



# AGENDA

## Blackduck City Council Meeting

6:00 PM - Monday, June 7, 2021

City Hall, 8 Summit Drive, Blackduck MN

	Page
1. CALL TO ORDER	
a. Roll Call	
b. Pledge of Allegiance	
2. APPROVAL OF AGENDA	
3. CONSENT AGENDA	
<i>All items listed under the Consent Agenda, unless removed from the Consent Agenda shall be approved by one Council motion.</i>	
a. May 10, 2021 Blackduck City Council Meeting Minutes <a href="#">Council - May 10 2021 - Minutes - Pdf</a>	4 - 10
b. May 10, 2021 Kitchigami Regional Library Board Meeting Packet - includes March 18, 2021 Meeting Minutes <a href="#">2021.0520 KRLS Board Packet</a>	11 - 59
c. May 19, 2021 Blackduck Planning Commission Meeting Minutes <a href="#">Minutes 05192021docx</a>	60
d. May 24, 2021 Blackduck City Council Work Session Meeting Minutes <a href="#">Council - Work Session - May 24 2021 - Minutes - Pdf</a>	61 - 64
e. May 2021 Fund Balance Report <a href="#">May 2021 Fund Balance Report-2</a>	65
f. May 2021 Bill Batch <a href="#">May 2021 Bill Batch</a>	66 - 67
g. May 2021 Sewer Income Statement <a href="#">May 2021 Sewer Income Statement</a>	68
h. May 2021 Water Income Statement <a href="#">May 2021 Water Income Statement</a>	69
i. May 2021 Pine Tree Park Income Statement <a href="#">May 2021 Pine Tree Park Income Statement</a>	70
j. May 2021 Golf Course Income Statement <a href="#">May 2021 Golf Course Income Statement</a>	71 - 72
k. May 2021 Liquor Store Income Statement <a href="#">May 2021 Liquo Store Income Statement</a>	73 - 74
l. Final Approval - LG216 Lawful Gambling Monthly Rent - Blackduck Fire Relief Association <a href="#">LG216 04-2021</a>	75

- m. Final Approval - MNPCA Petroleum Tank Release Site File Closure Report - 188 Main Street - Raymond Finney 76 - 77  
[MPCA closeout letter - 188 Main](#)
  - n. Final Approval - City of Blackduck Pine Tree Park Campground Host Agreement between the City of Blackduck & Gary L. Hennes 78  
[2021 Pine Tree Park Campground Host Agreement](#)
  - o. Final Approval - Delta Dental Plan Contract Renewal - Renewal Period 9/1/21 - 8/31/22 79 - 80  
[Delta Dental 2021-2022 Contract](#)
  - p. Final Approval - May-June 2021 New Hires 81  
[May-June 2021 new hires approval](#)
4. BLACKDUCK FORUM  
*Visitors may share their concerns with Council on any issue, which is not already on the agenda. Each person will have 3 minutes to speak. The Mayor reserves the right to limit an individual's presentation if it becomes redundant. The Mayor may also limit the number of individual presentations on any issue to accommodate the scheduled agenda items. All comments will be taken under advisement by the Council. No action will be taken at the time.*
5. REPORTS OF COMMITTEES AND CITY STAFF
- 5.1. Public Works Report - Mike Schwanke, Public Works Supervisor
  - 5.2. Liquor Store Report - Shawnda Lahr, Liquor Store Manager
  - 5.3. Law Enforcement Report - Jace Grangruth, Police Chief
  - 5.4. Fire Department Report - Brian Larson, Fire Chief
  - 5.5. Golf Course Report - Jim Andersen, Golf Course Superintendent & Pam Exner, Club House Manager
  - 5.6. Library Report - Kelly Hanks, Head Librarian
6. ADMINISTRATOR'S REPORT
- a. Approval Needed - Resolution 2021-01 Revised - Resolution of Annual Appointments and Designations for 2021 82 - 86  
[2021-01-2-Resolution of annual appointments and designations for 2021](#)
  - b. Council Consideration - Donation Request Blackduck High School Trap Club - Tara Erickson 87 - 88  
[Spring 2021 MI City of Blackduck Grant Application](#)
  - c. June 9, 2021 @ 11am - Blackduck Development Corp - City Hall
  - d. June 13-18, 2021 - MCFOA Conference - St. Cloud - Regas Attending
  - e. June 21, 2021 6pm - Blackduck City Council Work Session
  - f. June 23, 2021 @ 2pm - Blackduck Planning Commission Meeting
  - g. July 5, 2021 - Independence Day Observed - City Offices Closed
  - h. July 6, 2021 6pm - Blackduck City Council Regular Meeting
7. MAYOR AND/OR COUNCIL MEMBER REPORTS
8. COMMUNITY EVENTS/GOOD THINGS HAPPENING
- a. Employee Anniversaries -

1. Mike Schwanke - Public Works - 3 years - 2019
2. Terry Frenzel - Fire Department - 21 years - 2000
3. Natasha Carlson - Liquor Store - 5 years - 2016

b. June 16, 2021 Noon - Blackduck Chamber of Commerce - The Pond

9. ADJOURNMENT



# MINUTES

## Council Meeting

6:00 PM - Monday, May 10, 2021

City Hall, 8 Summit Drive, Blackduck MN

The Council of the City of Blackduck was called to order on Monday, May 10, 2021, 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 Nicholas Seitz, and Councilor Donald Johnson
- COUNCILORS EXCUSED:** Councilor Sheldon Ostlund
- STAFF PRESENT:** City Administrator Christina Regas, Police Chief Jace Grangruth, Golf Course Manager Jim Andersen, Assistant Liquor Store Manager Melissa Gullette, and Public Works Supervisor Mike Schwanke
- OTHERS PRESENT:** Jone Roscoe, Miller McDonald, Jon Eggers, Steve Rose, Widseth, Todd Hagen, Ehlers, and Cindy Wiebe

### 1. CALL TO ORDER

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

### 2. SWEARING IN OF ELECTED OFFICIALS - CHRISTINA REGAS, CITY ADMINISTRATOR

- a. Blackduck City Council Member - Donald Johnson  
Administrator Regas swore in Councilor Johnson

### 3. 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
Nicholas Seitz	For
Donald Johnson	For

### 4. 100% GRADUATION RATE PRESENTATION - JOHN EGGERS

- a. Jon Eggers presented an update on the 100% Graduation Rate of Beltrami County and encouraged the City of Blackduck City Council to enforce the support with a Proclamation. Nothing further.

**5. 2020 CITY OF BLACKDUCK FINANCIAL AUDIT REPORT - JON ROSCOE MILLER MCDONALD**

- a. 2020 Financial Statements and Independent Auditor's Report  
Jon Roscoe presented a summary of the 2020 City of Blackduck financial audit results.

**6. CONSENT AGENDA**

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

- a. April 5, 2021 Blackduck City Council Meeting Minutes
- b. April 6, 2021 Blackduck Golf Board Meeting Minutes
- c. April 19, 2021 Blackduck City Council Work Session Minutes
- d. April 21, 2021 Blackduck Planning Commission Meeting Minutes
- e. April 26, 2021 Blackduck Personnel Committee Meeting Minutes
- f. April 26, 2021 Blackduck City Council Public Hearing Minutes
- g. April 26, 2021 Blackduck Canvassing Board Meeting Minutes
- h. April 2021 Fund Balance Report
- i. April 2021 Bill Batch
- j. April 2021 Sewer Income Statement
- k. April 2021 Water Income Statement
- l. April 2021 Pine Tree Park Income Statement
- m. April 2021 Golf Course Income Statement
- n. April 2021 Liquor Store Income Statement
- o. Final Approval - LG216 Lawful Gambling Monthly Rent - Blackduck Fire Relief Association
- p. Final Approval - 2021-2022 LMCIT Property, Auto, & Liability Premium for the City of Blackduck
- q. Final Approval - LMCIT 2021- 2022 Workers Compensation Coverage - City of Blackduck
- r. Final Approval - AllPaid Payment Network Agreement with City of Blackduck
- s. Final Approval - New April / May Seasonal & Part Time Employees

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

Carried 4 to 0

Jason Kolb	For
Maxwell Gullette	For
Nicholas Seitz	For
Donald Johnson	For

t.

**7. BLACKDUCK FORUM**

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

- a. No one present to speak for the Blackduck Forum.

**8. PERSONNEL COMMITTEE RECOMMENDATIONS -**

- a. Approval Needed - Full-Time Lead Bartender Position - Benefited
- b. Approval Needed - Full-time Bartender Wage Scale

Jason Kolb moved to approve the Full-time benefited lead bartender position and wage scale as presented Donald Johnson seconded the motion.

Further discussion by Councilor Kolb requested for the future City consideration to reduce the City cost contribution of full-time paid benefits to non-management positions within the City of Blackduck.

Carried 3 to 0

Jason Kolb	For
Donald Johnson	For
Maxwell Gullette	Abstained
Nicholas Seitz	For

- c. Council Consideration - Increase Golf Course wage scales for Part time employees  
The City Council considered many ideas to recruit applicants for the Blackduck Golf Course including raising the seasonal wage scales for the positions.

Jason Kolb moved to keep the seasonal wage scales for the municipal golf course positions as they are currently Nicholas Seitz seconded the motion.

Further discussion requested Regas provide a summary of the wage costs to the golf budget based on the current estimated wages/hours worked for the 2021 season and compare it to increases in wages to be considered at the next council work session.

Carried 4 to 0

Jason Kolb	For
Maxwell Gullette	For
Nicholas Seitz	For
Donald Johnson	For

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

**9.1. PUBLIC WORKS REPORT - MIKE SCHWANKE, PUBLIC WORKS SUPERVISOR**

- 9.1.1. Council Consideration - VEIT cleaning and televising services for the City of Blackduck

Schwanke reported after discussing with Widseth the minimum cleaning and camera of the sewer lines would cost \$1900 and bare minimum would cost \$980 to proceed with the PER. Schwanke stated he can afford with the existing operating budget the funds for 2021. Councilor Kolb asked how the original cost dropped so significantly. Schwanke provided the plan for the limited areas that need the televising based on historical issues that will provide an idea for the remaining areas of town.

Schwanke stated if the City were to dig up all the VCP and replace all the remaining lines without televising it will cost \$4.3million. However, if the City were to televise the cost could drop to about \$2.9million. Additionally, if the City televises the lines and the VCP lines can be relined it will drop to \$704,000. Schwanke stated how important televising is. Mayor Gullette asked if the televising the whole city can be budgeted into 2022. Schwanke stated he can begin to budget either a third or quarter of the lines each year to be televised and then cleaned.

9.1.2. Fogging Pine Tree Park Campground -

Schwanke reported his department is not ready to start the fogging system/equipment of the entire city but does have the funding to fog the campground at a cost of \$375/month and would like to proceed with provided this to the campers. Councilor Kolb stated he was in favor of that cost and amenity to the campers if it can be fit into his budget.

**9.2. LIQUOR STORE REPORT - SHAWNDA LAHR, LIQUOR STORE MANAGER**

9.2.1. Report -

Gullette reported staffing is still a challenge although the state restrictions have been lifted weekdays will still have limited hours of operation. Nothing further.

**9.3. LAW ENFORCEMENT REPORT - JACE GRANGRUTH, POLICE CHIEF**

9.3.1. No report to discuss.

**9.4. FIRE DEPARTMENT REPORT - BRIAN LARSON, FIRE CHIEF**

9.4.1. No report to discuss.

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

9.5.1. Report -

Andersen reported he will have Toro up to work on the irrigation system as it is running in areas that it is not supposed to and at times not running when it should. Andersen reported the money spent on the trim mower was well spent and that Toro did an amazing job finding all the problems and fixed them.

Regas reported several compliments on Pam Exner and the condition of the course from golfers.

**9.6. LIBRARY REPORT - KELLY HANKS, HEAD LIBRARIAN**

9.6.1. May 18, 2021 6pm - Blackduck Library Board Meeting

**10. ADMINISTRATOR'S REPORT**

a. Approval Needed - Sale Day Report for: City of Blackduck, MN \$650,000 General Obligation Tax Abatement Bonds, Series 2021A - Todd Hagen, Senior Municipal Advisor Ehlers

Hagen reviewed the sale day report and reported on the awarded financing for the abatement bond. Hagen further summarized the S&P Report noting the City maintained it's "A" rating.

- b. Approval Needed - Resolution accepting offer on the sale of \$650,000 General Obligation Tax Abatement Bonds, Series 2021A, providing for their issuance and pledging tax abatements and levying a tax for the security and payment thereof

Jason Kolb moved to approve the resolution Nicholas Seitz seconded the motion.

Carried 4 to 0

Jason Kolb	For
Maxwell Gullette	For
Nicholas Seitz	For
Donald Johnson	For

- c. Approval Needed - Standard Form of Agreement between City of Blackduck and Kraus Anderson Construction for the project: The Pond Addition and Remodeling

Nicholas Seitz moved to approve the agreement between the City and Kraus Anderson Construction for the Pond addition and remodel Jason Kolb seconded the motion.

Carried 4 to 0

Jason Kolb	For
Maxwell Gullette	For
Nicholas Seitz	For
Donald Johnson	For

- d. Council Requested Information - Cash Contribution Expenses for City Projects  
Regas provided detailed reports on funding spent and committed on both the Liquor Store expansion and the Public Work/Police facility. Nothing further.
- e. Approval Needed - Loan Resolution Authorizing and Providing for the Incurrence of Indebtedness for the Purpose of Providing a Portion of the cost of constructing its Combined Maintenance & Police Facility with USDA

Jason Kolb moved to approve the loan resolution for the incurrence of indebtedness for the purpose of providing a portion of the cost of constructing its combined maintenance & police facility with USDA Nicholas Seitz seconded the motion.

Carried 4 to 0

Jason Kolb	For
Maxwell Gullette	For
Nicholas Seitz	For
Donald Johnson	For

- f. Approval Needed - Notice to Proceed - Kraus-Anderson Construction Inc. The Pond Addition and Remodeling



Nicholas Seitz moved to approve the notice to proceed with Kraus Anderson Construction Donald Johnson seconded the motion.

Further discussion from Stephen Rose reported the Pre-Construction meeting is scheduled for May 12, 2021 at 10am at The Pond.

Carried 4 to 0

Jason Kolb	For
Maxwell Gullette	For
Nicholas Seitz	For
Donald Johnson	For

- g. Approval Needed - Revised Resolution 2021-01 - Resolution of annual appointments and designations for 2021  
No action taken. Resolution action was tabled until the May work session.
- h. May 12, 2021 @ 10am - Pre-construction meeting with Kraus Anderson Construction - The Pond
- i. May 12, 2021 @ 11am - Blackduck Development Corp - City Hall
- j. May 19, 2021 12 noon - Blackduck Chamber of Commerce Meeting - Restaurant 71
- k. May 19, 2021 2pm - Blackduck Planning Commission Meeting - City Hall
- l. May 24, 2021 6pm - City of Blackduck Work Session - City Hall
- m. May 31, 2021 - Memorial Day Observed - Blackduck City Hall Closed
- n. June 7, 2021 @ 6pm - City of Blackduck City Council Meeting - City Hall

#### **11. MAYOR AND/OR COUNCIL MEMBER REPORTS**

- a. no reports submitted.

#### **12. COMMUNITY EVENTS/GOOD THINGS HAPPENING**

- a. Mayoral Proclamation - Leafy Greens Week - May 16 - 22.  
Mayor Gullette proclaimed Leafy Greens Week May 16-22, 2021 in the City of Blackduck.
- b. May 15, 2021 - Blackduck Chamber of Commerce City Wide Garage Sale
- c. May 15, 2021 - State of Minnesota Peace Officers Memorial Day
- d. May 22, 2021 8am-10am - City of Blackduck City-Wide Clean Up Day
- e. City of Blackduck Anniversaries -  
Rudy Patch - Fire Department - 10 years - 2012  
Chris Brown - Public Works - 9 years - 2013  
Leo Gross - Fire Department - 13 years - 2009  
Fletcher Cauchon - Fire Department - 14 years - 2008  
Matt Landis - Fire Department - 14 years - 2008  
Rae Burmeister - Public Works - 21 years - 2000  
Andy Thienes - Fire Department - 24 years - 1998  
Don Anderson - Fire Department - 46 years - 1976  
Shawnda Lahr - Liquor Store - 13 years - 2009

#### **13. ADJOURNMENT**

a.

Jason Kolb moved to adjourn the meeting at 8:01pm Nicholas Seitz seconded the motion.

Carried 4 to 0

Jason Kolb	For
Maxwell Gullette	For
Nicholas Seitz	For
Donald Johnson	For

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City Administrator, Christina Regas

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Maxwell Gullette, Mayor

Kitchigami Regional Library  
**Board Meeting May 20, 2021 6:00pm**  
Kitchigami Regional 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. KRLS Oath of Office for new members (if required)
5. Consent Agenda
  - a. Minutes: March 2021
  - b. Bills: March – May 2021
  - c. Financial Statements: March – April 2021
  - d. ACHF FY20 FRF January – March 2021
  - e. CARES Act Grant FRF September – March 2021
  - f. Director’s Report
6. Old Business
  - a. IT Services
  - b. 2021 Overview Budget
  - c. COVID 19 Update
  - d. Fund Balance
  - e. Other
  - f. Public Input
7. New Business
  - a. Bills: May 2021
  - b. State Library Services Presentation – Hannah Buckland
  - c. Personnel Manual Updating
  - d. Annual State Report 2020
  - e. 2022 Budget Planning
  - f. Board Committees
  - g. HQ Building Maintenance - Siding
  - h. Other
  - i. Public Input
8. Chair’s Report
9. Adjournment

Please contact Carol Christensen at 218-587-2171 x 224 or [christensenc@krls.org](mailto:christensenc@krls.org) with your attendance preference, or if you are unable to attend.

