license AND the current Wine License option, holding both licenses and having an inspection from MDH supporting the 25 seating requirement would allow Blackduck Bowling Lanes to offer strong beer. Regas reported this communication has been provided to the owner in email format and with 2021 renewal documentation.

4 NEW BUSINESS

- a) Schedule of Fees and Charges for 2021
The schedule of fees and charges for 2021 was discussed and the following was agreed upon to change:
 1. Item #29 - The monthly sewer base fee for a Multi-family Dwelling unit shall be ~~\$13.00~~ \$18.00 per unit. -it was discussed to increase this rate to match the residential rate of \$18.00.
 2. Item #34 - The fee for bulk water shall be a ~~\$50.00 minimum for each connection to the public water system, which will included 1,000 gallons, thereafter \$20.00~~ (Schwanke and Regas will set this amount to be higher than the per gallon rate that exists for all utility customers) the connection charge to the public water system would be removed from the fee.
 The remaining fees and charges would not change for 2021 at this time.
- b) Condemnation vs. Hazardouse Structure Act
Regas reviewed the notes and LMC memo with the council and asked for feedback. Regas noted that both processes have risk involved the question the City of Blackduck needs to decide if it should get involved. Regas stated the City would need to prove a public purpose to own the property if condemnation is chosen, and in the case of the hazardous structure act may acquire to properties without a public purpose but would assume the financial risk. Regas stated that regardless of which path the City chooses the City Attorney recommends the City order an administrative search warrant to inspect 32 Main Street that has not had an inspection completed. Regas stated the courts would want to see more clarity on the condition of the property to continue the hazardous structure act. Regas stated that although it would be a difficult lengthy process the end result would benefit the city to have the redevelopment downtown. Mayor Gulette agreed the City order the search warrant and requested it be added to the agenda for December 7, 2020. Mayor Gulette further requested a member of the BDC be invited to the next council meeting. Regas will extend an invite to Dwight Kalvig.
- c) 2020 Election Vacancys & Swearing in of Special Election Council members
Regas stated the intention to swear in Councilor Ostlund if he were present to the

work session and noted that it will be completed at the December 7 Council Meeting. Regas provided drafts of resolutions declaring vacancies in the special election seat and general election seat for review.

Regas provided insight to how the city should proceed to fill the vacant general election seat. City Attorney Langel stated in an email the City need to hold a special election on a uniform election date and provided those dates to chose from. After discussing those dates the council settled on the second Tuesday in April which is April 13, 2021. Regas stated she would draft the resolution to order the special election. Mayor Gullette asked when candidates would need to file for the seat. Regas could not confirm but normally filling is 90 days prior to an election. Regas stated this special election may be different.

Regas further recommended the City Council hold off on updating designations for committee vacancies until after the January 2021 regular council meeting.

d) Petition for Vacation of Universal Drive SW in the City of Blackduck - Matthew Sparby

Regas conference in Matt Sparby owner of Southern Duck Estates Development to discuss his petition for vacation of Universal Drive SW / Orion Ct. SW / and Milky Way Dr. SW. Regas provided for reference the plat map of Southern Duck Estates. Sparby stated his petition request is in result of his original planned plat. Sparby stated the owner of Rudniki Tractor Ranch has shown interest in purchasing the existing building and the potential of an additional structure construction and the Blackduck Snowmobile Club will purchase another parcel to build a public parking lot. Sparby stated he would like to retain the remaining property for personal use and stated the project is not going to financially feasible to complete in the near future including installing the remaining roads. Sparby stated he will keep the existing road; sell off the property and buildings; and retain the remaining. Sparby stated the remaining property would still remain in the City.

Regas asked for clarification on where the road would stop. Sparby noted the location with tree landmarks. Sparby stated how at the time when the development was create the dream was great but he has lost money on the project he will not get back and now it is time to part ways and move on.

Mayor Gullette asked how vacating the road would be of interest to the public. Sparby stated it allows for the snowmobile club parking lot and the business continue and grow without having additional costs. Sparby stated the development was never finished once the bid for constructing the roads came in. Regas asked if the current platted parcels will remain as they are now. Sparby stated no the parcels would go back to farmland and not be mowed. Sparby stated the parking lot will be a good addition to the City.

Mayor Gullette asked what the next step would be. Regas stated the City needs to order the public hearing so Regas can notify all the property owners regardless of Sparby is the only owner. Regas recommended the public hearing be scheduled to coincide with the January 11, 2021 regular council meeting. City Council agreed to the January date.

Councilor Kolb asked if the land would remain residential or reclassify it as agricultural. Sparby stated that would be up to the City. Kolb asked if it remains residential is the City allowed to remove the road. Sparby stated there would still have an easement for that property and there will be an easement for the snowmobile club. Sparby stated although it was platted as a road it was never maintained as a road.

Nothing further at this time.

e) Chief of Police Job description update - reporting authority

Chief Grangruth requested the council consider a restructuring of the way the Police Chief reports to the City. Grangruth currently as per his job description reports to

the City Administrator. Grangruth stated that although nothing would change regarding the Chief's working relationship between the positions. Grangruth stated he would like to have his position report to the City Council instead of the City Administrator. Mayor Gullette asked if the Chief would then provide a report at each meeting. Grangruth stated yes that could be an option. Grangruth further stated although the Administrator is the Chief's direct supervisor it gets complicated when there is a law enforcement matter since civilians have no jurisdiction over those matters. Councilor Kolb stated his concern for the Chief's communication with the Council and the risk of violating Open Meeting Law. Grangruth stated the Council can continue communicating the same without any violation risk. Councilor Kolb asked if the change would just be a policy change. Regas stated it would just be an update to the job description for the Police Chief. Regas stated the Chief could meet with the Personnel Committee update the job description and request further approval of the council. Nothing further.

5 ADJOURNMENT

a)

Jason Kolb moved to adjourn the work session at 7:52pm Nicholas Seitz seconded the motion.

Carried 3 to 0

Jason Kolb	For
Maxwell Gullette	For
Nicholas Seitz	For

Christina Regas, City Administrator

Maxwell Gullette, Mayor

Kitchigami Regional Library
Board Meeting November 19, 2020 6:00 p.m.
Kitchigami Headquarters Building, Pine River, MN

A G E N D A

1. Call to order/Introductions
2. Pledge of Allegiance
3. Approval of Agenda
4. Consent Agenda
 - a. Minutes: September 2020
 - b. Bills: September - November 2020
 - c. Financial Statements: October 2020
 - d. Director's Report
5. Old Business
 - a. Strategic Planning
 - i. Proposed Strategic Plan
 - ii. Ad hoc KRLS Finance Committee
 - b. COVID-19 Response
 - c. Other
 - d. Public Input
6. New Business
 - a. Bills: November 2020
 - b. Service Agreements: Pequot Lakes and Crosslake
 - c. Audit Committee Meeting
 - i. Fund Balances
 - ii. RFP and Responses for Audit Services
 - d. Hot Spot Grant Final Report
 - e. 2021 Holiday Schedule
 - f. Election of Officers: 2021 Board Nominations Committee
 - g. Other
 - h. Public Input
7. Chair's Report
8. Adjournment

If you are unable to attend this meeting, please notify Carol at 218/587-2171 x 224 or christensenc@krls.org.

FUTURE BOARD MEETINGS

Thursday January 21, 2021
Thursday March 18, 2021
Thursday May 20, 2021
Thursday June 17, 2021
Thursday July 15, 2021
Thursday September 16, 2021
Thursday November 18, 2021

2020 Kitchigami Regional Library Board Members (revised 9/28/20)

Kitchigami Director Stephanie Johnson (johnsons@krls.org)

BELTRAMI COUNTY

Reed Olson (County Commissioner)
711 14th St. NW, Bemidji, MN 56601
Ph: 218/766-0383; E: reed.olson@co.beltrami.mn.us
Alternate: Richard D. Anderson (County Commissioner)
7278 Lammers Rd NW, Solway, MN 56678
Ph: (c) 218/766-3283; (h) 218/467-3275
E: Richard@paulbunyan.net

CASS COUNTY

Neal Gaalswyk (County Commissioner)
11745 Maplewood Dr., East Gull Lake, MN 56401
Ph: (c) 218/839-1841;
E: neal.gaalswyk@co.cass.mn.us

CROW WING COUNTY

Bill Brekken (County Commissioner)
20891 Donaldson Rd, Brainerd, MN 56401
Ph: (c) 218/232-0257; E: bill.brekken@crowwing.us
Alternate: Steve Barrows (County Commissioner)
12679 Noble Fir Dr., Baxter, MN 56425
Ph: (c) 218/820-8199; E: steve.barrows@crowwing.us

HUBBARD COUNTY

Tom Krueger (County Commissioner)
12621 Bethel Trl., Nevis, MN 56467
Ph: 218/616-4069; E: tkrueger@co.hubbard.mn.us
Alternate: Charlene Christenson (County Commissioner)
26390 Island Air Dr., Park Rapids, MN 56470
Ph: 218/616-2181; E: cchristenson@co.hubbard.mn.us

WADENA COUNTY

Jim Hofer (County Commissioner)
104 Mini Dr., Staples, MN 56479
Ph: (h) 218/894-1152, (c) 218/296-1948
E: jim.hofer@co.wadena.mn.us
Alternate: Sheldon Monson
12937 County Rd 100, Wadena MN 56482
Ph: 218/640-3278
E: Sheldon.monson@co.wadena.mn.us

CITY OF BEMIDJI

Nancy Erickson
508 Lincoln Ave SE, Bemidji, MN 56601
Ph: 218/444-9168; E: nancy.erickson@ci.bemidji.mn.us
Alternate: Michael Meehlhause
911 Minnesota Ave. NW, Bemidji, MN 56601
Ph: 763/614-8863
E: Michael.meehlhause@ci.bemidji.mn.us

CITY OF BLACKDUCK

Kendra Murray
P.O. Box 21, Blackduck, MN 56630
Ph: (w) 218/835-6858; (c) 218/553-1640;
E: kndrmurray@aol.com

CITY OF BRAINERD

Mary Koep
123 Laurel St., Brainerd, MN 56401
Ph: 218/829-9793; E: marywalkt@icloud.com

CITY OF CASS LAKE

Richard Molash
P.O. Box 516, Cass Lake, MN 56633
Ph: 218/308-4839; E: rmolash1958@gmail.com

CITY OF LONGVILLE

Phyllis Eck
191 Riverside Dr., Longville, MN 56655
Ph: (c) 218/539-0354; E: 1849pe@gmail.com

CITY OF PARK RAPIDS

Thomas Conway
1018 Konshok Loop, Park Rapids, MN 56470
Ph: (c) 218/390-5748, (w) 218/732-2155
E: conwaythomasi@aol.com

CITY OF PINE RIVER

Tammy Hansen
P.O. Box 622, Pine River, MN 56474
Ph: 218/587-5171, (c) 218/821-2146
(w) 218/454-7012; E: tammyhoppe0@gmail.com

CITY OF WADENA

George Deiss
1206 16th St. SW, Wadena, MN 56482
Ph: (c) 218/639-2097; E: gdeiss@wadena.org
Alternate: Wade Miller
701 1st St. SW, Wadena, MN 56482
Ph: 218/631-6060; E: wademille@arvig.net

CITY OF WALKER

Charlene Moore
P.O. Box 1136, Walker, MN 56484
Ph: 630/399-8978; E: cmoorewalkercity@gmail.com

2019 KITCHIGAMI REGIONAL LIBRARY BOARD COMMITTEES
(Revised 03/2020)

Board Officers

Chair	Neal Gaalswyk
Vice-Chair	Tom Conway
Treasurer	Jim Hofer
Secretary	Mary Koep

BUDGET COMMITTEE (5)

Neal Gaalswyk, Chair
Reed Olson
Jim Hofer
Bill Brekken
Tom Krueger

PERSONNEL COMMITTEE

Neal Gaalswyk, Chair
Jim Hofer
Nancy Erickson

Non-voting staff members:
Carrie Huston
Jodi Schultz
Sheri Brumback
Tami Beto

POLICY COMMITTEE (Est. 6/15/17)

Nancy Erickson
Jim Hofer
Mary Koep

Neal Gaalswyk, ex-officio

AUDIT COMMITTEE

Neal Gaalswyk, Chair
Jim Hofer

OUTREACH COMMITTEE

Committee of the Whole Non-voting staff members
Val McCormic
Stephanie Johnson

STRATEGIC PLANNING COMMITTEE

Jim Hofer	Non-voting staff members:
Mary Koep	Jenny Hill
-----	Carrie Huston
Neal Gaalswyk, ex-officio	

STRATEGIC PLANNING RFP COMMITTEE

Richard Molash
Tom Conway

INTERNET/ELECTRONIC RESOURCES COMMITTEE

-----	Non-voting staff members:
Bill Brekken	Renee Frethem
Reed Olson	Leann Willenbring
Neal Gaalswyk, Chair, ex-officio	

EXTERNAL BOARDS:

1. NORTHERN LIGHTS LIBRARY NETWORK

Governing Board Members

Delegates: Reed Olson
Alternate: George Deiss

2. NWLinks

Delegate: Director Stephanie Johnson

**Kitchigami Regional Library System
Board Meeting September 17, 2020 6:00 p.m.
Kitchigami Headquarters Building, Pine River, MN**

Board members present: Bill Brekken, Tom Krueger, Jim Hofer, Mary Koep, Neal Gaalswyk

Board members present virtually: Reed Olson, George Deiss, Tom Conway

Board members absent: Nancy Erickson, Kendra Murray, Richard Molash, Phyllis Eck, Tammy Hansen, Charlene Moore

Others present non-voting: Staff members: Stephanie Johnson, Carol Christensen
Others: Chris Clasen CPA

Chair Gaalswyk called the meeting to order at 6:00 p.m.

Approval of Agenda Jim Hofer requested additional agenda item under New Business b.1 Fund Balance Discussion. Chair Gaalswyk requested agenda item 6b follow Director's Report.
Motion by Jim Hofer, seconded by Tom Conway, to approve the revised agenda. Motion carried unanimously.

Consent Agenda **Motion by Mary Koep, seconded by Bill Brekken, to approve the items A-D on the Consent Agenda:**

- a. July 2020 Minutes
- b. July-August 2020 Financial Statements
- c. July-August 2020 Bills
- d. Director's Report – Technical Services Manager Megan Lysford was hired September 1st, filling the seven year vacancy. This should not affect the current KRLS contract with LCSC through June 2021. KRLS Headquarters' roof was replaced through an insurance claim. A large tree fell on the property unexpectedly and was removed. KRLS checkouts and statistics were down significantly due to library closures caused by COVID-19, showing the importance of browsing and building useage. Electronic statistics increased, however, did not completely make up for decrease in circulation statistics. This could be due to access and awareness of technology in our region.

Motion carried unanimously.

2019 Audit Chris Clasen, CPA, a partner at Clasen, Stegner and Schiessl CPAs, Ltd. located in Nisswa, MN, gave a brief overview of the 2019 KRLS Audit. Everything was reasonably reported except

for the value of the collection which changes almost daily. The unrestricted portion of KRLS's net position totals \$4,501,382. There was a positive change in general revenues of \$379,745. From a government's perspective, this is not ideal. KRLS's unassigned fund balance total was \$3,766,385. In general, 50-100% of one year's expenditures was recommended. Clasen, Stegner, and Schiessl CPAs, Ltd. advised KRLS to work on expenses, in particular salaries and employee benefits. They also recommended additional internal controls through segregation of duties in the preparation of financial statements. Electronic signatures as opposed to pre-signed checks was proposed. There was one compliance issue at Citizen's Bank noted in the audit for lack of collateral for excess deposits.

Jim Hofer lead the discussion about the KRLS Fund Balance. The Board discussed areas of over budgeting and the possible causes, including staff vacancies, unused benefits, and salaries. Strategic planning will help guide future KRLS budget proposals. **Motion by Jim Hofer, seconded by Tom Conway, for Director Johnson to present the Board with revised 2021 budgets by mid-October with a net effect of \$100,000 by reducing expenditures or increasing revenue estimates.** Discussion. **Motion carried unanimously.**

Motion by Jim Hofer, seconded by Tom Krueger, to approve the 2019 Financial Audit. Motion carried unanimously.

RLBSS: Amendment to FY2021 grant application

Director Johnson explained the RLBSS application approved in June was amended to include new figures from the state showing an increase of \$20,600 from fiscal year 2020 due to population increases. **Motion by Tom Conway, seconded by George Diess, to approve the amendment to the 2021 RLBSS application. Motion carried unanimously.**

ACHF: Amendment to FY2021 grant application

Director Johnson explained the ACHF application budget was reduced by 14% by the state due to the COVID-19 pandemic which is reflected in the amended budget. **Motion by Jim Hofer, seconded by Bill Brekken, to approve the amendment to the 2021 ACHF application. Motion carried unanimously.**

Strategic Planning

Chair Gaalswyk gave the board an update on the Strategic Planning steering committee's process. Four broad categories of goals have been identified: marketing and branding, programs and services, regional and institutional success/changes, and community engagement. Library Strategies has produced a community survey and hopes to have at least 500 participants. Board members were

requested to provide Director Johnson with contacts for 3-5 people who may be willing to participate in one of 3 focus groups planned for October 3-6 by Tuesday, September 22nd. The Board agreed to meet virtually between November 9th and 19th to discuss the strategic plan before voting on it at the November board meeting.

HQ Landscaping

Of three landscaping bids, Director Johnson recommended the proposal from Backyard Reflections, which met all RFP requirements and came in as the low bidder. **Motion by George Diess, seconded by Jim Hofer, to award the landscaping contract to Backyard Reflections.** Discussion. **Motion carried unanimously.**

COVID 19 Update

Director Johnson gave an update on library services at branch libraries. All branches are open to some degree, varying by community and branch. Mobile Library is open and very busy, especially in Wadena County. All are on track to increase services using phased planning. As of September 1st, KRLS has spent approximately \$26,000 on specific COVID related supplies, including protective barriers, sanitizing stations, disinfecting gloves, and face masks. An additional \$5,000 above the \$25,000 the KRLS Board approved in May to cover pandemic supplies through the end of the year should be sufficient for libraries. County level funding is available by application through the CARES Act, which Director Johnson confirmed with Cass County Administrator Josh Stevenson. **Motion by Jim Hofer, seconded by Reed Olson, to approve the adjustment of COVID-19 related spending on safety equipment to \$30,000.** Discussion. **Motion carried unanimously.**

Bills: September 2020

Motion by Jim Hofer, seconded by Neal Gaalswyk, to approve payment of the September 2020 bills checks #22238 to #22259 in the amount of \$27,892.77 in addition to checks #22260 to #22272 in the amount of \$30,120.08 as well as the authorization of payroll checks #41941 to #42004 in the amount of \$63,309.38. Roll call vote: **Motion carried unanimously.**

RLTA FY2020 Final

Motion by Mary Koep, seconded by Tom Conway, to approve the RLTA FY2020 final report. **Motion carried unanimously.**

RLTA FY2021 Application

RLTA application for Category 2 funding runs through the end of June 2021. Costs haven't changed, but there is additional broadband in Bemidji and Blackduck libraries included. **Motion by Reed Olson, seconded by Jim Hofer, to approve the RLTA FY2021 application.** Discussion. **Motion carried**

unanimously.
 RLBSS: Report of results accomplished FY2020 RLBSS is primary grant in aid that funds Headquarters' operations, as well as programming for the ILS system and participation in Interlibrary Loan. **Motion by Mary Koep, seconded by Bill Brekken, to approve the RLBSS report for submission to the state. Motion carried unanimously.**

ACHF FY20 Interim Report **Motion by Jim Hofer, seconded by Tom Krueger, to approve the ACHF FY20 Interim Report for submission to the state. Motion carried unanimously.**

Staff Microsoft Outlook Update In January 2020, KRLS Board had approved migration to Outlook 365, however, the quote was rejected by Microsoft after they decided we did not qualify as an educational organization. The current quote includes 51 licenses for Microsoft 365 for staff email and MS Office programs. **Motion by Tom Conway, seconded by Tom Krueger, to retroactively approve the quote of \$6,373.40 for email migration from Outlook 2010 to Outlook 365 for KRLS staff. Discussion. Motion carried unanimously.**

CD Renewals Three banks responded with fairly low interest rates. **Motion by Jim Hofer, seconded by Tom Krueger, that the following Certificates of Deposit be renewed at Citizens National Bank of Park Rapids for six months at .6% interest:**
CD #16930: Summer Library Program for approximately \$28,145.92
CD #16931: Automation and Accounting software for approximately \$259,022.28
CD #16932: Non-Restricted for approximately \$124,977.19
CD #16933: Summer Reading Program for approximately \$37,540.78.
 Discussion. **Motion carried unanimously.**

Motion by consensus to adjourn at 7:47 p.m.

Minutes respectively submitted by Administrative Assistant Carol Elizabeth Christensen.

Minutes signed by Board Secretary, Mary Koep _____

Date _____

**KITCHIGAMI REGIONAL LIBRARY
CHECK REGISTER
September 10, 2020**

Check #	Vendor	GL Account Title	Amount
22238	ARSL, ASSOCIATION R&S LIBRARIES	Training & Development Regionan Wide	735.00
22239	ARVIG	Phones, CL, LG, WD & WK	171.52
22240	CDW GOVERNMENT	Library Supplies for Brainerd & HQ	439.49
22241	CENTURY LINK	Phones, Bemidji, Brainerd and Wadena	349.47
22242	CITY OF PINE RIVER	HQ Water	28.00
22243	D&D BEVERAGE	Covid-19 Supplies	260.00
22244	GARDINER'S HARDWARE	Building and Property maintenance & Repair	35.47
22245	JOBSEQ	Job postings for Park Rapids	1,033.50
22246	KIMBER CREEK FORD	Deliver Van M&R, ML Oil change	141.75
22247	LAKES AREA CPA'S	Professional Fees for Audit	9,826.00
22248	LAKES COUNTRY SERVICE COOP	Contracted Network Support	7,768.88
22249	MIDWEST TAPE	Collections and Processing	4,186.95
22250	OCELCO	Covid-19 Supplies	135.00
22251	OFFICE SHOP	Covid-19 Supplies, Office Supplies & Contract	1,127.85
22252	PEQUOT SAND AND GRAVEL	Building and Property maintenance & Repair	144.96
22253	PREBLE, JASON LAKEVIEW TREE CO.LLC	Building and Property maintenance & Repair	1,020.06
22254	PINE RIVER SANITARY DISTRICT	HQ Sewer	42.00
22255	ROCHESTER TELEPHONE SYSTEMS	Long distance for entire region	181.97
22256	TDS TELCOM	Phones for Bemidji and Blackduck	79.09
22257	ULVERSCROFT LARGE PRINT	Shared collections	64.48
22258	VERIZON WIRELESS	ML broadband stick	50.02
22259	WASTE PARTNERS, INC	HQ Garbage	71.31
			<u>\$ 27,892.77</u>

**KITCHIGAMI REGIONAL LIBRARY SYSTEM
PAYROLL CHECKS
Payroll for August (15th - 31st) 2020**

PAY DAY	Check Numbers	Account	Amount
9/10/2020	41941-42004	Direct Deposits	41,885.14
		Paper Checks	701.26
	Deposit on MN E-Service	Minnesota Withholding Tax	1,717.20
	Deposit on EFTPS	Federal Withholding Tax	11,761.30
	Deposit on PERA website	PERA-Public Employee Retirement Association	7,244.48
		Total Payroll Expense on 12/10/19	<u>\$ 63,309.38</u>

AMOUNT EXPENSED PAGE 1	\$ 91,202.15
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**KITCHIGAMI REGIONAL LIBRARY SYSTEM
CHECK REGISTER
September 17, 2020**

Check #	Vendor	GL Account Title	Amount
22260	AMAZON.COM SYNCHRONY BANK	Collections for Branches	\$419.99
22261	ARVIG	Phones, Park Rapids	\$44.88
22262	BAKER & TAYLOR L0433642	Collections for Branches	\$9,579.18
22263	BAKER & TAYLOR L4068832	Collections for Branches	\$607.64
22264	BAKER & TAYLOR L4068842	Collections for Branches	\$10.96
22265	CASS COUNTY SHERIFF'S OFFICE	Alarm Permit 9/1/2020-8/31/2021	\$20.00
22266	CHASE	See breakdown below	\$1,623.61
22267	CHRISTENSEN, CAROL	Rerimbursement for postage	\$19.08
22268	CENGAGE LEARNING INC.	Collections for Branches	\$3,269.60
22269	MINNESOTA POWER	HQ Electricity	\$340.74
22270	MLA, MINNESOTA LIBRARY ASSOCIATION	Training & Development - Branches	\$540.00
22271	MN PEIP	Employee Health Insurance	\$13,296.96
22272	TDS TELECOM	Phones, Administration & Pine River Library	\$347.44
			<u>\$30,120.08</u>

**SUPPLIMENTAL INFORMATION
SEPTEMBER 2020**

CHASE CREDIT CARD

Account #	Vendor	GL Account Title	Amount
5110.130	BARNS&NOBLE	Collection, Brainerd	25.72
5310.020	STATION 371, PINE RIVER	Delivery Van - Gas & Oil	552.96
5410.040	STATION 371, PINE RIVER	Mobile Library - Gas & Oil	400.32
5250.000	TARGET& HOME DEPOT	Office Supplies	490.16
5252.000	ZOOM	Covid-19 Expenses	144.86
6390.000	CHASE	Late fee	9.59
			<u>\$ 1,623.61</u>

INVOICE DISTRIBUTION REPORT

OFFICE SHOP

Account #	Vendor	GL Account Title	Amount
5252.000	OFFICE SHOP	Covid-19 Supplies	102.96
5250.000	OFFICE SHOP	Office Supplies	877.86
5238.000	OFFICE SHOP	Contract for Copier	147.03
			<u>\$ 1,127.85</u>

INVOICE DISTRIBUTION REPORT

AMOUNT EXPENSED PAGE 2	\$30,120.08
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**KITCHIGAMI REGIONAL LIBRARY
CHECK REGISTER
September 25, 2020**

Check #	Vendor	GL Account Title	Amount
22273	VOID, printer error		
22274	BACKYARD REFLECTIONS	Building & Property M & R half down	2833.00
22275	VERIZON	Admin Phones plus Hot Spots	816.74
			<u>\$ 3,649.74</u>

**KITCHIGAMI REGIONAL LIBRARY SYSTEM
PAYROLL CHECKS
Payroll for September (1st - 15th)**

PAY DAY	Check Numbers	Account	Amount
9/25/2020	42005-42069	Direct Deposits	42,964.55
		Paper Checks	663.56
	Deposit on MN E-Service	Minnesota Withholding Tax	1,853.32
	Deposit on EFTPS	Federal Withholding Tax	12,312.68
	Deposit on PERA website	PERA-Public Employee Retirement Association	7,615.34
			<u>\$ 65,409.45</u>

AMOUNT EXPENSED PAGE 1	\$ 91,202.15
AMOUNT EXPENSED PAGE 2	\$30,120.08
AMOUNT EXPENSED PAGE 3	\$ 69,059.19
TOTAL AMOUNT EXPENSED IN SEPT	\$ 190,381.42