**FUTURE BOARD MEETINGS**

Thursday June 17, 2021

Thursday July 15, 2021

Thursday September 16, 2021

Thursday November 18, 2021

## **2021 Kitchigami Regional Library Board Members (revised 4/27/21)**

KRLS Director Stephanie Johnson ([johnsons@krls.org](mailto:johnsons@krls.org))

### **BELTRAMI COUNTY**

Reed Olson (County Commissioner)

Ph: 218-766-0383

E: [reed.olson@co.beltrami.mn.us](mailto:reed.olson@co.beltrami.mn.us)

**Alternate:** Richard D. Anderson (County Commissioner)

Ph: 218-766-3283; E: [Richard@paulbunyan.net](mailto:Richard@paulbunyan.net)

### **CASS COUNTY**

Neal Gaalswyk (County Commissioner)

Ph: 218-839-1841; E: [neal.gaalswyk@co.cass.mn.us](mailto:neal.gaalswyk@co.cass.mn.us)

### **CROW WING COUNTY**

Bill Brekken (County Commissioner)

Ph: 218-232-0257; E: [bill.brekken@crowwing.us](mailto:bill.brekken@crowwing.us)

**Alternate:** Steve Barrows (County Commissioner)

Ph: 218-820-8199; E: [steve.barrows@crowwing.us](mailto:steve.barrows@crowwing.us)

### **HUBBARD COUNTY**

Tom Krueger (County Commissioner)

Ph: 218-616-4069; E: [tkrueger@co.hubbard.mn.us](mailto:tkrueger@co.hubbard.mn.us)

**Alternate:** Charlene Christenson (County Commissioner)

Ph: 218-616-2181; E: [cchristenson@co.hubbard.mn.us](mailto:cchristenson@co.hubbard.mn.us)

### **WADENA COUNTY**

Murlyn Kreklau

Ph: 218-837-5352

E: [murlyn.kreklau@co.wadena.mn.us](mailto:murlyn.kreklau@co.wadena.mn.us)

**Alternate:** Sheldon Monson

Ph: 218-640-3278

E: [Sheldon.monson@co.wadena.mn.us](mailto:Sheldon.monson@co.wadena.mn.us)

### **CITY OF BEMIDJI**

Nancy Erickson

Ph: 218-444-9168; E: [nancy.erickson@ci.bemidji.mn.us](mailto:nancy.erickson@ci.bemidji.mn.us)

**Alternate:** Michael Meehlhause

Ph: 763-614-8863

E: [Michael.meehlhause@ci.bemidji.mn.us](mailto:Michael.meehlhause@ci.bemidji.mn.us)

### **CITY OF BLACKDUCK**

Nicholas Seitz

Ph: 218-835-4803

E: [Nicholas.seitz@blackduckmn.com](mailto:Nicholas.seitz@blackduckmn.com)

### **CITY OF BRAINERD**

Mary Koep

Ph: 218-829-9793; E: [marywalk@icloud.com](mailto:marywalk@icloud.com)

### **CITY OF CASS LAKE**

Carla Jones-Leecy

Ph: 218-556-8629; E: [casslakecouncil4@gmail.com](mailto:casslakecouncil4@gmail.com)

### **CITY OF LONGVILLE**

Phyllis Eck

Ph: 218-539-0354; E: [1849pe@gmail.com](mailto:1849pe@gmail.com)

**Alternate:** Neil Tobiason

Ph: 218-363-2022

### **CITY OF PARK RAPIDS**

Thomas Conway

Ph: 218-390-5748; E: [tom.conway@lambweston.com](mailto:tom.conway@lambweston.com)

### **CITY OF PINE RIVER**

### **CITY OF WADENA**

George Deiss

Ph: 218-639-2097; E: [gdeiss@wadena.org](mailto:gdeiss@wadena.org)

**Alternate:** Wade Miller

Ph: 218-631-6060; E: [wademille@arvig.net](mailto:wademille@arvig.net)

### **CITY OF WALKER**

Mary Beth Hansen

Ph: 218-828-9861; E: [mbhansen@ci.walker.mn.us](mailto:mbhansen@ci.walker.mn.us)

**2021 KITCHIGAMI REGIONAL LIBRARY BOARD COMMITTEES**  
**(Revised 05/2021)**

**Board Officers**

Chair	Neal Gaalswyk
Vice-Chair	Tom Conway
Treasurer	Nancy Erickson
Secretary	Mary Koep

**BUDGET COMMITTEE (5)**

Neal Gaalswyk, Chair  
Reed Olson  
Murlyn Kreklau  
Bill Brekken  
Tom Krueger

**PERSONNEL COMMITTEE**

Neal Gaalswyk, Chair  
-----  
Nancy Erickson

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

**POLICY COMMITTEE** (Est. 6/15/17)

Nancy Erickson  
-----  
Mary Koep  
-----  
Neal Gaalswyk, Chair

**AUDIT COMMITTEE**

Neal Gaalswyk, Chair  
Nancy Erickson, Treasurer

**OUTREACH COMMITTEE**

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

**STRATEGIC PLANNING COMMITTEE**

-----  
Mary Koep  
-----  
Neal Gaalswyk, Chair

Non-voting staff members:  
Jenny Hill  
Carrie Huston

**INTERNET/ELECTRONIC RESOURCES COMMITTEE**

Bill Brekken  
Reed Olson  
Neal Gaalswyk, Chair

Non-voting staff members:  
Renee Frethem  
Leann Willenbring

**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 March 18, 2021 6:00 p.m.  
Kitchigami Headquarters Building, Pine River, MN**

Board members present: Bill Brekken, Tom Krueger, Nancy Erickson, Mary Koep, Murlyn Kreklau, Tom Conway, Neil Tobiason

Board members present virtually: Reed Olson, Nicholas Seitz, George Deiss, Mary Beth Hansen, Carla Jones-Leecy, Neal Gaalswyk

Board members absent: Tony DeSanto

Others present non-voting: Director Stephanie Johnson, Carol Christensen, Terria Rohloff, Jenny Hill, Jorge Prince

Acting Chair Tom Conway called the meeting to order at 6:00 p.m.

Walker City Council member Mary Beth Hansen was welcomed to the Board as representative from the city of Walker. Cass Lake City Council member Carla Jones-Leecy was welcomed to the Board as representative from the city of Cass Lake. Alternate Neil Tobiason was welcomed to the Board as representative from the city of Longville.

Approval of Agenda                      Acting Chair Tom Conway revised the agenda to remove item 7b State Library Services Presentation due to the absence of Hannah Buckland; as well as move item 7f Fund Balance to the last item of the meeting. **Motion by Bill Brekken, seconded by Tom Krueger, to approve the agenda as revised. Motion carried unanimously.**

Director Stephanie Johnson administered the KRLS Oath of Office to new and alternate members.

Consent Agenda                      **Motion by Mary Koep, seconded by Reed Olson, to approve items A-F on the Consent Agenda:**

- a. Minutes: January 2021
- b. Bills: February – March 2021
- c. Financial Statements: January – February 2021
- d. CARES Act Update and Amended FRF
- e. Strategic Planning
- f. Director’s Report

**Motion carried unanimously.**

COVID 19                                      Director Johnson gave an overview of the current state of the region’s response to the COVID-19 pandemic, including the Bookmobile resuming its normal routes on March 2, 2021 and the rejection of Federal payroll credits.

**Motion by Mary Koep, seconded by Neal Gaalswyk, directing Director Johnson to write a letter of appeal to the appropriate authorities and the elected officials who represent the Kitchigami regional area listing the reasons why we are**

*(COVID 19 con't)*

**appealing the rejection of the Federal payroll credits.**

Discussion. Motion carried unanimously.

**Motion by Reed Olson, seconded by George Deiss, authorizing the extension of the COVID19 Emergency Sick Leave through May 31, 2021.** Discussion. If KRLS is not reimbursed the Federal payroll credits, funding will come from the unrestricted fund.

Motion carried unanimously.

Final HQ Operating Budget

The revised KRLS Headquarters budget was presented by Director Johnson which included increased revenue from RLTA Category 3 funding and increased hours for the current KRLS Administrative Assistant and Regional Legacy Coordinator position. **Motion by Nancy Erickson, seconded by Tom Krueger, to approve the employee go to full time and offer benefits.** Motion carried unanimously.

**Motion by Reed Olson, seconded by George Deiss, to approve the 2021 Headquarters operating budget.** Discussion. Motion carried unanimously.

Board Committees

**Motion by Neal Gaalswyk, seconded by Bill Brekken, to table committee appointments until the May 2021 KRLS Board meeting.** Motion carried unanimously.

Bills: March 2021

**Motion by Mary Koep, seconded by Carla Jones-Leecy, to approve payment of the March 2021 bills checks #22565 to #22581 in the amount of \$43,345.10.** Roll call vote: Motion carried unanimously.

Policy Committee

The Board Policy Committee met February 18, 2021 to discuss plans for updating the KRLS Personnel Policy manual.

i. Holiday Policy

The Holiday Policy was revised to simplify the wording and provide benefits to regular full time and regular part time employees based on hired hours.

ii. Employee Categories Policy

The Policy Committee revised the Employee Categories Policy to increase consistency and compliancy with state laws. The Branch Manager Level IV position is determined by hours worked and number of people they supervise.

**Motion by Neal Gaalswyk, seconded by Tom Krueger, to adopt the revised Holiday Policy and revised Employee Categories Policy.** Motion carried unanimously.

Information Technology Support

KRLS's three-year information technology support contract with Lakes Country Services Cooperative (LCSC) ends June 30, 2021. They provide regionwide service to computers, printers, licensing

*(Information Technology Support  
con't)*

of software, and daily maintenance. **After discussion and amendment, a motion by Mary Koep, seconded by Bill Brekken, to extend the information technology support contract with LCSC from July 1, 2021 to December 31, 2021 and refer that contract review to the Internet/Electronic Resources Committee.** Discussion. Motion carried unanimously.

CD Renewals

**Motion by Neal Gaalswyk, seconded by Tom Krueger, that the following Certificates of Deposit be designated to Security Bank USA of Bemidji for six months at .80% interest:**

**CD #17337: Summer Reading Program for approximately \$28,228.41**

**CD #17338: 97% Automation and 3% Accounting Software for approximately \$259,781.49**

**CD #17339: Non-Restricted for approximately \$125,343.52**

**CD #17340: Loan Security/Summer Reading Program for approximately \$37,650.80.**

Discussion. Motion carried unanimously.

Fund Balance

The KRLS Finance Committee of the whole recommended a resolution to set the target for the KRLS undesignated fund balance, create a report /plan by getting more information about the fund balance and getting input from local units of government about what they would like to see or suggestions. From that, make an informed decision about how to distribute any surplus, starting with the \$1.1 million in the fund balance contributed from payroll.

Director Johnson provided the KRLS Board with information about Board motioned committed funds.

**Motion by Mary Koep, seconded by Murlyn Kreklau, to move on the resolution of the KRLS Finance Committee.** Motion carried unanimously.

**Motion by Mary Koep, seconded by Tom Krueger, to have the KRLS Budget Committee review Board Motioned Committed Funds and produce a recommendation to the KRLS Board.** Motion carried unanimously.

Motion by consensus to adjourn at 7:52 p.m.

Minutes respectively submitted by Administrative Assistant Carol Elizabeth Christensen.

Minutes signed by Board Secretary, Mary Koep \_\_\_\_\_

Date \_\_\_\_\_



**KITCHIGAMI REGIONAL LIBRARY SYSTEM  
CHECK REGISTER  
March 10, 2021**

Check Number	Vendor Name	GL Account Title	Amount
22540	3M, BIBLIOTHECA, LLC	E-MATERIALS	5,842.72
22541	ARVIG	PHONES-CL, WK, LG, WD	172.98
22542	BAKER & TAYLOR L0433642	COLLECTIONS	19,845.19
22543	BAKER & TAYLOR L4068832	COLLECTIONS	1,024.29
22544	BAKER & TAYLOR L4068842	COLLECTIONS	134.68
22545	BAKER & TAYLOR L4068862	COLLECTIONS	8.30
22546	CALE, TAWNY	LEGACY FUND EXPENSE	200.00
22547	CENTURY LINK	PHONES, BEMIDJI, BRAINERD & WADENA	358.10
22548	CITY OF PINE RIVER	HQ WATER	28.00
22549	DIAMONDBUILT	R&M PROPERTY CONTRACT	425.00
22550	FAMILY MARKET	R&M BUILDING, CUSTODIAL SUPPLIES	200.25
22551	GULL LAKE GLASS	R&M BUILDING, AUTOMATIC DOORS	5,541.00
22552	LAKES COUNTRY SERVICE COOP	CONTRACTED TECH SUPPORT	6,275.13
22553	LYSFORD, MEGAN	EMPLOYEE TRAVEL TO AND FROM BRANCHES	301.78
22554	MINNESOTA CLEANING SOLUTIONS	CUSTODIAL EXPENSE FOR BRAINERD	700.00
22555	NCPERS GROUP LIFE INSURANCE	EMPLOYEE PAID LIFE INSURANCE	176.00
22556	THE OFFICE SHOP, INC	OFFICE FURNITURE & SUPPLIES	5,110.58
22557	PAUL BUNYAN COMMUNICATIONS	PHONES, BEMIDJI & BLACKDUCK	80.09
22558	PHOENIX10 TECHNOLOGIES, INC	DOWN PAYMENT (10%) CONTRACT FOR ILS	750.00
22559	POSTMASTER	POST OFFICE BOX FOR HQ	76.00
22560	ROCHESTER TELECOM SYSTEMS INC	PHONES, LONG DISTANCE REGION WIDE	204.35
22561	ULVERSCROFT	SHARED COLLECTIONS	67.62
22562	VERIZON WIRELESS	ADMIN CELL PHONES & 47 HOT SPOTS	2,591.00
22563	VERIZONML	MOBILE LIBRARY BROADBAND	50.02
22564	WASTE PARTNERS	GARBAGE HQ	72.79
TOTAL A/P CHECK RUN			<u>\$ 50,235.87</u>

**KITCHIGAMI REGIONAL LIBRARY SYSTEM  
PAYROLL CHECK  
Payroll for February (15th - 28th) 2021**

Pay Day	Check Numbers	Account	Amount
3/10/2021	42777-42844	Direct Deposits	\$ 39,314.78
		Paper Checks	\$ 740.92
		Minnesota Withholding Tax	\$ 1,487.83
		Federal Withholding Tax	\$ 10,843.67
		PERA-Public Employee Retirement Association	\$ 6,853.37
		Total Payroll Expenses on	<u>\$ 59,240.57</u>

<b>AMOUNT EXPENSED</b>	<b>\$ 109,476.44</b>
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**KITCHIGAMI REGIONAL LIBRARY  
CHECK REGISTER  
March 18, 2021**

Check Number	Vendor name	GL Account Title	Amount
22565	AMAZON.COM	COLLECTIONS,	496.98
22566	ARVIG	PHONES, PARK RAPIDS	45.15
22567	CENTER POINT LARGE PRINT	BOOKS, LG, PK & SHARED COLLECTIONS	343.08
22568	CHASE	SEE SUPPLIMENTAL INFORMATION PAGE 3	1,274.89
22569	FAMILY MARKET	BUILDING R&M, CUSTORIAL SUPPLIES	21.00
22570	FARONICS TECHNOLOGIES USA, INC	CARES ACT FUND EXPENSE, BRANCHES	3,544.00
22571	FORUM COMMUNICATIONS COMPANY	LEGACY EXPENSE	215.00
22572	GALE, CENGAGE LEARNING INC	COLLECTIONS, REGION WIDE	3,378.31
22573	LIBRARY STRATEGIES	BOARD SPECIAL PROJECT	7,125.00
22574	LITKE, MARY JO	LEGACY EXPENSE	240.00
22575	MIDWEST TAPE	VIDEO/DVD/SOUND & PROCESSING REGION WIDE	3,704.46
22576	MINNESOTA POWER	HQ ELECTRICITY	430.22
22577	MN PEIP	EMPLOYER PAID HEALTH INSURANCE	16,985.44
22578	THE OFFICE SHOP, INC	SEE SUPPLIMENTAL INFORMATION PAGE 3	3,592.19
22579	PINE RIVER SANITARY DISTRIC	HQ SEWER	42.00
22580	TDS TELECOM	PHONES, ADMIN & PINE RIVER	347.38
22581	TECHSOUP	CARES ACT FUND EXPENSE, BRANCHES	1,560.00
		TOTAL A/P CHECK RUN	<u>\$ 43,345.10</u>

**PAYROLL CHECKS  
Payroll for MARCH (1st - 15th) 2021**

PAY DAY	Check Numbers	Account	Amount
3/25/2021		Direct Deposits	45,947.39
		Paper Checks	897.44
	Deposit on MN E-Service	Minnesota Withholding Tax	1,884.27
	Deposit on EFTPS	Federal Withholding Tax	13,096.85
	Deposit on PERA website	PERA-Public Employee Retirement Association	8,112.00
		Total Payroll Expense on 11/25/19	<u>69,937.95</u>

<b>AMOUNT EXPENSED PAGE 2</b>	<b>\$ 113,283.05</b>
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**KITCHIGAMI REGIONAL LIBRARY  
CHECK REGISTER  
March 29, 2021**

Check Number	Vendor name	GL Account Title	Amount
22582	AMAZON CAPITAL SERVICES	CARES ACT EXPENSE REGION WIDE	676.58
22583	BREKKEN, BILL	BOARD MEETING EXPENSE	25.76
22584	CDW GOVERNMENT, INC	CARES ACT EXPENSE HQ & PINE RIVER	1,762.20
22585	CONWAY, THOMAS	BOARD MEETING EXPENSE	53.76
22586	ELY PUBLIC LIBRARY	INTERLIBRARY LOANS, LOST & DAMAGED	9.99
22587	ERICKSON, NANCY	BOARD MEETING EXPENSE	75.04
22588	GREAT RIVER REGIONAL LIBRARY	INTERLIBRARY LOANS, LOST & DAMAGED	23.95
22589	GREEN, DR. WILLIAM	LEGACY EXPENSE	350.00
22590	GULL LAKE GLASS	BUILDING & PROPERTY REPAIR & MAINTENANCE	225.00
22591	KOEP, MARY	BOARD MEETING EXPENSE	35.84
22592	KREKLAU, MURLYN	BOARD MEETING EXPENSE	39.20
22593	KRUEGER, THOMAS	BOARD MEETING EXPENSE	33.60
22594	MINITEX	ARR-BRAINERD	329.00
22595	NCPERS	EMPLOYEE PAID LIFE INSURANCE	176.00
22596	NJK HEATING AND AIR	BUILDING & PROPERTY REPAIR & MAINTENANCE	526.00
22597	NORTHLAND FIRE PROTECTION	BUILDING & PROPERTY REPAIR & MAINTENANCE	427.56
22598	NW LINKS	DATA LINES, JANUARY - MARCH 2021	7,443.00
22599	OCELCO	COVID SUPPLIES FOR BRAINERD & HQ	435.00
22600	PENWORTHY	BOOKS FOR BLACKDUCK	354.55
22601	SOUTHEASTERN LIBRARIES COOP	INTERLIBRARY LOANS, LOST & DAMAGED	59.98
22602	SAINT PAUL PUBLIC LIBRARY	<i>voided check, book was returned</i>	
22603	TOBIASON, NEAL	BOARD MEETING EXPENSE	22.40
22604	ULVERSCROFT LARGE PRINT	SHARED COLLECTIONS	67.52
22605	XCEL ENERGY	HQ BUILDING HEAT	124.02
			<b>13,275.95</b>

<b>AMOUNT EXPENSED PAGE 1</b>	<b>\$ 109,476.44</b>
<b>AMOUNT EXPENSED PAGE 2</b>	<b>\$ 113,283.05</b>
<b>AMOUNT EXPENSED PAGE 3</b>	<b>\$ 13,275.95</b>

**SUPPLIMENTAL INFORMATION  
MARCH 2021**

<b>3/10/2021 OFFICE SHOP</b>		<b>INVOICE DISTRIBUTION REPORT</b>		
Account #	Vendor	GL Account Title	Amount	
=====	=====	=====	=====	
5235.000	OFFICE SHOP, INC.	LIBRARY SUPPLIES, BRANCHES	341.69	
5236.000	OFFICE SHOP, INC.	LIBRARY SUPPLIES, HQ	523.05	
5238.000	OFFICE SHOP, INC.	CONTRACT	73.03	
5250.000	OFFICE SHOP, INC.	OFFICE SUPPLIES, INK CARTRIGES & GENERAL SUPPLIES	1,417.46	
5250.000	OFFICE SHOP, INC.	OFFICE SUPPLIES, ADMINISTRATIVE WORK STATION (6 PIECES)	1,671.15	
5250.000	OFFICE SHOP, INC.	OFFICE SUPPLIES, INTERLIBRARY LOAN WORK STATION (6 PIECES)	1,084.20	
			<u>5,110.58</u>	\$

<b>3/18/2021 CHASE CREDIT CARD</b>		<b>INVOICE DISTRIBUTION REPORT</b>		
Account #	Vendor	GL Account Title	Amount	
=====	=====	=====	=====	
1630.000	LUCKY LUKE	BOOKS, MOBILE LIBRARY	206.70	
5110.130	LEGAL SERVICE	BOOKS, BRAINERD	42.00	
5214.040	POSTMASTER	POSTAGE, MOBILE LIBRARY	11.94	
5292.010	ZOOM	CARES ACT EXPENSE	160.96	
5310.020	371 CENEX STATION	DELIVERY GAS	708.35	
5410.040	371 CENEX STATION	MOBILE LIBRARY GAS	91.25	
5620.000	ZOOM	LEGACY EXPENSE	53.69	
			<u>1,274.89</u>	\$