**KITCHIGAMI REGIONAL LIBRARY SYSTEM
CHECK REGISTER
October 9, 2020**

Check #	Vendor	GL Account Title	Amount
22276	3M BIBLIOTHECA, LLC	E-Materials	10,342.03
22277	AMAZON CAPITAL SERVICES	Library Supplies, Office Supplies, Covid Supplies	132.56
22278	ARVIG	Phones, CL, LG, WD & WK	171.68
22279	BAKER & TAYLOR L4068862	Collections for Bemidji	124.80
22280	BELTRAMI COUNTY HISTORY SOCIETY	Legacy Funds expense, contract	500.00
22281	BREKKEN, BILL - BOARD MEMBER	KRLS Board meeting travel expense	25.30
22282	BRODART CO.	Technical Equipment & Supplies	390.49
22283	BRUMBACK, SHERILYN	Interview & Hiring for Tech Manager	149.50
22284	CDW GOVERNMENT, INC	Cares Act Grant Expense	2,002.10
22285	CENTER POINT LARGE PRINT	Collections & Processing	359.18
22286	CENTURY LINK	Phone: Bemidji, Brainerd and Wadena	349.47
22287	CHRISTENSEN, CAROL	Travel - Misc EE to Walker Library	34.50
22288	CITY OF PINE RIVER	HQ Water	28.00
22289	DIAMOND BUILT - LAWN CARE	Building and Property maintenance & Repair	180.00
22290	EBSCO	Periodicals adjustment for Brainerd and Wadena	64.35
22291	HALL, LAUREL	Training & Development Brainerd	45.00
22292	HOFER, JIM - BOARD MEMBER	KRLS Board meeting travel expense	48.30
22293	INFO USA MARKETING, INC	Periodicals for Bemidji	303.14
22294	INNOVATIVE INTERFACES	Data Based Platforms	3,123.69
22295	JOBESHQ	Employment Ads, Bemidji, Blackduck & Brainerd	1,885.00
22296	KIMBER CREEK FORD	Repair & Main, Staff Van	52.48
22297	KLINE ELECTRIC, LLC	Building and Property maintenance & Repair	288.60
22298	KOEP, MARY - BOARD MEMBER	KRLS Board meeting travel expense	36.80
22299	KRUEGER, THOMAS - BOARD MEMBER	KRLS Board meeting travel expense	34.50
22300	LAKES AREA CPA'S	Professional Fees for Board Meeting	850.00
22301	LAKES COUNTRY SERVICE COOP	Contract+ARR for Pine River, Park Rapids and HQ	8,075.09
22302	LYSFORM, MEGAN	Training & Development Tech Services	294.52
22303	NCPERS	PERA Group Life Insurance	160.00
22304	NW LINKS	Data Lines NW Links	13,093.00
22305	OCELCO	Covid-19 Supplies	350.00
22306	OFFICE SHOP	Office supplies, Copier Contract and Covid Supplie	3,111.07
22307	PAUL BUNYAN COMMUNICATIONS	Phones, Blackduck & Bemidji	79.21
22308	PENWORTHY	Collections, Park Rapids	1,142.91
22309	PITNEY BOWES, INC	Postage Meter Rental	240.00
22310	PR SANITARY DISTRICT	HQ Sewer	42.00
22311	ROCHESTER TELECOM SYSTEM	Long Distance Calling Region Wide	183.23
22312	SOUTHEASTERN LIBRARYIES	CRPLSA dues & SELFe Platform	4,903.70
22313	TRUGREEN	Building and Property maintenance & Repair	536.14
22314	ULVERSCROFT LARGE PRINT	Shared Collections	64.48
22315	WASTE PARTNERS, INC	HQ Garbage	71.31
			53,868.13

**KITCHIGAMI REGIONAL LIBRARY SYSTEM
PAYROLL CHECKS
Payroll for September (15th - 30th) 2020**

PAY DAY	Check Numbers	Account	Amount
10/9/2020	42070-42139	Direct Deposits	43,093.73
		Paper Checks	809.23
	Deposit on MN E-Service	Minnesota Withholding Tax	1,861.02
	Deposit on EFTPS	Federal Withholding Tax	12,371.29
	Deposit on MN UI	MN Unemployment for 2nd Qtr	5,313.28
	Deposit on PERA website	PERA-Public Employee Retirement Association	7,637.34
		Total Payroll Expense on 12/10/19	71,085.89

AMOUNT EXPENSED PAGE 1	\$ 124,954.02
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**KITCHIGAMI REGIONAL LIBRARY SYSTEM
CHECK REGISTER
October 23, 2020**

Check Number	Vendor	GL Account Title	Amount
22316	AMAZON SYNCHRONY BANK	Collections, Training for Tech Services	1,121.59
22317	AMAZON CAPITAL SERVICES	HQ Lib supplies, office supplies & R&M supplies	53.00
22318	ARVIG	Phones, Park Rapids	44.91
22319	BAKER & TAYLOR L0433642	Collections and Processing	23,557.13
22320	BAKER & TAYLOR L4068832	Collections and Processing	996.03
22321	BAKER & TAYLOR L4068842	Collections/ no processing	60.18
22322	BACKYARD REFLECTIONS	Property R&M	2,832.00
22323	CDW GOVERNMENT, INC	Cares Act Expenses	257.19
22324	CENTER POINT LARGE PRINT	Collections & Processing	359.18
22325	CHASE BANK	Gas for ML & Delivery, Covid-19 Supplies	1,127.13
22326	CHRISTENSEN, CAROL	Reimbursement for Cares Act Expenses	97.06
22327	DIAMOND BUILT	Property R&M	180.00
22328	DISCOUT PAPER PRODUCTS	Library Supplies for HQ & Bemidji	138.00
22329	EBSCO	E-Materials, Flipster	6,923.11
22330	KIMBER CREEK	Delivery Van R&M	52.48
22331	MIDWEST TAPE	Collections and Processing	7,445.58
22332	MINITEX	Library Supplies	339.00
22333	MINNESOTA POWER	HQ Electricity	318.91
22334	MN PEIP	Insurance for employees	14,035.68
22335	OCELCO	Covid-19 Supplies	400.00
22336	PITNEY BOWES	Postage HQ	100.00
22337	POSTMASTER	Post Office annual box rental for Casslake	76.00
22338	STATE FUND MUTUAL	Workers Compensation	1,722.00
22339	TDS Telecom	Phones for Admin & Pine River	345.12
22340	VERIZON WIRELESS	Phones, Cell Phones Admin, DL, ML & Hot Spots	670.96
22341	VERIZON	Broadband for Mobile Library	50.02
22342	XCEL ENERGY	HQ Heat	38.60
			<u>\$ 63,340.86</u>

**KITCHIGAMI REGIONAL LIBRARY SYSTEM
PAYROLL CHECKS
Payroll for October (1st - 15th) 2020**

PAY DAY	Check Numbers	Account	Amount
10/23/2020	42140-42206	Direct Deposits	43,027.57
		Paper Checks	728.77
	Deposit on MN E-Service	Minnesota Withholding Tax	1,840.14
	Deposit on EFTPS	Federal Withholding Tax	12,269.06
	Deposit on PERA website	PERA-Public Employee Retirement Association	7,609.95
		Total Payroll Expense	<u>65,475.49</u>
AMOUNT EXPENSED PAGE 1			\$ 124,954.02
AMOUNT EXPENSED PAGE 2			\$ 128,816.35
TOTAL AMOUNT EXPENSED IN OCT			\$ 253,770.37

**SUPPLIMENTAL INFORMATION
OCTOBER 2020**

CHASE CREDIT CARD

Account #	Vendor	INVOICE DISTRIBUTION REPORT GL Account Title	10/23/2020 Amount
5310.020	STATION 371, PINE RIVER	Delivery Van - Gas & Oil	586.96
5410.040	STATION 371, PINE RIVER	Mobile Library - Gas & Oil	266.00
5252.000	ZOOM & GLOBAL SUPPLIES	Covid-19 expenses	274.17
			<u>\$ 1,127.13</u>

OFFICE SHOP, INC. -PAGE 1

Account #	Vendor	INVOICE DISTRIBUTION REPORT GL Account Title	10/9/2020 Amount
5252.000	OFFICE SHOP, INC.	Covid-19 expenses	101.91
5236.000	OFFICE SHOP, INC.	Library Supplies for Park Rapids	52.36
5238.000	OFFICE SHOP, INC.	Copier Contract	83.50
5250.000	OFFICE SHOP, INC.	HQ Office Supplies (Supply Inventory for Region)	2,873.30
			<u>\$ 3,111.07</u>

**KITCHIGAMI REGIONAL LIBRARY
CHECK REGISTER
November 10, 2020**

Check #	Vendor	GL Account Title	Amount
22343	AMAZON CAPITAL SERVICES	Cares Act Fund Expense	128.30
22344	ARVIG	Phones, CL, LG, WD & WK	231.93
22345	BAKER & TAYLOR L0433642	Collections and Processing, Prepaid Grid	13,719.09
22346	BAKER & TAYLOR L4068832	Collections and Processing	526.26
22347	BELTRAMI COUNTY HISTORY SOCIETY	Legacy Fund Expense, contract	500.00
22348	CDW-GOVERNMENT	Cares Act Fund Expense	10,014.33
22349	CENTURY LINK	Phones, Administration, Brainerd and Wadena	353.05
22350	CITY OF PINE RIVER	HQ Water	28.00
22351	COMPAS, INC	Legacy Fund Expense, contract	5,500.00
22352	D&D BEVERAGE	Building and Property R&M, custodial supplies	51.00
22353	DAKOTAMAIL	Postage machine supplies	163.20
22354	DIAMOND BUILT - LAWN CARE	Building and Property maintenance & Repair	595.00
22355	FAMILY MARKET	Building and Property maintenance & Repair	40.85
22356	GALE, CENGAGE LEARNING INC	Collections, Region Wide	3,317.48
22357	GULL LAKE GLASS	Covid-19, Brainerd	615.33
22358	INFO USA MARKETING, INC	Collections, Brainerd	385.00
22359	JOBSHQ	Interveiw and Hiring	429.50
22360	KIMBER CREEK FORD	Gas and Oil, Mobile Library	55.41
22361	LAFOND, EMILY	Legacy Fund Expense, contract	1,499.50
22362	LAKELAND PROMOTIONS, LLC	Winter Reading Program	1,022.74
22363	LAKE COUNTRY SERVICE COOPERATIVE	Tech Service Contract	6,275.13
22364	LEWIS, CHAD	Legacy Fund Expense, contract	500.00
22365	LIBRARY STRATEGIES	KRL Board Special Project	7,125.00
22366	MIDWEST TAPE	Collections Plus Cares Act Fund Expense - Hoopla	14,570.82
22367	MINNESOTA POWER	HQ Electricity	230.87
22368	NCPERS	PERA Group Life Insurance	160.00
22369	OFFICE SHOP	Office supplies, Library supplies Branches	3,148.85
22370	PACKET LTD	Cares Act Fund Expense	1,640.72
22371	PAUL BUNYAN COMMUNICATIONS	Phones, Blackduck & Bemidji	79.21
22372	PR SANITARY DISTRICT	Sewer HQ	42.00
22373	ROCHESTER TELEPHONE SYSTEMS	Long distance for entire region	165.51
22374	ULINE	Covid-19 Supplies	256.62
22375	ULVERSCROFT LARGE PRINT	Accounting Software Annual Support contract	64.48
22376	VERIZON ML	MN Broadband	50.02
22377	VERIZON WIRELESS	Cell phones for Admin, ML & Delivery	623.50
22378	WASTE PARTNERS, INC	HQ Garbage	71.31
			<u>\$ 74,180.01</u>

**KITCHIGAMI REGIONAL LIBRARY SYSTEM
PAYROLL CHECKS
Payroll for October (15th - 31st) 2020**

PAY DAY	Check Numbers	Account	Amount
11/10/2020	42207-42281	Direct Deposits	45,887.65
		Paper Checks	1,171.94
	Deposit on MN E-Service	Minnesota Withholding Tax	1,869.30
	Deposit on EFTPS	Federal Withholding Tax	13,039.06
	Deposit on PERA website	PERA-Public Employee Retirement Association	8,010.22
		Total Payroll Expense on 12/10/19	<u>\$ 69,978.17</u>

AMOUNT EXPENSED PAGE 1	\$ 144,158.18
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BALANCE SHEET

Kitchigami Regional Library
 2020 Financial Statement-Balance Sheet
 Updated after Audit Adjustments

Assets	January	February	March	April	May	June
Petty Cash	3,270.46	3,242.47	3,101.33	3,096.33	2,954.33	2,878.03
Checking	776,440.09	994,483.10	1,006,372.17	1,017,410.41	1,119,833.10	1,130,654.29
Money Market Funds	3,753,894.64	3,571,628.23	3,367,281.06	3,205,619.32	3,566,349.01	3,814,731.24
Special Money Market	679,766.57	680,157.67	680,548.99	681,005.80	681,371.49	681,737.38
Kitchigami Endowment Fund	129,077.00	129,077.00	129,077.00	129,077.00	129,077.00	129,077.00
Interest Receivable	3,294.10	4,218.12	5,207.62	6,167.01	7,160.18	8,123.12
Covid-19 Federal Retention Receivable						17,543.16
Prepaid Insurance	7,865.03	7,865.03	7,865.03	7,865.03	7,865.03	7,865.03
Prepaid Health Insurance	11,369.28	11,369.28	11,369.28	11,369.28	11,369.28	11,369.28
Prepaid Materials	22,334.35	22,334.35	22,334.35	22,334.35	22,334.35	22,334.35
Investment - CD	521,242.11	521,242.11	521,242.11	521,242.11	521,242.11	521,242.11
Land	30,000.00	30,000.00	30,000.00	30,000.00	30,000.00	30,000.00
Buildings	587,168.00	587,168.00	587,168.00	587,168.00	587,168.00	587,168.00
Accum.Depreciation-Bldgs	(288,671.36)	(288,671.36)	(288,671.36)	(288,671.36)	(288,671.36)	(288,671.36)
Vehicles	213,896.71	213,896.71	213,896.71	213,896.71	213,896.71	213,896.71
Accum.Depreciation-Vehicle	(141,536.32)	(141,536.32)	(141,536.32)	(141,536.32)	(141,536.32)	(141,536.32)
Furniture, Fixtures & Equip	325,956.00	325,956.00	325,956.00	325,956.00	325,956.00	325,956.00
Accum.Depreciation- FFE	(301,608.73)	(301,608.73)	(301,608.73)	(301,608.73)	(301,608.73)	(301,608.73)
Legacy Equipment	1,269.00	1,269.00	1,269.00	1,269.00	1,269.00	1,269.00
Accum.Depreciation- Legacy Equipment	(1,269.00)	(1,269.00)	(1,269.00)	(1,269.00)	(1,269.00)	(1,269.00)
Books - Shared Collection	131,755.51	133,277.42	134,230.01	134,472.85	135,910.90	136,230.01
Books - Outreach	259,638.91	259,724.03	261,862.50	262,044.28	264,017.81	264,633.09
Accum.Depreciation- Books	(266,352.82)	(266,352.82)	(266,352.82)	(266,352.82)	(266,352.82)	(266,352.82)
Intangible Assets	19,916.00	19,916.00	19,916.00	19,916.00	19,916.00	19,916.00
Accum. Amortization	(3,319.33)	(3,319.33)	(3,319.33)	(3,319.33)	(3,319.33)	(3,319.33)
Sound - Outreach	26,215.00	26,215.00	26,215.00	26,215.00	26,215.00	26,215.00
Video - Outreach	80,773.46	80,807.37	81,275.31	81,404.60	81,638.50	81,947.75
TOTAL ASSETS	6,582,384.66	6,621,089.33	6,433,429.91	6,284,771.52	6,752,786.24	7,032,028.99

BALANCE SHEET

Kitchigami Regional Library
 2020 Financial Statement-Balance Sheet
 Updated after Audit Adjustments

Liabilities and Fund Balance	January	February	March	April	May	June
Accounts Payable	51,464.28	51,464.28	51,443.68	51,443.68	51,083.65	51,112.95
Salaries Payable	57,971.57	57,971.57	57,971.57	57,971.57	57,971.57	57,971.57
PERA Payable-Employee paid life insurance	(104.00)	(104.00)	(104.00)	(96.00)	(104.00)	(104.00)
Garnishment Payable	50.00	50.00	50.00	50.00	50.00	124.73
Accrued Vacation Benefits	47,662.07	47,662.07	47,662.07	47,662.07	47,662.07	47,662.07
Deferred Revenue	80,246.30	80,246.30	80,246.30	80,246.30	80,246.30	80,246.30
Investment in Fixed Assets	672,414.15	672,414.15	672,414.15	672,414.15	672,414.15	672,414.15
Restricted Funds - Bldg Repair & Main	40,967.53	40,967.53	40,967.53	40,967.53	40,967.53	40,967.53
Restricted Funds - Automation	473,585.34	473,585.34	473,585.34	473,585.34	473,585.34	473,585.34
Restricted Funds - ARR Branches	243,903.87	243,903.87	243,903.87	243,903.87	243,903.87	243,903.87
Restricted Funds - Building Reserve	166,772.29	166,772.29	166,772.29	166,772.29	166,772.29	166,772.29
Restricted Funds - HQ Gift	277.00	277.00	277.00	277.00	277.00	277.00
Restricted Funds - Act Software	25,681.62	25,681.62	25,681.62	25,681.62	25,681.62	25,681.62
Restricted Funds - Summer Reading	33,000.97	33,000.97	33,000.97	33,000.97	33,000.97	33,000.97
Restricted Funds - Susan Tricker Outreach	113,241.27	113,241.27	113,241.27	113,241.27	113,241.27	113,241.27
Restricted Funds - Endowment	129,077.00	129,077.00	129,077.00	129,077.00	129,077.00	129,077.00
Restricted Funds - Loan Security	31,347.00	31,347.00	31,347.00	31,347.00	31,347.00	31,347.00
Restricted Funds - Mobile Library Reserve	56,465.17	56,465.17	56,465.17	56,465.17	56,465.17	56,465.17
Restricted Funds - Vehicle Reserve	130,221.40	130,221.40	130,221.40	130,221.40	130,221.40	130,221.40
Restricted Funds - Gates Grant	19,819.47	19,819.47	19,819.47	19,819.47	19,819.47	19,819.47
Restricted Funds - Crow Wing Co	162,331.85	162,331.85	162,331.85	162,331.85	162,331.85	162,331.85
Restricted Funds - Health Insurance	70,269.00	70,269.00	70,269.00	70,269.00	70,269.00	70,269.00
Restricted Funds- RLTA	280,507.08	280,507.08	280,507.08	280,507.08	280,507.08	280,507.08
Fund Balance	3,937,031.84	3,937,031.84	3,937,031.84	3,937,031.84	3,937,031.84	3,937,031.84
Excess (Deficit) Over Expenses	(241,819.41)	(203,114.74)	(390,753.56)	(539,419.95)	(71,037.20)	208,101.52
TOTAL LIABILITY AND FUND BALANCE	6,582,384.66	6,621,089.33	6,433,429.91	6,284,771.52	6,752,786.24	7,032,028.99

BALANCE SHEET

Kitchigami Regional Library
 2020 Financial Statement-Balance Sheet
 Updated after Audit Adjustments

Assets	July	August	September	October	November	December
Petty Cash	2,764.76	2,647.22	2,642.22	2,637.22		
Checking	1,185,199.78	1,185,531.00	1,224,079.12	1,187,725.75		
Money Market Funds	3,623,963.87	3,366,577.01	3,369,386.03	3,374,976.07		
Special Money Market	682,153.87	682,389.35	682,598.74	682,860.56		
Kitchigami Endowment Fund	129,077.00	129,077.00	129,077.00	129,077.00		
Interest Receivable	9,119.97	10,118.70	11,087.02	11,741.42		
Covid-19 Federal Retention Receivable	146.93	(3.00)	(3.00)	(3.00)		
Prepaid Insurance	7,865.03	7,865.03	7,865.03	7,865.03		
Prepaid Health Insurance	11,369.28	11,369.28	11,369.28	11,369.28		
Prepaid Materials	22,334.35	22,334.35	22,334.35	22,334.35		
Investment - CD	521,242.11	521,242.11	521,242.11	521,242.11		
Land	30,000.00	30,000.00	30,000.00	30,000.00		
Buildings	587,168.00	587,168.00	587,168.00	587,168.00		
Accum.Depreciation-Bldgs	(288,671.36)	(288,671.36)	(288,671.36)	(288,671.36)		
Vehicles	213,896.71	213,896.71	213,896.71	213,896.71		
Accum.Depreciation-Vehicle	(141,536.32)	(141,536.32)	(141,536.32)	(141,536.32)		
Furniture, Fixtures & Equip	325,956.00	325,956.00	325,956.00	325,956.00		
Accum.Depreciation- FFE	(301,608.73)	(301,608.73)	(301,608.73)	(301,608.73)		
Legacy Equipment	1,269.00	1,269.00	1,269.00	1,269.00		
Accum.Depreciation- Legacy Equipment	(1,269.00)	(1,269.00)	(1,269.00)	(1,269.00)		
Books - Shared Collection	136,873.12	137,565.78	138,521.56	139,022.24		
Books - Outreach	265,371.14	266,148.36	266,484.36	267,306.56		
Accum.Depreciation- Books	(266,352.82)	(266,352.82)	(266,352.82)	(266,352.82)		
Intangible Assets	19,916.00	19,916.00	19,916.00	19,916.00		
Accum. Amortization	(3,319.33)	(3,319.33)	(3,319.33)	(3,319.33)		
Sound - Outreach	26,215.00	26,215.00	26,215.00	26,215.00		
Video - Outreach	82,279.88	82,759.86	82,892.57	82,922.63		
TOTAL ASSETS	6,881,424.24	6,627,285.20	6,671,239.54	6,642,740.37		

Kitchigami Regional Library
 2020 Financial Statement-Balance Sheet
 Updated after Audit Adjustments

BALANCE SHEET

Liabilities and Fund Balance	After Audit					
	July	August	September	October	November	December
Accounts Payable	51,112.95	51,112.95	51,112.95	51,112.95		
Salaries Payable	57,971.57	57,971.57	57,971.57	57,971.57		
Federal U/C Payable	5.20	9.79	14.99	20.09		
PERA Payable	(112.00)	(112.00)	64.00	72.00		
Accrued Vacation Benefits	47,662.07	47,662.07	47,662.07	47,662.07		
Deferred Revenue	80,246.30	80,246.30	80,246.30	80,246.30		
Investment in Fixed Assets	672,414.15	672,414.15	672,414.15	672,414.15		
Restricted Funds - Bldg Repair	40,967.53	40,967.53	40,967.53	40,967.53		
Restricted Funds - Automation	473,585.34	473,585.34	473,585.34	473,585.34		
Restricted Funds - Automation R&M BR	243,903.87	243,903.87	243,903.87	243,903.87		
Restricted Funds - Building	166,772.29	166,772.29	166,772.29	166,772.29		
Restricted Funds - HQ Gift	277.00	277.00	277.00	277.00		
Restricted Funds - Act Software	25,681.62	25,681.62	25,681.62	25,681.62		
Restricted Funds - Summer Reading	33,000.97	33,000.97	33,000.97	33,000.97		
Restricted Funds - Susan Tricker Outreach	113,241.27	113,241.27	113,241.27	113,241.27		
Restricted Funds - Endowment	129,077.00	129,077.00	129,077.00	129,077.00		
Restricted Funds - Loan Security	31,347.00	31,347.00	31,347.00	31,347.00		
Restricted Funds - Outreach	56,465.17	56,465.17	56,465.17	56,465.17		
Restricted Funds - Vehicle Reserve	130,221.40	130,221.40	130,221.40	130,221.40		
Restricted Funds - Gates Grant	19,819.47	19,819.47	19,819.47	19,819.47		
Restricted Funds - Crow Wing Co	162,331.85	162,331.85	162,331.85	162,331.85		
Restricted Funds - Health Insurance	70,269.00	70,269.00	70,269.00	70,269.00		
Restricted Funds- RLTA	280,507.08	280,507.08	280,507.08	280,507.08		
Fund Balance	3,937,031.84	3,937,031.84	3,937,031.84	3,937,031.84		
Excess (Deficit) Over Expenses	57,624.30	(196,519.33)	(152,746.19)	(181,258.46)		
TOTAL LIABILITY AND FUND BALANCE	6,881,424.24	6,627,285.20	6,671,239.54	6,642,740.37		

REVENUE

	Jan - June	July	August	September	October	YTD	2020 Budget	Budget Balance	Budget % Received
State & Federal Funds:									
State RLBSS	196,495.67	65,498.55		202,695.46	202,695.46	667,385.14	654,986.00	(12,399.14)	101.89%
State RLTA	12,010.49			8,480.43		20,490.92	39,900.00	19,409.08	51.36%
State RLTA Category 3 Funds	41,670.62					41,670.62			
State Hot Spot Grant									
State MIN Link Fund	-	5,647.23				34,357.83			
Federal Covid-19 Retention Funds									
Misc. State Funds	54,437.31			18,703.13	9,351.56	82,492.00	105,100.00	22,608.00	78.49%
Legacy Funds	333,324.69	71,145.78	-	229,879.02	212,047.02	846,396.51	799,986.00	29,617.94	105.80%
Total State & Federal Funds									
County Governments:									
Beltrami County	206,193.00					206,193.00	412,386.00	206,193.00	50.00%
Cass County	190,241.50					190,241.50	381,380.00	191,138.50	49.88%
Crow Wing County	254,563.50					254,563.50	509,127.00	254,563.50	50.00%
Hubbard County	107,984.00					107,984.00	215,968.00	107,984.00	50.00%
Wadena County	49,700.50					49,700.50	99,401.00	49,700.50	50.00%
Total County Governments	808,682.50	-	-	-	-	808,682.50	1,618,262.00	809,579.50	49.97%
City Governments:									
Bemidji	71,581.00					71,581.00	143,162.00	71,581.00	50.00%
Blackduck	8,247.00					8,247.00	16,494.00	8,247.00	50.00%
Brainerd	43,586.50					43,586.50	87,173.00	43,586.50	50.00%
Cass Lake	8,400.00					8,400.00	8,400.00	-	100.00%
Longville	4,855.00					4,855.00	9,710.00	4,855.00	50.00%
Park Rapids	26,454.00					26,454.00	52,908.00	26,454.00	50.00%
Pine River	6,616.50					6,616.50	13,233.00	6,616.50	50.00%
Wadena	35,472.50					35,472.50	70,945.00	35,472.50	50.00%
Walker	7,558.50					7,558.50	15,117.00	7,558.50	50.00%
Total City Governments	212,771.00	-	-	-	-	212,771.00	417,142.00	204,371.00	51.01%