<b>3/18/2021 OFFICE SHOP</b>		<b>INVOICE DISTRIBUTION REPORT</b>		
Account #	Vendor	GL Account Title	Amount	
=====	=====	=====	=====	
5250.000	OFFICE SHOP, INC.	OFFICE SUPPLIES, ACQUISITIONS WORK STATION (8 PIECE)	1,224.00	
5582.000	OFFICE SHOP, INC.	BUILDING R&M, CUSTODIAL SUPPLIES	54.53	
5235.000	OFFICE SHOP, INC.	LIBRARY SUPPLIES, WD	15.80	
5250.000	OFFICE SHOP, INC.	OFFICE SUPPLIES	240.56	
5250.000	OFFICE SHOP, INC.	OFFICE SUPPLIES, PROCESSING WORK STATION (13 PIECE)	2,057.30	
			<u>3,592.19</u>	\$

**KITCHIGAMI REGIONAL LIBRARY SYSTEM  
CHECK REGISTER  
April 9, 2021**

Check Number	Name	GL Account Title	Amount
22606	ALLEGRA	LIBRARY SUPPLIES, BRANCHES	2,788.65
22607	AMAZON CAPITAL SERVICES	OFFICE SUPPLIES HQ, LIBRARY SUPPLIS, LV	174.96
22608	ARVIG	PHONES, LV, WK, CK, WD	173.28
22609	BAKER & TAYLOR	BOOKS, BJ, BR, PR, WK	597.55
22610	BRODART CO.	LIBRARY SUPPLIES, HQ	563.75
22611	BRUMBACK, SHERILYN	TRAINING & DEVELOPMENT, BEMIDJI	143.36
22612	CENTURY LINK	PHONES, WD, BJ, BR	358.10
22613	CITY OF PINE RIVER	HQ WATER	28.00
22614	DEMCO	LIBRARY SUPPLIES, HQ	451.04
22615	GARDINER HARDWARE	OFFICE SUPPLIES	29.94
22616	KIMBER CREEK FORD	OIL CHANGE FOR DELIVERY VAN	52.44
22617	LAKES COUNTRY SERVICE COOPERATIVE	CONTRACTED NETWORK SUPPORT	6,275.13
22618	THE OFFICE SHOP, INC	OFFICE SUPPLIES HQ & COPIER CONTRACT	378.66
22619	PAUL BUNYAN COMMUNICATIONS	PHONES, BJ, BK	80.32
22620	PITNEY BOWES, INC	POSTAGE METER RENTAL	240.00
22621	POSTMASTER	PINE RIVER LIBRARY PO BOX 13 RENTAL	76.00
22622	PROQUEST	DATA BASE PLATFORMS	8,155.26
22623	PR SANITARY DISTRICT	HQ SEWER	42.00
22624	ROCHESTER TELECOM SYSTEMS INC	PHONES, LONG DISTANCE REGION WIDE	158.91
22625	SERVER SUPPLY	CARES ACT GRANT EXPENSE FOR BEMIDJI	135.63
22626	SNAVELY, SUE	LEGACY FUND EXPENSE	690.00
22627	VERIZON WIRELESS	ADMIN PHONES AND REGIONAL HOT SPOTS	2,556.33
22628	VERIZON	MOBILE LIBRARY REMOTE ACCESS	50.02
22629	WASTE PARTNERS	HQ GARBAGE	74.27
TOTAL A/P CHECK RUN			<u>\$ 24,273.60</u>

**KITCHIGAMI REGIONAL LIBRARY SYSTEM  
PAYROLL CHECK  
Payroll for March (15th - 31st) 2021**

Pay Day	Check Numbers	Account	Amount
4/9/2021	42916-42985	Direct Deposits	\$ 48,713.14
	Voided check #'s 42986-42989	Paper Checks	\$ 2,314.14
		Minnesota Withholding Tax	\$ 2,128.69
		Federal Withholding Tax	\$ 14,430.02
		PERA-Public Employee Retirement Association	\$ 8,877.11
		Total Payroll Expenses on	<u>\$ 76,463.10</u>

<b>AMOUNT EXPENSED</b>	<b>\$ 100,736.70</b>
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**KITCHIGAMI REGIONAL LIBRARY  
CHECK REGISTER  
April 23, 2021**

Check Number	Vendor name	GL Account Title	Amount
22630	3M BIBLIOTHECA, LLC	E-MATERIALS	9,399.97
22631	ALLEGRA	LEGACY FUND EXPENSE	58.50
22632	AMAZON.COM	BOOKS REGION WIDE	557.39
22633	ARVIG	PHONE, PARK RAPIDS	45.20
22634	BAKER & TAYLOR L0433642	BOOKS REGION WIDE	12,957.31
22635	BAKER & TAYLOR L4068832	BOOKS REGION WIDE	955.43
22636	BAKER & TAYLOR L4068862	BOOKS, MOBILE LIBRARY	23.25
22637	CASS LAKE TIMES	LEGACY FUND EXPENSE	312.00
22638	CENTER POINT LARGE PRINT	BOOKS, SHARED, LONGVILLE & PARK RAPIDS	343.08
22639	CHASE	(SEE DISTRIBUTION REPORT) page 3	1,516.62
22640	FORUM COMMUNICATIONS	LEGACY FUND EXPENSE	580.50
22641	GALE, CENGAGE LEARNING INC	BOOKS, REGION WIDE	2,614.96
22642	KLINE, PAT	TRAVEL-MISC	92.46
22643	LITKE, MARY JO	LEGACY FUND EXPENSE	240.00
22644	MIDWEST TAPE	VIDEO/DVD/SOUND, REGION WIDE	4,589.95
22645	MINNESOTA POWER	HQ ELECTRICITY	343.75
22646	MN PEIP	EMPLOYER PAID HEALTH INSURANCE	19,539.28
22647	PENWORTHY	BOOKS, CASS LAKE	1,672.71
22648	PHOENIX10 TECHNOLOGIES, INC	ILS MAINTENACNE, INSTALLMENT PMT, 65%	4,875.00
22649	TDS	PHONES, HQ & PINE RIVER	348.73
TOTAL A/P CHECK RUN			<u>\$ 61,066.09</u>

**KITCHIGAMI REGIONAL LIBRARY SYSTEM  
PAYROLL CHECKS  
Payroll for April (1st - 15th) 2021**

PAY DAY	Check Numbers	Account	Amount
4/23/2021	42990-43063	Direct Deposits	47,001.26
		Paper Checks	907.23
	Deposit on MN E-Service	Minnesota Withholding Tax	1,880.63
	Deposit on EFTPS	Federal Withholding Tax	13,266.68
	Deposit on PERA website	PERA-Public Employee Retirement Association	<u>8,202.42</u>
		Total Payroll Expense on 11/25/19	<u>71,258.22</u>

<b>AMOUNT EXPENSED PAGE 1</b>	<b>\$ 100,736.70</b>
<b>AMOUNT EXPENSED PAGE 2</b>	<b>\$ 132,324.31</b>
<b>TOTAL AMOUNT EXPENSED APRIL 2021</b>	<b>\$ 233,061.01</b>

**SUPPLIMENTAL INFORMATION  
APRIL 2021**

**CHASE CREDIT CARD  
4/23/2021**

Account #	Vendor
5252.000	ZOOM & GLOBAL
5292.000	YOBITECH
5310.020	STATION 371, PINE RIVER
5410.040	STATION 371, PINE RIVER
5286.000	POSTMASTER

**INVOICE DISTRIBUTION REPORT**

GL Account Title	Amount
Covid-19 Expenses	341.40
CARES Act Expenses	79.00
Delivery Van - Gas & Oil	694.57
Mobile Library - Gas & Oil	379.65
Postage, Board Packet	22.00
	<u>\$ 1,516.62</u>

**OFFICE SHOP  
4/10/2021**

Account #	Vendor
5238.000	OFFICE SHOP, INC.
5250.000	OFFICE SHOP, INC.

**INVOICE DISTRIBUTION REPORT**

GL Account Title	Amount
Copier Contract	123.79
Office Supplies	254.87
	<u>\$ 378.66</u>

**KITCHIGAMI REGIONAL LIBRARY SYSTEM  
CHECK REGISTER  
May 10, 2021**

Check Number	Name	GL Account Title	Amount
22650	ALLEGRA	BUILDING & PROPERTY R&M	300.00
22651	AMAZON.COM	BOOKS, REGION WIDE	983.99
22652	AMAZON CAPITAL SERVICES	OFFICE SUPPLIES & LIBRARY SUPPLIES	265.36
22653	ARVIG	PHONES, LG, WK, CL & WK	173.28
22654	BAKER & TAYLOR L0433642	BOOKS & PROCESSING REGION WIDE	16,561.77
22655	BAKER & TAYLOR L4068832	BOOKS & PROCESSING REGION WIDE	667.85
22656	BAKER & TAYLOR L4068842	BOOK, PR	3.99
22657	BAKER & TAYLOR L4068862	BOOK, ML	4.43
22658	CENTURY LINK	PHONES, WK, BJ & BR	358.99
22659	CITY OF PINE RIVER	HQ WATER	28.00
22660	EBSCO	PERIODICALS AND PAPERS REGION WIDE	10,844.40
22661	KIMBER CREEK FORD	MOBILE LIBRARY R&M	413.94
22662	LITKE, MARY JOAN	LEGACY FUND EXPENSE	240.00
22663	MIDWEST TAPE	VIDEO/DVD/SOUND REGION WIDE	4,085.32
22664	MINNESOTA CLEANING SOLUTIONS	BR CUSTODIAL	100.00
22665	MINNESOTA POWER	HQ ELECTRICITY	328.96
22666	MN PEIP	EMPLOYER PAID HEALTH INSURANCE	17,836.72
22667	NCPERS GROUP LIFE INSURANCE	EMPLOYEE PAID LIFE INSURANCE	176.00
22668	THE OFFICE SHOP, INC	OFFICE SUPPLIES	2,612.41
22669	PAUL BUNYAN COMMUNICATIONS	PHONES, BK & BJ	80.32
22670	PENWORTHY	BOOKS, PK	344.76
22671	PINE RIVER SANITARY DIST	HQ SEWER	42.00
22672	ROCHESTER TELECOM SYSTEMS INC	PHONES, LONG DISTANCE REGION WIDE	150.56
22673	STATE FUND MUTUAL	WORKERS COMPENSATION	2,051.00
22674	STUMBO, HACIBER EUGENIA	LEGACY FUND EXPENSE	1,000.00
22675	ULVERSCROFT LARGE PRINT	SHARED COLLECTION	67.52
22676	VERIZON WIRELESS	CELL PHONES & 42 HOT SPOTS REGION WIDE	2,572.53
22677	VERIZON MOBILE LIBRARY	MOBILE LIBRARY REMOTE ACCESS	50.02
22678	WASTE PARTNERS	HQ GARBAGE	74.27
22679	WAUKESHA PUBLIC LIBRARY	ILL EXPENSE	14.25
22680	WORLD BOOK, INC	BOOKS, BJ	17.00
22681	XCEL ENERGY	HQ BUILDING HEAT	90.89
22682	CENGAGE LEARNING INC.	BOOKS, REGION WIDE	1,824.96
		TOTAL A/P CHECK RUN	<u>\$ 64,365.49</u>

**KITCHIGAMI REGIONAL LIBRARY SYSTEM  
PAYROLL CHECKS  
Payroll for April (16th - 30th) 2021**

Pay Day	Check Numbers	Account	Amount
5/10/2021	43064-43136	Direct Deposits	\$ 46,340.91
		Paper Checks	\$ 887.65
		Minnesota Withholding Tax	\$ 1,829.78
		Federal Withholding Tax	\$ 12,992.44
		PERA-Public Employee Retirement Association	\$ 8,063.39
		Total Payroll Expenses on	<u>\$ 70,114.17</u>

<b>AMOUNT EXPENSED</b>	<b>\$ 134,479.66</b>
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Kitchigami Regional Library  
2021 Financial Statements

BALANCE SHEET

Assets	January	February	March	April	May	June
Petty Cash	2,411.47	2,228.63	2,223.63	2,203.64		
Checking	559,029.35	534,551.91	386,305.76	510,766.30		
Money Market Funds	4,369,408.36	4,373,532.72	4,381,250.76	4,430,242.46		
Special Money Market	683,541.78	683,751.52	683,947.27	684,176.81		
Kitchigami Endowment Fund	129,077.00	129,077.00	129,077.00	129,077.00		
Interest Receivable	685.34	955.08	1,255.88	234.04		
COVID-19 Retention Receivable	(2,014.19)	(2,014.19)	(2,014.19)	(2,014.19)		
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	533,389.98	533,394.10	533,394.10	534,740.40		
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 Furn, Fixtures, Equip	(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)		
Shared Collection	141,983.44	143,165.61	144,221.85	145,234.84		
Books - Outreach	269,360.22	270,755.87	273,302.37	273,831.98		
Books - Outreach	(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		
Accumulated 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	83,008.88	87,522.98	87,974.98	87,974.98		
<b>TOTAL ASSETS</b>	<b>7,013,113.44</b>	<b>7,000,153.04</b>	<b>6,864,171.22</b>	<b>7,039,700.07</b>	-	-

BALANCE SHEET

Kitihigami Regional Library  
2021 Financial Statement-Balance Sheet

	January	February	March	April	May	June
Liabilities and Fund Balance						
Accounts Payable	51,337.94	51,112.95	51,112.95	51,112.95		
Salaries Payable	57,971.57	57,971.57	57,971.57	57,971.57		
PERA Payable	88.00	104.00	(72.00)	120.00		
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		
Committed Funds - Bldg Repair	40,967.53	40,967.53	40,967.53	40,967.53		
Committed Funds - Automation	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		
Committed Funds - Building	166,772.29	166,772.29	166,772.29	166,772.29		
Committed Funds - HQ Gift	277.00	277.00	277.00	277.00		
Committed Funds - Acct Software	25,681.62	25,681.62	25,681.62	25,681.62		
Committed Funds - Summer Reading	33,000.97	33,000.97	33,000.97	33,000.97		
Committed Funds - Susan Tricker Outreach	113,241.27	113,241.27	113,241.27	113,241.27		
Committed Funds - Endowment	129,077.00	129,077.00	129,077.00	129,077.00		
Committed Funds - Loan Security	31,347.00	31,347.00	31,347.00	31,347.00		
Committed Funds - Outreach	56,465.17	56,465.17	56,465.17	56,465.17		
Committed Funds - Vehicle Reserve	130,221.40	130,221.40	130,221.40	130,221.40		
Committed Funds - Gates Grant	19,819.47	19,819.47	19,819.47	19,819.47		
Committed Funds - Crow Wing Co	162,331.85	162,331.85	162,331.85	162,331.85		
Committed 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	4,319,181.47	4,319,181.47	4,319,181.47	4,319,181.47		
Excess (Deficit) Over Expenses	(193,255.92)	(206,007.33)	(341,813.15)	(166,476.30)		
<b>TOTAL LIABILITY AND FUND BALANCE</b>	<b>7,013,113.44</b>	<b>7,000,153.04</b>	<b>6,864,171.22</b>	<b>7,039,700.07</b>	-	-

REVENUE

Kitchigami Regional Library  
2021 Financial Statements  
Before 2020 Audit

	January	February	March	April	May	June	Jan - June
State & Federal Funds:							
State RLBSS		202,695.47					202,695.47
State RLTA		11,340.31	78,417.90				89,758.21
State MIN Link Fund							-
Misc. State Funds							-
Legacy Funds	9,351.56	9,351.57	9,351.56	9,351.57			37,406.26
Total State & Federal Funds	9,351.56	223,387.35	87,769.46	9,351.57	-	-	329,859.94
County Governments:							
Beltrami County							-
Cass County			182,698.50				182,698.50
Crow Wing County							-
Hubbard County				48,113.50			48,113.50
Wadena County							-
Total County Governments	-	-	-	230,812.00	-	-	230,812.00
City Governments:							
Bemidji				66,602.00			66,602.00
Blackduck				7,804.00			7,804.00
Brainerd							-
Cass Lake				7,896.00			7,896.00
Longville				4,701.00			4,701.00
Park Rapids				23,597.50			23,597.50
Pine River							-
Wadena				34,421.50			34,421.50
Walker							-
Total City Governments	-	-	-	145,022.00	-	-	145,022.00

REVENUE

Kitichigami Regional Library  
2021 Financial Statement-Revenue

	January	February	March	April	May	June	Jan - June
Interest Income:							
Restricted Interest - CD	268.06	216.24	236.98	253.44			974.72
Non-Restricted Int - CD	63.76	57.62	63.82	71.02			256.22
Non-Restr'd Interest - Money Mkt	1,482.14	1,341.32	1,306.89	1,238.48			5,368.83
Special MM Interest	262.08	209.74	195.75	229.54			897.11
PRSB Checking Interest	29.55	23.83	19.80	14.48			87.66
Total Interest	2,105.59	1,848.75	1,823.24	1,806.96	-	-	7,584.54
Other Income:							
Endowment Income			4,933.90	6,060.23			4,933.90
Donations & Memorials	1,725.00	2,246.19		11,561.00			10,031.42
Automation Repair & Replacement				868.05			11,561.00
Photocopy Sales	636.95	165.85	32.10	319.00			1,702.95
Overdue Notice Fees	442.00	158.00	264.00	413.00			1,183.00
Lost and Damaged	576.00	165.00	117.00	32.00			1,271.00
Library Cards Income	46.00	47.00	57.00	12.74			182.00
Miscellaneous Income	2.00		5.00	298.00			19.74
Fax Income	383.00	25.00	57.00				763.00
Summer Reading Program			915.15	448.70			-
Winter Reading Program	914.62						2,278.47
NLLN-E-Audio Grant			30.00	20.00			-
ILL Income		30.00	30.00				80.00
Over/Short	26.05	1.00					27.05
Total Other Income	4,751.62	2,838.04	6,411.15	20,032.72	-	-	34,033.53
TOTAL REVENUE	16,208.77	228,074.14	96,003.85	407,025.25	-	-	747,312.01

Kitchigami Regional Library  
2021 Financial Statements

EXPENSES

	Jan	Feb	March	April	May	June	Jan - June
<b>Library Materials:</b>							
Book Collections/Branches	28,491.84	12,665.19	20,981.93	17,157.21			79,296.17
Video/DVD/Sound/Branches			3,015.66	4,304.34			7,320.00
E-Resources		22,769.53	5,842.72	14,555.23			43,167.48
Periodicals and Papers		231.76					231.76
<b>Total Library Materials</b>	<b>28,491.84</b>	<b>35,666.48</b>	<b>29,840.31</b>	<b>36,016.78</b>	<b>-</b>	<b>-</b>	<b>130,015.41</b>
<b>Library Expenses:</b>							
ILL Expense		122.84	93.92	(8.96)			207.80
Postage & Meter Rental	780.27	350.00	87.94	338.00			1,556.21
Mobile Library - Remote Access	50.02	50.02	50.02	50.02			200.08
Phones	1,377.45	1,326.68	1,367.69	1,324.18			5,396.00
Library Supplies	1,193.89	677.10	538.85	3,089.12			5,498.96
ILS Maintenance Expense			750.00	4,875.00			5,625.00
Office Supplies	(1,001.00)	1,659.44	8,129.14	1,174.09			9,961.67
Copier Contract	90.88		73.03	123.79			287.70
Covid-19 Supplies	626.40	1,036.59	435.00	341.40			2,439.39
Winter Reading Program							-
Summer Reading Program							-
Processing records	2,418.08	1,058.06	1,621.35	1,289.48			6,386.97
Automation Repair & Replacement			329.00				329.00
Data Lines - NW Links			7,443.00				7,443.00
Gates Reserves Expense							-
Contracted Network Support	7,194.78	6,275.13	6,275.13	6,275.13			26,020.17
Automation - Software							-
Automation - Supplies							-
Technical Equipment & Supplies	224.99	50.11					275.10
RLTA CAT 3 FUND Expense		2,425.72					2,425.72
HOT SPOT Data Plans		23,905.20					23,905.20
CARES ACT GRANT Expense	2,396.62		10,007.58	2,611.32			38,920.72
<b>Total Library Expenses</b>	<b>15,352.38</b>	<b>38,936.89</b>	<b>37,201.65</b>	<b>21,482.57</b>	<b>-</b>	<b>-</b>	<b>112,973.49</b>