Kitchigami Regional Library
2020 Financial Statement-Revenue

REVENUE

	Jan - June	July	August	September	October	YTD	2020 Budget	Budget Balance	Budget % Received
Interest Income:									
Restricted Interest - CD	4,430.66	762.75	764.19	740.92	515.62	7,214.14	5,000.00	(2,214.14)	144.28%
Non-Restricted Int - CD	1,365.54	234.10	234.54	227.40	138.78	2,200.36	2,000.00	(200.36)	110.02%
Non-Rest'd Interest - Money Mkt	13,017.57	1,856.63	1,200.04	1,107.16	1,145.92	18,327.32	12,500.00	(5,827.32)	146.62%
Special MM Interest	2,459.33	416.49	235.48	209.39	261.82	3,582.51	5,000.00	1,417.49	71.65%
PRSB Checking Interest	242.62	46.57	50.62	50.52	52.57	442.90	500.00	57.10	88.58%
Total Interest	21,515.72	3,316.54	2,484.87	2,335.39	2,114.71	31,767.23	25,000.00	(6,767.23)	127.07%
Other Income:									
Endowment Income MNCF	4,939.92					4,939.92	17,459.00		100.00%
Donations, Gifts & Memorials	12,291.45		955.00	500.00	4,052.48	17,798.93	8,000.00	4,240.75	46.99%
Gates Reserve	-					-	5,000.00	1,459.45	70.81%
Automation Repair & Replacement	17,459.00					17,459.00	5,000.00	1,665.56	66.69%
Photocopy Sales	3,085.45		128.60	497.20	48.00	3,759.25	1,000.00	551.00	44.90%
Overdue Notice Fees	2,884.00	198.00	53.00	312.00	93.55	3,540.55	1,000.00	1,000.00	100.00%
Lost and Damaged	2,641.44	160.00	170.00	258.00	105.00	3,334.44	5,000.00		
Library Cards Income	364.00	20.00	33.00	16.00	16.00	449.00	1,000.00		
Miscellaneous Income	40,078.08		8.00		120.94	40,207.02	1,000.00	459.60	54.04%
Fax Income	316.40		82.00	128.00	14.00	540.40			
Summer Reading Program	-					-			
Winter Reading Program	1,718.86					1,718.86			
NLLN-E-Audio Grant	5,000.00					5,000.00	5,000.00		100.00%
ILL Income	50.00	44.00				94.00			
Over/Short	56.95	(46.00)		1.66		12.61			
Total Other Income	90,885.55	376.00	1,429.60	1,712.86	4,449.97	98,853.98	42,459.00	8,376.36	232.82%
REVENUE EARNED	1,467,179.46	74,838.32	3,914.47	233,927.27	218,611.70	1,998,471.22	2,902,849.00	904,377.78	68.85%
Transfer from Reserves							221,821.00		
Transfer for Covid-19							25,000.00		
TOTAL REVENUE						1,998,471.22	3,149,670.00	904,377.78	63.45%

EXPENSES

Kitchigami Regional Library
2020 Financial Statement-Expenses

	Jan - June	July	August	September	October	YTD	2020 Budget	Budget Balance	Budget % Spent
Library Materials									
Collections	125,240.13	12,193.39	16,381.21	15,670.25	31,512.08	200,997.06	302,312.00	101,314.94	66.49%
Periodicals and Papers	17,202.73	186.19			367.49	17,756.41	15,998.00	(1,758.41)	110.99%
E-Materials	45,613.13	9,657.61	13,492.24		17,265.14	86,028.12	77,000.00	(9,028.12)	111.72%
Data Base Platforms	8,155.26				5,537.05	13,692.31	18,200.00	4,507.69	75.23%
Total Library Materials	196,211.25	22,037.19	29,873.45	15,670.25	54,681.76	318,473.90	413,510.00	95,036.10	77.02%
Library Operations									
ILL Expense	159.27					159.27		(159.27)	
Postage & Meter Rental	1,632.41	255.83	16.50	1,030.08	416.00	3,350.82	11,860.00	8,509.18	28.25%
Mobile Library - Remote Access	315.12	50.02	50.02	50.02	50.02	515.20	624.00	108.80	82.56%
Phones-HQ, ML & Delivery	3,439.63	512.70	469.54	555.39	492.16	5,469.42	7,876.00	2,406.58	69.44%
Phones-Branches	4,877.03	989.07	849.60	816.48	814.56	8,346.74	9,843.00	1,496.26	84.80%
Minnesota Sales & Use Tax		39.20				39.20		(39.20)	
Data Lines NW Links	17,192.48	8,545.09	730.00	312.14	13,093.00	38,830.57	50,000.00	11,169.43	77.66%
Library Supplies-Branches	2,835.69	376.17			7,458.09	11,712.09	12,523.00	810.91	93.52%
Library Supplies-HQ	1,899.41	260.29	10.20	127.35	593.42	2,890.67	10,000.00	7,109.33	28.91%
Office Supplies-HQ	6,561.40	2,122.85	1,720.75	1,515.05	(4,190.27)	7,729.78	10,000.00	2,270.22	77.30%
Covid-19 Supplies	4,453.22	17,387.76	4,158.17	1,165.28	751.51	27,915.94	25,000.00	(2,915.94)	111.66%
Winter Reading Program								(140.60)	
Summer Reading Program	140.60					140.60			
Technical Services:									
Contracted Network Support	43,349.34		12,550.26	6,418.88	6,275.13	68,593.61	142,323.00	73,729.39	48.20%
ILS Maintenance Expense	43,435.04					43,435.04	70,000.00	26,564.96	62.05%
RLTS Cat 3 Fund Expenses		16,856.91				16,856.91		(16,856.91)	
Hot Spot Grant Expenses		2,104.63	1,062.49	3,832.88		7,000.00		(7,000.00)	
Cares Act Grant Expenses MN					2,894.21				
Processing/Records/Cataloging	8,041.82	943.16	1,428.37	1,069.78	2,339.94	13,823.07	23,153.00	9,329.93	59.70%
Supplies/Licenses/Materials	4,997.80		7,124.73		390.49	12,513.02	6,000.00	(6,513.02)	208.55%
Automation R&R	7,961.40	1,244.96		(3,213.64)	1,799.96	7,792.68	17,959.00	10,166.32	43.39%
Gates Reserves Expense									
Total Library Expenses	151,291.66	51,688.64	30,170.63	13,679.69	33,178.22	277,114.63	397,161.00	120,046.37	38.09%

EXPENSES

Kitchigami Regional Library
2020 Financial Statement-Expenses

	Jan - June	July	August	September	October	YTD	2020 Budget	Budget Balance	Budget % Spent
Vehicle Expenses/Delivery & Staff									
Gas and Oil	3,295.30	518.92	613.28	552.96	586.96	5,567.42	7,500.00	1,932.58	74.23%
Repairs & Maintenance	314.42		670.44	46.95	104.96	1,136.77	2,880.00	1,743.23	39.47%
Insurance	2,255.99					2,255.99	3,000.00	744.01	75.20%
Total Vehicle Expenses	5,865.71	518.92	1,283.72	599.91	691.92	8,960.18	13,380.00	4,419.82	66.97%
Mobile Library/Outreach Expenses:									
Gas and Oil	1,302.88		163.60	495.12	266.00	2,227.60	4,000.00	1,772.40	55.69%
Repairs & Maintenance	7,798.31		388.98			8,187.29	9,500.00	1,312.71	86.18%
Insurance	2,427.52					2,427.52	2,500.00	72.48	97.10%
Total Mobile Library Expense	11,528.71	-	552.58	495.12	266.00	12,842.41	16,000.00	3,157.59	80.27%
HQ Building Expenses:									
HQ Heat	869.24	28.38	51.56		38.60	987.78	2,600.00	1,612.22	37.99%
HQ Electricity	2,197.63	388.55	452.29	340.74	318.91	3,698.12	6,000.00	2,301.88	61.64%
HQ Garbage	435.26	71.31	71.31	71.31	71.31	720.50	1,000.00	279.50	72.05%
HQ Water	177.72	28.00	28.00	28.00	28.00	289.72	350.00	60.28	82.78%
HQ Sewer	252.00	42.00	42.00	42.00	42.00	420.00	600.00	180.00	70.00%
HQ Insurance-Contents & Liability	6,444.00					6,444.00	4,500.00	(1,944.00)	143.20%
HQ Building & Property R&M	4,880.65	1,670.71	40,439.49	4,053.49	4,126.70	55,171.04	5,450.00	(49,721.04)	1012.31%
Total HQ Building Expenses	15,256.50	2,228.95	41,084.65	4,535.54	4,625.52	67,731.16	20,500.00	(47,231.16)	330.40%
KRLS Admin & Board Expenses:									
Board Meetings	470.35	402.50			144.90	1,017.75	7,650.00	6,632.25	13.30%
Legacy Fund Expenses	21,513.77		8,500.00		500.00	30,513.77	105,100.00	74,586.23	29.03%
Strategic Planning	1,500.00					1,500.00	20,000.00	18,500.00	7.50%
Covid-19 Special	522.46			(522.46)		-		(2,638.34)	
Membership Dues	148.00				2,490.34	2,638.34	11,000.00	324.00	97.05%
Professional Fees-Audit	-			9,826.00	850.00	10,676.00		(492.76)	
Admin Software & Fees	332.78		159.98			492.76	8,000.00	8,000.00	0.00%
Statewide Travel	-		2,960.00			2,960.00	3,000.00	40.00	98.67%
Board Insurance	-					2,960.00			
Total KRL Board Expense	24,487.36	402.50	11,619.98	9,303.54	3,985.24	49,798.62	154,750.00	104,951.38	32.18%

EXPENSES

Kitchigami Regional Library
2020 Financial Statement-Expenses

	Jan - June	July	August	September	October	YTD	2020 Budget	Budget Balance	Budget % Spent
Agency Salaries:									
Bemidji Branch	117,004.03	16,729.31	21,175.73	20,887.03	21,188.32	196,984.42	258,222.50	61,238.08	76.28%
Bemidji Substitutes	4,468.82	524.67	912.57	701.90	881.26	7,489.22	45,430.05	37,940.83	16.49%
Blackduck Branch	18,859.86	3,184.57	3,139.20	2,683.70	2,533.33	30,400.66	37,744.78	7,344.12	80.54%
Blackduck Substitutes	357.81		116.20	269.36	447.65	1,191.02	8,629.29	7,438.27	13.80%
Brainerd Branch	142,880.24	22,610.10	22,649.07	21,903.30	21,877.98	231,920.69	304,738.39	72,817.70	76.10%
Brainerd Substitutes	2,769.08	859.83	1,040.56	916.90	805.58	6,391.95	34,016.91	27,624.96	18.79%
Brainerd Custodial	1,091.50					1,091.50	(1,091.50)		
Cass Lake Branch	15,339.76	2,517.54	2,719.94	2,526.27	2,427.02	25,530.53	31,681.57	6,151.04	80.58%
Cass Lake Substitutes	667.56	46.48	212.07			926.11	7,320.65	6,394.54	12.65%
Longville Branch	18,963.22	3,609.66	3,507.96	3,195.23	3,136.01	32,412.08	36,835.48	4,423.40	87.99%
Longville Substitutes	92.96		98.77		139.44	331.17	4,854.31	4,523.14	6.82%
Park Rapids Branch	63,192.21	11,088.41	7,972.57	9,371.48	10,552.65	102,177.32	128,623.61	26,446.29	79.44%
Park Rapids Substitutes	3,604.40	922.99	2,016.54	1,722.97	905.71	9,172.61	17,102.48	7,929.87	53.63%
Pine River Branch	29,952.75	5,259.07	5,176.98	5,266.85	5,124.18	50,779.83	60,841.73	10,061.90	83.46%
Pine River Substitutes	1,559.81	691.39	534.52	583.91	683.15	4,052.78	5,937.96	1,885.18	68.25%
Wadena Branch	37,432.99	5,993.96	6,917.50	6,503.89	6,537.71	63,386.05	77,400.92	14,014.87	81.89%
Wadena Substitutes	1,915.56	626.37	345.49	620.25	414.24	3,921.91	8,503.56	4,581.65	46.12%
Walker Branch	29,749.69	5,136.12	5,154.65	5,197.88	5,716.15	50,954.49	64,958.31	14,003.82	78.44%
Walker Substitutes	1,452.80	241.12	214.97	255.64	145.25	2,309.78	11,462.35	9,152.57	20.15%
Total Agency Salaries	491,355.05	80,041.59	83,905.29	82,606.56	83,515.63	821,424.12	1,144,304.85	322,880.73	71.78%
Regional Salaries:									
Administration	85,722.04	14,292.57	13,981.01	13,751.04	19,108.64	146,855.30	162,916.42	16,061.12	90.14%
Delivery	12,246.23	1,753.37	1,616.16	1,918.95	2,071.81	19,606.52	28,622.69	9,016.17	68.50%
Delivery Substitutes	737.39	299.52	979.68	109.20	177.84	2,303.63	4,687.21	2,383.58	49.15%
Interlibrary Loan	13,990.45	2,366.66	2,334.24	2,366.66	2,366.66	23,424.67	27,794.96	4,370.29	84.28%
Interlibrary Loan Substitutes	562.49					562.49	3,062.77	2,500.28	18.37%
Mobile/Outreach Library	17,439.21	2,970.82	2,887.37	2,954.13	2,970.82	29,222.35	34,688.50	5,466.15	84.24%
Mobile/Outreach Library Substitutes	728.34					728.34	638.58	(89.76)	114.06%
Technical Services	23,460.42	4,069.10	3,890.18	6,745.57	2,590.08	40,755.35	97,442.15	56,686.80	41.83%
Technical Services Substitutes	-					-	425.38	425.38	0.00%
Miscellaneous Salaries	-					-			
Total Regional Salaries	154,886.57	25,752.04	25,688.64	27,845.55	29,285.85	263,458.65	360,278.66	96,820.01	73.13%

EXPENSES

Kitchigami Regional Library
2020 Financial Statement-Expenses

	Jan - June	July	August	September	October	YTD	2020 Budget	Budget Balance	Budget % Spent
Benefits:									
PEIP Health Insurance	79,781.76	13,296.96	13,296.96	13,296.96	14,035.68	133,708.32	216,000.00	82,291.68	61.90%
KRL Insurance Stipend	11,510.50	2,010.92	1,888.00	1,888.00	1,688.00	18,985.42	34,000.00	15,014.58	55.84%
Bank Fees	75.00	5.00	5.00	5.00	5.00	95.00		(95.00)	
FICA Taxes	50,234.55	8,257.91	8,532.86	8,599.27	8,763.49	84,388.08	118,527.84	34,139.76	71.20%
PERA Payroll Tax	46,435.10	7,417.61	7,819.55	7,960.65	8,164.10	77,797.01	112,538.90	34,741.89	69.13%
Training and Development	1,468.42	200.33	183.75	1,275.00	365.62	3,493.12	13,245.00	9,751.88	26.37%
Unemployment Compensation	313.98	11,130.25				11,444.23		(11,444.23)	
Workers Comp Insurance	4,003.00		2,032.00		1,722.00	7,757.00	12,318.75	4,561.75	62.97%
Total Benefits	193,822.31	42,318.98	33,758.12	33,024.88	34,743.89	337,668.18	506,630.49	168,962.31	38.26%
Personnel Expenses:									
Interview & Hiring	3,906.57	364.50	13.60	1,033.50	2,034.50	7,352.67	10,000.00	6,093.43	73.53%
Other Expenses:									
Travel, Director	86.25					86.25	5,500.00	5,413.75	1.57%
Travel, Admin Employees	202.10				34.50	236.60	800.00	563.40	29.58%
Service - CrossLake	5,000.00					5,000.00	10,525.00	5,525.00	47.51%
Service - Pequot Lakes	5,000.00	(37.77)	90.00		80.94	5,000.00	10,525.00	5,525.00	47.51%
Miscellaneous Expense	84.25		17.44	9.59		217.42		(217.42)	
Fines & Penalties	93.65					120.68		(120.68)	
Total Other Expenses	10,466.25	(37.77)	107.44	9.59	115.44	10,660.95	27,350.00	16,689.05	38.98%
Total Expenses w/o Capital Projects	1,259,077.94	225,315.54	258,058.10	188,804.13	247,123.97	2,175,485.47	3,063,865.00	1,804,787.06	71.00%
Capital Projects							85,805.00	85,805.00	0.00%
Total Expenses with Capital Projects							3,149,670.00	1,890,592.06	0.00%
Total Revenue Earned	1,467,179.46	74,838.32	3,914.47	233,927.27	218,611.70	1,998,471.22	2,902,849.00	1,435,669.54	68.85%
Reserve Transfers							246,821.00	246,821.00	0.00%
Total Revenue	1,467,179.46	74,838.32	3,914.47	233,927.27	218,611.70	1,998,471.22	3,149,670.00	1,682,490.54	63.45%
Excess (Deficit)	208,101.52	(150,477.22)	(254,143.63)	45,123.14	(28,512.27)	(179,908.46)			

4d Director's Report

Action Request: For Board information

Meetings and Travel

Virtual Manager Meetings: September 22, October 7, 27; Walker visit to assist with move; CRPLSA meeting with Regional Directors October 22nd; Park Rapids visit to assist with Technology maintenance; MLA and ARSL conferences September 22nd-25th. Technical Services Manager, Megan Lysford, visited all branch library locations throughout the month of September to meet all managers and discuss various technology wants and needs throughout the Region.

Walker Public Library Temporary Location

The Walker Public Library has been relocated to a temporary location in the bottom level of the American National Bank. The library was closed to the public for about three weeks during the move. Due to the smaller size of the temporary location, a significant portion of the physical material collection is in storage and unavailable to the public. At this time there are architectural plans for a new building to be constructed where the old library structure currently stands; however, there is insufficient funding to complete the construction and no solid timeline for the project.

Staff Email and Windows 10 Migration

Upgrading of staff email to Outlook 365 and updating of staff PCs to Windows 10 took place during the beginning of October. Despite technical difficulties and delay of installation due to COVID related issues, staff are now able to access email and the Office 365 suite on staff PCs and remotely. Staff are still acclimating to the new changes as KRLS had been operating on the same software for the past 10 years; but, overall, it is proving to be a positive change.

Amended City and County Levies

Amended city and county levies were mailed out on October 23, 2020 in accordance with the September KRLS Board motion. These revised city and county budgets reflect the \$100,000 reduction requested for city and county levies at the September 2020 regional board meeting. Approximately \$35,000 of this reduction was done by adjusting Personnel, Health Insurance Benefits, and Postage categories to more closely align with prior years' spending. The additional \$65,000 reduction was calculated by using a formula using the percentages of each city or county levy contribution in relation to the total of KRLS Cities and Counties levies. As Crow Wing County is at the minimum maintenance of effort level of support required by MN state statute, they were not a part of the overall reduction or figured into the formula. Reductions

determined by the formula are shown on city budgets by the line item at the bottom labeled "KRLS Fund Balance to offset COVID19 related shortage". County budgets reflect both City and County Fund Balance allocations separately. County specific allocations are a line item at the bottom of the county budgets labeled "KRLS Fund Balance to offset COVID19 related shortage".

Technology Replacement and Inventory

A full inventory of KRLS technology, including but not limited to: PCs, laptops, printers, fax machines, photocopiers, etc. is being planned and executed by Technical Services Manager, Megan Lysford, to be completed by mid-December 2020. A complete inventory of technical equipment has not been done or updated since 2013. To successfully update computers and technology throughout the region, an inventory needs to be finished first so there is a starting point going forward with replacement planning.

KRLS Checkouts

January - October 2020

Location	2019	2020	Percent Change
Bemidji	126,453	61,099	-51.68%
Blackduck	12,471	7,275	-41.66%
Brainerd	213,032	87,766	-58.80%
Cass Lake	5,949	3,340	-43.86%
Longville	12,218	8,398	-31.27%
Park Rapids	63,027	29,715	-52.85%
Pine River	21,488	10,658	-50.40%
Wadena	46,863	25,076	-46.49%
Walker	22,504	11,199	-50.24%

Mobile Locations

Backus	1,193	671	-43.76%
Laporte	196	131	-33.16%
Nisswa	1,122	545	-51.43%
Hackensack	302	208	-31.13%
Nimrod	595	534	-10.25%
Leader	1,247	646	-48.20%
Menahga	4,323	2,653	-38.63%
Nevis	3,483	1,797	-48.41%
Garrison	1,032	618	-40.12%
Bay Lake	370	122	-67.03%
Becida	966	288	-70.19%
Remer	1,734	439	-74.68%
Sebeka	1,320	763	-42.20%

Associate Locations

Crosslake	906	612	-32.45%
Pequot Lakes	2,317	2,412	4.10%

TOTAL	545,111	256,965	-52.86%
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**Electronic Resources
January-October 2020**

cloudLibrary	2019	2020	Percent change
Checkouts: eBooks	51,052	63,281	24%
Checkouts: eAudio	28,795	35,268	22%
New Patrons	793	914	15%

ELM: EBSCO	2019	2020	Percent change
Sessions	667	363	-46%
Searches	1807	1155	-36%

Ancestry Library			
Searches	3151	2233	-29%

ELM: Britannica			
Sessions	853	711	-17%

Flipster			
Online View	1146	1333	16%
Downloads	3017	3595	19%

5a Strategic Planning

i. Proposed Strategic Plan

Action Request: For Board information, discussion, and approval of proposed Strategic Plan provided by Library Strategies

Library Strategies completed summaries of focus groups and community survey results and provided drafts of Mission, Values, Goals, and Final Report to KRLS. These documents and findings were reported and discussed at the Strategic Planning Committee meeting on Tuesday, November 10th at 1pm. This meeting was open to all Board members who wished to attend, but only committee members ultimately attended. Revised documents are included in this board packet along with a written summary of the meeting from Library Strategies. A verbal report given by the Strategic Planning Committee will be presented at the full board meeting.

ii. Ad hoc KRLS Finance Committee

Action Request: For Board discussion and the formation of an ad-hoc KRLS Finance Committee

During the Strategic Planning committee meeting it was discussed that an integral step to addressing the KRLS unrestricted reserves balance would be to form an ad-hoc KRLS Finance Committee. This committee will be responsible for bringing forward recommendations to the full KRLS Board on decisions such as determining an acceptable reserves balance and a fair disbursement process of determined reserves to be expended throughout the entire Kitchigami Regional Library System.

Kitchigami Regional Library Strategic Plan
[DRAFT] GOALS + STRATEGIES
v11.2.2020

Goal 1: Marketing & Public Awareness:

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

STRATEGIES:

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

Goal 2: Enhance the User Experience:

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

STRATEGIES:

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

Goal 3: Regional Access:

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

STRATEGIES

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

Goal 4: Regional Success:

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

STRATEGIES

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



Kitchigami Regional Library System

Draft Mission • Vision • Values

MISSION:

The Kitchigami Regional Library System enhances quality of life throughout Beltrami, Cass, Crow Wing, Hubbard and Wadena counties by providing access to library resources and services that meet residents' varied and continually evolving needs.

VISION:

KRLS empowers libraries to enrich their communities.

VALUES or CORE VALUES:

- **Public Trust:** We commit to being fiscally responsible with public resources, and to protect patron confidentiality, within facilities that are safe, well-maintained and accessible.
- **Access:** We provide resources, programs, and services that are free and open to all.
- **Diversity/Inclusion:** We are committed to reflecting the diversity of our communities through the regional collections, services, and staff development.
- **Excellence:** We hold ourselves to the highest standards in everything we do.
- **Innovation:** We encourage and champion innovation that positions the regional libraries to better meet emerging community needs.

5b COVID-19 Response

Action Request: For Board information

Branches

Currently, all KRLS branch locations are open for patron browsing, but hours of service differ by location due to various factors such as staffing, patron adherence to procedures and mandates, community infection rates, city advisement, etc. The KRLS Bookmobile has been temporarily suspended due to increased infection rates throughout the service area, the inability to provide adequate air circulation within the vehicle, and instances of patron refusal to follow safety procedures. Bookmobile patrons can choose to have books mailed to them or sent to a physical branch location at this time.

Each branch has crafted their own phased re-opening plans in adherence with the KRLS Preparedness Plan and in coordination with their city government and local library boards, where applicable. It is worth noting that not every city has a local library board or an active and involved local library board. Local boards are also purely advisory in nature and must align with city government and regional KRLS Board decision making.

Around the state of Minnesota there are many different iterations of services offered and hours open at public libraries dependent on the same factors KRLS is facing.

Staffing

Staffing has been and continues to be a challenge throughout KRLS due to the COVID-19 pandemic. At this time, we have had one staff member test positive; however, staff needing to quarantine, obtain testing and wait for results has resulted in staff shortages at various locations. When staffing shortages arise, hours of services and type of services offered will vary by branch location. This is a common theme around the state of Minnesota currently.

Supplies

KRLS continues to replenish needed COVID-19 supplies previously purchased for branches through KRLS (i.e. hand sanitizer, masks, gloves, etc.). KRLS successfully applied for and received \$6,000 (1/5 of the total 2020 COVID related expenses) CARES Act funding through Cass County. Unfortunately, due to time constraints and staffing shortages, other county CARES funding applications were not able to be completed in time.

6b Service Agreements: Pequot Lakes and Crosslake

Action Request: That the Board approve the 2021 Service Agreements and the required signatures for the distribution to the two cities

Annual service agreements between KRLS and the cities of Crosslake and Pequot Lakes for service to library users in their non-participating libraries are distributed and signed for January 1 of the following year. The agreements are attached for the Board's approval.

**Kitchigami Regional Library System
Service Contract: City of Pequot Lakes**

1. Parties to Agreement

This Agreement is between Kitchigami Regional Library System as service provider (hereinafter referred to as "KRLS") at 310 2nd St. N, Pine River, MN and the City of Pequot Lakes (hereinafter referred to as "city") on behalf of its community library (hereinafter referred to as "Pequot Lakes Library").

2. Purpose of Agreement

This Agreement defines the services to be provided by Kitchigami Regional Library System to the Pequot Lakes Library with funds provided by Crow Wing County and the responsibilities of the Pequot Lakes Library.

3. Term of Agreement

This Agreement will be in place from January 1, 2021, provided that the Agreement is signed by both parties and both parties have received signed copies through certified mail by December 31, 2020, through December 31, 2021. If the Agreement is not completed by December 31, 2020, it will be in force on the 1st day of the month following signatures and be in effect for 12 months from that date.

4. Scope of Services: KRLS

Kitchigami Regional Library System will provide the following services, beginning January 1, 2021, or the 1st day of the month following completion of the negotiation process:

1. Facilitated borrower registration for KRLS borrowers who use the Pequot Lakes library for pick up and return of library materials, within 7 days of receipt of fully completed borrower registration forms.
2. Interlibrary loan and intraregional loan lending for KRLS borrowers who use the Pequot Lakes library for pick up and return of library materials, through maintenance of that library as a pickup location.
3. Delivery services for library materials to and from the Pequot Lakes library 4 days per week (Monday, Wednesday, Thursday, Friday) on those days and weeks that deliveries are made to KRLS branch libraries. Deliveries may be interrupted by federal holidays, severe weather conditions or equipment interruptions; substitute delivery dates are not guaranteed by KRLS.
4. Information on and access to regional/statewide training opportunities.

5. Training materials and training of one local trainer selected by the Pequot Lakes library on interlibrary loans support, borrower registration and delivery support as required. One training session will be provided within the contract period.
6. KRLS will issue a check to the City of Pequot Lakes for the acquisition of materials for the Pequot Lakes library collection, paid from the KRLS Crow Wing County reserve in the amount of \$5,000.00, within 30 days of the completion of the Agreement negotiations.

5. Scope of Service: City of Pequot Lakes

The City of Pequot Lakes commits to provide the following:

1. Registration of Kitchigami Regional Library System residents for KRLS borrower cards at no charge to the public, with verification of the residence requirements of the applicants.
2. A local trainer who will be responsible for training all local library workers on borrower registration, interlibrary loans and delivery.
3. The Pequot Lakes library must be open or provide a secure location for delivery between 9:30 a.m. and noon on each of the delivery days described in paragraph 4.3 above.
4. All KRLS policies and procedures for registration, interlibrary loans, intraregional loans, delivery and electronic services will be followed.
5. The city must maintain a restricted fund for KRLS dollars paid to it for the purchase of library collection materials, which is audited annually and subject to review as described in paragraph 10 below.

6. Agreement Administration

All provisions of this Agreement shall be coordinated and administered by the persons identified in Paragraph 11.

7. Amendments

No amendments may be made to this Agreement after signing by the parties, except for extensions of time, or increases or reductions of the services to be performed as mutually agreed in writing by the city and KRLS.

8. Data Practices

The city agrees to comply with the Minnesota Government Data Practices Act and all other applicable state and federal laws relating to data privacy or confidentiality. The city will immediately report to KRLS any requests from third parties for information relating to this Agreement. The KRLS board agrees to respond promptly to inquiries from the city concerning data requests. The city agrees to hold the KRLS library board, its officers, and employees harmless from any claims resulting from the city's unlawful disclosure or use of data protected under state and federal laws.

The city will designate an official representative who will sign and maintain on file and submit to KRLS a copy of the KRLS Data Privacy and Non-disclosure of Information Policy included as Appendix A to this Agreement.

9. Compliance with the Law

The city agrees to abide by the requirements and regulations of The Americans with Disabilities Act of 1990 (ADA) including changes made by the ADA Amendments Act of 2008 (P.L. 110-325), the Minnesota Human Rights Act (Minn. Stat. DC.363) and Title VII of the Civil Rights Act of 1964. These laws deal with discrimination based on race, color, creed, religion, national origin, sex, marital status, status with regard to public assistance, disability or age. In the event of questions from the city concerning these requirements, the KRLS library board agrees to supply promptly all necessary clarifications. Violation of any of the above laws can lead to termination of this Agreement.

10. Audits

The city agrees that the KRLS library board, the State Auditor or any of their duly authorized representatives, at any time during normal business hours and as often as they may reasonably deem necessary, shall have access to and the right to examine, audit, excerpt and transcribe any books, documents, papers, and records that are relevant and involve transactions relating to this Agreement.

11. Cancellation, Default and Remedies

Either party of this Agreement may cancel this Agreement upon sixty (60) days written notice, except that if the city fails to fulfill its obligations under this Agreement in a proper and timely manner, or otherwise violates the terms of this Agreement, the KRLS library board has the right to terminate this Agreement, if the city has not cured the default after receiving seven (7) days written notice of the default.

The city agrees to defend, indemnify and hold the KRLS library board, its officials, officers, employees and agents harmless from any liability, claims, charges, damages, costs, judgments or expenses, including reasonable attorney's fees, resulting directly or indirectly on account of any product, or any act or omission (including, without limitation, professional errors and omissions) of the city, its officers, agents, employees or anyone who would be liable in the performance of the services provided by this agreement and against all loss by reason of the failure of the city fully to perform, in any respect, all obligations under this Agreement.

The city agrees to perform all acts and make all payments, the legal obligation for which arise as a result of its activities and performance in connection with this contract, including obligations to third persons and government agencies.

12. Notices

Any notice or demand, authorized or required under this Agreement shall be in writing, and shall be sent by certified mail to the other party as follows:

To the city:

Designated Representative

To the KRLS Library Board:

Designated Representative

Stephanie A. Johnson, Director
Kitchigami Regional Library System
P.O. Box 84
Pine River, MN 56474

Signatures

Chair, Kitchigami Regional Library Board

Date: _____

Date: _____

Mayor, City of Pequot Lakes

KRLS Data Privacy and Non-Disclosure Policy

Purpose: This policy states the Kitchigami Regional Library System's position on data privacy and its employees' responsibilities for the protection of patron and employee privacy.

Statutory Requirement: Minnesota statutes, Chapter 13 Government Data Practices

13.40 Subd. 2. Private data; library borrowers.

(a) Except as provided in paragraph (b), the following data maintained by a library are private data on individuals and may not be disclosed for other than library purposes except pursuant to a court order:

(1) data that link a library patron's name with materials requested or borrowed by the patron or that link a patron's name with a specific subject about which the patron has requested information or materials; or

(2) data in applications for borrower cards, other than the name of the borrower.

(b) A library may release reserved materials to a family member or other person who resides with a library patron and who is picking up the material on behalf of the patron. A patron may request that reserved materials be released only to the patron.

Policy:

Kitchigami Regional Library System practices will be developed in accordance with statute. This policy is to be signed by each KRLS employee and placed in the employee's personnel file. The policy will also be signed by all volunteers who during the course of their volunteer duties come in contact with KRLS patron data and filed at KRLS Headquarters. A representative of any organization with which it has a service agreement must sign the policy on behalf of his/her organization.

Library data:

Kitchigami Regional Library System and its employees, volunteers and organizations with which it has service agreements will safeguard data collected, maintained, used or disseminated by the library. All library records relating to an individual library user's use of the library and its resources are confidential. Such information includes, but is not limited to: a patron's registration records (name, address, phone number, library card number) and a patron's circulation records (fines, fees, items checked out) and reference questions.

In addition to 13.40 Subd. 2. (2)(b) above, a homebound patron or patron unable to visit a branch library due to age, infirmity or distance may name one individual to pick up their library materials. The named individual must present a letter from the patron and the patron's borrower card to the library staff.

All library records may be consulted and used by library employees in the course of carrying out library operations, but will not be disclosed to others except upon the written request or consent of the library user, or pursuant to a subpoena, court order or otherwise required by law. If such an instance should present itself, all employees should contact their immediate supervisor, and the supervisor should in turn contact the Director, or in absence thereof, the Assistant Director. Only the Director or Assistant Director may respond to a subpoena or court order.

Employee data:

Only the Director, Bookkeeper and/or the Assistant Director may acknowledge any inquiries as to the dates of employment, position, salary and wage information or hours of work regarding any library employee.

Policy Implementation:

Employees who improperly use or disclose such information will be subject to disciplinary action, up to and including termination of employment and legal action, even if they do not actually benefit from the disclosed information.

**I have read the above Data Privacy and Non-Disclosure Policy
and agree to abide by its statement.**

Associate library location _____

Designated associate library representative (printed)

Designated associate library representative (signature)

Date _____

(Approved by KRL Board 11/21/13)

**Kitchigami Regional Library System
Service Contract: City of Crosslake**

1. Parties to Agreement

This Agreement is between Kitchigami Regional Library System as service provider (hereinafter referred to as "KRLS") at 310 2nd St. N, Pine River, MN and the City of Crosslake (hereinafter referred to as "city") on behalf of its community library (hereinafter referred to as "Crosslake Library").

2. Purpose of Agreement

This Agreement defines the services to be provided by Kitchigami Regional Library System to the Crosslake Library with funds provided by Crow Wing County and the responsibilities of the Crosslake Library.

3. Term of Agreement

This Agreement will be in place from January 1, 2021, provided that the agreement is signed by both parties and both parties have received signed copies through certified mail by December 31, 2020, through December 31, 2021. If the Agreement is not completed by December 31, 2020, it will be in force on the 1st day of the month following signatures and be in effect for 12 months from that date.

4. Scope of Services: KRLS

Kitchigami Regional Library System will provide the following services, beginning January 1, 2021, or the 1st day of the month following completion of the negotiation process:

1. Facilitated borrower registration for KRLS borrowers who use the Crosslake Library for pick up and return of library materials, within 7 days of receipt of fully completed borrower registration forms.
2. Interlibrary loan and intraregional loan borrowing to KRLS borrowers who use the Crosslake Library for pick up and return of library materials through maintenance of that library as a pickup location.
3. Delivery services for library materials to and from the Crosslake Library 3 days per week (Monday, Wednesday, Friday) on those days and weeks that deliveries are made to KRLS branch libraries. Deliveries may be interrupted by federal holidays, severe weather conditions or equipment interruptions; substitute delivery dates are not guaranteed by KRLS.
4. Information on and access to regional/statewide training opportunities.
5. Training materials and training of one local trainer selected by the Crosslake Library on interlibrary loans support, borrower registration and delivery support as required. One training session will be provided on request within the contract period.

6. KRLS will issue a check to the City of Crosslake for the acquisition of materials for the Crosslake Library collection, paid from the KRLS Crow Wing County reserve in the amount of \$5,000.00, within 30 days of the completion of the Agreement negotiations.

5. Scope of Service: City of Crosslake

The City of Crosslake commits to provide the following:

1. Registration of Kitchigami Regional Library System residents for KRLS borrower cards at no charge to the public, with verification of the residence requirements of the applicants.
2. A local trainer who will be responsible for training all local library workers on borrower registration, interlibrary loans and delivery.
3. The Crosslake library must be open or provide a secure location for delivery between 9:30 a.m. and noon on each of the delivery days described in paragraph 4.3 above.
4. All KRLS policies and procedures for registration, interlibrary loan, intraregional loans, delivery and electronic services will be followed.
5. The city must maintain a restricted fund for KRLS dollars paid to it for the purchase of library collection materials, which is audited annually and subject to review as described in paragraph 10 below.

6. Agreement Administration

All provisions of this Agreement shall be coordinated and administered by the persons identified in Paragraph 11.

7. Amendments

No amendments may be made to this Agreement after signing by the parties, except for extensions of time, or increases or reductions of the services to be performed as mutually agreed by the city and KRLS.

8. Data Practices

The city agrees to comply with the Minnesota Government Data Practices Act and all other applicable state and federal laws relating to data privacy or confidentiality. The city will immediately report to KRLS any requests from third parties for information relating to this Agreement. The KRLS board agrees to respond promptly to inquiries from the city concerning data requests. The city agrees to hold the KRLS Library Board, its officers, and employees harmless from any claims resulting from the city's unlawful disclosure or use of data protected under state and federal laws.

The city will designate an official representative who will sign and maintain on file and submit to KRLS a copy of the KRLS Data Privacy and Non-disclosure of Information Policy included as Appendix A to this Agreement.

9. Compliance with the Law

The city agrees to abide by the requirements and regulations of The Americans with Disabilities Act of 1990 (ADA) including changes made by the ADA Amendments Act of 2008 (P.L. 110-325), the Minnesota Human Rights Act (Minn.Stat. DC.363) and Title VII of the Civil Rights Act of 1964. These laws deal with discrimination based on race, color, creed, religion, national origin, sex, marital status, status with regard to public assistance, disability or age. In the event of questions from the city concerning these requirements, the KRLS library board agrees to supply promptly all necessary clarifications. Violation of any of the above laws can lead to termination of this Agreement.

10. Audits

The city agrees that the KRLS Library Board, the State Auditor or any of their duly authorized representatives, at any time during normal business hours and as often as they may reasonably deem necessary, shall have access to and the right to examine, audit, excerpt and transcribe any books, documents, papers, and records that are relevant and involve transactions relating to this Agreement.

11. Cancellation, Default and Remedies

Either party of this Agreement may cancel this Agreement upon sixty (60) days written notice, except that if the city fails to fulfill its obligations under this Agreement in a proper and timely manner, or otherwise violates the terms of this Agreement, the KRLS library board has the right to terminate this Agreement, if the city has not cured the default after receiving seven (7) days written notice of the default.

The city agrees to defend, indemnify and hold the KRLS library board, its officials, officers, employees and agents harmless from any liability, claims, charges, damages, costs, judgments or expenses, including reasonable attorney's fees, resulting directly or indirectly on account of any product, or any act or omission (including, without limitation, professional errors and omissions) of the city, its officers, agents, employees or anyone who would be liable in the performance of the services provided by this agreement and against all loss by reason of the failure of the city fully to perform, in any respect, all obligations under this Agreement.

The city agrees to perform all acts and make all payments, the legal obligation for which arise as a result of its activities and performance in connection with this contract, including obligations to third persons and government agencies.

12. Notices

Any notice or demand, authorized or required under this Agreement shall be in writing, and shall be sent by certified mail to the other party as follows:

To the city:

Designated Representative

To the KRLS Library Board:

Designated Representative

Stephanie A. Johnson, Director
Kitchigami Regional Library System
P.O. Box 84
Pine River, MN 56474

Signatures

Chair, Kitchigami Regional Library Board

Date: _____

Designated Representative, City of Crosslake

Date: _____

KRLS Data Privacy and Non-Disclosure Policy

Purpose: This policy states the Kitchigami Regional Library System's position on data privacy and its employees' responsibilities for the protection of patron and employee privacy.

Statutory Requirement: Minnesota statutes, Chapter 13 Government Data Practices

13.40 Subd. 2. Private data; library borrowers.

(a) Except as provided in paragraph (b), the following data maintained by a library are private data on individuals and may not be disclosed for other than library purposes except pursuant to a court order:

(1) data that link a library patron's name with materials requested or borrowed by the patron or that link a patron's name with a specific subject about which the patron has requested information or materials; or

(2) data in applications for borrower cards, other than the name of the borrower.

(b) A library may release reserved materials to a family member or other person who resides with a library patron and who is picking up the material on behalf of the patron. A patron may request that reserved materials be released only to the patron.

Policy:

Kitchigami Regional Library System practices will be developed in accordance with statute. This policy is to be signed by each KRLS employee and placed in the employee's personnel file. The policy will also be signed by all volunteers who during the course of their volunteer duties come in contact with KRLS patron data and filed at KRLS Headquarters. A representative of any organization with which it has a service agreement must sign the policy on behalf of his/her organization.

Library data:

Kitchigami Regional Library System and its employees, volunteers and organizations with which it has service agreements will safeguard data collected, maintained, used or disseminated by the library. All library records relating to an individual library user's use of the library and its resources are confidential. Such information includes, but is not limited to: a patron's registration records (name, address, phone number, library card number) and a patron's circulation records (fines, fees, items checked out) and reference questions.

In addition to 13.40 Subd. 2. (2)(b) above, a homebound patron or patron unable to visit a branch library due to age, infirmity or distance may name one individual to pick up their library materials. The named individual must present a letter from the patron and the patron's borrower card to the library staff.

All library records may be consulted and used by library employees in the course of carrying out library operations, but will not be disclosed to others except upon the written request or consent of the library user, or pursuant to a subpoena, court order or otherwise required by law. If such an instance should present itself, all employees should contact their immediate supervisor, and the supervisor should in turn contact the Director, or in absence thereof, the Assistant Director. Only the Director or Assistant Director may respond to a subpoena or court order.

Employee data:

Only the Director, Bookkeeper and/or the Assistant Director may acknowledge any inquiries as to the dates of employment, position, salary and wage information or hours of work regarding any library employee.

Policy Implementation:

Employees who improperly use or disclose such information will be subject to disciplinary action, up to and including termination of employment and legal action, even if they do not actually benefit from the disclosed information.

**I have read the above Data Privacy and Non-Disclosure Policy
and agree to abide by its statement.**

Associate library location _____

Designated associate library representative (printed)

Designated associate library representative (signature)

Date _____

(Approved by KRL Board 11/21/13)

6c Audit Committee Meeting

Action Request: For Board discussion

The Audit Committee consisting of Board Chair Neal Gaalswyk and Treasurer Jim Hofer met with Director Stephanie Johnson and Bookkeeper Patricia Kline on Thursday, October 29th, 2020 to discuss the 2019 audit in more detail and reasons why the reserves balance has been increasing in the last several years regionally.

i. Fund Balances

It was discussed that starting in January 2020 branch specific expense codes were added to current accounting software used at KRLS to track expenditures. Prior to 2020, expense codes for tracking branch specific expenditures were not a part of expense tracking due to the nature of operating as a Regional Library System. Current accounting software was setup under the previous administration to track expenses regionally, not location specific. In turn, the software is inefficient at the specificity requested by some Board members. It was recommended that Director Johnson investigate new software programs that have the capability of producing reports the Board requires and approves. The goal is to move forward, providing the Board with the type of reporting the Board desires and motions KRLS Administration to provide. 2020 will be an anomaly of a Fiscal Year due to the impact of COVID19 related closures, reduced services, reduced revenue from fines/fees, etc. and should not be used as an accurate reflection of prior or future year expenditures. The 2020 budget to actuals broken down by City will be provided at the November meeting, but is only intended to show that this type of tracking is being done.

Below are several major historical factors in the increasing reserve and fund balance:

1. Interest has not been budgeted for as Revenue on budgets. This has been a crucial part of the increasing reserve balance due to compounding interest on already existing reserves and CD balances.
2. The second half of City and County levies typically come in at the end of December. This results in the end of year fund balance appearing high; however, the second half of the levies must last until the first half of the following fiscal year's levies, which come in at the end of May.
3. Previous management overbudgeting of health insurance benefits in anticipation of increasing costs. Dental and vision coverage for applicable employees was also Board approved in 2015, but not purchased.
4. Budgeting for positions that were not filled in a timely manner, i.e. Technical Services Manager, and not factoring in wage differences in relation to employee turnover or retirements into Personnel budgets.

5. Creating a buffer in Personnel budgets due to anticipated wage increases and a fear of funding not increasing.
6. Branch libraries can carryover 10% of allocated book budgets into the following year. This is due to ILS software being outdated which result in book orders being suspended the entire month of December.

These items are all being addressed moving into future budgeting and further KRLS Board direction in alignment with the Mission and Values of the organization.

ii. **RFP and Responses for Audit Services**

Action Request: For Board discussion and approval of firm to provide KRLS with Audit services

KRLS was notified by Clasen, Stegner, Schiessl CPA's, Ltd. that they have terminated the contract for audit services effective immediately due to a shortage of staff at their firm. The termination letter is included in the Board Packet.

Due to the contract being terminated for the 2020 KRLS Audit, the Audit committee directed Director Johnson to create and send out an RFP for audit services in order to obtain proposals before the November Regional Board meeting. The RFP is included in the Board Packet. Responses are due back by the end of the day Tuesday, November 17th, 2020 and will be provided at the November Regional Board meeting.



Clasen
Stegner &
Schiessl CPAs, Ltd.
Consultants & Accountants

Christopher Clasen, CPA
Aaron Stegner, CPA
Susan Schiessl, CPA
Jane Erickson, CPA
Aryn Hedlund, CPA

PO Box 90, Pequot Lakes, MN 56472 (218) 568-5242 Fax (218) 568-8680

Visit us at lakesareacpas.com

October 15, 2020

Board of Directors
Kitchigami Regional Library
P.O. Box 84
Pine River, MN 56474

Dear Members of the Board:

We hereby regretfully inform you that we have decided to terminate our auditing services with the Kitchigami Regional Library effective immediately.

Due to unforeseen staffing changes, we do not feel that we can continue to provide your Library with the level of services that you require. Please take immediate steps to retain a new auditing firm.

We are pleased to offer and assist the Library with consulting, bookkeeping and other nonattest services because there are no independence requirements when we are not the auditors.

We will cooperate with your new auditors to make a smooth transition. To facilitate that process, please send us a letter authorizing us to make disclosures to your new auditors. Without such a letter, we are ethically prohibited from communicating with others regarding your affairs.

Thank you for your past business and we wish you the best in the future.

Very truly yours,

Clasen Stegner & Schiessl CPAs, Ltd.

Clasen Stegner & Schiessl CPAs, Ltd.
Consultants & Accountants



Request for Proposal
for Audit Services

Proposals due: Tuesday, November 17th, no later than 4pm CST, at the
Kitchigami Regional Library Headquarters

The Kitchigami Regional Library System (KRLS) is accepting proposals from Certified Public Accounting Firms to provide financial audit services for our Library System. We invite your firm to submit a proposal to us by Tuesday, November 17th, 2020 by 4pm CST for consideration. A description of our library system, the services needed, and other pertinent information follows.

Questions about this RFP should be directed to:

Stephanie Johnson, Regional Director
Kitchigami Regional Library Headquarters
310 2nd St. N.
Pine River, MN 56474
Email: johnsons@krls.org

All questions concerning this RFP must be in writing; email is acceptable.

Description of the Kitchigami Regional Library System

KRLS is a governmental entity formed as a public library system with a joint powers agreement involving nine cities and five counties pursuant to Minnesota Statute 471.59. Please find KRLS Joint Powers agreement at <https://krls.org/index.php/policies/>.

KRLS serves a population of approximately 174,308 encompassing five counties; Beltrami, Cass, Crow Wing, Hubbard, and Wadena and nine cities; Bemidji, Blackduck, Brainerd, Cass Lake, Longville, Park Rapids, Pine River, Wadena, and Walker. In addition, KRLS provides service to additional locations in four of the five counties using a Bookmobile. Two associate libraries in Crosslake and Pequot Lakes also receive limited services and a yearly materials allocation.

KRLS provides general library services such as materials borrowing, programming, printing photocopying, faxing, etc. throughout the Region.

KRLS employs approximately 95 employees. Benefits for qualifying employees include paid vacation, personal leave, sick leave, health insurance, as well as a member of the Public Employee Retirement Association.

KRLS operates on an accrual accounting basis for yearend December 31st. All state fund accounting is received, expensed and reported on a cash basis. A yearly audit in accordance with MN Statute 3530.1200 must be submitted within 180 days of the library's fiscal year to the MDE State Library Services. A copy of the most recent audit for KRLS may be found on the KRLS website at: <https://krls.org/wp-content/uploads/2020/11/Audit-Kitchigami-Regional-Library-2019.pdf>.

All accounting and payroll records are retained at KRLS headquarters located at 310 2nd St. N., Pine River, MN 56479. KRLS uses Sage Business Works as their accounting software program using the general ledger, payroll, accounts payable, and cash management modules.

The primary source of funding for KRLS comes from two main sources: Regional Library Basic System Support (RLBSS) through MDE and County and City levies. Other funding from state aid and grant programs, CDs, patron fines and fees, also contribute to KRLS revenue.

Service to be Performed

Proposals are expected to cover the completion of the audit of the Library's annual financial statement in compliance with generally accepted auditing standards as established by the American Institute of Certified Public Accountants as applicable to governmental units. The audit work includes electronic submission of the Audit Report and Annual Financial Report and will include meetings with the KRLS Administration and Board of Trustees as necessary.

In addition to the above services, the proposal is expected to cover a management letter containing comments and recommendations with respect to accounting and administrative controls and efficiency. Also, it should cover the firm's availability throughout the year to provide advice and guidance on financial accounting reporting issues.

Deliverables

- A. Annual Financial Report (Independent Auditor's Report and Financial Statements) for three years; that is the years ending December 2020, December 2021, and December 2022.
- B. Annual Comptroller's Report for three years; that is, the years ending 31 December 2020, 31 December 2021, and 31 December 2022.
- C. Presentation of results to the Board of Library Trustees at its regular meeting on the full Board meeting following the completion of the Audit.

Terms of Engagement

A three-year contract beginning with fiscal year 2020 is requested. It is the intent of KRLS Board of Trustees to continue its relationship with the auditor for no less than three years, subject to the annual review by the board and the annual availability of an appropriation.

Requests for additional information, review of prior financial statements should be coordinated through the Regional Director. Please return the completed proposals to the following address:

Stephanie Johnson, Regional Director
Kitchigami Regional Library Headquarters
310 2nd St. N.
Pine River, MN 56474
Email: johnsons@krls.org

Other Information

The working papers shall be retained for at least 10 years. The papers will be available for examination by authorized representatives of the State of Minnesota, and if required, the federal audit agency and the General Accounting Office.

Submittal Requirements

Please submit responses to this request by Tuesday, November 17th at 4pm CST.

In responding to this request, please provide the following information:

- A. Introduction
 - a. Name and address of respondent submitting the proposal.
 - b. Date respondent was established.
 - c. Detail firm's size structure, and experience in providing auditing services to public libraries, regional library systems, as well as other governmental agencies.
 - d. Name, address, and telephone number of the person who will serve as the respondent's primary contact with KRLS and who will be authorized to make representations on behalf of the respondent.
- B. Description of Services (Understanding Project Scope and Work Plan): State the knowledge and understanding of the needs of KRLS with a timeline addressing the following activities and any others that are appropriate:
 - a. Planning and preparing
 - b. Meet with Administration to discuss the audit plan
 - c. Receive a list of client-provided documents and requests
 - d. Begin fieldwork
 - e. Financial statement of draft for management review
 - f. Presentation of draft audit report and comments to KRLS HQ Administration
 - g. 20 printed copies of bound audit for Administration and KRLS Board members
- C. Key Personnel
 - a. Individual's relationship with the respondent, including current job title and relationship the individual with the proposed service.
 - b. Individual's background experience and education and any other relevant training or experience.
- D. Fee Proposal: The proposed fees should be the maximum, not to exceed fee for each fiscal year shown.
- E. References: Provide the names, postal addresses, telephone number, and email addresses of three relevant references (clients) of the respondent.
- F. Certification: Certify that all components of the proposal will remain firm for a minimum period of ninety days following the opening of the proposal.
- G. Acceptance of Condition: Provide an acceptance-of-conditions statement that affirms the respondent's acceptance of all conditions and requirements contained in this RFP.
- H. Execution: Sign proposal and provide the postal address of the respondent.
- I. Supplemental Information (Examples of Work): Provide two or more sample reports and specify whether these need to be returned.

Proposal Approval

This agreement will require the approval of the KRLS Board of Trustees in its sole and absolute discretion at the Thursday, November 19th, 2020 Regional Board meeting. KRLS reserves the right to reject all proposals submitted and to request additional information from all proposers.

Evaluation Criteria

- A. The selected proposal will be chosen based on its apparent ability to best meet the overall expectations of KRLS.
- B. KRLS will be the judge of which proposal offers the greatest benefit.
- C. KRLS reserves the right to reject all proposals submitted and to request additional information from all proposers.
- D. The following criteria will assist in assessing the merits of each proposal
 - a. Responsiveness to RFP.
 - b. Experience and qualifications with demonstrated knowledge of accounting and auditing services, relevant experience and reputation in the industry, particularly in respect to working with local governments.
 - c. Technical quality and methodology to organizing and managing the project, and ability to document information and recommendations clearly in written format.
 - d. Understanding of project objectives and scope; completeness of the Proposal.
 - e. References and examples of completed projects.
 - f. Fee Structure relative to the services to be provided.
 - g. Overall evaluation of the respondent's ability to accomplish a project of this nature within the proposed time schedule.
- E. Preference will be given to the most qualified firm, regardless of whether that firm has an office in Cass County.

KRLS reserves the right to reject all proposals submitted and to request additional information from all proposers. Any contract awarded will be made to the respondent who, based on evaluation of all responses, applying all criteria, is determined to be the best qualified to complete the audit.

Sincerely,

Stephanie Johnson
Regional Director
Kitchigami Regional Library System

6d Hot Spot Grant Final Report

Action Request: For Board information and approval

KRLS applied for and received a \$7,000 Hot Spot Grant through the MN Department of Education allocating grants from the Institute of Museum and Library Services (IMLS) with the following purpose:

“This grant is to purchase mobile hot spots or other devices in order to improve access to the internet for people in Minnesota due to the Covid-19 pandemic. The COVID 19 pandemic has increased the demand for access to the internet to identify government information, support communication and distance learning. Obtaining mobile hot spots or other devices will enable libraries to contribute to improved connectivity across the state.”