EXPENSES

Kitichigami Regional Library

2021 Financial Statement-Expenses

	Jan	Feb	March	April	May	June	Jan - June
Delivery Van/Staff Van							
Gas and Oil	516.50	732.99	708.35	747.01			2,704.85
Repairs & Maintenance	52.44	996.96					1,049.40
Insurance							-
Total Vehicle Expenses	568.94	1,729.95	708.35	747.01	-	-	3,754.25
Mobile Library/Outreach Expenses:							
Gas and Oil			91.25	379.65			470.90
Repairs & Maintenance							-
Insurance							-
Total Mobile Library Expense	-	-	91.25	379.65	-	-	470.90
Building Expenses:							
Heat-Gas		191.57	124.02				315.59
Insurance-Contents							-
Insurance-Liabilities							-
Building & Property R & M	425.00	1,488.88	7,420.34				9,334.22
Electricity	388.16	448.44	430.22	343.75			1,610.57
Garbage	72.05	72.05	72.79	74.27			291.16
Water	28.00	28.00	28.00	28.00			112.00
Sewer	42.00	42.00	42.00	42.00			168.00
Total Building Expenses	955.21	2,270.94	8,117.37	488.02	-	-	11,831.54
KRL Board Expenses:							
Board & Committee Meetings		441.28	285.60				726.88
Legacy Fund Expenses		3,214.50	1,058.69	1,881.00			6,154.19
Strategic Planning/Special Projects			7,125.00				7,125.00
Membership Dues							-
Professional Fees							-
Admin Software & Fees							3,010.45
Statewide Meetings & Director TWI							-
Board Insurance							-
Total KRL Board Expense	3,010.45	3,655.78	8,469.29	1,881.00	-	-	17,016.52

EXPENSES

Kitchigami Regional Library  
2021 Financial Statement-Expenses

	Jan	Feb	March	April	May	June	Jan - June
Agency Salaries:							
Bennidji Branch	21,980.24	21,470.85	21,536.86	23,558.77			88,546.72
Bennidji Substitutes	930.00	400.06	263.67	1,139.13			2,732.86
Blackduck Branch	3,008.96	2,970.51	2,669.51	2,989.97			11,638.95
Blackduck Substitutes	343.27	213.48	130.46	656.26			1,343.47
Brainerd Branch	27,254.10	25,722.18	24,324.41	28,201.72			105,502.41
Brainerd Substitutes	536.16	527.05	774.40	946.21			2,783.82
Brainerd Custodial	160.00	320.00	700.00				1,180.00
Cass Lake Branch	2,518.94	2,729.60	2,541.92	2,765.47			10,555.93
Cass Lake Substitutes	47.44	189.76	189.76				426.96
Longville Branch	3,270.93	2,981.90	3,044.80	3,418.10			12,715.73
Longville Substitutes		47.44					47.44
Park Rapids Branch	11,066.09	10,461.96	10,020.10	11,241.18			42,789.33
Park Rapids Substitutes	474.04	398.88	530.87	1,278.58			2,682.37
Pine River Branch	5,277.92	5,112.30	4,949.25	5,626.50			20,965.97
Pine River Substitutes	210.60	321.60	254.99	302.93			1,090.12
Wadena Branch	6,705.59	6,558.80	6,238.56	7,109.45			26,612.40
Wadena Substitutes	782.98	337.26	122.68	167.88			1,410.80
Walker Branch	4,175.11	3,515.36	3,594.81	4,094.00			15,379.28
Walker Substitutes	667.33	831.58	720.50	871.71			3,091.12
<b>Total Agency Salaries</b>	<b>89,409.70</b>	<b>85,110.57</b>	<b>82,607.55</b>	<b>94,367.86</b>	<b>-</b>	<b>-</b>	<b>351,495.68</b>
Regional Salaries:							
Administration	20,599.18	19,092.84	18,590.30	20,913.60			79,195.92
Delivery	1,902.81	1,732.50	1,725.34	1,800.52			7,161.17
Delivery Substitutes		108.21					108.21
Interlibrary Loan	2,278.10	2,103.57	2,010.96	2,328.49			8,721.12
Interlibrary Loan Substitutes							-
Mobile/Outreach Library	3,089.67	2,925.39	2,769.60	3,236.97			12,021.63
Mobile/Outreach Library Substitutes							-
Technical Services	3,854.47	3,757.93	3,473.96	4,118.05			15,204.41
Technical Services Substitutes							-
Miscellaneous Salaries							-
<b>Total Regional Salaries</b>	<b>31,724.23</b>	<b>29,720.44</b>	<b>28,570.16</b>	<b>32,397.63</b>	<b>-</b>	<b>-</b>	<b>122,412.46</b>

EXPENSES

	Jan	Feb	March	April	May	June	Jan - June
<b>Benefits:</b>							
PEIP Health Insurance	16,704.32	15,282.88	16,985.44	19,539.28			68,511.92
KRL Insurance Benefits	1,940.50	2,137.00	2,237.00	2,137.00			8,451.50
Bank Fees	50.00	5.00	5.00	5.00			65.00
FICA Taxes	9,402.91	8,923.62	8,622.64	9,861.06			36,810.23
PERA Payroll Tax	8,770.42	8,266.00	8,017.14	9,149.72			34,203.28
Training and Development		108.19		143.36			251.55
Unemployment Compensation							-
Workers Comp Insurance		2,037.00					2,037.00
<b>Total Benefits</b>	<b>36,868.15</b>	<b>36,759.69</b>	<b>35,867.22</b>	<b>40,835.42</b>	<b>-</b>	<b>-</b>	<b>150,330.48</b>
<b>Personnel Expenses:</b>							
Interview & Hiring							-
<b>Other Expenses:</b>							
Meetings-Travel-Director							-
Travel, Other Employees		33.60	301.78	92.46			427.84
Service - Crosslake		5,000.00					5,000.00
Service - Pequot Lakes		5,000.00					5,000.00
Miscellaneous Expense							-
Fines & Penalties	25.00		34.74				59.74
<b>Total Other Expenses</b>	<b>25.00</b>	<b>10,033.60</b>	<b>336.52</b>	<b>92.46</b>	<b>-</b>	<b>-</b>	<b>10,487.58</b>
<b>TOTAL EXPENSES</b>	<b>206,405.90</b>	<b>243,884.34</b>	<b>231,809.67</b>	<b>231,688.40</b>	<b>-</b>	<b>-</b>	<b>913,788.31</b>
<b>Capital Expenditures</b>							
Total Revenue	16,208.77	228,074.14	96,003.85	407,025.25	-	-	747,312.01
Reserve Transfers							
Total Revenue	16,208.77	228,074.14	96,003.85	407,025.25	-	-	747,312.01
Excess (Deficit)	(190,197.13)	(15,810.20)	(135,805.82)	175,336.85	-	-	(166,476.30)



## **5d Arts and Cultural Heritage Fund (ACHF) FY20 FRF January – March 2021**

**Action Request:** For Board information

The ACHF Financial Reporting Form (FRF) claim number 5 for Legacy funds was submitted and is attached for Board information.

The COVID-19 pandemic has restricted Legacy programming to contactless or minimum contact events or activities since the start of ACHF FY20. KLRS has focused on virtual programming and take-home crafts and activities. In-person programming is being planned for Fall 2021.

Legacy funded programs for fiscal year 2020:

### **Regional programs**

- “MN’s Most Haunted Locations” hosted by Chad Lewis – 10/30/20
- Writers’ Workshops hosted by Alison McGhee – 11/2-13/20
- Sewing Kits by Sarah Nassif – 12/1-5/20
- “Name That Town” hosted by Doug Ohman – 1/28/21
- Author Talk with William Kent Krueger – 3/11/21
- “Nellie Francis: Speaker, Suffragist, Civil Rights Activist” hosted by Dr. William D. Green – 3/30/21
- “Lalo’s Lunchbox” hosted by Ed Jenkins – 5/13/21

### **Local programs**

- “Make a Mini Bookshelf” hosted by Nolita Christensen – 3/12/20
- “Chasing the Northern Lights” hosted by Debbie Center – 3/12/20
- Children’s Mural at Bemidji Public Library by Wesley May – 8/10/20
- Beltrami County Historical Society rotating displays – 8/20; 10/20; 11/20
- Wood Sign take home kits hosted by One Little Piggy Studio – 11/3-6/20; 12/15-19/20
- Take and make Indigenous Loop Earrings hosted by Tawny Cale – 3/22-27/21
- Take and make kids’ craft kits hosted by Mary Jo Litke – 3/15-20/21; 4/19-24/21; 5/17-22/21
- Take and make Tabletop Décor hosted by Sue Snavely – 4/5-10/2021
- Take and make 3D Wall Art hosted by Greatest Gift – 5/3-8/2021

STATE OF MINNESOTA - MN Department of Education  
Cumulative Report

Grantee: Kitchigami Regional Library System  
Fund Source: Arts & Cultural Heritage - Library Legacy  
Project Title: FY20 Funds  
Grant ID: 4942

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'.

Grant Period: 9/1/2019-6/30/2022  
Expenditures Through: 12/31/2020  
Current Reimbursement Period Dates: 01/01/2021

Grant Total: \$108,874.63  
Claim Number: 5  
Thru 03/31/2021

Code/Description	Budget	Expended	Cur. Balance	Cur. Expended	New Balance
Adm Administration	\$5,443.73	\$2,721.92	\$2,721.81	\$1,360.93	\$1,360.88
Statewide Initiative (up to 10%)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Other (estimate of expenses are in application)	\$103,430.90	\$40,930.08	\$62,500.82	\$11,077.69	\$51,423.13
	\$108,874.63	\$43,652.00	\$65,222.63	\$12,438.62	\$52,784.01

Amount To Be Paid \$12,438.62  
Apply To Advance \$12,438.62  
Remaining Amount To Be Paid \$0.00  
Outstanding Advance Amount \$12,438.62

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: Carol Christensen Date: 4/21/2021 Authorized By: Stephanie Johnson Date: 4/21/2021

Notes:

## **5e CARES Act Grant FRF September – March 2021**

**Action Request:** For Board information

The attached FRF is required for State reporting on a quarterly basis on the CARES Act grant KRLS received in the summer of 2020.

As of March 31, 2021 the following are some of the improvements KRLS has been able to implement because of the CARES Act funding. (These purchases are reflected on the FRF):

- Staff laptops
- 40 patron PCs and monitors
- Beanstack (online application for virtual program tracking)
- Microsoft licensing for patron PCs
- Hoopla digital collection of simultaneous use eMaterials
- Additional Hotspots and data plans for patron checkout
- DeepFreeze software for ensuring patron privacy
- PC time management software for reserving public PCs
- Wireless printing capability for patron usage

STATE OF MINNESOTA - MN Department of Education  
SFY 2021

Grantee: Kitchigami Regional Library System  
Fund Source: CARES - Library  
Project Title:

Grant ID: 5355  
Grant Period: 8/17/2020-9/30/2021  
Expenditures Through: 9/30/2020  
Current Reimbursement Period Dates: 08/17/2020 Thru 03/31/2021

Grant Total: \$134,000.00  
Claim Number: 1

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
	Budget	Expended	Cur. Balance	Cur. Expended	Cur. Balance	New Balance	
303 Fed Sub Awards < \$25,000	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
303 Federal Subwards and Subcontracts < \$25,000	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
315 Repairs and Maint. for Comp. and Tech.	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
320 Communication Services	\$7,000.00	\$0.00	\$7,000.00	\$5,821.50	\$1,178.50	\$0.00	
350 Repairs and Maintenance Services	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
401 Supplies and Materials - Non-Instructional	\$8,500.00	\$0.00	\$8,500.00	\$4,997.76	\$3,502.24	\$0.00	
405 Non Instru Computer Software and Software Lic	\$18,000.00	\$0.00	\$18,000.00	\$16,070.75	\$1,929.25	\$0.00	
406 Instructional Software License Agreements	\$15,000.00	\$0.00	\$15,000.00	\$6,754.76	\$8,245.24	\$0.00	
430 Supplies and Materials - Non-Inst Instr	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
455 Non-Instructional Technology Supplies	\$25,000.00	\$0.00	\$25,000.00	\$8,538.87	\$16,461.13	\$0.00	
460 Textbooks and Workbooks	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
465 Non-Instructional Technology Devices	\$59,000.00	\$0.00	\$59,000.00	\$30,920.99	\$28,079.01	\$0.00	
466 Instructional Technology/Devices	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
470 Media Resources	\$1,500.00	\$0.00	\$1,500.00	\$0.00	\$1,500.00	\$0.00	
505 Capitalized Non-Inst Tech Software	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
506 Capitalized Inst Tech Software	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
530 Other Equipment Purchased	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
555 Cap Non-Inst Tech Hardware	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
556 Cap Inst Tech Hardware	\$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 Miscellaneous Expenditures	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
	\$134,000.00	\$0.00	\$134,000.00	\$73,104.63	\$60,895.37	\$0.00	

Amount To Be Paid \$73,104.63  
Apply To Advance \$0.00  
Remaining Amount To Be Paid \$73,104.63  
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).

Stephanie Johnson 5/7/2021 Date  
Completed By

Stephanie Johnson 5/7/2021 Date  
Authorized By

Notes:

STATE OF MINNESOTA - MN Department of Education

SFY 2021

Grantee: Kitchigami Regional Library System  
 Fund Source: CARES - Library  
 Project Title:  
 Grant ID: 5355  
 Grant Period: 8/17/2020-9/30/2021  
 Expenditures Through: 9/30/2020  
 Current Reimbursement Period Dates

Grant Total: \$134,000.00  
 Claim Number: 1  
 Thru 03/31/2021

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	Expended	Cur. Balance	Cur. Expended	New Balance
			Grants		

## **5f Director's Report**

### **Summer Reading Program**

Branches throughout the Region have been planning a combination of virtual and in-person activities for the Summer Reading Program. Through CARES funding, KRLS is offering a virtual application for participants throughout the Region to log reading progress at their local Branch Library in addition to paper logging options. We are hopeful that this technology will help increase participation and encourage summer reading for children and teens throughout the summer months.

### **Technology Updates**

Software to ensure patron privacy, Microsoft licensing for patron computers, PC Reservation software, and mobile printing options have been purchased with CARES funding and are currently in the process of being installed throughout all Branch Libraries. Televisions and webcams have been purchased with CARES and RLTA Cat. 3 funding for all Branch Libraries to help with current trends toward hybrid programming (virtual and in person).

Training for the migration to a new ILS system is currently underway and seems to be on track for a launch date in late August 2021.

### **Tax Credits**

KRLS has submitted the appeal to the IRS for denied tax credits reimbursing the Region for employee related COVID-19 leaves. There is an approximate 45 day waiting period while the appeal is processed with the IRS.

KRLS will be receiving reimbursement for unemployment related expenses due to COVID-19, which differs from the credits currently in the appeal process.

### **Emergency Connectivity Fund**

The FCC adopted the order for the Emergency Connectivity Fund (ECF) this past Monday, May 12, 2021. This funding is anticipated to cover more of the cost for data lines for the Region. Certain technology equipment may also be purchased for patron use. Further guidelines will be provided by MDE and State Library Services in the coming months.

## KRLS Checkouts

January - February 2021

Location	2020	2021	Percent Change
Bemidji	32,392	<b>34,076</b>	5.20%
Blackduck	3,266	<b>2,669</b>	-18.28%
Brainerd	53,116	<b>22,049</b>	-58.49%
Cass Lake	1,677	<b>1,480</b>	-11.75%
Longville	2,817	<b>3,531</b>	25.35%
Park Rapids	15,839	<b>14,922</b>	-5.79%
Pine River	6,434	<b>4,895</b>	-23.92%
Wadena	14,656	<b>14,002</b>	-4.46%
Walker	5,321	<b>5,321</b>	0.00%

### Mobile Locations

Backus	277	<b>150</b>	-45.85%
Laporte	75	<b>50</b>	-33.33%
Nisswa	349	<b>88</b>	-74.79%
Hackensack	57	<b>26</b>	-54.39%
Nimrod	202	<b>157</b>	-22.28%
Leader	541	-	-100.00%
Menahga	1,488	<b>819</b>	-44.96%
Nevis	758	<b>340</b>	-55.15%
Garrison	282	<b>189</b>	-32.98%
Bay Lake	73	<b>44</b>	-39.73%
Becida	237	<b>125</b>	-47.26%
Remer	250	<b>114</b>	-54.40%
Sebeka	435	<b>538</b>	23.68%

### Associate Locations

Crosslake	206	<b>384</b>	86.41%
Pequot Lakes	734	<b>1,296</b>	76.57%

<b>TOTAL</b>	<b>141,482</b>	<b>107,265</b>	<b>-24.18%</b>
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## Electronic Resources January-April 2021

<b>cloudLibrary</b>	<b>2020</b>	<b>2021</b>	<b>Percent change</b>
Checkouts: eBooks	24,739	24,741	0%
eBooks Added			
Total eBooks			
Checkouts: eAudio	13,200	14,258	8%
eAudio Added			
Total eAudio			
New Patrons	484	242	-50%

<b>Ancestry Library</b>			
Searches	1813	269	-85%

<b>hoopla</b>	<b>2020</b>	<b>2021</b>	
Checkouts: eBooks		1,204	
Checkouts: Comics		112	
Checkouts: Movies		388	
Checkouts: eAudio		1,718	
Checkouts: Music		69	
Checkouts: Television		203	
New Patrons		650	

<b>ELM: EBSCO</b>	<b>2020</b>	<b>2021</b>	<b>Percent change</b>
Sessions	93	60	-35%
Searches	268	276	3%

<b>ELM: Britannica</b>			
Sessions	380	336	-12%

<b>Flipster</b>			
Online View	631	515	-18%
Downloads	1412	1278	-9%



## **6a IT Services**

**Action Request:** For Board discussion and approval

The staff Internet/eResources Committee met twice to discuss needs and options for IT services within KRLS. The staff committee recommendation to begin an RFP process and a draft RFP will be presented to the Board committee for review.

KRLS Board Internet/eResources Committee is to meet before the May 20, 2021 full Board meeting to discuss possible options for improving IT services within the Region. Further information will be provided at the Board meeting.

**6b 2021 Overview Budget**

**Action Request:** For Board approval

The city and county 2021 levies and operating budgets along with the Headquarters/Central Services budgets were approved at the January and March regular board meetings. Attached is the summary document incorporating all the individual approved budgets into the financial overview of the regional library for 2021.