Ten hotspots and their corresponding data service plan were purchased and paid for with this grant funding. These hotspots are currently in circulation throughout the region for patrons in need of remote internet access. Laptops allowing for remote work for two staff members within the region were also purchased; along with three patron PCs to further access to internet resources.

Library Services and Technology Act (LSTA) Grant
FINAL GRANT PROJECT REPORT – Hotspot and/or Mobile Device Loan Program
 Federal Fiscal Year 2019

For activities taking place between April 1, 2020 and September 30, 2020

FINAL REPORT INSTRUCTIONS

Please submit your final grant reporting **by November 1, 2020**. Please use plain language and be concise in your narrative.

Email the following to Hannah Buckland at hannah.buckland@state.mn.us:

1. The signed completed 2019 Final Grant Project Report as a PDF document or as a Word document. If the signed report is submitted as a PDF, please also submit an unsigned version of the completed report as a Word document
2. The Final Grant Project Expenditures in as an Excel spreadsheet.
3. The final Financial Reporting Form (FRF)

PROJECT INFORMATION AND SIGNATURES

PROJECT INFORMATION	
Project title	Hotspot and/or Mobile Device Loan Program
CONTACT INFORMATION FOR PERSON WHO PREPARED THIS REPORT	
Name	Stephanie Johnson
Phone number	(218)587-2171 x.222
Email address	johnsons@krls.org
SIGNATURE(S)	
I certify that to the best of my knowledge the provided information is true and accurate.	
Official with authority to sign	Date
Library Director/Media Specialist (if not the official with authority to sign)	Date



PROJECT INFORMATION

1. Project Partner(s):

Please list partners included in your project.

Partner Name:

Address / City / Zip:

2. Project Locale(s):

If project activities took place at locations other than the administrative entity, please list all locations below.

Institution Name:

Address / City / Zip:

3. Project Activities:

Activity Type: Procurement

Activity Title: Distributing Hotspots and/or Mobile Devices

Activity Description:

Please briefly describe what was procured and the audience served.

Required Activity Outputs:

If the output type is not applicable to this activity – enter n/a (not applicable).

1. Number of hardware items (hotspots, Chromebooks, etc.) acquired: 15
2. Number of acquired hardware items (hotspots, Chromebooks, etc.) used: 15
3. Number of materials/supplies (cases, USB drives, charging cables, etc.) acquired: 2
4. Number of acquired materials/supplies (cases, USB drives, charging cables, etc.) used: 2

Activity Beneficiaries (primary audience):

Select one or more of the following activity target age groups.

- | | | |
|--|--------------------------------------|--------------------------------------|
| <input checked="" type="checkbox"/> All ages | <input type="checkbox"/> 13-17 years | <input type="checkbox"/> 50-59 years |
| <input type="checkbox"/> 0-5 years | <input type="checkbox"/> 18-25 years | <input type="checkbox"/> 60-69 years |
| <input type="checkbox"/> 6-12 years | <input type="checkbox"/> 26-49 years | <input type="checkbox"/> 70+ years |

If the activity is directed at ethnic or minority populations, select one or more.

- | | |
|---|--|
| <input type="checkbox"/> American Indian or Alaska Native | <input type="checkbox"/> Hispanic or Latino |
| <input type="checkbox"/> Asian | <input type="checkbox"/> Native Hawaiian or other Pacific Islander |
| <input type="checkbox"/> Black or African American | <input checked="" type="checkbox"/> Not Applicable |

Is the activity directed at families? Yes No

Is the activity directed at intergenerational groups (does not include families)? Yes No

Is the activity directed at immigrants/refugees? Yes No

Is the activity directed at those with disabilities? Yes No

Is the activity directed at those with limited functional literacy or informational skills? Yes No

Is the activity directed at groups that fall into a category not already captured? Yes No

If Yes, please describe:

4. Lessons Learned:

Based on outputs, outcomes and/or other results, explain any significant lessons learned from this project that may benefit other libraries. **From this process we learned that as a Region we have an immense need for hot spot access. In order to get hot spots out in a timely fashion to our public, we have learned that procedures for every step of the process are needed, from ordering to staff check in. Significant staff time for setup and processing should also be included in the planning and implementation process for hot spots.**

PROJECT BUDGET INFORMATION

5. Project Expenditures:

Please report this project's LSTA and Grantee Cost Share expenditures on the 2019 LSTA Final Grant Project Expenditures Excel spreadsheet.

APPLICANT NAME:		Hot Spot and/or Mobile Device Loan Program	
FEDERAL PROJECT GRANT OPPORTUNITY TITLE:		45.310	
FEDERAL CFDA NUMBER:			
GRANT AMOUNT:			
PROJECT PERIOD: 4/1/2020 - 9/30/2020			
UFARS OBJECT CODES	DESCRIPTION	BUDGET AMT	FTE
CODES	300 SERIES – PURCHASED SERVICES	BUDGET AMT	BUDGET NARRATIVE DESCRIPTION
303	Federal Contracts/portion of each up to \$25,000 (include contractor's travel)	NA	
315	Repairs and Maintenance for computers and tech	NA	
320	Communication Services – Phone, Internet	\$619.24	Data service for Hotspots
350	Repairs and Maintenance – not for construction or repairs for computers or hardware	NA	
CODES	400 SERIES – SUPPLIES/MATERIALS – Consumable and Expendable Items. Not capital expenditures or capital equipment.	BUDGET AMT	BUDGET NARRATIVE DESCRIPTION
401	Supplies – Non-Instructional – example: office supplies, computer supplies, small computer equipment (not capital expenses), etc.	NA	
405	Non-instructional Software licensing agreements – (under capitalization) not for computers or hardware	NA	
406	Instructional Software Licensing Agreements (under capitalization)	NA	
430	Supplies – Non-individualized Instructional – classroom	NA	
455	Non-instructional non-capitalized tech supplies used with hardware/software. CDs, flash drives, cables, monitor stands	\$463.28	2 docking stations
456	Instructional non-capitalized tech related supplies under \$5,000 or LEA's capitalization	\$ 1,062.49	10 Hotspots
465	Non-instructional Tech Devices (kindles, ipads, etc.) Last longer than 1 report period -noncapitalized	\$4,854.99	2 Staff Laptops and 3 PCs
466	Instructional Technology Devices (kindles, ipads, etc.) (beyond a single reporting period) non-capitalized	NA	
470	Media Resources – General Use - Library Books, Tapes/CDs, Ejournals	NA	
CODES	800 SERIES – Other Expenditures & Indirect	BUDGET AMT	BUDGET NARRATIVE DESCRIPTION
820	Dues, Memberships, Software Licenses, Memberships in Organization	NA	
899	Other Miscellaneous Expenditures – must identify specific expenditure in order to be considered for approval	NA	
870	Total all budget lines except for 895	NA	
895	Indirect charges	NA	Identify restricted rate used
1			
GRAND TOTAL		\$7,000	

STATE OF MINNESOTA - MN Department of Education

SFY 2020

Grantee: Kitchigami Regional Library System
 Fund Source: Hot Spot and/or Mobile Device Loan Program

Project Title:
 Grant ID: 5219
 Grant Period: 5/11/2020-9/30/2020 Grant Total: \$7,000.00
 Expenditures Through: 1/1/1901 Claim Number: 0
 Current Reimbursement Period Dates 04/01/2020 Thru 09/30/2020

Return/Mail To: Deb Rose
 MN Department of Education
 Grant Services Division
 1500 Highway 36 W
 Roseville, MN 55113

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

Financial Reporting Form

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

Code\Description	Budget			Grants			New Balance
	Expended	Cur. Balance	Cur. Expended	Cur. Expended	Cur. Expended	New Balance	
303	\$1,300.00	\$0.00	\$0.00	\$1,300.00	\$0.00	\$1,300.00	
315	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
320 Communication Services	\$1,350.00	\$0.00	\$619.24	\$1,350.00	\$730.76	\$730.76	
350 Repairs and Maintenance Services	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
401 Supplies and Materials - Non-Instructional	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
405	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
406	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
430	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
455 Non-Instructional Technology Supplies	\$0.00	\$0.00	\$463.28	\$0.00	(\$463.28)	\$0.00	
456 Instructional Technology Supplies	\$2,250.00	\$0.00	\$1,062.49	\$2,250.00	\$1,187.51	\$1,187.51	
465	\$0.00	\$0.00	\$4,854.99	\$0.00	(\$4,854.99)	\$0.00	
466 Instructional Technology Devices	\$2,100.00	\$0.00	\$0.00	\$2,100.00	\$2,100.00	\$2,100.00	
470 Media Resources	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
820 Dues, Membership, Licenses and Certain Fees	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
895 Fed and Nonpublic Indirect Cost (Chargeback)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
899	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
	\$7,000.00	\$0.00	\$7,000.00	\$7,000.00	\$0.00	\$0.00	

Amount To Be Paid \$7,000.00
 Apply To Advance \$0.00
 Remaining Amount To Be Paid \$7,000.00
 Outstanding Advance Amount \$0.00

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

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

Completed By _____ Date _____
 Authorized By _____ Date _____

Notes:

6e 2021 Holiday Schedule

Action Request: For Board review and approval

Please find the 2021 Holiday Schedule below. Columbus Day/Indigenous Peoples' Day has been added to the list to provide for an All Staff Day to take place. This would mean that branches are closed to the public, but staff will be required to work and attend the All Staff Day.

2021 Holidays when all KRLS libraries and headquarters will be closed

Friday	Jan	1	New Year's Day
Monday	Jan	18	Martin Luther King, Jr. Day
Monday	Feb	15	Presidents' Day
Monday	May	31	Memorial Day
Monday	Jul	5	Independence Day
Monday	Sep	6	Labor Day
Monday	Oct	11	Columbus/Indigenous People's Day*
Thursday	Nov	11	Veteran's Day
Thursday	Nov	25	Thanksgiving Day
Friday	Nov	26	Day After Thanksgiving
Friday	Dec	24	Christmas Eve
Saturday	Dec	25	Christmas Day**

*Closed to public, staff workday

**Headquarters will be closed Thursday, December 23 for the Saturday, December 25 Holiday.

6f Election of Officers: 2021 Board Nominations Committee

Action request: That the Chair designates a Nominations Committee/procedure for the 2021 board officers

The following board offices are voted upon annually at the January meeting:

Chair

Vice-Chair

Treasurer

Secretary

The Bylaws and JPA require that all positions except Secretary must be filled by board members who are elected members of their appointing board/city council.

The Bylaws provide that the Chair may appoint a Nominations Committee to secure candidates for each position. In the past, the Chair has appointed a committee of one or more to identify candidates.

December 7, 2020

FUND	Deerwood Checking BEGINNING BALANCE	Bill Report through 12/03/2020	Deerwood Checking ENDING BALANCE	Deerwood First Preferred Savings BEGINNING BALANCE	Deerwood First Preferred Savings Bill Report through 12/03/2020	Deerwood First Preferred Savings ENDING BALANCE	Total Balance of all Accounts
GENERAL	\$162,166.47	\$9,652.60	\$152,513.87	\$61,372.36	\$0.00	\$61,372.36	
POLICE RESTRICTED CASH	\$11,129.09	\$0.00	\$11,129.09	\$0.00	\$0.00	\$0.00	
CEMETERY	\$408.05	\$0.00	\$408.05	\$2,224.92	\$0.00	\$2,224.92	
PERPETUAL CARE	\$8,909.34	\$0.00	\$8,909.34	\$53,418.01	\$0.00	\$53,418.01	
SEWER MAINTENANCE	\$0.00	\$0.00	\$0.00	\$59,399.78	\$0.00	\$59,399.78	
SEWER REPLACE	\$0.00	\$0.00	\$0.00	\$28,733.44	\$0.00	\$28,733.44	
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	\$257,503.03	\$0.00	\$257,503.03	
PINE TREE PARK	\$54,709.42	\$546.81	\$54,162.61	\$5,000.00	\$0.00	\$5,000.00	
WATER SINKING FUND	\$0.00	\$0.00	\$0.00	\$150,210.29	\$0.00	\$150,210.29	
PUBLIC WORKS RESERVE FUND	\$0.00	\$0.00	\$0.00	\$12,828.97	\$0.00	\$12,828.97	
Fire Dept Special Equip Fund	\$203,617.23	\$0.00	\$203,617.23	\$26,266.80	\$0.00	\$26,266.80	
2018 Revolving Loan Fund (NEW)	\$0.00	\$0.00	\$0.00	\$100,548.27	\$0.00	\$100,548.27	
2006 GO BOND (307)	\$56,696.93	\$0.00	\$56,696.93	\$33,368.75	\$0.00	\$33,368.75	
2009A Refunding Bond (309)	\$51,110.83	\$16,213.13	\$34,897.70	\$13,942.37	\$0.00	\$13,942.37	
2011 Industrial Lane IntraLoan (311)	\$12,163.90	\$0.00	\$12,163.90	\$0.00	\$0.00	\$0.00	
2014A Disposal System Loan (314)	\$25,215.72	\$0.00	\$25,215.72	\$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)	\$20,138.21	\$0.00	\$20,138.21	\$0.00	\$0.00	\$0.00	
2017 PFA Debt Sys Bond Debt Service (320)	\$45,244.85	\$0.00	\$45,244.85	\$0.00	\$0.00	\$0.00	
2018 Frontage/Pine Ave Internal Loan (325)	\$4,657.58	\$0.00	\$4,657.58	\$0.00	\$0.00	\$0.00	
TAX INCREMENT FINANCING (376)	\$104,993.37	\$0.00	\$104,993.37	\$0.00	\$0.00	\$0.00	
WATER FUND	\$237,152.72	\$4,308.61	\$232,844.11	\$0.00	\$0.00	\$0.00	
SEWER FUND	\$120,102.50	\$3,648.61	\$116,453.89	\$0.00	\$0.00	\$0.00	
LIQUOR FUND	\$308,664.31	\$57,201.67	\$251,462.64	\$0.00	\$0.00	\$0.00	
LIQUOR RENT FUND	\$21,882.82	\$0.00	\$21,882.82	\$0.00	\$0.00	\$0.00	
GOLF COURSE	(\$114,595.08)	\$340.69	(\$114,935.77)	\$0.00	\$0.00	\$0.00	
Total:	\$1,367,649.46	\$91,912.12	\$1,275,737.34	\$828,611.68	\$0.00	\$828,611.68	\$2,104,349.02

Transfer Recommended:

Fund Transfer from:	Fund transfer to:	Reason:	Amount of Transfer:
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2021 Bond Payments:

	Principal:	Interest:	Fees:	Total:
2009 General Obligation Bond Payment	\$15,000.00	\$1,213.13	\$0.00	\$16,213.13

CITY OF BLACKDUCK

Monthly Bills

November 2020

Check Name	Amount		Amount
Fund 101 GENERAL FUND		DICK DISTRIBUTING	\$12,364.60
Marco Technologies LLC	\$160.54	GOODSPEED & COMPANY	\$1,625.92
AMERIPRIDE LINEN & APPAREL	\$74.71	GUARDIAN PEST CONTROL	\$213.58
BELTRAMI ELECTRIC COOP	\$3,629.84	HEGGIES PIZZA LLC	\$190.80
BLACKDUCK FAMILY FOODS	\$5.89	HIGGINS HEATING, AC & REFRIG	\$90.00
DILIGENT CORPORATION	\$2,652.25	JIM HIRT TRUCKING	\$44.45
EVOLVE CREATIVE LLC	\$235.00	JOHNSON BROTHERS LIQUOR CO.	\$12,541.09
FRONTIER REPAIR	\$186.32	MELISSAS CLEANING	\$540.00
ITASCA COUNTY RECORDER	\$20.00	MIKINNON CO., INC	\$5,091.67
NORTHWOODS LUMBER CO	\$127.42	MN DEPT OF HEALTH FOOD	\$765.00
PAUL BUNYAN COMMUNICATIONS	\$467.64	NEI BOTTLING INC	\$273.80
QUILL CORPORATION	\$375.30	NORTHWOODS ICE, INC	\$157.20
RATWIK, ROSZAK & MALONEY, P.A.	\$260.00	NORTHWOODS LUMBER CO	\$27.38
ROGER'S TWO WAY RADIO	\$1,177.00	OLD DUTCH	\$90.72
RUDY PATCH	\$22.20	PAUL BUNYAN COMMUNICATIONS	\$293.05
VERIZON WIRELESS	\$258.49	Phillips Wine and Spirits	\$4,635.22
Fund 101 GENERAL FUND	<u>\$9,652.60</u>	QUILL CORPORATION	\$149.04
Fund 209 PINE TREE PARK FUND		REINHART FOODSERVICE LLC	\$2,166.65
BELTRAMI ELECTRIC COOP	\$106.81	Southern Glazer's of MN	\$2,529.97
MN DEPT OF HEALTH	\$440.00	TOTAL TAP SERVICES	\$68.00
Fund 209 PINE TREE PARK FUND	<u>\$546.81</u>	US FOODS	\$1,371.52
Fund 309 2009A GO Refunding Bonds		VINOCOPIA INC	\$86.50
EHLERS AND ASSOCIATES	\$16,213.13	WINE MERCHANTS	\$70.09
Fund 309 2009A GO Refunding Bon	<u>\$16,213.13</u>	Fund 609 MUNICIPAL LIQUOR FUN	<u>\$57,201.67</u>
Fund 601 WATER FUND		Fund 613 GOLF COURSE	
BELTRAMI ELECTRIC COOP	\$1,156.61	BELTRAMI ELECTRIC COOP	\$371.06
MN DEPT OF HEALTH	\$687.00	PAUL BUNYAN COMMUNICATIONS	-\$30.37
WIDSETH SMITH NOLTING & ASSOC	\$2,465.00	Fund 613 GOLF COURSE	<u>\$340.69</u>
Fund 601 WATER FUND	<u>\$4,308.61</u>		
Fund 602 SEWER FUND			
BELTRAMI ELECTRIC COOP	\$1,148.74		
PAUL BUNYAN COMMUNICATIONS	\$34.87		
WIDSETH SMITH NOLTING & ASSOC	\$2,465.00		
Fund 602 SEWER FUND	<u>\$3,648.61</u>		
Fund 609 MUNICIPAL LIQUOR FUND			
AMERIPRIDE LINEN & APPAREL	\$523.47		
BELTRAMI ELECTRIC COOP	\$1,969.06		
BEMIDJI COCA-COLA	\$292.35		
BERNICK	\$5,953.61		
BLACKDUCK FAMILY FOODS	\$1,573.77		
Breakthru Beverage	\$1,383.16		
D & D BEVERAGE BRAIN	\$120.00		

Check Name

Amount

\$91,912.12

Month End Remittance Report for November 2020

STATE OF MINNESOTA

Check Number: 888888 Printed: 12/1/2020 Account: First National Bank of Bemidji Checking (Swept)

Beltrami County

County Revenue

Line	GL Account	Statute	Inter-Agency Nbr	Amount
1a	Law Library-Civil	M.S. 134A.10 S1		570.00
1b	Law Library - Criminal	M.S. 134A.10 S3		1,468.53
2	Sheriff's Contingency Fund	M.S 387.213		162.50
9	Prosecution Costs	M.S. 631.48; 609.49		355.00
10	DWI Assessment/County	M.S. 169A.285		243.70
County Revenue Total				\$2,799.73

Municipalities

GL Account	Statute	Inter-Agency Nbr	Amount
DWI Assessment/Bemidji			695.32
Bemidji 100%			60.16
Bemidji 2/3			4,010.54
Bemidji 1st Late Penalty			23.93
Bemidji 2nd Late Penalty			86.33
Sub-Total			\$4,876.28
GL Account	Statute	Inter-Agency Nbr	Amount
Blackduck 2/3			33.33
Sub-Total			\$33.33

Municipalities Total

\$4,909.61

County Specific

Line	GL Account	Statute	Inter-Agency Nbr	Amount
1	Beltrami County DARE Advisory Board			521.58
3	Bemidji Prosecution Costs			140.00
6	Northwood Coalition Battered Women's Shelter			38.80
58	Beltrami County Victim Services			3.34
59	Support Within Reach			8.56
County Specific Total				\$712.28

MINNESOTA Lawful Gambling

LG216 Worksheet for Calculating Lawful Gambling Monthly Rent

Organization Name Blackduck Fire Relief License Number 01944

Site Name POND Site Number 001

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

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

2 20.00%

3

A	B1	B2	C1	C2	D	E1	E2	F	G	H
	Booth Operation		Bar Operation		Rent Limit	Bar Operation Electronic Games		Total Rent		Bar Operation
Month and Year	Multiply the total of this month's net receipts from paper pull-tabs, electronic pull-tabs, electronic linked bingo, tipboards, and paddletickets by the amount in Box 1.		Multiply the total of this month's net receipts from paper pull-tabs, tipboards, and paddletickets by the amount in Box 2.		If an amount was entered in Col B, enter the sum of Cols B and C up to a max of \$1750. If Col B is blank, enter Col C.	Multiply the total of this month's net receipts from electronic pull-tabs and electronic linked bingo by the amount in Box 3.		Add Columns D and E	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.
10/2020			4813.00	962.60	962.60			962.60	(63.00)	899.60

- This amount may not exceed 10%
- Enter no more than 10% if paper or electronic pull-tabs, tipboards, paddletickets (other than paddlewheel without a table once weekly), or electronic linked bingo games are conducted by the organization's employees. Otherwise, enter no more than 20%.
- 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.

NOV 19 2020

Pd CK#4779

General Corporate License

State of Minnesota
County of Beltrami

To the Council of the City of Blackduck in said County and State:

The undersigned hereby applies for a license to carry on the business of operating a theatre at the Blackduck Theatre in the City of Blackduck in said county and state for the term of one year from the date hereof, subject to the laws of Minnesota and the ordination of the said City; and hereof tenders \$ 15.00 as the license fee therefore to operate a movie theatre.

11/18 2020
Date


Signature of Applicant

**A Fee \$15.00 for a theatre
must accompany this
application**

To whom it may concern,

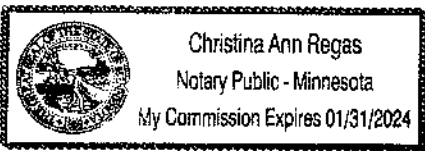
NOV 19 2020

We have no employees, and
are exempt from Workers Comp.

mn#
6754686

Kampa Movie Theaters
LLP

Shannon Kampa
11/19/20



Christina Ann Regas
11-19-20

\$15.00

NO. 2021-01

GENERAL CORPORATE LICENSE

STATE OF MINNESOTA
CITY OF BLACKDUCK
COUNTY OF BELTRAMI

Whereas, Blackduck Movie Theatre has paid the sum of \$15.00 dollars to the City of Blackduck, as required by the ordinances of said City and complied with all the requirements of said Ordinances necessary for obtaining this License;

Now Therefore, by order of the Blackduck City Council, and by virtue hereof, the said Blackduck Theatre is hereby licensed and authorized to operate a Movie Picture Theatre for the period of One Year starting January 1, 2021, and ending December 31, 2021, subject to all conditions and provisions of said Ordinances.

Given under my hand and the corporate seal of the City of Blackduck
this 7th day of December 2020.

Mayor

Attest _____
Administrator

December 2020 Property Tax Statement
 Received 12/02/2020

FUND	DESCRIPTION	AMOUNT	SPEC ASSES #	SUBTOTALS:		
R/P	101-31000	Gen Prop Tax	\$91,790.59			
	309-31000	89 GO Bond Prop Tax	\$0.00			
	309-31000	94 GO Bond Prop Tax	\$0.00			
	101-36100	98 GO Bond Prop Tax	\$0.00			
	309-31000	99 GO Bond Prop Tax	\$0.00			
	306-31000	2000 GO Bond Prop Tax	\$0.00			
	307-31000	2006 GO Bond Prop Tax	\$13,655.35			
	309-31000	2009 GO Bond Prop Tax	\$8,046.62			
	613-31000	2012 Refunding Golf Prop Tax	\$2,559.12			
	613-31000	Equipm Cert Prop Tax	\$4,270.22			
	311-31000	Industrial Lane	\$144.00		\$123,990.56	
314-31000	2014 Go Bond Prop Tax	\$3,524.66				
M	101-31030	Mobile Home Tax Credit	\$657.31			
	309-31030	89 GO Bond MHTC	\$0.00			307 Tax \$14,003.58
	309-31030	94 GO Bond MHTC	\$0.00			307 Spec \$4,522.89
	101-31030	98 GO Bond MHTC	\$0.00			
	309-31030	99 GO Bond MHTC	\$0.00			309 Tax \$8,248.49
	306-31030	2000 GO Bond MHTC	\$0.00			309 Spec \$0.00
	307-31030	2006 GO Bond MHTC	\$97.33			311 Tax \$147.66
	309-31030	2009 GO Bond MHTC	\$56.62			311 Spec \$3,929.20
	311-31030	Industrial Lane	\$1.00		\$887.13	
	613-31030	2012 Refunding Golf Prop Tax	\$18.65			
	613-31030	Equipm Cert Prop Tax	\$31.06			
	314-31030	2014 Go Bond	\$25.16			314 Tax \$3,614.66
						314 Spec \$239.32
OTHER	101-31900	Pen&Int Del Tax	\$516.17			
	101-31000	Gen Prop Tax (Excess TIF)	\$1,696.18			376 Tax \$13,487.30
	307-31000	2006 GO Bond (Excess TIF)	\$250.90			376 Spec 0
	309-31000	2009 GO Bond Prop Tax (Excess TI	\$145.25			
	311-31000	Industrial Lane (Excess TIF)	\$2.66		\$2,803.92	613 Tax \$7,006.97
	613-31000	Golf Equip Certificate	\$79.99			
	613-31000	Golf 2012 Refunding	\$47.93			
	314-31000	2014 Go Bond (Excess TIF)	\$64.84			Front/Pine 325 Spec \$2,083.48
TIFF	376-31050	Tax Increments	\$13,487.30		\$127,681.61	Sewer 317 Spec \$2,904.83
						Water 320 Spec \$5,044.91
SPEC ASSES	101-36100	Special Assessments	\$0.00	8116, 8118		
	101-36100	98 Spec. Assessments	\$0.00	8101, 8102		
	309-36100	99 Spec. Assessments	\$0.00	8119, 8121, 8120		
	309-36100	2000 Spec. Assessments	\$0.00	8122		
	309-31900	2000 Pen & Int	\$0.00	8122		
	602-36100	Sewer Spec. Assessments	\$0.00	8123		
	602-37260	Sewer Pen & Int	\$0.00	8199		
	307-36100	2006 Spec. Assessments	\$4,484.36	8124		
	307-31900	2006 Pen & Int	\$38.53	8124		
	309-36100	2009 Spec Assessments	\$0.00			
	309-31900	2009 Pen & Int	\$0.00			
	311-36100	Industrial Ln Assessment	\$3,929.20	8125		
	311-31900	Industrial Lane Pen & Int	\$0.00	8125		
	314-36100	2014 Spec. Assessments	\$239.32	8126		
	314-31900	2014 Pen & Int	\$0.00	8126		
	325-36100	2018 Spec. Frontage/Pine	\$2,076.33	8127	\$18,724.63	
	325-31900	2018 Pen & Int Frontage/Pine	\$7.15	8127		
	320-36100	2018 Spec. Summit/Main	\$5,005.92	8128	63.46%	\$7,888.30
	320-31900	2018 Pen & Int Summit/Main	\$38.99	8128		
	317-36100	2018 Spec. Summit/Main	\$2,882.38	8128	36.54%	
	317-31900	2018 Pen & Int Summit/Main	\$22.45	8128		\$61.44
	101-31900	Penalties & Interest	\$0.00			
	101-31900	98 Pen & Int	\$0.00			
309-31900	99 Pen & Int	\$0.00				
601-37160	Water Pen & Int	\$0.00	8199			
101-34000	Charges for Services	\$0.00				
602-37200	Sewer Sales	\$0.00	8199			
601-37100	Water Sales	\$0.00	8199			
101-31000	Stale Dated Tax Payment:	\$0.00				
	GRAND TOTAL:	\$159,893.54		\$159,893.54		

41 - 2012 Refunding = 613
 20 - Equip Cont = 613

ROLL	TAX TYPE	TOTAL	2020	2019	2018	2017	2016	2015	All Prior
	GRAND TOTAL	159,893.54	156,626.14	915,652	800.09	524.30	587.34	560.05	.00
	AMOUNT OF CHECK	159,893.54							

R/P	NET TC TAX	001 REV 101	027 EQP CT 613	039 06 IMP 307	041 12 REF 613	042 09 REF 309	045 IND LN 311	047 14 BND 314	TOTAL NET TC TAX
	91,790.59	89,910.94	563.18	542.05	287.72	257.39	249.31	.00	191,790.59
	4,270.22	4,239.32	21.00	.00	.00	.00	.00	.00	4,270.22
	13,655.35	13,300.14	89.43	86.97	45.91	67.28	65.62	.00	13,655.35
	2,559.12	2,538.79	20.33	.00	.00	.00	.00	.00	2,559.12
	6,046.62	7,698.67	62.16	47.65	33.59	112.49	92.06	.00	6,046.62
	144.00	140.15	.53	.00	.00	.00	.00	.00	144.00
	3,524.66	1,435.61	24.79	26.50	13.46	17.52	6.78	.00	3,524.66
	123,980.56	121,263.53	791.42	703.17	360.68	454.69	417.08	.00	123,980.56
	91,790.59	89,910.94	563.18	542.05	287.72	257.39	249.31	.00	91,790.59
	027 EQP CT	4,270.22	4,239.32	21.00	.00	.00	.00	.00	4,270.22
	039 06 IMP	13,655.35	13,300.14	89.43	86.97	45.91	67.28	.00	13,655.35
	041 12 REF	2,559.12	2,538.79	20.33	.00	.00	.00	.00	2,559.12
	042 09 REF	8,046.62	7,698.67	62.16	47.65	33.59	112.49	.00	8,046.62
	045 IND LN	144.00	140.15	.53	.00	.00	.00	.00	144.00
	047 14 BND	3,524.66	1,435.61	24.79	26.50	13.46	17.52	.00	3,524.66
	TOTAL R/P	123,980.56	121,263.53	791.42	703.17	360.68	454.68	417.09	123,980.56

M	NET TC TAX	001 REV 101	027 EQP CT 613	039 06 IMP 307	041 12 REF 613	042 09 REF 309	045 IND LN 311	047 14 BND 314	TOTAL NET TC TAX
	687.31	640.03	17.28	30.12	94.61	18.04	54.73	24.41	887.13
	31.06	30.12	.94	.00	.00	.00	.00	.00	31.06
	97.33	94.61	2.72	.00	.00	.00	.00	.00	97.33
	18.65	18.04	.61	.00	.00	.00	.00	.00	18.65
	56.62	54.73	1.89	.00	.00	.00	.00	.00	56.62
	1.00	.99	.01	.00	.00	.00	.00	.00	1.00
	25.16	24.41	.75	.00	.00	.00	.00	.00	25.16
	887.13	862.93	24.20	.00	.00	.00	.00	.00	887.13
	027 EQP CT	31.06	30.12	.94	.00	.00	.00	.00	31.06
	039 06 IMP	97.33	94.61	2.72	.00	.00	.00	.00	97.33
	041 12 REF	18.65	18.04	.61	.00	.00	.00	.00	18.65
	042 09 REF	56.62	54.73	1.89	.00	.00	.00	.00	56.62
	045 IND LN	1.00	.99	.01	.00	.00	.00	.00	1.00
	047 14 BND	25.16	24.41	.75	.00	.00	.00	.00	25.16
	TOTAL M	887.13	862.93	24.20	.00	.00	.00	.00	887.13

OTHER	EXCESS TIF	001 REV 101	027 EQP CT 613	039 06 IMP 307	041 12 REF 613	042 09 REF 309	045 IND LN 311	047 14 BND 314	TOTAL EXCESS TIF
	1,696.18	1,696.18	79.99	250.90	47.93	145.25	2.66	64.84	2,287.75
	79.99	79.99	.00	.00	.00	.00	.00	.00	79.99
	250.90	250.90	.00	.00	.00	.00	.00	.00	250.90
	47.93	47.93	.00	.00	.00	.00	.00	.00	47.93
	145.25	145.25	.00	.00	.00	.00	.00	.00	145.25
	2.66	2.66	.00	.00	.00	.00	.00	.00	2.66
	64.84	64.84	.00	.00	.00	.00	.00	.00	64.84
	2,287.75	2,287.75	.00	.00	.00	.00	.00	.00	2,287.75
	516.17	.00	96.92	163.62	112.66	142.97	.00	.00	1,633.75
	1,696.18	1,696.18	.00	.00	.00	.00	.00	.00	1,696.18
	79.99	79.99	.00	.00	.00	.00	.00	.00	79.99
	250.90	250.90	.00	.00	.00	.00	.00	.00	250.90
	47.93	47.93	.00	.00	.00	.00	.00	.00	47.93
	145.25	145.25	.00	.00	.00	.00	.00	.00	145.25
	2.66	2.66	.00	.00	.00	.00	.00	.00	2.66
	64.84	64.84	.00	.00	.00	.00	.00	.00	64.84
	516.17	.00	96.92	163.62	112.66	142.97	.00	.00	1,633.75
	2,803.92	2,287.75	.00	.00	.00	.00	.00	.00	2,803.92

OTHER	EXCESS TIF	001 REV 101	027 EQP CT 613	039 06 IMP 307	041 12 REF 613	042 09 REF 309	045 IND LN 311	047 14 BND 314	TOTAL EXCESS TIF
	1,696.18	1,696.18	79.99	250.90	47.93	145.25	2.66	64.84	2,287.75
	79.99	79.99	.00	.00	.00	.00	.00	.00	79.99
	250.90	250.90	.00	.00	.00	.00	.00	.00	250.90
	47.93	47.93	.00	.00	.00	.00	.00	.00	47.93
	145.25	145.25	.00	.00	.00	.00	.00	.00	145.25
	2.66	2.66	.00	.00	.00	.00	.00	.00	2.66
	64.84	64.84	.00	.00	.00	.00	.00	.00	64.84
	2,287.75	2,287.75	.00	.00	.00	.00	.00	.00	2,287.75
	516.17	.00	96.92	163.62	112.66	142.97	.00	.00	1,633.75
	1,696.18	1,696.18	.00	.00	.00	.00	.00	.00	1,696.18
	79.99	79.99	.00	.00	.00	.00	.00	.00	79.99
	250.90	250.90	.00	.00	.00	.00	.00	.00	250.90
	47.93	47.93	.00	.00	.00	.00	.00	.00	47.93
	145.25	145.25	.00	.00	.00	.00	.00	.00	145.25
	2.66	2.66	.00	.00	.00	.00	.00	.00	2.66
	64.84	64.84	.00	.00	.00	.00	.00	.00	64.84
	516.17	.00	96.92	163.62	112.66	142.97	.00	.00	1,633.75
	2,803.92	2,287.75	.00	.00	.00	.00	.00	.00	2,803.92

Roll	Tax Type	Total	2020	2019	2018	2017	2016	2015	All Prior
TOTAL TAX		94,144.08	92,247.15	580.46	542.05	267.72	237.39	249.31	.00
	001 REV	4,381.27	4,349.33	31.94	.00	.00	.00	.00	.00
	027 EDP CT	14,003.58	13,643.65	92.15	66.97	45.91	67.28	65.62	.00
	039 06 IMP	2,625.70	2,604.76	20.94	.00	.00	.00	.00	.00
	042 09 REF	8,248.49	7,898.65	64.05	47.65	33.59	112.49	92.06	.00
	045 INC LN	147.66	143.81	.54	.00	.00	.00	.00	.00
	047 14 BND	3,614.66	3,524.85	25.54	26.50	13.46	17.52	6.78	.00
	999 SUM	516.17	.00	.00	96.92	163.62	112.66	142.97	.00
	TOTAL TAX	137,681.61	124,444.21	815.62	800.09	524.30	557.34	560.05	.00
TIF	NET TIF TX	88.06	88.06	.00	.00	.00	.00	.00	.00
	0008 0 House	13,399.24	13,399.24	.00	.00	.00	.00	.00	.00
	0012 0 Pym/Dc	13,487.30	13,487.30	.00	.00	.00	.00	.00	.00
	TOTAL NET TIF TX	13,487.30	13,487.30	.00	.00	.00	.00	.00	.00
SPASWT	TOTAL TIF	13,487.30	13,487.30	.00	.00	.00	.00	.00	.00
	SPEC ASMT	81240 309	4,484.36	.00	.00	.00	.00	.00	.00
		81250 311	3,929.20	.00	.00	.00	.00	.00	.00
		81260 314	239.32	.00	.00	.00	.00	.00	.00
		81270 315	2,076.33	.00	.00	.00	.00	.00	.00
		81280 317	7,888.30	.00	.00	.00	.00	.00	.00
	TOTAL SPEC ASMT	18,617.51	18,617.51	.00	.00	.00	.00	.00	.00
	Subtotal	18,617.51	18,617.51	.00	.00	.00	.00	.00	.00
	S-ASMT PEN	107.12	107.12	.00	.00	.00	.00	.00	.00
	Subtotal	107.12	107.12	.00	.00	.00	.00	.00	.00
	TOTAL SPASWT	18,724.63	18,724.63	.00	.00	.00	.00	.00	.00

see page #3 for break out

Authority: 1 TOWNSHIP/CITY
 Facility: 0200 CITY OF BLACKROCK

SPASMT	Description	Year	Principal	Interest	Pen/Inc	Total
81240	2606 STREET IMPROVEMENTS	2020	3,865.82	618.54	304.38	4,522.89
	TOTAL		3,865.82	618.54	304.38	4,522.89
81250	INDUSTRIAL LANE IMPROVEMENTS	2020	3,778.07	151.13	311.00	3,929.20
	TOTAL		3,778.07	151.13	311.00	3,929.20
81260	4TR ST NE SEWER REPLACEMENT	2020	191.46	47.96	0.00	239.32
	TOTAL		191.46	47.96	0.00	239.32
81270	FRONTAGE RD LND PINE AVE	2020	1,634.91	441.42	325.15	2,083.48
	TOTAL		1,634.91	441.42	325.15	2,083.48
81280	SUNNVT AVE N & MAIN ST N	2020	5,555.08	2,333.22	317.44	7,949.74
	TOTAL		5,555.08	2,333.22	317.44	7,949.74
	TOTAL SPASMT		15,025.34	3,592.17	307.12	18,724.83



MILLER MCDONALD, INC.
Certified Public Accountants
513 Beltrami Avenue
P.O. Box 486
Bemidji, MN 56619
(218) 751 - 6300
Fax (218) 751 - 0782
www.millermcdonald.com

November 20, 2020

To the City Council and City Administrator
City of Blackduck
P.O. Box 380
Blackduck, MN 56630

We are pleased to confirm our understanding of the services we are to provide City of Blackduck, Minnesota for the year ended December 31, 2020. We will audit the financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information, including the related notes to the financial statements, which collectively comprise the basic financial statements, of City of Blackduck, Minnesota as of and for the year ended December 31, 2020. Accounting standards generally accepted in the United States of America provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement City of Blackduck, Minnesota's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to City of Blackduck, Minnesota's RSI in accordance with auditing standards generally accepted in the United States of America. These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. The following RSI is required by U.S. generally accepted accounting principles and will be subjected to certain limited procedures, but will not be audited:

- 1) Management's Discussion and Analysis.
- 2) Schedule of Revenues, Expenditures, and Changes in Fund Balances – Budget and Actual for the General Fund
- 3) Schedule of the City's Proportionate Share of the Net Pension Liability
- 4) Schedule of City's Contributions
- 5) Schedule of Changes in Net Pension Liability (Asset) and Related Ratios – Blackduck Fire Relief Association
- 6) Schedule of Employer and Non-Employer Contributions – Blackduck Fire Relief Association
- 7) Schedule of Investment Returns – Blackduck Fire Relief Association

We have also been engaged to report on supplementary information other than RSI that accompanies City of Blackduck, Minnesota's financial statements. We will subject the following supplementary information to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America, and we will provide an opinion on it in relation to the financial statements as a whole, in a report combined with our auditor's report on the financial statements:

- 1) **Combining Balance Sheet for the Non-Major Governmental Funds**
- 2) **Combining Schedule of Revenues, Expenditures, and Changes in Fund Balances for the Non-Major Governmental Funds**
- 3) **Balance Sheets for the Municipal Water Fund, Municipal Sewage Disposal Fund, Municipal Golf Course Fund and the Municipal Liquor Store Fund**
- 4) **Schedule of Revenues, Expenses and Changes in Net Position for the Municipal Water Fund, Municipal Sewage Disposal Fund, Municipal Golf Course Fund and the Municipal Liquor Store Fund**
- 5) **Schedule of Cash Flows for the Municipal Water Fund, Municipal Sewage Disposal Fund, Municipal Golf Course Fund and the Municipal Liquor Store Fund**

The following other information accompanying the financial statements will not be subjected to the auditing procedures applied in our audit of the financial statements, and our auditor's report will not provide an opinion or any assurance on that other information.

- 1) **Official Directory**

Audit Objectives

The objective of our audit is the expression of opinions as to whether your financial statements are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles and to report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole. Our audit will be conducted in accordance with auditing standards generally accepted in the United States of America and the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, and will include tests of accounting records, of City of Blackduck, Minnesota and other procedures we consider necessary to enable us to express such opinions. We will issue a written report upon completion of our audit of City of Blackduck, Minnesota's financial statements. Our reports will be addressed to City Council and City Administrator of City of Blackduck, Minnesota. We cannot provide assurance that unmodified opinions will be expressed. Circumstances may arise in which it is necessary for us to modify our opinions or add emphasis-of-matter or other-matter paragraphs. If our opinions are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or issue reports, or we may withdraw from this engagement.

We will also provide a report (that does not include an opinion) on internal control related to the financial statements and compliance with the provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a material effect on the financial statements as

required by *Government Auditing Standards*. The report on internal control and on compliance and other matters will include a paragraph that states (1) that the purpose of the report is solely to describe the scope of testing internal control and compliance, and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control on compliance, and (2) that the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. The paragraph will also state that the report is not suitable for any other purpose. If during our audit we become aware that City of Blackduck, Minnesota is subject to an audit requirement that is not encompassed in the terms of this engagement, we will communicate to management and those charged with governance that an audit in accordance with U.S. generally accepted auditing standards and the standards for financial audits contained in *Government Auditing Standards* may not satisfy the relevant legal, regulatory, or contractual requirements.

Audit Procedures—General

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements. We will plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the government or to acts by management or employees acting on behalf of the government. Because the determination of waste and abuse is subjective, *Government Auditing Standards* do not expect auditors to perform specific procedures to detect waste or abuse in financial audits nor do they expect auditors to provide reasonable assurance of detecting waste and abuse.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is a risk that material misstatements or noncompliance may exist and not be detected by us, even though the audit is properly planned and performed in accordance with U.S. generally accepted auditing standards and *Government Auditing Standards*. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. However, we will inform the appropriate level of management of any material errors, any fraudulent financial reporting, or misappropriation of assets that come to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and may include tests of the physical existence of inventories, and direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. We will request written representations from your attorneys as part of the engagement, and they may bill you for responding to this inquiry. At the conclusion of our audit, we will require certain written representations from you about your responsibilities for the financial statements; compliance with laws, regulations, contracts, and grant agreements; and other responsibilities required by generally accepted auditing standards.

Audit Procedures—Internal Control

Our audit will include obtaining an understanding of the government and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*.

An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards, *Government Auditing Standards*.

Audit Procedures—Compliance

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of City of Blackduck, Minnesota's compliance with provisions of applicable laws, regulations, contracts, and agreements, including grant agreements. However, the objective of those procedures will not be to provide an opinion on overall compliance and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

Other Services

We will also assist in preparing the financial statements and related notes of City of Blackduck, Minnesota in conformity with U.S. generally accepted accounting principles based on information provided by you. In addition, we will propose adjusting and correcting journal entries, prepare the state annual reporting form, and maintain the fixed asset listing. These nonaudit services do not constitute an audit under *Government Auditing Standards* and such services will not be conducted in accordance with *Government Auditing Standards*. We will perform the services in accordance with applicable professional standards. The other services are limited to the services previously defined. We, in our sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities.

Management Responsibilities

Management is responsible for designing, implementing, and maintaining effective internal controls relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error, including evaluating and monitoring ongoing activities to help ensure that appropriate goals and objectives are met; following laws and regulations; ensuring that management and financial information is reliable and properly reported. Management is also responsible for implementing systems designed to achieve compliance with applicable laws, regulations, contracts, and grant agreements. You are also responsible for the selection and application of accounting principles; for the preparation and fair presentation of the financial statements and all accompanying information in conformity with U.S. generally accepted accounting principles; and for compliance with applicable laws and regulations and the provisions of contracts and grant agreements.

Management is also responsible for making all financial records and related information available to us and for the accuracy and completeness of that information. You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, including identification of all related parties and all related-party relationships and transactions, (2) additional information that we may request for the purpose of the audit, and (3) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence.

Your responsibilities include adjusting the financial statements to correct material misstatements and for confirming to us in the written management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the government complies with applicable laws, regulations, contracts, agreements, and grants and for taking timely and appropriate steps to remedy fraud and noncompliance with provisions of laws, regulations, contracts, and grant agreements that we report.

You are also responsible for the preparation of the other supplementary information, which we have been engaged to report on, in conformity with U.S. generally accepted accounting principles. You agree to include our report on the supplementary information in any document that contains, and indicates that we have reported on, the supplementary information. You also agree to include the audited financial statements with any presentation of the supplementary information that includes our report thereon. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the supplementary information in accordance with GAAP; (2) you believe the supplementary information, including its form and content, is fairly presented in accordance with GAAP; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying and providing report copies of previous financial audits, attestation engagements, performance audits, or other studies related to the objectives discussed in the Audit Objectives section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or studies. You are also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions, for the report, and for the timing and format for providing that information.

You agree to assume all management responsibilities relating to the financial statements and related notes, and any other nonaudit services we provide. You will be required to acknowledge in the management representation letter our assistance with preparation of the financial statements and

related notes and that you have reviewed and approved the financial statements and related notes prior to their issuance and have accepted responsibility for them. Further, you agree to oversee the nonaudit services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of those services; and accept responsibility for them.

Engagement Administration, Fees, and Other

We understand that your employees will prepare all cash, accounts receivable, or other confirmations we request and will locate any documents selected by us for testing.

We will provide copies of our reports to City of Blackduck, Minnesota; however, management is responsible for distribution of the reports and the financial statements. Unless restricted by law or regulation, or containing privileged and confidential information, copies of our reports are to be made available for public inspection.

The audit documentation for this engagement is the property of Miller McDonald, Inc. and constitutes confidential information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner to the State Auditor or its designee, a federal agency providing direct or indirect funding, or the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of Miller McDonald, Inc. personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies.

The audit documentation for this engagement will be retained for a minimum of five years after the report release date or for any additional period requested by the State Auditor or Federal Agency. If we are aware that a federal awarding agency, pass-through entity, or auditee is contesting an audit finding, we will contact the party(ies) contesting the audit finding for guidance prior to destroying the audit documentation.

We expect to begin our audit on approximately February 8, 2021 and to issue our reports no later than June 30, 2021. Jon Roscoe is the engagement partner and is responsible for supervising the engagement and signing the reports or authorizing another individual to sign them.

Our fee for these services will be at our standard hourly rates plus out-of-pocket costs (such as report reproduction, word processing, postage, travel, copies, telephone, etc.) except that we agree that our gross fee, including expenses, will not exceed \$19,200. Our standard hourly rates vary according to the degree of responsibility involved and the experience level of the personnel assigned to your audit. Our invoices for these fees will be rendered each month as work progresses and are payable on presentation. In accordance with our firm policies, work may be suspended if your account becomes 60 days or more overdue and may not be resumed until your account is paid in full. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed upon written notification of termination, even if we have not completed our report(s). You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket costs through the date of termination. The above fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs.

We appreciate the opportunity to be of service to City of Blackduck, Minnesota and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us.

Very truly yours,

Miller McDonald, Inc.

Miller McDonald, Inc.

RESPONSE:

This letter correctly sets forth the understanding of City of Blackduck, Minnesota.

Management signature: _____

Title: _____

Date: _____

Governance signature: _____

Title: _____

Date: _____

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: 2363

Payment Information

Payment Reference: 0006350092
Payment Date: 11/12/2020
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 08442317 SUPP FIRE STATE AID	11/13/2020	22232A20402002B00 1	CITY-040200 SUPP_FIRE_AID	3,765.56
G90 / REVENUE/INTERGOVT	651/556-6092	00 08442318 FIRE STATE AID	11/13/2020	22232A20402002F00 1	CITY-040200 FIRE_AID	17,058.91
Total:						20,824.47 USD

NOV 30 2020

Melissa's Cleaning

Melissa Tindell

Contractor

24524 One Mile RD NE

Blackduck, MN 56630

218-308-3622

Ref: The Pond - cleaning

**10 hrs weekly cleaning @\$18.00 hour
billed at the end of the month**

Duties:

Sweeping, mopping, dusting, cleaning bathrooms, vacuuming, etc.

I can not get on a ladder and unable to shovel snow.



Melissa Tindell

November 30, 2020

December 1, 2020

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

Brainerd/Baxter
7804 Industrial Park Road
PO Box 2720
Baxter MN 56425-2720

218.829.5117
Baxter@Widseth.com
Widseth.com

Re: Proposal for Land Survey Services for the City "POND" Facility, being located in Lots 1 and 2, Block 2, LAKE PARK, and Lots 3 and 4, Block 2, BALSIGER ADDITION, all in Section 13, Township 149, Range 31, Beltrami County, Minnesota, (PID's 810037300, 810037400, 810049300 and 810049200)

Dear Christina,

Following the request received from the City, and my conversation with Stephen Rose, staff architect, Widseth is pleased to submit this proposal letter for Land Survey Services to be completed on the City's POND property indicated above, and as shown on the attached map. It is our understanding that we will be completing an existing conditions survey detailing the current site conditions for planned improvements to the existing facility. Our previous experience with similar projects gives us the ability to accurately provide a cost and scope of services meeting your request. Our proposed schedule and detailed scope of services for your project are as follows:

Field Survey Services

(7-10 days from authorization)

- Utilize the record description, plats and previous surveys as the basis for our work.
- Recover the existing boundary corners necessary to establish the boundary lines in the vicinity of the proposed improvements.
- Existing conditions to include:
 - Roads, driveways,
 - Existing improvements.
 - Visible Utilities and those marked by a current GSOC utility call
 - Buildings
 - Topography suitable for the creation of 1 foot contours
- Establish a benchmark near the project site

Office Computations and Drawing

(10-14 days from authorization)

- Compile the field data collected and prepare the Certificate of Survey drawing to include these items in addition to the items collected during the fieldwork:
 - Building setback lines
 - North arrow and scale
- Provide a pdf of the signed Certificate of Survey together with 4 paper copies for your files.

Based on the services requested, description provided and our experience in the area we estimate a cost of **\$2,200.00**. If the City is in agreement with our proposal, please sign date and return one copy of this proposal as your authorization to proceed. We appreciate the opportunity to present this proposal to you and look forward to working with The City of Blackduck on this project. Please feel free to contact myself, or Stephen Rose with any questions.

Sincerely,
WIDSETH

Chad M Conner, LS

.....
Proposed by Widseth Smith Nolting and Associates, Inc. (dba) WIDSETH

Accepted by The City of Blackduck: The above proposal is satisfactory and WIDSETH is authorized to do the work as specified. Payment will be made upon completion of the proposed work. Owner may accept this contract through its signature below.

Signature

Date



These data are provided on an "AS-IS" basis, without warranty of any type, expressed or implied, including but not limited to any warranty as to their performance, merchantability, or fitness for any particular purpose.

1:1,006	Date: 12/1/2020
This map is not a substitute for accurate field surveys or for locating actual property lines and any adjacent features.	

Beltrami County Minnesota

December 1, 2020

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

Brainerd/Baxter
7804 Industrial Park Road
PO Box 2720
Baxter MN 56425-2720

218.829.5117
Baxter@Widseth.com
Widseth.com

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1:1,006

Date: 12/1/2020

This map is not a substitute for accurate field surveys or for locating actual property lines and any adjacent features.

**Beltrami
County
Minnesota**





Truth in Taxation Public Hearing Blackduck City Hall December 7th, 2020 @ 6:15 P.M.

Respectfully Submitted by: Christina Regas City of Blackduck Administrator

The purpose of Truth and Taxation is to discuss the proposed property tax levy for the tax payable year 2021 and the proposed budget for the year 2021. This public hearing is held to discuss and seek public comment on the city's 2020 general fund budget and 2021 property tax levy. The City of Blackduck must certify its final payable 2021 property tax levy to the county auditor no later than December 28th, 2020 (*MN Statute §275.065*).

The following documentation outlines the following:

1. City of Blackduck 2021 Levy
2. LGA payment from the State of Minnesota
3. Tax Base for the City
4. 2021 General Fund expenditures and revenue sources.

The 2021 general fund budget does not balance and it will need an increase in the property tax levy. Therefore, the tax levy will remain as suggested in September in the amount of \$305,866.

PROPERTY TAXES

2020 Property Taxes
\$303,411.00
Proposed 2021 Property Taxes
\$305,866.00
(25% = Debt Service & 75% to General Fund)
Change from 2020-2021
0.8%

This does **NOT** translate to a 0.8% increase for tax payers.

Average home valued at \$100,000 pays \$652/year in City taxes (*decrease of \$69*)

Why is Blackduck high?

A large percentage of property is classified as nontaxable:

Blackduck School; Government buildings; & Non-profits (Churches)

LOCAL GOVERNMENT AID

Local Government Aid (LGA) is a state aid to local governments. The LGA is manipulated by the Legislature annually. The following is list of the variables used to calculate the city’s 2020 LGA certified amount.