Kltchigami Regional Library  
 Budget Worksheet 2021  
 Revenue

2021  
 Consolidated  
 Revenue Budget

State & Federal Funds:	
State RLBSS	675,652.00
State RLTA Cat 1	34,232.00
State MIN LINK	-
State RLTA Cat 3	87,131.00
Misc. State Funds	-
State CARES Act Grant	99,642.00
Legacy Funds	97,510.00
Federal Covid-19 Retention Funds	-
Total State & Federal Funds	<u>994,167.00</u>
County Governments:	
Beltrami County	390,729.00
Cass County	365,397.00
Crow Wing County	509,127.00
Hubbard County	212,605.00
Wadena County	96,227.00
Total County Governments	<u>1,574,085.00</u>
City Governments:	
Bemidji	133,204.00
Blackduck	15,608.00
Brainerd	77,098.00
Cass Lake	7,896.00
Longville	9,402.00
Park Rapids	47,195.00
Pine River	12,881.00
Wadena	68,843.00
Walker	14,413.00
Total City Governments	<u>386,540.00</u>
Automation Repair & Replacement	
Bemidji	5,647.00
Blackduck	350.00
Brainerd	4,659.00
Cass Lake	300.00
Longville	289.00
Park Rapids	3,601.00
Pine River	255.00
Wadena	1,374.00
Walker	406.00
Total ARR	<u>16,881.00</u>
Other Income:	
Interest	25,000.00
NLLN	5,000.00
Total Other Income	<u>30,000.00</u>
REVENUE Before Transfers	<u>3,001,673.00</u>
<u>Transfers from Restricted/Committed Funds</u>	
KRLS Health Insurance Reserve	33,600.00
RLTA Reserve for Tech Services	69,778.00
Crow Wing County Reserve-Outreach	9,900.00
Crow Wing County Reserve-Associates	10,000.00
HQ Building Reserve/Siding project	75,000.00
	<u>198,278.00</u>
<u>GENERAL FUND BALANCE</u>	
KRLS Fund Balance -Covid Shortages	29,395.00
KRLS Fund Balance -Covid Supplies	7,500.00
KRLS Fund Balance -Covid Shortages	78,281.00
KRLS Fund Balance to Cover Shortages	3,030.99
	<u>118,206.99</u>
TOTAL REVENUE	<u>3,318,157.99</u>

Kitchigami Regional Library  
 Consolidated Budget 2021  
 Expenses

2021  
 OVERVIEW BUDGET

Library Materials:

Books	219,854.00
Video/DVD/Sound	80,724.00
Shared E-Materials	122,322.00
Data Base Platform	20,000.00
Professional Materials	1,000.00
Periodicals and Papers	15,925.00
<b>Total Library Materials</b>	<b>459,825.00</b>

Library Expenses:

Postage	6,000.00
Voice/Phones	17,855.00
Mobile Library - Remote Access	-
Data Lines - NW Links	50,000.00
Library Supplies	15,000.00
Covid-19 Supplies Branches	42,677.00
Covid-19 Supplies HQ	7,500.00
Office Supplies	25,000.00
Winter Reading Program	-
Summer Reading Program	-
Processing Records & Supplemental	21,653.00
<b>Total Library Expenses</b>	<b>185,685.00</b>

Automation/Technical

Contracted Network Support IT	139,949.00
ILS Maintenance Contract	31,000.00
RLTA Cat 3, Hot Spot Data Plans	30,000.00
CARES fund expense	99,642.00
Equipment	2,000.00
ARR	500.00
Software Licenses	4,758.00
<b>Total Technical Support</b>	<b>307,849.00</b>

Vehicle Expenses:

Gas and Oil/Operation	18,380.00
Repairs & Maintenance	2,500.00
Insurance	3,000.00
<b>Total Vehicle Expenses</b>	<b>23,880.00</b>

Mobile Library/Outreach Expenses:

Gas and Oil	6,000.00
Repairs & Maintenance	1,600.00
Insurance	2,500.00
<b>Total Mobile Library Expense</b>	<b>10,100.00</b>

Kitchigami Regional Library  
 Budget for Financial Statements  
 Expenses

2021  
 Consolidated

Building Expenses:

Heat	1,500.00
Insurance - Contents	5,500.00
Insurance - Liability	1,200.00
Building Repair & Maintenance	25,000.00
Electricity	5,000.00
Garbage	900.00
Water	500.00
Sewer	600.00
Total Building Expenses	40,200.00

KRL Board/Regional Participation Expense

Board Meetings/Committee Meetings	4,150.00
Legacy Fund Expenses	97,510.00
Special Projects-Strategic Planning	7,125.00
Special Projects-All Staff Day	8,000.00
Membership Dues/Regional Part	3,700.00
Professional Fees	11,200.00
Admin Software & Fees	4,855.00
Statewide Meetings/Director Travel	450.00
Board Insurance/Regional Part	3,100.00
Total KRL Board Expense	140,090.00

Agency Salaries:

Bemidji Branch	280,040.50
Bemidji Substitutes	24,444.22
Blackduck Branch	38,700.33
Blackduck Substitutes	5,251.85
Brainerd Branch	319,996.44
Brainerd Substitutes	17,682.37
Brainerd Custodial	-
Cass Lake Branch	32,964.98
Cass Lake Substitutes	4,060.01
Longville Branch	40,470.09
Longville Substitutes	2,252.27
Park Rapids Branch	133,734.39
Park Rapids Substitutes	11,761.83
Pine River Branch	62,919.92
Pine River Substitutes	4,778.90
Wadena Branch	83,341.50
Wadena Substitutes	3,407.22
Walker Branch	67,729.34
Walker Substitutes	7,219.50
Total Agency Salaries	1,140,755.66

Kitchigami Regional Library  
 Budget for Financial Statements  
 Expenses

2021  
 Consolidated

Regional Salaries:

Administration	231,404.38
Technical Services	49,279.90
Technical Services Substitutes	500.00
Interlibrary Loan	23,199.62
Interlibrary Loan Substitutes	6,800.38
Outreach/Mobile Library	35,977.10
Mobile/Outreach Librarian Subs	1,878.26
Delivery	23,089.21
Delivery Substitutes	4,000.00
Miscellaneous Salaries	
<b>Total Regional Salaries</b>	<b>376,128.85</b>

Benefits:

PEIP Health Insurance	201,600.00
KRL Insurance Benefits	33,600.00
FICA Taxes	125,956.06
PERA Payroll Tax	113,390.07
Bank Fees	-
Unemployment Compensation	-
Workers Comp Insurance	12,648.35
<b>Total Benefits</b>	<b>487,194.48</b>

Personnel Expenses:

Interview & Hiring	8,000.00
Training and Development	11,950.00
	<b>19,950.00</b>

Other Expenses:

Regional Travel, Admin	2,000.00
Service - Crosslake	5,000.00
Service - Pequot Lakes	5,000.00
Travel, Other	-
Miscellaneous Expense	-
<b>Total Other Expenses</b>	<b>12,000.00</b>

**TOTAL**

**3,203,657.99**

**Capital Expenditures**

Delivery Van Replacement	3,600.00
Shared Collections	35,900.00
Building Siding	75,000.00

**TOTAL EXPENSE BUDGET**

**3,318,157.99**

## **6c COVID-19 Update**

### **Action Request:** For Board information

All branch libraries and the bookmobile are currently open for in-person services following current State guidelines, Executive Orders, and county/city mandates, as applicable.

In accordance with May 6, 2021 Executive Order 21-21 from Governor Walz, all branch libraries are preparing to open regular hours beginning June 1, 2021 if they are not already open regular hours. Quarantine periods for physical materials and building occupancy limits will be ending regionwide June 1. Meeting rooms and in-person programming will be permitted after June 1 provided they are compliant with State and Federal guidance.

It is required by the State of Minnesota to have an updated Preparedness Plan reflecting these changes before they are implemented. KRL System's updated Preparedness Plan will be available for the Board at the May 20, 2021 meeting.

Supplies directly related to the pandemic will continue to be supplied to branches through Headquarters as needed.

## **6d Fund Balance**

**Action Request:** For Board information, discussion, and referral to committee

Recommendations from local entities for possible allocation usages of \$1.1 million of seven years of underspent Personnel budgets from Branch Library operating budgets were asked to be brought forth to future KRLS Board Meetings.

Operating budgets, including Personnel items, are covered by both City and County levies throughout the Region. Branch operating budgets reflect the anticipated expenses for each branch with City and County levies together covering the total operating expenses.

Discussions with Branch managers about needed capital projects and one-time expenses have taken place over the past several months. All branches offered many ideas for capital or one-time expenses that would greatly benefit their locations, communities, and staff. A list of some ideas generated by local branches are as follows:

- Building needs assessments and funding to implement recommendations
- Making buildings ADA compliant
- Library building additions and/or remodeling
- Wadena and Walker locations are in need of funds for new library facilities
- HVAC improvements
- Improved signage for locations
- Security needs assessments and funding to implement recommendations
- Furniture updating
- Study carrells
- Consultant for local level strategic planning

Regional improvements to be considered include:

- Assessments of staffing levels, structure, and positions for adequate staffing to achieve KRLS mission and serve Region
- Enhanced digital collections to meet growing demand
- Website redesign
- Marketing plan and materials
- Assessment of Outreach services and Bookmobile

KRLS Budget Committee is to meet and discuss current committed funds, then present recommendations to the full KRLS Board. Attached in this packet is a current listing of KRLS board motioned committed funds. These funds will need to be reviewed for relevancy and appropriate allocation to meet the changing needs of KRLS.



COMMITTED FUNDS  
BEFORE 2020 AUDIT

**Board Motioned Committed Funds**

<u>NAME OF FUND</u>	<u>LAST AUDITED AMOUNT</u>
Committed Funds - Bldg Repair	40,967.53
Committed Funds - Automation	473,585.34
Committed Funds - Building	166,772.29
Committed Funds - HQ Gift	277.00
Committed Funds - Acct Software	25,681.62
Committed Funds - Summer Reading	33,000.97
Committed Funds - Susan Tricker Outreach	113,241.27
Committed Funds - Endowment	129,077.00
Committed Funds - Loan Security	31,347.00
Committed Funds - Outreach	56,465.17
Committed Funds - Vehicle Reserve	130,221.40
Committed Funds - Gates Grant	19,819.47
Committed Funds - Crow Wing Co	162,331.85
Committed Funds - Health Insurance	70,269.00
	1,453,056.91

**Last Audit was for 12/31/2019**

Funds will change with 2020 Audit  
Interest will be added to the funds  
2020 Budgeted reserves transfers will reduce funds  
Overages from reserves will be added to funds

**7b State Library Services Presentation**

**Action Request:** For Board information

State Library Program Specialist, Hannah Buckland, from Minnesota Department of Education's State Library Services will be giving a presentation on information regarding public libraries in Minnesota from the State Library perspective.

### **7c Personnel Manual Updating**

**Action Request:** For Board information, discussion, and approval of a motion to contract with an outside entity for a comprehensive update of the KRLS Personnel Manual

KRLS Board and staff Personnel Committees met separately virtually after the March 18, 2021 KRLS Board meeting and discussed the ongoing issues related to updating the KRLS Personnel Manual. Currently, the Personnel Manual has a range of policies and procedures dating back to the inception of KRLS with inconsistencies in voice, references, and compliance throughout. A main concern is ensuring the personnel policies and procedures are brought into compliance with State and Federal law as soon as possible.

With these issues in mind, the recommendation of both the Board and staff committees is that a complete revision of all personnel policies in the manual be contracted to a law firm to ensure the compliance, legality, and timely completion of all personnel related policies.

KRLS has contracted with Quinlivan & Hughes, P.A. for other personnel related issues and guidance. Quinlivan has an attorney on staff specializing in public personnel policies and the firm has an extensive familiarity with cities and counties in the area. An estimate of around \$10,000 was given for a complete update of the personnel manual.

## **7d Annual State Report: 2020**

**Action Request:** For Board approval of required signatures for final submission of the annual report

All regional public library systems are required to submit an annual report to the Minnesota Department of Education (MDE) in order to be eligible to receive Regional Library Basic System Support (RLBSS). The annual report is an online document consisting of a wide range of data collected on many aspects of library service.

As has been done in previous years, the printed report will be available at the May 20, 2021 KRLS Board meeting and sent as a PDF attachment closer to the Board meeting date for review.

2020 Highlights: Overall circulation of physical materials was less than last year but follows nationwide trends due to the COVID-19 pandemic. Despite physical buildings being shut down for a portion of the year, all branches continued to offer circulation of physical materials throughout the pandemic with curbside pickup services.

## **7e 2022 Budget Planning**

**Action Request:** That the Board establish a cost of living increase for 2022 to be incorporated in the 1<sup>st</sup> drafts of the proposed budgets of City and County levies; and that the Budget Committee set a meeting date the second week of June for review of proposed budgets

### **Background**

At the May Board meeting, the KRLS Board sets the initial direction for the next year's operating budget for the cities and counties.

Some areas for the Board to consider include:

- Cost of living adjustments. 2021 budgets included a 2% COLA for employees.
- Granting steps to eligible employees.
- Impact of pandemic on 2022 budgeting.

## **7f Board Committees**

**Action Request:** That the Chair appoint Board members to the committees

By KRLS Bylaws, the Chair assigns Board members to committees. In practice, the Chair has always first sought volunteers to the committees and assigned members as necessary.

The list of committees and 2020 Board membership is the 3<sup>rd</sup> page of your packet.

It is anticipated that the Policy and Strategic Planning Committees will be the most active committees in 2021.

### **Budget Committee**

President is Chair

5 Board members total (All County Commissioners)

Meets 4 or more times per year, May to July is heaviest

### **Personnel Committee**

President is Chair

3 Board members, 3 non-voting staff members total

Meets on irregular basis 3 or more times per year

### **Audit Committee**

Chair and Treasurer

Meets a few times each year

### **Outreach Committee**

Committee of the Whole

Meets on irregular basis

### **Electronic Resources Committee**

Chair is President

3 Board members, 2 non-voting staff members total

### **Strategic Planning Committee**

Chair is President

4 Board members, 3 non-voting staff members total

## **External Boards**

### **Northern Lights Library Network**

1 Board representative and 1 alternate

### **NW Links**

KRLS Director

**7g HQ Building Maintenance - Siding**

**Action Request:** For Board approval

Attached is the draft RFP for the Headquarters Building Siding Removal and Installation. The approved document will be the basis for smaller "invitation to bid" notices to be posted in area newspapers: Bemidji Pioneer, Brainerd Dispatch, and Echo Journal.

# **Kitchigami Regional Library System**



## **Building Siding Removal and Installation:**

**Kitchigami Regional Library System Headquarters**

**Pine River, MN**

**May 20, 2021**



## **Purpose**

The Kitchigami Regional Library System (KRLS) is accepting proposals from licensed, professional contractors to complete a building siding project for the Headquarters building located on 310 2<sup>nd</sup> St N., Pine River, MN 56474. We invite your company to submit a proposal to us by June 30, 2021 by 4pm CST for consideration. A description of our building, the services needed, and other pertinent information follows.

Questions about this RFP should be directed to:

Stephanie Johnson, Regional Director OR  
Carol Christensen, Administrative Assistant  
Kitchigami Regional Library Headquarters  
(218)587-2171  
310 2nd St. N.  
Pine River, MN 56474  
Email: [johnsons@krls.org](mailto:johnsons@krls.org) , [christensenc@krls.org](mailto:christensenc@krls.org)

## **Scope of work**

All bidders are expected to inspect and measure the site at 310 2<sup>nd</sup> St. N, Pine River, MN 56474. Appointments need to be made with Carol Christensen at (218)587-2171.

### **• Scope of Work**

Generally work shall consist of:

- Removal and disposal of current siding, debris, and incidentals.
- Identify and notify KRLS Board of any existing and/or potential problems found during project.
- Installation of new siding.
- Installation of new weather barrier or insulation board per manufacturer's instruction.
- Trim and flashings as needed.
- Caulking as needed.

### **• General**

- The installation of the siding shall be in accordance with the manufacturer's published instructions.
- The contract shall include all labor, materials, and incidentals necessary to complete the work in a neat and acceptable manner—weather-tight in every respect—including, but not limited to, the following: Removal and disposal of the existing materials removed during construction and all defective siding incidentals.
- At the end of each working day, remove all portable tools, etc., which may constitute a potential hazard to the tenants, or an attractive nuisance. Upon

completion of the work, remove all remaining debris, barricades, tools, and equipment from the site.

- Provide all equipment necessary to complete assigned work activity. Contractors shall be responsible for safeguarding their own materials, tools, and equipment. KRLS shall not assume any responsibility for vandalism and/or theft of materials, tools and/or equipment.

## **Compliance**

The Contractor will be required to provide the supervision, labor, materials and equipment necessary to perform the services required under its contract. In performing the required activities, the Contractor shall comply with the following procedures:

- All work shall comply with the standards in the most recent *Minnesota Building Code*.
- The selected contractor must be a registered/licensed contractor in the State of Minnesota with applicable insurance.
- The contractor will be required to provide personnel with adequate experience and training in siding installation and applicable insurance.
- The selected contractor at its cost must file for all necessary permits from the City of Pine River.
- The contractor's bid shall describe general relevant experiences in similar projects.
- The contractor shall notify the Director of any conditions that may potentially cause the siding to relapse into a defective condition if preventive maintenance is not performed.
- The Contractor is responsible for safety and security precautions during the project to minimize risk of injury or theft.

## **Warranty**

To be eligible for award the contractor shall propose siding materials and installation with a warranty consistent with the manufacturer's warranty.

Contractor shall guarantee all work against defective workmanship for a period of one year from the date of completion. Ordinary wear and tear and unusual abuse or neglect shall not be subject to warranty.

## **Pricing and Payment**

- Pricing shall be provided on the bid form.
- Contractor shall submit a single invoice for this project with the exception of approved change order.

- Payment shall be made within 30 days of approval of all satisfactorily completed work on the project.

### **Proposal Requirements**

The proposal shall include the following:

- Price of project completion as detailed in RFP.
- Contractor shall provide a detailed list of materials and labor.
- Sample materials, including brand name and warranty information shall be submitted with the bid.
- Anticipated timeline for project start date and completion date.
- Signed bid from contractor submitting bid with contact information and company name.



# BLACKDUCK PLANNING MEETING

WEDNESDAY May 19, 2021 @ 2pm

REGULAR MEETING MINUTES –

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**CALL TO ORDER:** Commission Klug called the meeting to order @ 2:00pm.

**ROLL CALL:**

**Commissioners present:** Kurt Benson, Bob Klug Sr., Kurt Cease, Ron Rockis, and Ernie Tindell

**Commissioners Absent:** none

**Staff Present:** City Administrator Christina Regas

**Others Present:** Maxwell Gullette

**Approval of Minutes** – Moved by Commissioner Benson and seconded by Tindell to approve the minutes from April 21, 2021. Motion carried unanimously.

**Old Business**

Permits Issued since last meeting – nothing discussed.

**New Business –**

1. New Permit Requests –
  - a. Land Use Permit 2021-06 – Blackduck Bi-County CAP Head Start – 372 Summit Ave W. - Excavation and Paving of Parking Lot north entrance – Moved by Commissioner Benson and seconded by Commissioner Cease to approve Land use permit 2021-06. Motion carried.
  - b. Land Use Permit 2021-07 – CMaximus LLC (Joe Wilhelmi) – 97 Main Street N. - Updates to exterior rental space – includes new rain roof over apartment; new steel siding; new porch awning – No change to existing exterior size of structure – Moved by Commissioner Cease and seconded by Commissioner Rockis to approve Land use permit 2021-07. Motion carried.
2. City-Wide Clean-Up Date – May 22, 2021 8am-10am – Regas provided the listing of residences that have signed up to items picked up. Benson stated only one trailer appears to be needed and requested manpower meet at the public works maintenance building at 8am.

**ADJOURN THE PLANNING MEETING** – Moved by Commissioner Benson and seconded by Tindell to adjourn the planning meeting at 2:118pm. Motion carried unanimously.

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Christina Regas, City Administrator

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Bob Klug Sr., Chairperson



# MINUTES

## Council - Work Session Meeting

6:00 PM - Monday, May 24, 2021

City Hall, 8 Summit Drive, Blackduck MN

The Council - Work Session of the City of Blackduck was called to order on Monday, May 24, 2021, 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 Nicholas Seitz, and Councilor Donald Johnson

**COUNCILORS EXCUSED:** Councilor Sheldon Ostlund

**STAFF PRESENT:** City Administrator Christina Regas, Police Chief Jace Grangruth, Public Works Supervisor Mike Schwanke, and Assistant Liquor Store Manager Melissa Gullette

**OTHERS PRESENT:**

### 1 CALL TO ORDER

- a) Roll Call  
Administrator Regas took roll call of those in attendance to the work session.
- b) Pledge of Allegiance  
Mayor Gullette led the meeting in the pledge of allegiance.

### 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
Nicholas Seitz	For
Donald Johnson	For

### 3 OLD BUSINESS

- a) Public Works / Police Facility Project -  
Regas reported the financing process is still awaiting final approval of USDA and the plans and specs are currently being reviewed. It was recommended by Councilor Kolb to advertise for bids in as many publications as allowable. Nothing further at this time.
- b) Liquor Store Expansion & Remodel Update  
Regas reported the pre-construction meeting was held on May 12 and an preliminary timeline was provided. Regas reported Kraus Anderson will begin to mobilize in the

first of June. Regas reported Lahr and her were working on quotes for POS systems for the bar; racking for the cooler; and security system quotes. Mayor Gullette was requested to ask the estimated time the kitchen would be down when the renovations begin. Melissa Gullette reported a timeframe of 3-4 weeks. Melissa Gullette did report the Pond would be able to provide pizza during that timeframe but the flat top and the air fryer would not be usable.