1. Pre-housing units: the total number of housing units in your city that were constructed before 1940 according to the 2018 Federal Census.
2. Housing units 1940-1970: is the total number of housing units built between 1940 and 1970.
3. Total housing units: the total number of all housing units in your city (both vacant and occupied).
4. Household Size: a city’s average household size as reported by the State Demographer and Metropolitan Council. *(City of Blackduck household estimate is 359 for April 1, 2019)*
5. Number of Employees: the average number of annual employees from the quarterly census of employment from the Dept. of Employment & Economic Development.
6. Peak population decline: a city’s population decline *(if any)* from its highest population in a decennial census from 1970 or later.
7. Sparsity Adjustment: For a city with a population of 10,000 or more, the sparsity adjustment is \$100 per capita for any city with an average population density less than 150 per square mile. The sparsity adjustment for small and medium cities is equal to \$200 per capita for cities with a population density of less than 30 per square mile.
8. Tax Effort Rate: the net levy for all cities divided by the sum of the city net tax capacity for all cities. The tax effort rate is the same for all city calculations.
9. City Revenue Need: City revenue need is defined in three separate calculations based on population. *(City of Blackduck population estimate is 837 for April 1, 2019)*
 - a. Small Cities: The formula for cities with a population less than 2,500 is:
 - i. **410 + (.367 x population over 100)** *The city revenue need for cities with a population less than 2,500 cannot be over \$630 per capita. For cities with a sparsity adjustment, the city revenue need cannot be over \$830 per capita.*
10. Unmet Need: is the difference between (1) its city revenue need multiplied by its population, and (2) its city net tax capacity multiplied by the tax effort rate.
11. Formula Aid: *(aid increase)* for a city is equal to the difference between its current unmet need and its certified aid in the previous year, minus special adjustments, multiplied by the aid gap percentage.

The following chart includes the history of LGA received by the City of Blackduck. Blackduck receives LGA in two equal payments on July 20 and December 26. The City of Blackduck is anticipating receiving \$278,534 for the budget year 2021. This equates to an increase of \$9,676.

LGA History						% +/-
2016	2017	2018	2019	2020	2021	Over 2020
\$244,610.00	\$245,269.00	\$253,712.00	\$254,282.00	\$268,858.00	\$278,534.00	3.5%

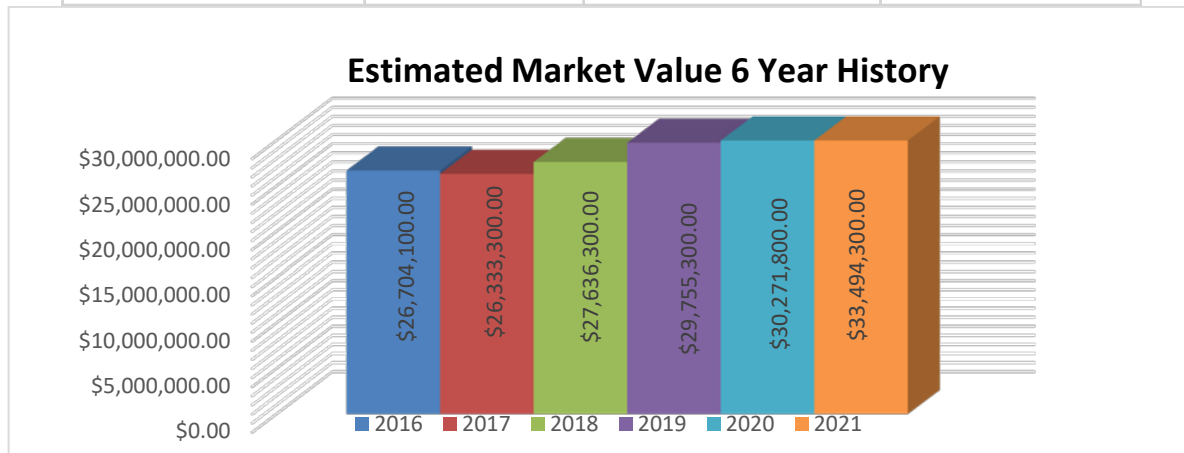
TAX BASE INFORMATION

The property tax system is a continuous cycle, but it effectively begins with the estimation of property *market values* by local assessors. Assessors attempt to determine the approximate selling price of each parcel of property based on the current market conditions. Along with the market value determination, a *property class* is ascribed to each parcel of property based on the use of the property. The property classification system defines the *tax capacity* of each parcel as a percentage of each parcel’s market value. The next step in calculating the tax burden for a parcel involves the determination of each local unit of government’s *property tax levy*. The *total tax capacity* is computed by first aggregating the tax capacities of all parcels within the city, then the taxable tax capacity is used to determine the *local tax rates*. The city tax rate is computed by dividing the city levy (*minus the fiscal disparities distribution levy, if applicable*) by the taxable tax capacity. The sum of the tax rates for all taxing authorities that levy against a single property produces the total local tax rate. This total local tax rate is then used to determine the overall tax burden for each parcel of property by multiplying the parcel’s tax capacity by the total local tax rate.

The Estimated Market Value is Beltrami County Assessor’s estimate of what property would be worth on the open market if sold. The most common factor that results in an increase in an individual parcel’s tax is the change in the parcel’s estimated market value. The market value is set on Jan. 2 of the year before taxes are payable. Below is a five-year history of the City of Blackduck EMV (*Estimated Market Value*) & TMV (*Taxable Market Value*). As you can see below “Pay 2021” the City of Blackduck EMV has increased marking a steady tread of increased value.

Estimated Market Value History

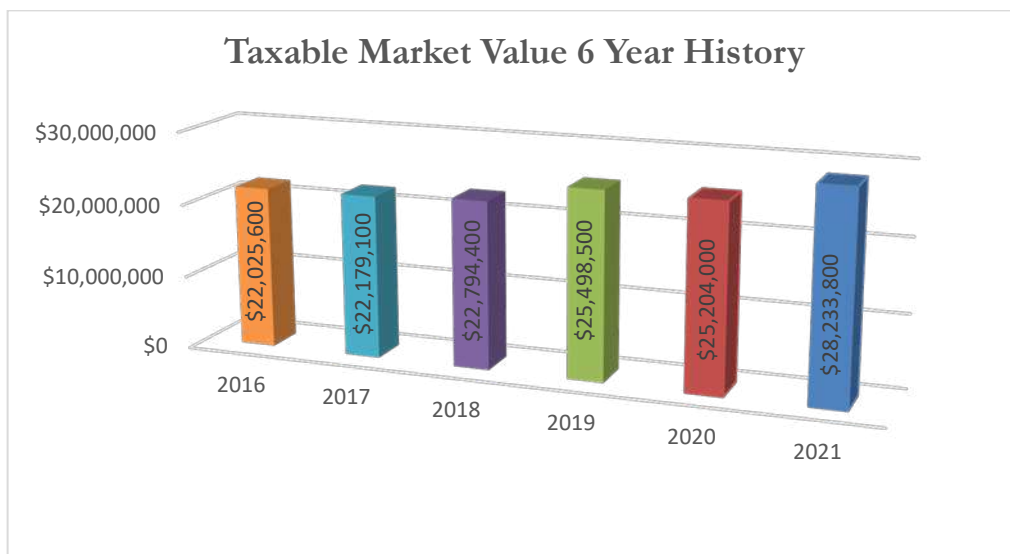
EMV 2015	Over 2014	EMV 2016	Over 2015
\$26,704,100.00	0.95%	\$26,333,300.00	-1.41%
Pay 2018	Percent +/-	Pay 2019	Percent +/-
EMV 2017	Over 2016	EMV 2018	Over 2017
\$27,636,300.00	4.71%	\$29,755,300.00	7.12%
Pay 2020	Percent +/-	Pay 2021	Percent +/-
EMV 2019	Over 2018	EMV 2020	Over 2019
\$30,271,800.00	1.71%	\$33,494,300.00	9.62%



The Taxable Market Value is the Estimated Market Value less any credits (*Veterans Credit, Market Value Exclusion Credit, Ag Credit, etc.*). When taxable market value decreases the tax burden to property owners will increase. Whenever we increase our market value (*build a new home and/or a new business*) the tax burden to property owners decreases. As you can see below “Pay 2021” the City of Blackduck TMV has increased over 2020. A continued strong market value increase may affect the tax burden to property owners.

Taxable Market Value History

Pay	% +/-	Pay	% +/-
2016	Over 2015	2017	Over 2016
\$22,025,600.00	0.5%	\$22,179,100.00	0.7%
Pay	% +/-	Pay	% +/-
2018	Over 2017	2019	Over 2018
\$22,794,400.00	2.7%	\$25,498,500.00	10.6%
Pay	% +/-	Pay	% +/-
2020	Over 2019	2021	Over 2020
\$25,204,000.00	-1.17%	\$28,233,800.00	10.73%



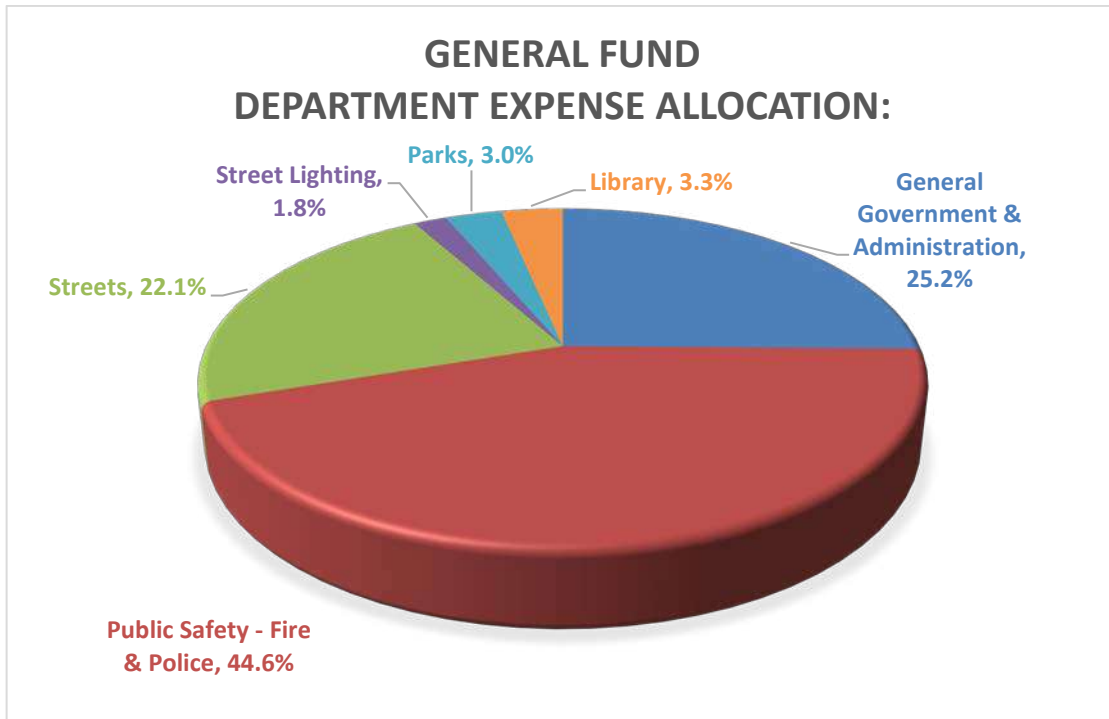
Why do Property taxes vary from year to year? Explaining individual property tax changes from year to year involves a multi-step process and beyond the scope of the City Administrator. Please contact the Beltrami County Assessor for individual evaluations.

In general, the following items have the most impact:

1. Property Value drives mathematical calculations
2. Special assessments added to tax bill
3. Tax Levy for City, County or School District changes

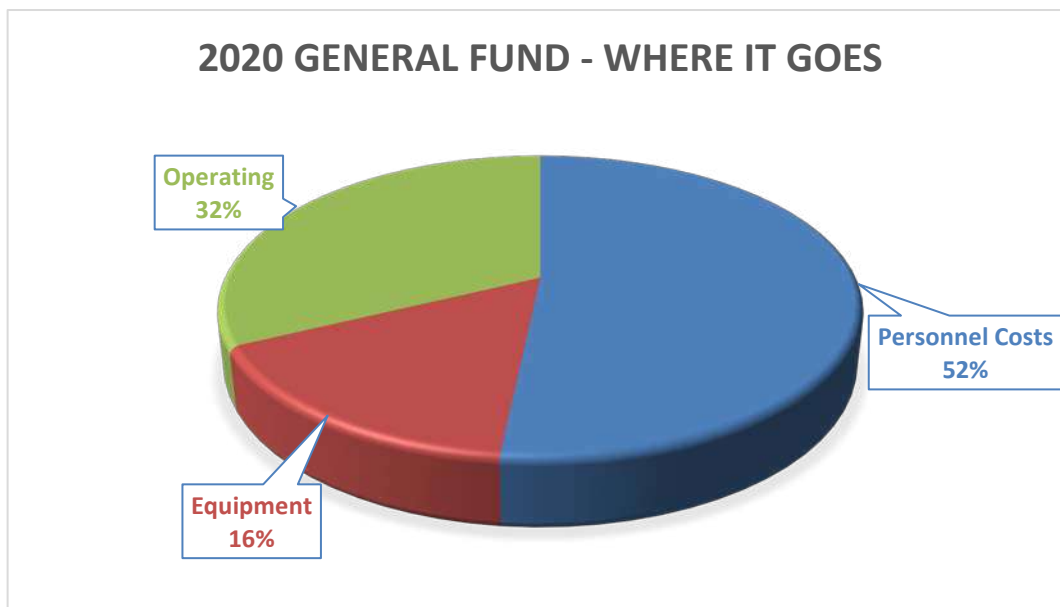
2021 General Fund Expenditures:

Department:	Amount:		
General Government & Administration	\$180,003.00		
Public Safety - Fire & Police	\$318,046.00		
Streets	\$157,750.00		
Street Lighting	\$12,500.00		
Parks	\$21,503.00		
Library	\$23,541.00		
Total:	\$713,343.00		



Where does our 2021 Funding go?

	2021
Personnel Costs	\$368,548.00
Equipment	\$138,579.00
Operating	\$206,216.00
	\$713,343.00



2021 General Fund Expenses - \$1,994 increase:

- ❖ Personnel costs – increase of 6.39% or \$23,563
- ❖ Capital depreciation for ARMER radio system for Fire Department – increase \$5,000
- ❖ Continue upgrades to Street Lighting to LED
- ❖ Street department equipment upgrades – public works trucks, tractor and skid steer
- ❖ Increase to City Attorney contract budget



City of Blackduck 2021 General Fund Expenditures

Account	Description	2019 Budget	2020 Budget	2021 Budget
General Government				
E 101-41000-721	Transfer to Cemetary Fund	\$2,000.00	\$2,000.00	\$2,000.00
		\$2,000.00	\$2,000.00	\$2,000.00
Council				
E 101-41110-101	Full-Time Employees Regular	\$6,500.00	\$6,500.00	\$6,800.00
E 101-41110-122	FICA	\$650.00	\$550.00	\$524.00
E 101-41110-207	Computer Supplies	\$500.00	\$500.00	\$500.00
E 101-41110-208	Training and Instruction	\$500.00	\$2,000.00	\$2,000.00
E 101-41110-331	Travel Expenses	\$600.00	\$700.00	\$700.00
E 101-41110-433	Dues and Subscriptions	\$100.00	\$150.00	\$150.00
		\$8,850.00	\$10,400.00	\$10,674.00
City Administration				
E 101-41400-101	Full-Time Employees Regular	\$68,281.00	\$73,033.00	\$79,430.00
E 101-41400-121	PERA	\$5,121.00	\$5,477.00	\$5,957.00
E 101-41400-122	FICA	\$5,223.00	\$5,587.00	\$6,076.00
E 101-41400-131	Employer Paid Health	\$5,727.00	\$6,683.00	\$6,688.00
E 101-41400-200	Office Supplies (GENERAL)	\$1,000.00	\$1,300.00	\$1,500.00
E 101-41400-207	Computer Supplies	\$1,000.00	\$1,000.00	\$1,000.00
E 101-41400-208	Training and Instruction	\$1,500.00	\$1,000.00	\$1,000.00
E 101-41400-210	Operating Supplies	\$600.00	\$600.00	\$600.00
E 101-41400-301	Auditing and Acct g Services	\$5,000.00	\$6,000.00	\$6,000.00
E 101-41400-304	Legal Fees	\$1,500.00	\$1,500.00	\$1,800.00
E 101-41400-310	Other Professional Services	\$3,000.00	\$5,070.00	\$5,070.00
E 101-41400-321	Telephone	\$2,000.00	\$2,250.00	\$2,250.00
E 101-41400-322	Postage	\$500.00	\$500.00	\$500.00
E 101-41400-327	Internet Access	\$1,000.00	\$1,000.00	\$1,000.00
E 101-41400-331	Travel Expenses	\$2,000.00	\$2,000.00	\$2,000.00
E 101-41400-351	Legal Notices Publishing	\$400.00	\$200.00	\$300.00
E 101-41400-352	General Notices and Pub Info	\$700.00	\$350.00	\$350.00
E 101-41400-353	Ordinance Publication	\$300.00	\$150.00	\$150.00
E 101-41400-355	Election Expense	\$4,000.00	\$2,500.00	\$2,000.00
E 101-41400-366	Workers Compensation	\$400.00	\$500.00	\$500.00
E 101-41400-433	Dues and Subscriptions	\$2,000.00	\$4,640.00	\$4,640.00
E 101-41400-438	Bank Service Charges	\$1,000.00	\$1,500.00	\$1,500.00
E 101-41400-570	Office Equip and Furnishings	\$500.00	\$500.00	\$500.00
E 101-41400-603	Short-Term Debt Principal	\$2,100.00	\$2,100.00	\$2,000.00
E 101-41400-786	State Fire Aid	\$19,000.00	\$19,000.00	\$19,500.00
City Administration		\$133,852.00	\$144,440.00	\$152,311.00

Account	Last Dim Descr	2019 Budget	2020 Budget	2021 Budget
Planning and Zoning				
E 101-41910-300	Professional Svcs (GENERAL)	\$1,000.00	\$10,000.00	\$0.00
		\$1,000.00	\$10,000.00	\$0.00
General Govt Buildings				
E 101-41940-206	Electricity	\$8,000.00	\$8,000.00	\$8,000.00
E 101-41940-210	Operating Supplies	\$500.00	\$500.00	\$500.00
E 101-41940-223	Building Repair Supplies	\$400.00	\$400.00	\$400.00
E 101-41940-361	General Liability Ins	\$100.00	\$81.00	\$83.00
E 101-41940-362	Property Ins	\$600.00	\$567.00	\$584.00
E 101-41940-380	Utility Services (GENERAL)	\$450.00	\$450.00	\$450.00
E 101-41940-401	Repairs/Maint Buildings	\$2,000.00	\$5,000.00	\$5,000.00
General Govt Buildings		\$12,050.00	\$14,998.00	\$15,017.00
Police Administration				
E 101-42110-101	Full-Time Employees Regular	\$100,696.00	\$106,712.00	\$115,115.00
E 101-42110-102	Full-Time Employees	\$1,000.00	\$1,155.00	\$1,260.00
E 101-42110-103	Part-Time Employees	\$5,300.00	\$5,300.00	\$5,203.00
E 101-42110-121	PERA	\$18,128.00	\$19,995.00	\$21,519.00
E 101-42110-122	FICA	\$1,551.00	\$1,638.00	\$1,763.00
E 101-42110-131	Employer Paid Health	\$22,003.00	\$23,191.00	\$23,212.00
E 101-42110-205	Heating Fuel	\$1,000.00	\$1,000.00	\$1,000.00
E 101-42110-206	Electricity	\$2,000.00	\$2,500.00	\$2,500.00
E 101-42110-208	Training and Instruction	\$2,000.00	\$2,000.00	\$2,000.00
E 101-42110-209	Other Office Supplies	\$500.00	\$500.00	\$500.00
E 101-42110-210	Operating Supplies	\$1,000.00	\$1,000.00	\$1,000.00
E 101-42110-212	Motor Fuels	\$8,000.00	\$8,000.00	\$6,000.00
E 101-42110-222	Tires	\$1,000.00	\$1,000.00	\$1,000.00
E 101-42110-230	Equipment	\$3,500.00	\$3,200.00	\$2,200.00
E 101-42110-233	Uniforms	\$1,500.00	\$1,500.00	\$1,500.00
E 101-42110-305	Medical Fees	\$500.00	\$500.00	\$500.00
E 101-42110-321	Telephone	\$1,500.00	\$1,500.00	\$1,500.00
E 101-42110-322	Postage	\$50.00	\$50.00	\$50.00
E 101-42110-331	Travel Expenses	\$500.00	\$500.00	\$500.00
E 101-42110-361	General Liability Ins	\$5,600.00	\$5,664.00	\$5,834.00
E 101-42110-362	Property Ins	\$1,500.00	\$1,411.00	\$1,453.00
E 101-42110-363	Automotive Ins	\$2,050.00	\$1,250.00	\$1,288.00
E 101-42110-366	Workers Compensation	\$3,100.00	\$4,320.00	\$4,450.00
E 101-42110-401	Repairs/Maint Buildings	\$1,000.00	\$1,000.00	\$1,000.00
E 101-42110-404	Repairs/Maint	\$5,000.00	\$5,000.00	\$2,500.00
E 101-42110-420	Tower Lease	\$500.00	\$500.00	\$500.00
E 101-42110-425	Depreciation	\$10,000.00	\$10,000.00	\$10,000.00
E 101-42110-433	Dues and Subscriptions	\$500.00	\$800.00	\$800.00
E 101-42110-436	Towing Charges	\$500.00	\$500.00	\$500.00
Police Administration		\$201,478.00	\$211,686.00	\$216,647.00

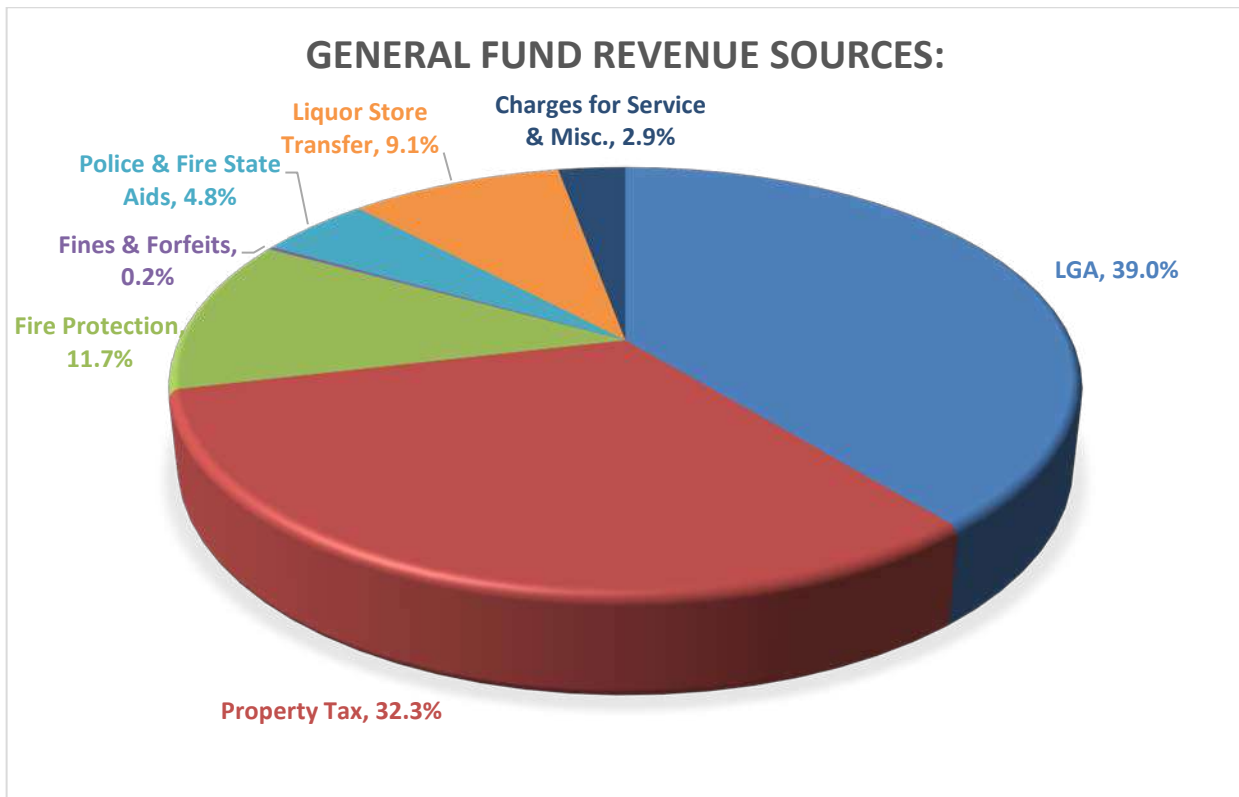
Account	Last Dim Descr	2019 Budget	2020 Budget	2021 Budget
Fire Department				
E 101-42200-103	Part-Time Employees	\$13,500.00	\$13,500.00	\$13,500.00
E 101-42200-122	FICA	\$1,200.00	\$1,100.00	\$1,100.00
E 101-42200-205	Heating Fuel	\$2,000.00	\$2,500.00	\$2,500.00
E 101-42200-206	Electricity	\$5,000.00	\$5,000.00	\$5,000.00
E 101-42200-208	Training and Instruction	\$2,000.00	\$2,000.00	\$2,000.00
E 101-42200-210	Operating Supplies	\$1,000.00	\$1,000.00	\$1,000.00
E 101-42200-212	Motor Fuels	\$2,000.00	\$2,000.00	\$2,000.00
E 101-42200-233	Uniforms	\$5,000.00	\$5,000.00	\$5,000.00
E 101-42200-240	Small Tools and Minor Equip	\$2,000.00	\$2,000.00	\$2,000.00
E 101-42200-305	Medical Fees	\$500.00	\$1,200.00	\$1,200.00
E 101-42200-321	Telephone	\$800.00	\$800.00	\$800.00
E 101-42200-322	Postage	\$100.00	\$100.00	\$100.00
E 101-42200-323	Radio/Communications	\$3,250.00	\$3,500.00	\$3,500.00
E 101-42200-331	Travel Expenses	\$250.00	\$250.00	\$250.00
E 101-42200-352	General Notices and Pub Info	\$50.00	\$50.00	\$0.00
E 101-42200-361	General Liability Ins	\$250.00	\$250.00	\$255.00
E 101-42200-362	Property Ins	\$950.00	\$950.00	\$978.00
E 101-42200-363	Automotive Ins	\$2,000.00	\$1,300.00	\$1,337.00
E 101-42200-366	Workers Compensation	\$6,000.00	\$6,000.00	\$6,180.00
E 101-42200-401	Repairs/Maint Buildings	\$3,750.00	\$3,750.00	\$3,750.00
E 101-42200-404	Repairs/Maint	\$13,000.00	\$12,450.00	\$12,250.00
E 101-42200-420	Tower Lease	\$500.00	\$500.00	\$500.00
E 101-42200-433	Dues and Subscriptions	\$100.00	\$200.00	\$200.00
E 101-42200-500	Capital Outlay (GENERAL)	\$0.00	\$0.00	\$5,000.00
E 101-42200-580	Other Equipment	\$1,000.00	\$1,000.00	\$1,000.00
E 101-42200-708	Transfer to Fire Dept Reserve	\$30,000.00	\$30,000.00	\$30,000.00
Fire Department		\$96,400.00	\$96,400.00	\$101,400.00
Hwys, Streets, & Roads				
E 101-43100-101	Full-Time Employees Regular	\$46,371.00	\$48,699.00	\$51,765.00
E 101-43100-102	Full-Time Employees	\$500.00	\$1,000.00	\$1,000.00
E 101-43100-103	Part-Time Employees	\$936.00	\$1,008.00	\$1,700.00
E 101-43100-121	PERA	\$3,548.00	\$3,728.00	\$3,958.00
E 101-43100-122	FICA	\$3,619.00	\$3,802.00	\$4,090.00
E 101-43100-131	Employer Paid Health	\$9,124.00	\$9,509.00	\$9,665.00
E 101-43100-200	Office Supplies (GENERAL)	\$75.00	\$400.00	\$400.00
E 101-43100-205	Heating Fuel	\$1,000.00	\$2,000.00	\$2,000.00
E 101-43100-206	Electricity	\$4,500.00	\$5,300.00	\$4,300.00
E 101-43100-210	Operating Supplies	\$1,500.00	\$1,600.00	\$1,600.00
E 101-43100-212	Motor Fuels	\$8,500.00	\$8,750.00	\$8,750.00
E 101-43100-213	Lubricants and Additives	\$1,000.00	\$1,050.00	\$1,050.00
E 101-43100-220	Repair/Maint Supply	\$2,000.00	\$2,100.00	\$2,100.00
E 101-43100-221	Equipment Parts	\$0.00	\$750.00	\$750.00
E 101-43100-222	Tires	\$1,200.00	\$1,300.00	\$1,000.00
E 101-43100-224	Street Maint Materials	\$16,000.00	\$40,000.00	\$20,000.00

Account	Last Dim Descr	2019 Budget	2020 Budget	2021 Budget
E 101-43100-233	Uniforms	\$0.00	\$1,200.00	\$1,200.00
E 101-43100-235	Personal Protective	\$0.00	\$0.00	\$1,600.00
E 101-43100-240	Small Tools and Minor Equip	\$1,500.00	\$1,600.00	\$525.00
E 101-43100-303	Engineering Fees	\$500.00	\$525.00	\$0.00
E 101-43100-310	Other Professional Services	\$0.00	\$0.00	\$2,000.00
E 101-43100-321	Telephone	\$1,900.00	\$2,000.00	\$100.00
E 101-43100-361	General Liability Ins	\$250.00	\$245.00	\$252.00
E 101-43100-362	Property Ins	\$900.00	\$896.00	\$923.00
E 101-43100-363	Automotive Ins	\$950.00	\$1,050.00	\$1,081.00
E 101-43100-366	Workers Compensation	\$3,500.00	\$3,410.00	\$3,512.00
E 101-43100-401	Repairs/Maint Buildings	\$750.00	\$1,000.00	\$1,000.00
E 101-43100-404	Repairs/Maint	\$5,500.00	\$5,700.00	\$5,700.00
E 101-43100-433	Dues and Subscriptions	\$60.00	\$0.00	\$0.00
E 101-43100-501	Assessment	\$1,300.00	\$1,500.00	\$1,500.00
E 101-43100-550	Motor Vehicles	\$8,500.00	\$8,500.00	\$10,000.00
E 101-43100-580	Other Equipment	\$0.00	\$0.00	\$14,229.00
Hwys, Streets, & Roads		\$125,583.00	\$158,722.00	\$157,750.00
Street Lighting				
E 101-43160-206	Electricity	\$13,000.00	\$11,000.00	\$8,000.00
E 101-43160-210	Operating Supplies	\$3,500.00	\$3,500.00	\$3,500.00
E 101-43160-220	Repair/Maint Supply	\$1,000.00	\$1,000.00	\$1,000.00
Street Lighting		\$17,500.00	\$15,500.00	\$12,500.00
Parks				
E 101-45200-101	Full-Time Employees Regular	\$3,096.00	\$3,380.00	\$3,519.00
E 101-45200-102	Full-Time Employees	\$100.00	\$300.00	\$300.00
E 101-45200-103	Part-Time Employees	\$1,560.00	\$1,680.00	\$2,832.00
E 101-45200-121	PERA	\$350.00	\$380.00	\$390.00
E 101-45200-122	FICA	\$356.00	\$387.00	\$486.00
E 101-45200-131	Employer Paid Health	\$658.00	\$691.00	\$695.00
E 101-45200-206	Electricity	\$5,000.00	\$4,000.00	\$2,000.00
E 101-45200-210	Operating Supplies	\$900.00	\$900.00	\$900.00
E 101-45200-211	Cleaning Supplies	\$175.00	\$0.00	\$0.00
E 101-45200-212	Motor Fuels	\$1,500.00	\$1,550.00	\$1,550.00
E 101-45200-225	Landscaping Materials	\$1,000.00	\$1,000.00	\$1,000.00
E 101-45200-305	Medical Fees	\$50.00	\$50.00	\$50.00
E 101-45200-361	General Liability Ins	\$750.00	\$810.00	\$834.00
E 101-45200-362	Property Ins	\$2,500.00	\$2,285.00	\$2,354.00
E 101-45200-366	Workers Compensation	\$300.00	\$430.00	\$443.00
E 101-45200-401	Repairs/Maint Buildings	\$1,500.00	\$1,500.00	\$1,500.00
E 101-45200-430	Miscellaneous (GENERAL)	\$0.00	\$300.00	\$300.00
E 101-45200-501	Assessment	\$0.00	\$2,350.00	\$2,350.00
Parks		\$19,795.00	\$21,993.00	\$21,503.00

Account	Last Dim Descr	2019 Budget	2020 Budget	2021 Budget
Libraries				
E 101-45500-200	Office Supplies (GENERAL)	\$0.00	\$1,000.00	\$0.00
E 101-45500-206	Electricity	\$2,900.00	\$3,500.00	\$3,500.00
E 101-45500-210	Operating Supplies	\$300.00	\$310.00	\$310.00
E 101-45500-331	Travel Expenses	\$210.00	\$210.00	\$210.00
E 101-45500-361	General Liability Ins	\$100.00	\$81.00	\$83.00
E 101-45500-362	Property Ins	\$750.00	\$776.00	\$799.00
E 101-45500-380	Utility Services (GENERAL)	\$750.00	\$750.00	\$750.00
E 101-45500-401	Repairs/Maint Buildings	\$500.00	\$1,800.00	\$1,931.00
E 101-45500-426	Automation Repair & Replace	\$289.00	\$289.00	\$350.00
E 101-45500-433	Dues and Subscriptions	\$15,860.00	\$16,494.00	\$15,608.00
Libraries		\$21,859.00	\$25,210.00	\$23,541.00
		\$640,367.00	\$711,349.00	\$713,343.00

2021 General Fund Revenue Sources:

Fund:	Amount:	
LGA	\$278,534.00	
Property Tax	\$230,148.00	
Fire Protection Contribution	\$83,761.00	
Fines & Forfeits	\$1,500.00	
Police & Fire State Aids	\$34,000.00	
Liquor Store Transfer	\$65,000.00	<i>decrease from 2020</i>
Charges for Service & Misc.	\$20,400.00	
Total:	\$713,343.00	





CITY OF BLACKDUCK
Revenue Budget for 2021 General Fund

<u>Account</u>	<u>Description</u>	<u>2019 Budget</u>	<u>2020 Budget</u>	<u>2021 Budget</u>
R 101-31000	General Property Taxes	\$179,373.00	\$224,964.00	\$230,148.00
R 101-31030	Mobile Home Tax	\$800.00	\$800.00	\$800.00
R 101-31900	Penalties and Interest DelTax	\$1,000.00	\$1,000.00	\$1,500.00
R 101-32000	Licenses and Permits	\$5,000.00	\$10,000.00	\$3,500.00
R 101-32240	Animal Licenses	\$200.00	\$250.00	\$250.00
R 101-33401	Local Government Aid	\$254,282.00	\$269,305.00	\$278,534.00
R 101-33416	Police Training Reimbursement	\$1,500.00	\$1,500.00	\$1,500.00
R 101-33423	State Police Aid	\$14,000.00	\$14,000.00	\$15,000.00
R 101-33424	State Fire Aid	\$19,000.00	\$19,000.00	\$19,000.00
R 101-34000	Charges for Services	\$8,000.00	\$8,000.00	\$8,000.00
R 101-34202	Fire Protection Svcs	\$78,979.00	\$78,627.00	\$83,761.00
R 101-35000	Fines and Forfeits	\$5,000.00	\$3,000.00	\$1,500.00
R 101-35102	Parking Fines	\$0.00	\$100.00	\$100.00
R 101-36100	Special Assessments	\$100.00	\$0.00	\$0.00
R 101-36200	Miscellaneous Revenues	\$4,000.00	\$3,000.00	\$2,000.00
R 101-36210	Interest Earnings	\$700.00	\$3,000.00	\$2,500.00
R 101-36230	Contributions and Donations	\$2,000.00	\$0.00	\$0.00
R 101-36240	Reimbursements	\$250.00	\$250.00	\$250.00
R 101-39269	Transfer from Liquor Fund	\$65,000.00	\$75,000.00	\$65,000.00
Fund 101 GENERAL FUND		\$640,367.00	\$711,796.00	\$713,343.00



CITY OF BLACKDUCK RESOLUTION NO: 2020-35

RESOLUTION DECLARING VACANCY FOR A SPECIAL ELECTION COUNCIL MEMBER POSITION

WHEREAS, the Blackduck City Council approved by Resolution 2020-17 to appoint Vice-Mayor Moore to serve the remaining term of Mayor on June 8, 2020; and

WHEREAS, the Blackduck City Council has received the resignation of Mayor Paige Moore, effective September 7, 2020;

AND WHEREAS, the Blackduck City Council approved by Resolution 2020-27 to appoint Vice-Mayor Maxwell Gullette to serve the remaining term of Mayor on September 8, 2020; and

AND WHEREAS, the Blackduck City Council on September 8, 2020 declared a vacancy by resolution for the special election council member seat,

AND WHEREAS, the Blackduck City Council on October 5, 2020 approved by Resolution 2020-31 to appoint Nicholas Seitz to serve the remaining term of Special Council member seat through December 31, 2020 or after the 2020 General Election;

AND WHEREAS, the City of Blackduck received no Affidavits of Candidacy for the General Election Council Member seat for the 2020 General Election;

AND WHEREAS, in the City of Blackduck 2020 General Election the ballots cast for the General Election Council Member seat were all certified write in votes;

AND WHEREAS, Councilor Nicholas Seitz was declared a winner by lot and accepted the General Election Council member seat;

AND WHEREAS, the City of Blackduck Canvassing Board on November 13, 2020 certified the 2020 General Election;

NOW THEREFORE BE IT RESOLVED, by the City Council of Blackduck, Minnesota, that the Council declares a vacancy still exist effective November 13, 2020 for a special council member seat whose term will be 2021-2022.

Adopted by the City Council of the City of Blackduck on December 7, 2020.

Maxwell Gullette, Mayor

Christina Regas – City Administrator



CITY OF BLACKDUCK RESOLUTION NO: 2020-36

RESOLUTION DECLARING VACANCY FOR A GENERAL ELECTION COUNCIL MEMBER POSITION AND CALL A SPECIAL ELECTION

WHEREAS, the City of Blackduck received no Affidavits of Candidacy for the General Election Council Member seat for the 2020 General Election;

AND WHEREAS, in the City of Blackduck 2020 General Election the ballots cast for the General Election Council Member seat were all certified write in votes;

AND WHEREAS, the highest number of write in votes cast for the General Election Council Member Position were for Mr. Adam Ziegler, Ms. Cherry Brands; Mr. Nicholas Seitz; and Ms. Lexie Scholler,

AND WHEREAS, the Canvassing Board met on November 13, 2020 and by lot determined the winners of the General Election Council Member seats were to be Nicholas Seitz and Adam Ziegler;

AND WHEREAS, Mr. Adam Ziegler has declined to fill the vacancy of the General Election Council Member seat;

THEREFORE BE IT RESOLVED, by the City Council of Blackduck, Minnesota, that the Council declares a vacancy still exist effective November 13, 2020 for a council member seat whose term will be 2021-2024.

THEREFORE BE IT FURTHER RESOLVED, by the City Council of Blackduck, Minnesota, that the Council calls for a Special Election to fill the vacancy for the seat of General Election Council Member on Tuesday, April 13, 2021.

Adopted by the City Council of the City of Blackduck on December 7, 2020.

Maxwell Gullette, Mayor

Christina Regas – City Administrator



CITY OF BLACKDUCK RESOLUTION NO: 2020-37

RESOLUTION APPOINTING JASON KOLB TO SERVE THE TERM OF THE VACANT COUNCIL MEMBER SEAT THROUGH DECEMBER 31, 2022; OR WHEN 2022 GENERAL ELECTION RESULTS HAVE BEEN FINALIZED

WHEREAS, the Blackduck City Council by Resolution declared a vacancy effective December 7, 2020 for the Special Council Member seat following the certification of the City of Blackduck 2020 General Election;

AND WHEREAS, the City of Blackduck seeks to appoint an individual to fill the existing term of the vacant council member seat through December 31, 2022;

AND WHEREAS, Jason Kolb has applied to fill the vacant council member seat effective January 11, 2021 through December 31, 2022;

NOW THEREFORE BE IT RESOLVED, that Jason Kolb is appointed City Council member to serve the existing term of the vacant seat.

Adopted by the City Council of the City of Blackduck on December 7, 2020.

Maxwell Gullette, Mayor

Christina Regas – City Administrator

Jason Kolb
133 Liberty Drive
Blackduck, MN, 53360
1-218-553-0504

November 24, 2020

Dear city of Blackduck,

I am writing you to express my invested interest to continue to be a member of the City Council. I currently have had the honor of serving the city for the last three years as a counselor.

I see the path this city is moving in and would like the opportunity to stay on as counselor and continue to guide and learn from the people that make this city a wonderful place to live and work in.

I would like to officially state my intent to secure the two-year counselor position and help Blackduck continue to flourish into this great city.

I look forward to speaking with you about this exciting opportunity. Thank you for your time and consideration.

Sincerely,

A handwritten signature in black ink, appearing to read 'Jason Kolb', written in a cursive style.

Jason Kolb



CITY OF BLACKDUCK RESOLUTION NO: 2020-38

RESOLUTION APPROVING FINAL 2020 TAX LEVY, COLLECTABLE IN 2021

BE IT RESOLVED, by the City Council of the City of Blackduck, County of Beltrami, Minnesota, that the following sums of money be levied for the current year, collectible in 2021, upon the taxable property in the City of Blackduck;

Total levy \$305,866

BE IT ALSO RESOLVED, by the City Council of the City of Blackduck, that the Truth N Taxation Hearing was held on December 7th at 6:15 p.m. in the Council Chamber at Blackduck City Hall and where comment was requested.

BE IT FURTHER RESOLVED, The City Administrator is hereby instructed to transmit a certified copy of this resolution to the county auditor of Beltrami County, Minnesota.

Adopted by the City Council on December 7th, 2020

Maxwell Gullette, Mayor

Christina Regas – City Administrator



CITY OF BLACKDUCK

RESOLUTION NO: 2020-39

A RESOLUTION ADOPTING A SCHEDULE OF FEES AND CHARGES FOR VARIOUS SERVICES, LICENSES, & PERMITS FOR THE CITY OF BLACKDUCK, MINNESOTA FOR 2021

WHEREAS, the City Council of the City of Blackduck has amended and supplemented to be its City Code and that code permits the City to adopt by resolution a schedule of fees and charges for various services, licenses, and permits.

NOW THEREFORE, the City Council of the City of Blackduck, Minnesota ordains:

Section 1. All fees and charges in effect January 1, 2021 of the city code for the City shall remain in effect unless otherwise modified by the provisions of the ordinance. All citations below are to various sections of the city code unless otherwise indicated.

Section 2. The following are the fees and charges for the permits, licenses and services listed below which are referenced to the section of the city code which authorizes their establishment.

General

1. The fee for an open burning permit pursuant to §900.64 shall be \$10.00.
2. The fee for dog licenses pursuant to § 920.02 shall be \$5.00 for a spayed females or neutered male dog and \$10.00 for any non-spayed or neutered dog.
3. The fee for a theatre license pursuant to §1110.01 shall be \$15.00.
4. The fee for a billiards or pool license pursuant to §1110.01 shall be \$10.00.
5. The fee for Sexually Oriented Businesses License pursuant to §1160.06 shall be \$1000.00.
6. The fee for a Peddlers and/or Solicitors License pursuant to §1130.02 shall be \$100.00.

Land Use:

7. The fee for an excavation permit pursuant to §930.25 shall be \$100.00.
8. The fee for an obstruction permit pursuant to §930.25 shall be \$25.00.
9. The fee for a land use permit pursuant to § 1560.12 shall be \$50.00.
10. The fee for a conditional use permit pursuant to § 1560.12 shall be \$150.00.
11. The fee for a variance pursuant to § 1560.12 shall be \$125.00.
12. The fee for a zoning amendment pursuant to § 1560.12 shall be \$125.00.
13. The fee for a planned unit development or subdivision permit pursuant to § 1560.12 shall be \$200.00.
14. The fee for a land division request pursuant to §1560.12 shall be \$30.00.
15. The fee for code violation pursuant to § 1560.11 shall be \$50.00.
16. The fee for no land use permit pursuant to § 1561.02 shall be \$100.



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Rental:

17. The fee for a rental housing license pursuant to § 1150.08 shall be \$30.00.
18. The fee for a single-family rental dwelling inspection pursuant to § 1150.08 shall be \$75.00 for the first inspection and \$50.00 for all follow-up inspections.
19. The fee for a multi-family dwelling inspection pursuant to § 1150.08 shall be \$75.00 per apartment or unit for the first inspection and \$50 for all follow-up inspections.

Liquor Licensing:

20. The fee for a Club License pursuant to §1560.12 shall be based on club membership as follows: Under 200 members - \$300.00; 201-500 members - \$500.00; 501-1,000 members - \$650.00; 1,000-2,000 members - \$800.00.
21. The fee for an On Sale Intoxicating Liquor License pursuant to §1120.23 shall be \$1700.00
22. The fee for an On Sale 3.2 Beer License pursuant to §1120.23 shall be \$150.00.
23. The fee for an Off-sale 3.2 Beer License pursuant to §1120.23 shall be \$50.00
24. The fee for a Wine Permit pursuant to §1120.23 shall be \$150.00.
25. The fee for a special event On-Sale Liquor shall be \$25.00.

Water/Sewer:

26. The monthly water base fee for a Residential/ Low Volume User (5/8"-3/4" Meter) shall be \$18.00 .
27. The monthly water base fee for a Multi-Family Dwelling Unit shall be \$13.00 per unit.
28. The monthly water base fee for a Large Volume User shall be \$28.00.
29. The monthly sewer base fee for a Residential/Low Volume User (5/8"-3/4" Meter) shall be \$18.00.
30. The monthly sewer base fee for a Multi-Family Dwelling Unit shall be ~~\$13.00~~ \$18.00 per unit.
31. The monthly sewer base fee for a Large Volume User shall be \$28.00.
32. The fee for water shall be \$0.0066 per gallon.
33. The fee for sewer shall be \$0.0066 per gallon.
34. The fee for bulk water shall be a ~~\$50.00 minimum for each connection to the public water system, which will include 1,000 gallons, thereafter \$20.00~~ \$9.90 per thousand gallons.
35. The fee for an account setup shall be \$25.00.
36. The fee for reading a meter shall be \$25.00.
37. All water meters shall be reimbursed at cost.
38. The fee for gaskets shall be reimbursed at cost.
39. The fee for labor to replace a water meter shall be \$25.00.
40. The fee for Disconnection shall be \$25.00.
41. The Tap fee for Water connection shall be \$250
42. The fee for Septic Load Discharge will be \$25 per load.
43. The fee for a Sanitary Sewer Discharge Permit shall be \$100.00.
44. Late fee/Penalty Charge shall be \$5.00.
45. Minnesota State Drinking Water Fee shall be \$9.72/annually.



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Pine Tree Park Campground:

46. The fee for picnic shelter reservations shall be \$35.00.
47. The fee for RV campsites with electric and water shall be \$30.00 per night
48. The fee for primitive campsites with electric shall be \$28.00 per night
49. The fee for primitive campsites w/o electric and water shall be \$22.00 per night
50. The fee for RV sanitary dump shall be \$15.00.
51. The fee for violation of pine tree park regulations pursuant to §195 shall be \$50.00.

Cemetery:

52. The fee for a single grave space pursuant to § 600.03 shall be \$250.00 of which \$187.50 shall be allocated to the Cemetery Fund and \$62.50 shall be allocated to the Perpetual Care Fund.
53. The fee for vault rental pursuant to § 600.03 shall be \$100.00 if burial @ Lakeview Cemetery, or \$175 if not.
54. The fee for conduct violation pursuant to § 600.06 shall be \$25.00

Additional Ordinance's

55. The fee for Animals Running at Large pursuant to § 920.02 Subd. 1 shall be \$25.00 for the 1st offense; \$50 for a 2nd offense; & \$60 for a 3rd offense.
56. The fee for Dangerous Animals pursuant to §920.11 shall be \$60.
56. The fee for Habitual Barking Dog pursuant to § 920.07 Subd. 1 shall be \$25.00.
57. The fee for Failure to License Dogs pursuant to § 920.02 Subd. 2 shall be \$25.00.
58. The fee for Lurking or Loitering pursuant to § 209 shall be \$50.00.
59. The fee for Curfew Violation pursuant to § 27.00 shall be \$50.00.
60. The fee for Public Nuisance – pursuant to § 900.15 shall be \$50.00 for the 1st offense and \$100 for the 2nd offense.
61. The fee for Public Nuisances Affecting Peace & Safety pursuant to §900.18 V.(1) Noises prohibited shall be \$60
62. The fee for Parking Violations pursuant to §710.01 shall be \$25.00
63. The fee for Impeding Snow Removal pursuant to § 710.07 shall be \$25.00
64. The fee for Time Limitations on Parking Restriction pursuant to § 710.05 shall be \$20.00.
65. The fee for Snow Removal Parking Restriction pursuant to §710.06 shall be \$20.00.
66. The fee for Snow Emergency pursuant to § 710.08 shall be \$25.00.
67. The fee for Material on the Sidewalk pursuant to § 930.03 shall be \$25.00.
68. The fee for Obstruction of Streets pursuant to § 930.02 shall be \$50.00.
69. The fee for Failure to Obtain Permit to Excavate in Street, Etc. pursuant to § 930.22 Subd. 1 shall be \$75.00
70. The fee for Failure to Stop at Intersections pursuant to §700.03 shall be \$75.00.
71. The fee for Excessive Noise pursuant to § 700.07 Subd 1&2 shall be \$50.00.
72. The fee for U-Turns pursuant to § 700.06 shall be \$60.00
73. The fee for Exhibition Driving pursuant to §700.08 shall be \$60.00



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74. The fee for Cruising pursuant to § 700.09 shall be \$60.00.
75. The fee for Motor Vehicle Noise pursuant to §700.10 shall be \$60.00/
76. The fee for Snow Mobile and ATV Restriction pursuant to § 720.05 shall be \$60.00.
77. The fee for Persons under 18 – Snowmobile pursuant to § 720.06 shall be \$60.00.
78. The fee for failing to Stop or Yield pursuant to §720.07 shall be \$60.00.
79. The fee for Unauthorized Use of Motor Vehicle on Trail pursuant to §740.03 Subd 1 shall be \$60.00.
80. The fee for Unauthorized Use of Snowmobile on Trail pursuant to § 740.03 Subd 2 shall be \$60.00.
81. The fee for Disobeying Stop Sign pursuant to § 740.03 subd 3A shall be \$60.00.

82. The fee for Failing to Yield Right-of-Way pursuant to §740.03 Subd 3D shall be \$60.00.
83. The fee for Littering pursuant to § 740.06 Subd. 3 shall be \$25.00.
84. The fee for Consumption in Public Places pursuant to §1120.05 shall be \$60.00.
85. The fee for Intoxicating Liquor Sale to Minors pursuant to §1120.06 shall be \$60.
86. The fee for Discharge of Gun/Firework in the City Limits of Blackduck pursuant to §1300.02 shall be \$60.
87. The fee for Curfew Violation pursuant to §1300.03 shall be \$25 for a 1st offense; \$50 for a 2nd offense; & \$60 for a 3rd offense.
88. The fee for Disorderly Conduct pursuant to §1300.07 shall be \$60.

Other Miscellaneous Fees:

89. The fee for Concession for profit vendors at the Wayside Rest shall be \$10.00 with electric.
90. The fee for copies shall be \$0.15.
91. The fee for faxes shall be \$1.00 for the first page and \$.15 for each additional page.
92. The fee for impounded automobiles shall be \$45.00 per day
93. The fee for Club House rental is \$100.00 for 6 hours.
94. The fee for a Notary shall be \$2.00.

Revised & Adopted by the City Council of the City of Blackduck on December 7, 2020.

Approved:

Maxwell Gullette, Mayor

Christina Regas – City Administrator



CITY OF BLACKDUCK RESOLUTION NO: 2020-40

A RESOLUTION DECLARING SUFFICIENCY OF PETITION AND SETTING A PUBLIC HEARING ON THE PROPOSED VACATION OF UNIVERSAL DRIVE SW BETWEEN ORION CT. SW; AND MILKY WAY DR. SW AND ORION COURT SW AND MILKY WAY DR. SW IN ITS ENTIRETY IN THE PRELIMINARY PLAT ENTITLED SOUTHERN DUCK ESTATES

WHEREAS, a petition signed by the majority of property owners abutting Universal Drive SW; Orion Court SW; and Milky Way Drive SW in the City of Blackduck was received by the City Administrator on the 18th day of November, 2020; and

AND WHEREAS, the petition requested that the Blackduck City Council pursuant to Minnesota Statute §412.851 vacate Universal Drive SW between Orion Court SW and Milky Way Drive SW in the Preliminary Plat entitled Southern Duck Estates;

AND WHEREAS, the petition requested that the Blackduck City Council pursuant to Minnesota Statute §412.851 vacate Orion Court SW and Milky Way Drive SW in its entirety in the Preliminary Plat entitled Southern Duck Estates;

AND WHEREAS, the City Administrator has reviewed and examined the signatures on said petition and determined that such signatures constitute a majority of the landowners abutting Universal Drive SW between Orion Court SW and Milky Way Drive SW in the Preliminary Plat entitled Southern Duck Estates to be vacated; and

AND WHEREAS, a copy of said petition is attached hereto.

NOW THEREFORE BE IT RESOLVED by the City Council of the City of Blackduck, Minnesota as follows:

The Blackduck City Council will consider the vacation of such street and a public hearing shall be held on such proposed vacation on the 11th day of January, 2021, in the City Hall located at 8 Summit Ave. E. Blackduck, MN 56630 at approximately 6:10p.m. preceding the regular City Council Meeting, and

BE IT FURTHER RESOLVED that the City Administrator is hereby directed to give published, posted and mailed notice of such hearing as required by law.

Adoption by the City Council of the City of Blackduck this 7th day of December, 2020.

Approved:

Maxwell Gullette, Mayor

Christina Regas – City Administrator