Schwanke requested the contact information from Regas for the parking lot frost boil. Regas reported Reieson Construction was the awarded contractor for the parking lot and noted the City should hire Reierson directly to correct the frost boil. Regas will put Schwanke in touch with Reierson.

Mayor Gullette asked if Chamber Bingo will be allowed this year. Melissa Gullette stated she would check with the Blackduck Fire Relief Gambling Manager to know if it is allowed.

- c) Blackduck Hot Water AIS Station  
Nothing to discuss. Mayor Gullette requested the agenda item be removed from future agendas. Nothing further.
- d) Local Sales Tax Campaign Update  
Nothing discussed at this time.
- e) Demolition Loan/Grant Project - Downtown Revitalization Update  
Regas reported the City Attorney is working on two options to gain ownership of 32 Main Street. Regas stated the first option was to see if condemnation could be pursued and the second was gaining deeded ownership after the redemption period of the property being in tax forfeiture. Regas stated the City Attorney researching if the tax liens can be removed still. Regas stated condemnation can still take up to 90 days. Regas stated Stephen Rose is working on the de-struction plans for the awarded contractor. Regas reported Rose has some utility concerns from locations of propane tanks of adjacent property owners and that the Theater shares a common store front canopy roof area. Councilor Kolb stated the City should have pushed the condemnation months ago. Regas will report back to the board when she speaks to the City Attorney. Nothing further.
- f) Kitchigami Regional Library Unspent Budget - Update  
Councilor Seitz stated the unspent budget funding was sent to the Kitchigami Budget Advisory Committee for further discussion. Councilor Kolb asked if it would help if the City provided a letter urging the committee to release the funding. Seitz stated it would not hurt. Nothing further at time time.
- g) American Rescue Plan Act - Coronavirus Local Fiscal Recovery Fund Update  
Regas reported further updates from the treasury on how the American Rescue Funding may be spent and other details.
  1. Funding will come in two parts - the first half in June of 2021 & the second half in June 2022.
  2. There was no further details on spending the funding for revenue replacement for liquor stores.
  3. There will be annual reporting for cities.
  4. Other funding not given to cities include: capital projects, housing, SBA, unemployment benefits, and tax credits.
  5. Water and Sewer investments or projects are allowable such as televising/cleaning lines, the new facility, update irrigation systems, lift stations, etc. Regas is questioning if the new public works/police facility can use some of the funding or consider updating Industrial Lane or other underground infarstructure.

#### 4 NEW BUSINESS

- a) Resolution 2021-01 Revision - Resolution of Annual Appointments and Designations for 2021  
Board members present updated the committee assignments to include newly sworn in Councilor Donald Johnson. Resolution will be approved on June 7, 2021. Nothing further.
- b) Blackduck Housing -  
Mayor Gullette requested the Housing Redevelopment Authority of Blackduck start working again and noted there has been no movement from the HRA in several years. After much discussion on how the Blackduck HRA can help housing it was decided the HRA (Blackduck City Council) would carve out time to meet at each monthly work session beginning in June. Regas stated she would send the LMC Memo on Redevelopment Authorities to the board. Nothing further.
- c) Mayoral Proclamation - 100% Graduation Rate - June 4, 2021  
Mayor Gullette proclaimed June 4, 2021 - 100% Graduation Day in Blackduck.
- d) Jake Braking  
Councilor Johnson has a concern regarding jake-brakes. Councilor Kolb also stated his concern of jake-braking stating in the past the speed limit signs were going to be moved out further. Mayor Gullette stated it could be brought back up if the current council wished to further examine this issue. Schwanke stated the signs could only be placed at the city limits. Grangruth stated the speed limit signs have to be a certain distance apart. Kolb stated it is still happening. Johnson stated he can pinpoint it to a few drivers. Gullette stated if another petition comes before the council the board should hear the residents.
- e) Chamber Sign on the Scenic Highway -  
Mayor Gullette asked for the Chamber if the City of Blackduck sign can be put back up now that the Scenic Hwy construction is completed. Schwanke stated his staff took it down, stored it, painted it, and did not know if the Chamber wanted it back up yet. Schwanke stated he will put it back up once he can clarify its correct allowable location.
- f) City Administrator Job Description  
Councilor Kolb requested consideration of revising the City Administrator job description to allow Regas more time to take on large projects, grant funding, etc. Kolb stated he would like to see some of the responsibilities of Regas be delegated to other staff. Kolb further stated the language in the ordinance does not match the title of the Deputy clerk position and would like clarification on the difference stating the ordinance reads 'clerk treasurer' not deputy clerk. Regas suggested clarifying the job descriptions of the City Administrator and the Deputy Clerk. Mayor Gullette stated a duty of the City Administrator is to write grants and there isn't enough time for Regas to do this. Councilor Johnson stated with all the large projects Regas is responsible for there is going to be times when there is not enough time to do all responsibilities in the administrator position. Kolb stated he is wondering how the department feel about bringing all updates to the council instead of Regas. Schwanke stated he has no problem doing just that but already does. Gullette asked how Regas feels about writing grants instead of contracting it out. Regas has no problem with writing grants but there are times during the year when they are open and are not. Regas stated the level of responsibility of an Administrator varies but is typically classified as a Clerk/Treasurer.
- g) Backwoods Bash & Woodcarvers Festivals  
Councilor Kolb asked if Woodcarvers had enough vendors sign up for Woodcarvers. Regas stated she did not know. Councilor Seitz stated his contact stated it was on this year. Mayor Gullette stated Backwoods Bash will be on in 2021.
- h) Hiring @ The Pond

Councilor Kolb asked how the hiring at the Pond was going. Melissa Gullette stated it is on-going as they are still looking for help.

**5 ADJOURNMENT**

a)

Donald Johnson moved to adjourn the meeting at 7:58pm Jason Kolb seconded the motion.

Carried 4 to 0

Jason Kolb	For
Maxwell Gullette	For
Nicholas Seitz	For
Donald Johnson	For

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Christina Regas, City Administrator

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Maxwell Gullette, Mayor



June 7, 2021

FUND	Deerwood Checking BEGINNING BALANCE	Bill Report through 6/7/2021	Deerwood Checking ENDING BALANCE	Deerwood First Preferred Savings BEGINNING BALANCE	Deerwood First Preferred Savings Bill Report through 6/7/2021	Deerwood First Preferred Savings ENDING BALANCE	Total Balance of all Accounts
GENERAL (101)	\$12,893.97	\$27,770.06	(\$14,876.09)	\$61,493.53	\$0.00	\$61,493.53	
POLICE RESTRICTED CASH	\$11,129.09	\$0.00	\$11,129.09	\$0.00	\$0.00	\$0.00	
CEMETERY (201)	(\$98.81)	\$27.95	(\$126.76)	\$2,330.30	\$0.00	\$2,330.30	
PERPETUAL CARE (202)	\$9,678.34	\$0.00	\$9,678.34	\$53,418.01	\$0.00	\$53,418.01	
SEWER MAINTENANCE	\$0.00	\$0.00	\$0.00	\$59,517.05	\$0.00	\$59,517.05	
SEWER REPLACE.	\$0.00	\$0.00	\$0.00	\$28,790.16	\$0.00	\$28,790.16	
SCDP REVOLVING LOAN FUND	\$0.00	\$0.00	\$0.00	\$74,170.83	\$0.00	\$4,127.08	
FIRE DEPT RESERVE (TruckFund)	\$0.00	\$0.00	\$0.00	\$258,011.39	\$0.00	\$258,011.39	
PINE TREE PARK (209)	\$61,795.69	\$1,299.32	\$60,496.37	\$5,000.00	\$0.00	\$5,000.00	
WATER SINKING FUND	\$0.00	\$0.00	\$0.00	\$150,506.84	\$0.00	\$150,506.84	
PUBLIC WORKS RESERVE FUND	\$0.00	\$0.00	\$0.00	\$12,854.29	\$0.00	\$12,854.29	
Fire Dept Special Equip Fund	\$125,216.45	\$0.00	\$125,216.45	\$26,318.65	\$0.00	\$26,318.65	
2018 Revolving Loan Fund (NEW)	\$0.00	\$0.00	\$0.00	\$106,318.65	\$0.00	\$106,318.65	
2006 GO BOND (307)	\$16,673.04	\$0.00	\$16,673.04	\$33,368.75	\$0.00	\$33,368.75	
2009A Refunding Bond (309)	\$35,451.62	\$1,403.13	\$34,048.49	\$13,942.37	\$0.00	\$13,942.37	
2011 Industrial Lane IntraLoan (311)	\$7,187.72	\$0.00	\$7,187.72	\$0.00	\$0.00	\$0.00	
2014A Disposal System Loan (314)	\$17,779.87	\$0.00	\$17,779.87	\$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)	\$11,487.55	\$0.00	\$11,487.55	\$0.00	\$0.00	\$0.00	
2017 PFA Debt Sys Bond Debt Service (320)	\$44,734.44	\$0.00	\$44,734.44	\$0.00	\$0.00	\$0.00	
2018 Frontage/Pine Ave Internal Loan (325)	\$1,463.56	\$0.00	\$1,463.56	\$0.00	\$0.00	\$0.00	
2021 Liquor Construction Project Fund (352)	\$613,571.25	\$0.00	\$613,571.25	\$0.00	\$0.00	\$0.00	
TAX INCREMENT FINANCING (376)	\$95,584.28	\$500.00	\$95,084.28	\$0.00	\$0.00	\$0.00	
Blackduck HRA Fund (210)	\$5,092.60	\$0.00	\$5,092.60	\$0.00	\$0.00	\$0.00	
WATER FUND (601)	\$186,517.72	\$5,818.58	\$180,699.14	\$0.00	\$0.00	\$0.00	
SEWER FUND (602)	\$115,426.85	\$5,948.78	\$109,478.07	\$0.00	\$0.00	\$0.00	
LIQUOR FUND (609)	\$216,587.91	\$63,236.59	\$153,351.32	\$0.00	\$0.00	\$0.00	
LIQUOR RENT FUND	\$24,417.82	\$0.00	\$24,417.82	\$0.00	\$0.00	\$0.00	
GOLF COURSE (613)	(\$129,408.91)	\$5,849.90	(\$135,258.81)	\$0.00	\$0.00	\$0.00	
<b>Total:</b>	<b>\$1,516,463.25</b>	<b>\$111,854.31</b>	<b>\$1,404,608.94</b>	<b>\$886,040.82</b>	<b>\$0.00</b>	<b>\$886,040.82</b>	<b>\$2,290,649.76</b>

Transfer Recommended:

Fund Transfer from: Fund transfer to: Reason: Amount of Transfer:

2021 Bond Payments: Principal: Interest: Fees: Total:

CITY OF BLACKDUCK

Monthly Bills

May 2021

Check Name	Amount		
<b>Fund 101 GENERAL FUND</b>		<b>Fund 376 TAX INCREMENT FINANCING</b>	
Marco Technologies LLC	\$176.10	BELTRAMI COUNTY-AUDITOR/TREAS.	\$500.00
AMERIPRIDE LINEN & APPAREL	\$124.61	<b>Fund 376 TAX INCREMENT FINANCI</b>	\$500.00
BELTRAMI ELECTRIC COOP	\$2,270.40	<b>Fund 601 WATER FUND</b>	
BEMIDJI PAPER	\$218.28	BELTRAMI ELECTRIC COOP	\$1,066.42
BLACKDUCK AUTO	\$543.97	Gopher State One Call	\$9.45
BLACKDUCK AUTO PARTS, INC	\$125.47	Miller, McDonald	\$3,500.00
BLACKDUCK CO-OP	\$9.25	MN DEPT OF HEALTH	\$653.00
BLACKDUCK FAMILY FOODS	\$150.13	PAUL BUNYAN BROADCASTING CO	\$35.46
BOGARTS REPAIR AND RECOVERY	\$53.00	SANFORD OCCUPATIONAL MEDICINE	\$98.00
CLARITY GLASS	\$10,026.00	WIDSETH	\$456.25
EVOLVE CREATIVE LLC	\$235.00	<b>Fund 601 WATER FUND</b>	\$5,818.58
FORUM COMMUNICATIONS CO	\$133.01	<b>Fund 602 SEWER FUND</b>	
Miller, McDonald	\$5,700.00	BELTRAMI ELECTRIC COOP	\$1,188.97
NORTH STAR ELECTRIC	\$323.00	BLACKDUCK AUTO PARTS, INC	\$83.56
NORTHWOODS LUMBER CO	\$101.23	Miller, McDonald	\$3,500.00
PAUL BUNYAN BROADCASTING CO	\$471.40	RMB ENVIRONMENTAL LABORATORIES	\$720.00
POWER PLAN	\$338.32	WIDSETH	\$456.25
QUILL CORPERATION	\$31.07	<b>Fund 602 SEWER FUND</b>	\$5,948.78
RATWIK, ROSZAK & MALONEY, P.A.	\$1,281.12	<b>Fund 609 MUNICIPAL LIQUOR FUND</b>	
ROGER'S TWO WAY RADIO	\$81.00	AMERIPRIDE LINEN & APPAREL	\$572.65
SANFORD OCCUPATIONAL MEDICINE	\$95.00	BELTRAMI ELECTRIC COOP	\$1,556.21
STREICHERS	\$2,316.00	BEMIDJI COCA-COLA	\$465.80
TIMBERLINE SPORT	\$702.07	BERNATELLOS	\$243.00
Ziegler Inc	\$2,264.63	Bernick Companies	\$10,391.86
<b>Fund 101 GENERAL FUND</b>	\$27,770.06	BLACKDUCK FAMILY FOODS	\$3,043.81
<b>Fund 201 CEMETERY FUND</b>		Breakthru Beverage	\$817.26
NORTHWOODS LUMBER CO	\$27.95	C&L DISTRIBUTING	\$18,839.90
<b>Fund 201 CEMETERY FUND</b>	\$27.95	GOODSPEED & COMPANY	\$1,217.30
<b>Fund 209 PINE TREE PARK FUND</b>		HEGGIES PIZZA LLC	\$50.40
BELTRAMI ELECTRIC COOP	\$223.55	HENRYS	-\$54.30
BEMIDJI PAPER	\$6.53	JOHNSON BROTHERS LIQUOR CO.	\$0.00
BOGART'S	\$23.49	MELISSAS CLEANING	\$792.00
DOBMEIER EXCAVATING	\$200.00	MIKINNON CO., INC	\$8,271.80
JL OUTDOORS LLC	\$450.00	Miller, McDonald	\$6,500.00
MN DEPT OF TRANSPORTATION	\$60.00	MOTION TECHNOLOGY, INC	\$204.21
NORTHWOODS LUMBER CO	\$156.65	NEI BOTTLING INC	\$676.65
WASTE MANAGEMENT OF WI-MN	\$179.10	NORTHWOODS ICE, INC	\$890.40
<b>Fund 209 PINE TREE PARK FUND</b>	\$1,299.32	NORTHWOODS LUMBER CO	\$101.92
<b>Fund 309 2009A GO Refunding Bonds</b>		OLD DUTCH	\$133.56
EHLERS AND ASSOCIATES	\$1,403.13	PAUL BUNYAN BROADCASTING CO	\$297.35
<b>Fund 309 2009A GO Refunding Bon</b>	\$1,403.13	Phillips Wine and Spirits	\$1,039.35

Check Name	Amount
QUILL CORPERATION	\$154.32
REINHART FOODSERVICE LLC	\$3,110.58
SANFORD OCCUPATIONAL MEDICINE	\$49.00
Southern Glazer's of MN	\$1,432.48
US FOODS	\$2,039.08
WIDSETH	\$400.00
<b>Fund 609 MUNICIPAL LIQUOR FUN</b>	<b>\$63,236.59</b>
<b>Fund 613 GOLF COURSE</b>	
AMERIPRIDE LINEN & APPAREL	\$159.62
ARVIG	\$221.40
BELTRAMI ELECTRIC COOP	\$321.64
BEMIDJI COCA-COLA	\$507.44
Bernick Companies	\$254.85
BLACKDUCK AUTO PARTS, INC	\$143.51
BLACKDUCK CO-OP	\$16.12
BLACKDUCK FAMILY FOODS	\$519.49
BLACKDUCK HIGH SCHOOL - TRADES	\$160.00
BOGART'S	\$10.50
C&L DISTRIBUTING	\$362.00
HENRYS	\$54.30
MIKINNON CO., INC	\$184.60
MTI Distributing	\$330.62
NEI BOTTLING INC	\$237.50
NORTHWOODS ICE, INC	\$79.40
NORTHWOODS LUMBER CO	\$323.94
PAUL BUNYAN BROADCASTING CO	\$247.49
QUILL CORPERATION	\$31.99
SANFORD OCCUPATIONAL MEDICINE	\$98.00
TESSMAN SEED COMPANY	\$1,125.29
TIMBERLINE SPORT	\$391.46
WASTE MANAGEMENT OF WI-MN	\$68.74
<b>Fund 613 GOLF COURSE</b>	<b>\$5,849.90</b>
	<b>\$111,854.31</b>

**Sewer Fund**  
**Year to Date Income Statement thru 05/31/2021**

<b>Sewer Operating Revenue:</b>		<b>Budget</b>
Reimbursements	\$247.55	\$0.00
Insurance Proceeds	\$0.00	\$0.00
Interest Earnings	\$184.27	\$750.00
Sewer Sales	\$82,231.85	\$190,000.00
Farm Lease Agreement Revenue	\$3,049.00	\$6,098.00
Swr Penalty	\$633.26	\$1,500.00
Charges for Service	\$1,150.00	\$1,000.00
<b>Total Sewer Revenues</b>	<b>\$87,495.93</b>	<b>\$199,348.00</b>

<b>Sewer Operating Expenditures:</b>		<b>Budget</b>	<b>Remaining</b>
Full-Time Employees Regular	\$29,195.53	\$70,434.00	\$41,238.47
Part-Time Employees	\$92.62	\$1,133.00	\$1,040.38
PERA	\$2,196.65	\$5,218.00	\$3,021.35
FICA	\$2,201.22	\$6,765.00	\$4,563.78
Employer Paid Health	\$5,794.47	\$14,074.00	\$8,279.53
Office Supplies (GENERAL)	\$157.69	\$200.00	\$42.31
Electricity	\$5,301.18	\$20,000.00	\$14,698.82
Training and Instruction	\$0.00	\$1,000.00	\$1,000.00
Operating Supplies (GENERAL)	\$417.69	\$500.00	\$82.31
Motor Fuels	\$1,016.49	\$1,750.00	\$733.51
Lubricants and Additives	\$95.80	\$500.00	\$404.20
Repairs/Maint Supply	\$16.75	\$1,000.00	\$983.25
Equipment Parts	\$0.00	\$0.00	\$0.00
Computer Supplies	\$0.00	\$850.00	\$850.00
Merchandise Resale	\$0.00	\$0.00	\$0.00
Building Repair Supply	\$0.00	\$0.00	\$0.00
Utility Maint Supply	\$0.00	\$0.00	\$0.00
Small Tools	\$7.75	\$600.00	\$592.25
Auditing and Acc't	\$3,500.00	\$3,500.00	\$0.00
Engineering fees	\$1,232.50	\$4,000.00	\$2,767.50
Architect Fees	\$18,181.92	\$0.00	(\$18,181.92)
Testing/Analysis	\$767.00	\$1,000.00	\$233.00
Other Professional Services	\$1,733.26	\$1,500.00	(\$233.26)
Telephone	\$141.60	\$500.00	\$358.40
Postage	\$118.25	\$500.00	\$381.75
Travel Expense	\$0.00	\$1,000.00	\$1,000.00
Other Printing/Binding	\$0.00	\$0.00	\$0.00
Freight and Express	\$0.00	\$0.00	\$0.00
Legal Notices/Publications	\$0.00	\$0.00	\$0.00
General Liability Insurance	\$1,017.04	\$2,000.00	\$982.96
Property Insurance	\$1,615.00	\$1,500.00	(\$115.00)
Other Insurance	\$0.00	\$0.00	\$0.00
Automotive Insurance	\$0.00	\$0.00	\$0.00
Workers Compensation	\$1,290.80	\$2,500.00	\$1,209.20
Unemployment Paid	\$0.00	\$0.00	\$0.00
State Connection Fee	\$0.00	\$0.00	\$0.00
Repairs/Maint Building	\$0.00	\$0.00	\$0.00
Repairs/Maintenance Structure	\$0.00	\$10,000.00	\$10,000.00
Repairs/Maintenance Machinery	\$0.00	\$0.00	\$0.00
Dues and Subscriptions	\$2,678.37	\$4,000.00	\$1,321.63
Improvements other	\$1,648.75	\$0.00	(\$1,648.75)
Medical Fees	\$0.00	\$0.00	\$0.00
Other Equipment (irrigator)	\$6,588.03	\$6,700.00	\$111.97
<b>Total Sewer Expenditures</b>	<b>\$87,006.36</b>	<b>\$162,724.00</b>	<b>\$75,717.64</b>

		<b>Budget</b>	<b>Remaining</b>
2019 Micro Loan Principal	\$8,000.00	\$8,449.00	\$449.00
2019 Micro Loan Interest	\$0.00	\$0.00	\$0.00
Debt Srv Principal 2014 Go Bond	\$3,000.00	\$3,000.00	\$0.00
Public Works/Police Facility	\$0.00	\$3,352.00	\$3,352.00
Depreciation/Capital Outlay	\$0.00	\$25,000.00	\$25,000.00
<b>Total</b>	<b>\$11,000.00</b>	<b>\$39,801.00</b>	<b>\$25,449.00</b>

**Net Total**                      **(\$10,510.43)**                      **\$202,525.00**                      **\$101,166.64**

## Water Fund

Year to Date Income Statement thru 05/31/2021

Water Operating Revenue:	Budget:	
Water Meter Sales	\$0.00	\$0.00
Health Dept Charges	\$26.70	\$2,994.00
Penalties and Interest	\$0.00	\$0.00
Water Sales	\$89,529.64	\$216,500.00
Water Connect/Reconnect Fee	\$200.00	\$1,500.00
Water Penalty	\$668.26	\$1,750.00
Interest Earnings	\$306.43	\$1,750.00
Reimbursements	\$405.79	\$0.00
<b>Total Water Revenues</b>	<b>\$91,136.82</b>	<b>\$224,494.00</b>

Water Operating Expenditures:	Year to Date	Budget	Remaining
Full-Time Employees Regular	\$27,122.03	\$65,627.00	\$38,504.97
Full-Time Employees OT	\$600.67	\$2,000.00	\$1,399.33
Part-Time Employees	\$92.63	\$2,666.00	\$2,573.37
PERA	\$2,086.22	\$5,023.00	\$2,936.78
FICA	\$2,089.48	\$5,194.00	\$3,104.52
Employer Paid Health	\$5,553.49	\$13,491.00	\$7,937.51
Office Supplies (GENERAL)	\$28.99	\$300.00	\$271.01
Printed Forms	\$0.00	\$0.00	\$0.00
Electricity	\$5,786.18	\$12,000.00	\$6,213.82
Computer Supplies	\$0.00	\$850.00	\$850.00
Training and Instruction	\$0.00	\$1,000.00	\$1,000.00
Operating Supplies (GENERAL)	\$223.14	\$1,600.00	\$1,376.86
Cleaning Supplies	\$0.00	\$0.00	\$0.00
Motor Fuels	\$890.20	\$1,000.00	\$109.80
Lubricants and Additives	\$0.00	\$0.00	\$0.00
Chemicals	\$0.00	\$0.00	\$0.00
Chlorine	\$950.00	\$7,000.00	\$6,050.00
Fluoride	\$0.00	\$1,000.00	\$1,000.00
Repairs/Maint Supply	\$0.00	\$0.00	\$0.00
Equipment Parts	\$0.00	\$0.00	\$0.00
Building Repair Supply	\$0.00	\$0.00	\$0.00
Utility Maint Supply	\$0.00	\$0.00	\$0.00
Small Tools	\$0.00	\$500.00	\$500.00
Merchandise for Resale	\$0.00	\$750.00	\$750.00
Auditing and Acc't	\$3,500.00	\$3,500.00	\$0.00
Architect/Legal Fees	\$18,181.92	\$0.00	(\$18,181.92)
Testing/Analysis	\$0.00	\$0.00	\$0.00
Engineering Fees	\$1,232.50	\$4,000.00	\$2,767.50
Professional Services	\$0.00	\$1,000.00	\$1,000.00
Other Professional Services	\$1,798.26	\$1,000.00	(\$798.26)
Telephone	\$35.46	\$0.00	(\$35.46)
Postage	\$394.80	\$750.00	\$355.20
Travel Expense	\$0.00	\$1,000.00	\$1,000.00
Other Equipment	\$9,740.00	\$0.00	(\$9,740.00)
Legal Notices/Publications	\$0.00	\$0.00	\$0.00
General Liability Insurance	\$194.52	\$315.00	\$120.48
Property Insurance	\$952.00	\$1,600.00	\$648.00
Workers Compensation	\$1,057.85	\$2,000.00	\$942.15
Towing Charges	\$200.00	\$0.00	(\$200.00)
State Connection Fee	\$653.00	\$2,994.00	\$2,341.00
Repairs/Maint Building	\$0.00	\$0.00	\$0.00
Repairs/Maintenance Structure	\$2,341.69	\$12,000.00	\$9,658.31
Repairs/Maintenance Machinery	\$0.00	\$2,500.00	\$2,500.00
Dues and Subscriptions	\$2,293.24	\$3,000.00	\$706.76
Uncolletable Checks/Bad Debt	\$79.12	\$200.00	\$120.88
Medical Fees	\$98.00	\$0.00	(\$98.00)
Miscellaneous	\$0.44	\$0.00	(\$0.44)
Solid Waste Expense	\$307.80	\$0.00	(\$307.80)
Bank Service Charges	\$172.47	\$750.00	\$577.53
<b>Total Water Expenditures</b>	<b>\$88,656.10</b>	<b>\$156,610.00</b>	<b>\$67,953.90</b>

Other Water Expenditures:	Budget		Remaining
Transfer Fr Other Fund	\$0.00	\$0.00	\$0.00
PFA Debt Service Principal	\$0.00	\$3,352.00	\$0.00
PFA Debt Service Interest	\$0.00	\$104.50	\$0.00
Debt Service Bond Principal	\$45,000.00	\$45,000.00	\$0.00
Debt Service Bond Interest	\$8,756.25	\$17,107.50	\$8,351.25
Depreciation/Capital Outlay	\$0.00	\$10,000.00	\$10,000.00
<b>Total</b>	<b>\$53,756.25</b>	<b>\$75,564.00</b>	<b>\$18,351.25</b>

<b>Net Total</b>	<b>(\$51,275.53)</b>	<b>\$232,174.00</b>	<b>\$86,305.15</b>
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Pine Tree Park  
Year to Date Income Statement thru 05/31/2021

PTP Revenues	2021	Beach	2020
Reservation Fees	\$510.00		\$50.00
Grants	\$11,000.00		\$11,000.00
Camping Fees	\$8,182.00		\$515.00
Other Revenue	\$0.00		\$0.00
Contributions and Donations	\$0.00	\$0.00	\$18,707.00
Interest Earnings	\$88.45		\$471.61
<b>Total PTP Revenues</b>	<b>\$19,780.45</b>	<b>\$0.00</b>	<b>\$30,743.61</b>

PTP Expenditures	2021 YTD	Beach	2020 YTD	2021	
				Budget	Remaining
Full-Time Employees Regular	\$1,773.12		\$1,820.45	\$5,489.00	\$3,715.88
Part-Time Employees Regular	\$0.00		\$133.88	\$2,832.00	\$2,832.00
PERA	\$133.03		\$146.72	\$432.00	\$298.97
FICA	\$130.55		\$144.35	\$529.00	\$398.45
Employer Paid Health	\$336.56		\$336.27	\$810.00	\$473.44
Office Supplies	\$0.00		\$0.00	\$0.00	\$0.00
Electricity	\$641.87		\$522.60	\$2,700.00	\$2,058.13
Operating Supplies (GENERAL)	\$216.39		\$101.30	\$800.00	\$583.61
Cleaning Supplies	\$16.81		\$0.00	\$0.00	(\$16.81)
Motor Fuels	\$0.00		\$0.00	\$1,000.00	\$1,000.00
Repairs/Maint Supply	\$42.24		\$49.53	\$750.00	\$707.76
Equipment Parts	\$0.00		\$36.48	\$200.00	\$200.00
Other Professional Services	\$650.00		\$0.00	\$600.00	(\$50.00)
Postage	\$0.00	\$0.00	\$91.30	\$0.00	\$0.00
Advertising	\$0.00		\$0.00	\$500.00	\$500.00
Other Printing/Binding	\$0.00		\$0.00	\$0.00	\$0.00
General Liability Insurance	\$389.04		\$355.72	\$640.00	\$250.96
Property Insurance	\$1,648.50		\$1,536.50	\$2,000.00	\$351.50
Workers Compensation Insurance	\$0.00		\$0.00	\$0.00	\$0.00
Garbage	\$639.90		\$284.50	\$1,750.00	\$1,110.10
Repairs/Maint Building	\$1,881.11		\$0.00	\$20,000.00	\$18,118.89
Repairs/Maintenance Structure	\$0.00		\$0.00	\$0.00	\$0.00
Improvements Other	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Repairs/Maintenance Machinery	\$0.00		\$46.49	\$1,500.00	\$1,500.00
Other Equipment	\$5,102.00		\$0.00	\$0.00	(\$5,102.00)
Depreciation	\$0.00		\$0.00	\$5,000.00	\$5,000.00
Miscellaneous - Refunds	\$110.00		\$0.00	\$0.00	(\$110.00)
Dues and Subscriptions	\$60.00		\$0.00	\$375.00	\$315.00
<b>Total PTP Expenditures</b>	<b>\$13,771.12</b>	<b>\$0.00</b>	<b>\$5,606.09</b>	<b>\$47,907.00</b>	<b>\$34,135.88</b>
<b>Net Profit</b>	<b>\$6,009.33</b>	<b>\$0.00</b>	<b>\$25,137.52</b>		
<b>Total</b>	<b>\$6,009.33</b>	<b>\$0.00</b>	<b>\$25,137.52</b>		

**Blackduck Municipal Golf Course**  
**Year-To-Date Income Statement 05/31/2021**

	Sales	Cost of Goods	Gross Profit	Gross Margin	Budget	Remaining
Beer	\$401.44	\$752.70	(\$351.26)	-87.50%	\$3,000.00	\$2,247.50
Soft Drinks	\$485.24	\$914.69	(\$429.45)	-88.50%	\$3,000.00	\$2,085.51
Food	\$146.23	\$443.64	(\$297.41)	-203.39%	\$1,500.00	\$1,056.36
Golf Merchandise	\$397.49	\$0.00	\$397.49	100.00%	\$1,000.00	\$1,000.00
Clothing	\$83.50	\$0.00	\$83.50	100.00%	\$500.00	\$500.00
<b>Total</b>	<b>\$1,513.90</b>	<b>\$2,111.03</b>	<b>(\$597.13)</b>	<b>-39.44%</b>	<b>\$9,000.00</b>	<b>\$6,888.97</b>

<b>Charges for Services</b>	<i>Income through 6/6/21</i>
Green Fees	\$7,312.19
Membership Fees	\$22,591.18
Trail Fees	\$674.55
Cart Storage	\$1,368.12
Rentals (Clubs, Carts)	\$972.36
Power Carts	\$5,507.49
Clubhouse Rental	\$0.00
Golf Tournament Revenue	\$0.00
<b>Total Charges for Services</b>	<b>\$38,425.89</b>

**Total Income \$39,939.79**

<b>Less Operating Expense</b>		<b>Budget</b>	<b>Remaining</b>
Wages	\$11,134.92	\$60,025.00	\$48,890.08
PERA	\$786.48	\$4,502.00	\$3,715.52
FICA	\$851.82	\$4,592.00	\$3,740.18
Office Supplies	\$0.00	\$0.00	\$0.00
Heating Fuel	\$0.00	\$0.00	\$0.00
Electricity	\$1,977.60	\$5,000.00	\$3,022.40
Training & Instructions	\$0.00	\$0.00	\$0.00
Operating Supplies	\$298.56	\$2,200.00	\$1,901.44
Cleaning Supplies	\$75.85	\$0.00	(\$75.85)
Motor Fuels	\$450.67	\$3,500.00	\$3,049.33
Lubricants/Additives	\$102.82	\$0.00	(\$102.82)
Chemicals	\$1,580.37	\$5,000.00	\$3,419.63
Repair/Maint/Supplies	\$0.00	\$0.00	\$0.00
Equipment parts	\$0.00	\$0.00	\$0.00
Building Repair supply	\$0.00	\$0.00	\$0.00
Small Tools/Equipment	\$0.00	\$0.00	\$0.00
Tires	\$0.00	\$0.00	\$0.00
Auditing/Accounting	\$0.00	\$0.00	\$0.00
Medical Fees	\$147.00	\$500.00	\$353.00
Dram	\$0.00	\$750.00	\$750.00
Telephone	\$337.86	\$600.00	\$262.14
Cable Television	\$227.89	\$200.00	(\$27.89)
Other Equipment	\$0.00	\$0.00	\$0.00
Other Professional services	\$0.00	\$0.00	\$0.00
Postage	\$55.00	\$50.00	(\$5.00)
Advertising	\$0.00	\$0.00	\$0.00
Liability Insurance	\$1,410.27	\$2,200.00	\$789.73
Property Insurance	\$1,296.50	\$3,200.00	\$1,903.50
Work Comp	\$278.29	\$550.00	\$271.71
Unemployment	\$0.00	\$4,500.00	\$4,500.00
Insurance	\$0.00	\$0.00	\$0.00
Garbage Disposal	\$376.54	\$700.00	\$323.46
Repair/Maint Building	\$790.61	\$1,200.00	\$409.39
Repair/Main Structure	\$0.00	\$0.00	\$0.00
Repairs/Maint Machinery	\$6,814.29	\$5,000.00	(\$1,814.29)
Maintenance Course	\$1,138.32	\$3,000.00	\$1,861.68
Motor Vehicles	\$0.00	\$0.00	\$0.00
Cart Shed Bond	\$0.00	\$6,118.00	\$6,118.00
Miscellaneous	\$0.00	\$0.00	\$0.00
Dues and Subscriptions	\$1,458.28	\$2,000.00	\$561.72
Bank Service Charges	\$60.00	\$1,300.00	\$1,240.00
Debt Service Bond Principal	\$10,000.00	\$10,000.00	\$0.00
Interest	\$375.00	\$660.00	\$285.00
Equipment Bond Interest 2016	\$850.00	\$1,537.50	\$687.50
Equipment Bond Principal 2016	\$13,000.00	\$13,000.00	\$0.00
<b>Total Expense</b>	<b>\$55,854.94</b>	<b>\$141,884.50</b>	<b>\$86,029.56</b>

**OPERATING INCOME OR LOSS (\$18,026.18)**

<b>Other Expenses</b>	
Misc. Expenses	\$540.00 <i>membership return</i>
Equipment - Gator	\$0.00
Management Fee	\$0.00
Capital Improvements	\$0.00
Transfer to General	\$0.00
Cash Short	\$80.12

**Total Other Expenses** **\$620.12**

**Other Income**

General Property taxes	\$361.54
Transfer Fr Liq Str	\$0.00
Reimbursements	\$274.68
Donations and Contributions	\$0.00
Cash Over	\$20.45
Tee Box Revenue	\$3,000.00

**Total Other Income** **\$3,656.67**

**NET INCOME OR LOSS YEAR TO DATE** **(\$14,989.63)**

<b>Sales Comparison YTD</b>	<b>2020 thru November</b>	<b>2021</b>
Green Fees	\$44,193.69	\$7,312.19

<b>YTD Comparisons:</b>	<b>2020</b>	<b>2021</b>
Operating Revenue	\$36,756.06	\$43,596.46
Operating Expense	\$51,183.73	\$58,586.09
	(\$14,427.67)	(\$14,989.63)



**Blackduck Municipal Liquor Store Income Statement**  
**Year to Date Ending 05/31/2021**

\$313,973.25 How much we paid for our inventory (expenses)

	Sales	Cost of Goods	Gross Profit	
Liquor Sales Off-Sale	\$114,260.14	\$84,188.71	\$30,071.43	26.32%
Beer Sales Off-Sale	\$203,050.03	\$154,503.73	\$48,546.30	23.91%
Wine Sales Off-Sale	\$16,753.39	\$9,918.56	\$6,834.83	40.80%
Other Sales On/Off-Sale	\$6,150.90	\$4,728.22	\$1,422.68	23.13%
Liquor Sales On-Sale	\$36,239.81	\$8,860.98	\$27,378.83	75.55%
Beer Sales On-Sale	\$50,387.30	\$11,202.00	\$39,185.30	77.77%
Wine Sales On-Sale	\$469.45	\$212.93	\$256.52	54.64%
Cigarette Sales	\$455.54	\$341.92	\$113.62	24.94%
Clothing	\$2,185.00	\$1,605.35	\$579.65	26.53%
Soft Drinks On Sale	\$5,690.36	\$4,239.79	\$1,450.57	25.49%
Food Sales	\$74,160.52	\$38,211.87	\$35,948.65	48.47%

	Our cost of inventory		GPM	
<b>Total</b>	<b>\$509,802.44</b>	<b>\$318,014.06</b>	<b>\$191,788.38</b>	<b>37.62%</b>

Less Operating Expense	2021 YTD	Budget	Remaining
Wages FT	\$42,620.53	\$100,060.00	\$57,439.47
Wages PT	\$43,848.96	\$102,497.00	\$58,648.04
PERA	\$6,655.55	\$13,871.00	\$7,215.45
FICA	\$7,367.56	\$15,381.00	\$8,013.44
Health Insurance	\$10,105.86	\$24,307.00	\$14,201.14
Office Supplies	\$280.41	\$900.00	\$619.59
Electricity	\$8,824.99	\$20,000.00	\$11,175.01
Heating Fuel	\$1,291.99	\$1,500.00	\$208.01
Computer Supplies	\$0.00	\$0.00	\$0.00
Training and Instruction	\$215.00	\$500.00	\$285.00
Operating & Bar Supplies	\$10,606.02	\$15,000.00	\$4,393.98
Cleaning Supplies	\$84.59	\$0.00	(\$84.59)
Bar Supply	\$0.00	\$0.00	\$0.00
Building Repair Supplies	\$0.00	\$0.00	\$0.00
Mix Expense	\$2,779.76	\$9,000.00	\$6,220.24
Auditing / Acct'g Services	\$6,500.00	\$6,500.00	\$0.00
Other Professional Services/Cleaning/Boring	\$7,620.00	\$4,100.00	(\$3,520.00)
Telephone	\$1,139.53	\$2,000.00	\$860.47
Postage	\$0.00	\$400.00	\$400.00
Cable Television	\$634.55	\$1,500.00	\$865.45
Internet Access	\$394.75	\$1,400.00	\$1,005.25
Travel Expense	\$0.00	\$500.00	\$500.00
Freight	\$2,037.73	\$5,000.00	\$2,962.27
Advertising	\$0.00	\$0.00	\$0.00
Promotions/Entertainment	\$889.03	\$6,000.00	\$5,110.97
Legal Notices	\$299.25	\$0.00	(\$299.25)
Liability Insurance	\$1,410.27	\$2,500.00	\$1,089.73
Property Insurance	\$3,774.50	\$7,200.00	\$3,425.50
Dram Shop/Liquor Liability	\$4,157.00	\$4,750.00	\$593.00
Other Insurance	\$0.00	\$0.00	\$0.00
Work Comp	\$2,456.53	\$5,000.00	\$2,543.47
Water Utility	\$694.18	\$2,700.00	\$2,005.82
Garbage Disposal	\$2,384.78	\$6,000.00	\$3,615.22
Catering Expense	\$0.00	\$500.00	\$500.00
Repairs & Maintenance	\$0.00	\$0.00	\$0.00
Repairs/Maintenance Building	\$2,197.39	\$10,000.00	\$7,802.61
Uncollectable Checks	\$0.00	\$200.00	\$200.00
Dues and Subscriptions	\$1,055.00	\$3,750.00	\$2,695.00
Bank Service Charges	\$187.75	\$20,000.00	\$19,812.25
Furniture & Fixtures	\$0.00	\$5,000.00	\$5,000.00
Office Equip & Furnishings	\$0.00	\$0.00	\$0.00
Architect Fees	\$55,228.13	\$0.00	(\$55,228.13)
Building & Structures	\$15,000.00	\$5,000.00	(\$10,000.00)
Medical Fees	\$343.00	\$350.00	\$7.00
Assessment	\$1,262.79	\$1,300.00	\$37.21
Other Equipment - Message board debt	\$7,153.75	\$7,153.75	\$0.00
<b>Total Operating Expense</b>	<b>\$251,501.13</b>	<b>\$411,819.75</b>	<b>\$160,318.62</b>

**Inventory Expense** (\$4,040.81)

**NET INCOME OR LOSS** (\$55,671.94)

**Other Expenses**

<i>Donations</i>	<i>\$1,800.00</i>
Capital Outlay	\$0.00
Unemployment Paid	\$0.00
Cash Short	(\$115.34)
Misc. Expense	\$0.00
<b>Total Other Expenses</b>	<b>\$1,684.66</b>

**Other Income**

Reimbursements (NSF)	\$933.60
<i>Rent Income</i>	<i>\$3,525.40</i>
Vending Income	\$656.75
Interest	\$415.04
Catering Revenue	\$93.13
Cash Over	\$537.90
<b>Total Other Income</b>	<b>\$6,161.82</b>

Gross Profit Before Transfers	(\$51,194.78)
Transfer to General Fund & Other Funds	\$20,000.00
Net Profit After Inventory Exp & Transfers	(\$71,194.78)

Inventory On-Hand at 1/1/2021 after inventory total	\$87,723.20
Inventory On-Hand at 05/31/2021	\$98,020.74
Difference	\$10,297.54

Sales Comparison Year to Date Ending 05/31/2021

	2019	2020	2021	% of Increase from 2020-2021
Off-Sale Liquor	\$99,004.93	\$120,024.39	\$114,260.14	-4.80%
Off-Sale Beer	\$176,512.69	\$202,444.49	\$203,050.03	0.30%
Off-Sale Wine	\$16,975.48	\$19,127.73	\$16,753.39	-12.41%
Total Off-Sale	\$292,493.10	\$341,596.61	\$334,063.56	-2.21%
On-Sale Liquor	\$51,592.13	\$23,665.83	\$36,239.81	53.13%
On-Sale Beer	\$64,101.76	\$33,776.99	\$50,387.30	49.18%
On-Sale Wine	\$566.57	\$293.97	\$469.45	59.69%
Total On-Sale	\$116,260.46	\$57,736.79	\$87,096.56	50.85%
<b>Total On and Off Sale</b>	<b>\$408,753.56</b>	<b>\$399,333.40</b>	<b>\$421,160.12</b>	<b>5.47%</b>
Total Food Sales	\$44,893.51	\$47,914.34	\$74,160.52	54.78%
Gross Liquor Store Sales Comparison	\$475,852.36	\$465,978.92	\$515,964.26	10.73%

# MINNESOTA Lawful Gambling

## LG216 Worksheet for Calculating Lawful Gambling Monthly Rent

Organization Name Blackduck Fire Relief Licence 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

**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

1 \_\_\_\_\_  
 2 20.00%  
 3 \_\_\_\_\_

A	B1	B2	C1	C2	D	E1	E2	F	G	H
	<b>Booth Operation</b>		<b>Bar Operation</b>		<b>Rent Limit</b>	<b>Bar Operation Electronic Games</b>		<b>Total Rent</b>	<b>Bar Operation</b>	
Month and Year	Multiply the total of this month's net receipts from paper pull-tabs, electronic pull-tabs, electronic linked bingo, tipboards, and paddletickets by the amount in Box 1.		Multiply the total of this month's net receipts from paper pull-tabs, tipboards, and paddletickets by the amount in Box 2.		If an amount was entered, in Col B, enter the sum of Cols B and C up to a max of \$1750. If Col B is blank, enter Col C.	Multiply the total of this month's net receipts from, electronic pull-tabs and electronic linked bingo by the amount in Box 3.		Add Columns D and E Report amount on Schedule A, line 22h	Enter cash short for games sold from bar-op. Report amount on Sched A, line 22m. in month the Col H is paid.	Subtract Col G from Col F. This is the amount of rent to be paid. The amount is not reported on Sched A.
4/2021			6421.00	1284.20	1284.20			1284.20	(113.00)	1171.20

- This amount may not exceed 10%.
- Enter no more than 10% if paper or electronic pull-tabs, tipboards, paddletickets (other than paddletickets 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.

May 17, 2021

Raymond Finney  
Kathleen Finney  
188 Main Street North  
Blackduck, MN 56630

RE: Petroleum Tank Release Site File Closure  
Site: Finney Residence, 188 Main Street North, Blackduck, Beltrami County 56630  
MPCA Site ID: LS0019886

Dear Raymond Finney and Kathleen Finney:

The Minnesota Pollution Control Agency (MPCA) has determined that the investigation and/or cleanup has adequately addressed the petroleum tank release at the site (Site) listed above. Based on the information provided by MPCA's contractor, West Central Environmental Consultants, the MPCA has closed the petroleum tank release site file. However, due to the presence of non-petroleum contamination, this Site has been referred to MPCA's Site Assessment Program for potential state and/or federal Superfund oversight. For more information on the Site Assessment Program, please contact Drew Bahl at 651-757-2187 or [drew.bahl@state.mn.us](mailto:drew.bahl@state.mn.us).

The closure of the petroleum tank release site file means the MPCA does not require any additional investigation and/or cleanup work at this time or in the foreseeable future. Please be aware that file closure does not necessarily mean that all petroleum contamination has been removed from this Site. However, the MPCA has concluded that any remaining contamination, if present, does not appear to pose a threat to public health or the environment under current conditions.

The MPCA reserves the right to reopen this file and to require additional investigation and/or clean-up work if new information, changing regulatory requirements, or changed land use makes additional work necessary. If you or other parties discover additional contamination (either petroleum or non-petroleum) that was not previously reported, Minnesota state law requires that the MPCA be notified immediately.

You should understand this letter does not release any party from liability for the petroleum contamination under Minn. Stat. § 115C.021, subd. 1, or any other applicable state or federal law. In addition, this letter does not release any party from liability for non-petroleum contamination, if present, under Minn. Stat. § 115B, the Minnesota Environmental Response and Liability Act.

If future development of this property or the surrounding area is planned, it should be assumed that petroleum contamination may still be present. If petroleum contamination is encountered during future development work, the MPCA should be notified immediately.

Raymond Finney and Kathleen Finney

Page 2

May 17, 2021

If you have any questions regarding this letter, please contact me at 651-757-2463 or by email at [stephen.frye@state.mn.us](mailto:stephen.frye@state.mn.us), or the site's hydrogeologist, Chuck Krueger, at 651-757-2077 or by email at [chuck.krueger@state.mn.us](mailto:chuck.krueger@state.mn.us). Please reference the above MPCA Site ID in all correspondence. You may also reach the MPCA by calling 651-296-6300 or 800-657-3864.

Sincerely,

*Stephen Frye*

*This document has been electronically signed.*

Stephen Frye  
Project Manager  
Remediation Division

*Chuck Krueger*

*This document has been electronically signed.*

Chuck Krueger  
Hydrologist  
Remediation Division

SF/CK:mh

cc: Christina Regas, City Administrator (electronic)  
Brian Larson, Fire Chief (electronic)  
Brent Rud, Beltrami County Environmental Services (electronic)  
Matt Johnson, West Central Environmental Consultants (electronic)  
Jesse Frank, West Central Environmental Consultants (electronic)

**City of Blackduck**  
**Agreement between City and Campground Host**

**Name of Campground:** Pine Tree Park

**Dates of Voluntary Agreement:** 5/31/2021 -09/6/2021

**Names of Parties to the Agreement:** City of Blackduck & Gary Hennes

**Jobs Performed by Campground Host:**

Public Relations

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

Routine Maintenance

Perform routine maintenance work including:

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

Safety

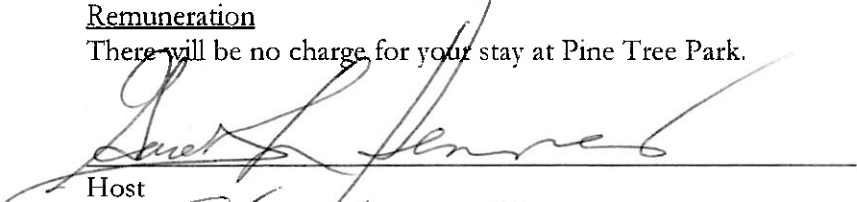
Inform the Blackduck Police Chief or Beltrami County Sheriff's office if any problems arise in the campground. Use your own good judgment as to when a call is necessary; however, the City of Blackduck stresses the importance of the Host's safety and the safety of the campers first. Do not hesitate to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

Communication

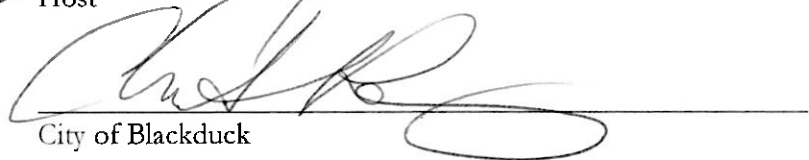
Inform City Hall (835-4803) on weekdays, if any critical problems should arise. We will work with you to solve any problems that may arise.

Remuneration

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

  
Host

5/20/21  
Date

  
City of Blackduck

5/20/21  
Date

Gone - June 9-16 (Mpls)  
June 27 - July 19 (WY)

**Gary L Hennes**  
**514 Americas Way PMB 6978**  
**Box Elder SD 57719-7600**  
**Garyace01@gmail.com**  
**(763) 486-5142**  
  
**Escapees #122504**  
**FMCA #442738 NKK #F23992**



Delta Dental of Minnesota  
 Attn: Delta Dental Connect<sup>SM</sup>  
 500 Washington Ave. South, Ste. 2060  
 Minneapolis, MN 55415

www.DeltaDentalMN.org

Delta Dental of Minnesota

City of Blackduck

**MAY 24 2021**

May 15, 2021

Christina Regas  
 City of Blackduck  
 8 Summit Ave E  
 Blackduck, MN 56630

RE: Dental Plan Contract Renewal including contract documents  
 Renewal Period: September 1, 2021 - August 31, 2022, Client Number: 702900

Dear Christina Regas,

Thank you for choosing Delta Dental of Minnesota. We are pleased to be your partner in your employee's wellness. As the nation's leading dental benefits provider, we know that good oral health is crucial to overall health.

City of Blackduck's contract is scheduled to renew on September 1, 2021. We have completed a comprehensive review of your dental plan and for your budgeting purposes, your updated contract documents are enclosed.

<b>Rates per subscriber per month</b>	<b>Current Rate(s)</b> September 1, 2020 through August 31, 2021	<b>Renewal Rate(s)</b> September 1, 2021 through August 31, 2022
Subscriber only	\$28.95	\$29.53
Subscriber and spouse	\$59.45	\$60.64
Subscriber and child(ren)	\$60.35	\$61.56
Subscriber, spouse and child(ren)	\$95.85	\$97.77

After review of the enclosed contract documents, please have your group's authorized representative sign the contract and return it to our Group Administration Team at:

Delta Dental of Minnesota  
 Attn: Group Administration  
 P.O. Box 30416  
 Lansing, MI 48909-7916  
 GroupAdministration@MyDeltaDental.com

If we do not receive the signed contract by the effective date, we will consider remittance of payment as acceptance of the contract and will begin administering your dental benefits accordingly. By permitting us to do so, you accept the terms of this contract in full and agree that this contract is binding, even if a signed copy of the contract is not returned to Delta Dental of Minnesota.

DELTA DENTAL OF MINNESOTA  
A Minnesota Nonprofit Health Service Plan Corporation  
GROUP DENTAL PLAN CONTRACT SIGNATURE PAGE

CLIENT: City of Blackduck  
CONTRACT NO: 702900-0001  
CONTRACT START DATE: September 1, 2021  
CONTRACT END DATE: August 31, 2022

Delta Dental of Minnesota (hereinafter Delta Dental), a Minnesota nonprofit health service plan corporation, and the above named Client, in consideration of the mutual agreements and undertakings set forth in this Contract (as defined in the Contract Body), hereby agree as follows:

1. That this Contract shall be effective as the Contract Date set forth above; and
2. That the following documents, attached hereto and incorporated herein by reference, are included as part of the Contract:

Exhibit A: Declaration Page  
Exhibit B: Dental Plan Description for City of Blackduck  
Exhibit C: Business Contract Body

In witness whereof, Delta Dental and the Client have caused this Contract to be signed by their authorized representatives on the dates set forth below (hereinafter "Signature page").

**AUTHORIZED SIGNATURES**

**CLIENT**

BY: \_\_\_\_\_  
TITLE: \_\_\_\_\_  
DATE: \_\_\_\_\_

**DELTA DENTAL OF MINNESOTA**

BY: Rodney A. Young  
TITLE: President  
DATE: May 15, 2021

**DELTA DENTAL OF MINNESOTA**

BY: Stephanie A. Albst  
TITLE: Assistant Secretary  
DATE: May 15, 2021



# Final Council Approval for the Following

## Seasonal & Part-time Employees:

<b>Name:</b>	<b>Position:</b>	<b>Date of Hire:</b>	<b>Wage:</b>
<b>Ryan Dobmeier</b>	Bartender	05/28/2021	\$10.50
<b>Melissa Mystic</b>	Clubhouse	06/01/2021	\$10.50
<b>Sandy Kalvig</b>	Clubhouse	05/18/2021	\$10.50
<b>Chloe Lindner</b>	Clubhouse	06/07/2021	\$10.50
<b>Kaydre Gullette</b>	Clubhouse	05/15/2021	\$10.50
<b>Cian Verbridge</b>	Clubhouse	6/9/2021	\$10.50



# CITY OF BLACKDUCK RESOLUTION NO: 2021-01

## A RESOLUTION OF ANNUAL APPOINTMENTS AND DESIGNATIONS FOR 2021

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

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

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

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

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

Revised by the Blackduck City Council this 7<sup>th</sup> day of June 2021.

APPROVED:

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Maxwell Gullette, Mayor

---

Christina Regas, City Administrator



# CITY OF BLACKDUCK RESOLUTION NO: 2021-01

## **EXHIBIT A**

### **DESIGNATIONS**

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



# CITY OF BLACKDUCK RESOLUTION NO: 2021-01

## **EXHIBIT B**

### **APPOINTMENTS AND REPRESENTATION ON VARIOUS COMMITTEES**

Vice Mayor: Nicholas Seitz

City Assessor: County Assessor, Joe Skerik

City Engineer: Curt Meyer, Widseth

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

*Council Member* Sheldon Ostlund

*Other* Jace Grangruth

Personnel Committee (3): City Administrator, Christina Regas

*Council member* Jason Kolb

*Other* Shawnda Lahr

*Other* Jace Grangruth

*Other* Mike Schwanke

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

*Council Member* Nicholas Seitz

*Other* Donald Johnson

Liquor Committee (4): Liquor Store Manager, Shawnda Lahr  
City Administrator, Christina Regas

**Councilor Donald Johnson**

*Council Member* Nicholas Seitz

Finance Committee (3): City Administrator, Christina Regas

*Council Member* Jason Kolb

*Other* Mike Schwanke

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

*Council Member* Maxwell Gullette



# CITY OF BLACKDUCK

## RESOLUTION NO: 2021-01

Golf Board (up to 6): City Administrator, Christina Regas  
Golf Manager, Pam Exner  
Golf Course Superintendent, Jim Andersen

*Golf Member* **OPEN**  
*Golf Member* Kevin Erpelding  
*Council Member* Maxwell Gullette  
*Council Member* **Jason Kolb**

Safety Committee (4): Public Works Supervisor, Mike Schwanke  
Liquor Store Manager, Shawnda Lahr  
Deputy Clerk, Paige Moore  
*Other/Council Member* Sheldon Ostlund

Planning Commissioners (5): Kurt Benson  
Kurt Cease  
Bob Klug Sr.  
Ernie Tindell  
Ron Rockis

Zoning Administrator: City Administrator, Christina Regas

Library Board: Mary Salmonson  
Miriam Osborn  
Katie Click  
Lorraine Warden  
Paula Erickson  
Nance Kunkel  
Amy Granlund  
*Blackduck Librarian* Kelly West  
*Council Member Liason* Nicholas Seitz

Kitchigami Regional Library Representative: Nicholas Seitz

HRA (up to 5): Mayor Maxwell Gullette  
Councilor Jason Kolb  
Councilor Sheldon Ostlund  
Councilor Nicholas Seitz  
**Councilor Donald Johnson**  
City Administrator, Christina Regas



# CITY OF BLACKDUCK

## RESOLUTION NO: 2021-01

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

Historical Preservation Committee (up to 8): Gene Kjelberg  
Glennis Moon  
Avonel Kjelberg  
Shirley Gilmore  
Mary Joy  
Marilyn Page  
Lavone Peterson  
Ann May Floura  
Carol Hannigan  
Marie Juelson

Ambulance Board Representative (BAI): City Administrator, Christina Regas

Ambulance Joint Powers Emergency Services: Mayor Maxwell Gullette

*Chapter 3 Administration §1. 300.07 Committees.*

*Subdivision 1. Standing Committees*

*Committees designated - there shall be the following standing committees.*

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

*Subdivision 2. Membership*

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

*Subdivision 3. Referral Reports.*

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



CITY OF BLACKDUCK

PUBLIC FUNDS REQUEST FORM

PO BOX 380 BLACKDUCK, MN 56630

Organization or Group Requesting Public Funding:

Blackduck High School Trap Club

What type of project will the Public Funds used for:

Financial Support to bring the Blackduck High School varsity trap team to the 2021 National Trap Shooting competition in Mason, Michigan

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

The greatest benefit to the City of Blackduck is the positive promotion of the city that the team provides by being present at competitions. Our team proudly represents the school, city, and sport.

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

We are requesting funds to cover the individual registrations = \$525

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

Please see attached.

Date Funds are being requested: as soon as available

Date the project starts and completes: July 8 -11, 2021

See opposite side of form for Conditions for Requesting Public Funds

## Donation Request Information

National Trap Shooting Competition 2021

Location: Mason, MI

Dates: July 8 through July 11

There are 7 varsity athletes from the Blackduck High School Trap Team invited to National Trap Shooting Competition. The athletes register for team competition and individual competition.

### Projected Expenses:

\$425 team registration fee  
\$525 individual registration fee  
\$1600 gas reimbursement  
\$2720 hotel (4 nights)  
\$1400 ammunition  
\$500 food  
Total: \$7170

Every donation is appreciated and contributes to our ability to cover special events. The gas and ammunition expenses are the two that have changed the most since the team went to Nationals in 2019. The other costs have remained stable.

We are also asking the following organizations for donations:

Blackduck Fire Relief - \$2000  
Upper Red Lake Area Association - \$2000  
Grand Rapids Youth Hockey (via the Hoot n Holler) - \$2000  
City of Blackduck - \$525