



AGENDA

Blackduck City Council Meeting

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

	Page
1. CALL TO ORDER	
2. APPROVAL OF AGENDA	
a.	
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. March 9, 2020 City Council Meeting Minutes	4 - 8
b. March 12, 2020 Golf Board Meeting Minutes	9 - 12
c. March 16, 2020 Public Safety Committee Meeting Minutes	13 - 14
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l. March 2020 Water Income Statement	
m. March 2020 Sewer Income Statement	
n. March 2020 Pine Tree Park Income Statement	
o. March 2020 Golf Course Income Statement	
p. March 2020 Liquor Store Income Statement	
q. March 2020 Month End Remittance Report	
r. February 2020 Lawful Gambling Report from the Blackduck Firemens Relief LG216	38
s. 2019 State Fire Aid	39
t. Final Approval - City of Blackduck Potential Refunding Analysis of Existing Bonds	40 - 41
u. Final Approval - April 2020 new hires approval	42

V.	Final Approval - USDA Letter of Conditions for Community Facilities Grant 2020	43 - 58
W.	Final Approval - Blackduck Property Appraisal Report from LMCIT 2019	59 - 108
X.	Final Approval - RLF COVID-19 Loan Deferral - MAK Properties	109
Y.	Final Approval - RLF COVID-19 Loan Deferral - Blackduck Floral & Gifts	110
4.	BLACKDUCK FORUM <i>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.</i>	
5.	REPORTS OF COMMITTEES AND CITY STAFF	
5.1.	Public Works Report - Mike Schwanke, Public Works Supervisor	
a.	City Building Renovations & Rebuild Report from WSN - Stephen Rose Blackduck Liquor Store Facility Study - Blackduck City Hall Program pdf Combined Maintenance and Police Facility Program	111 - 140
b.	COVID-19 Utility Bills Deferral Program - Deferral Form Utilities 2020 pg 1 Instruction to Complete Utility Deferral Form	141 - 142
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.	Resolution 2020-15 - Resolution Accepting Resignation and declaring a vacancy	143
b.	Action Needed - Donation Request - 2020 After Prom	144 - 145
c.	Action Needed - Elected Officials, Members of City Boards, commissions, and Committees Conflict of Interest - Code of Ethics Policy	146 - 152
d.	Action Needed - USDA Loan Resolution Security Agreement - City of Blackduck	153 - 156
e.	COVID-19 REPORT COVID-19 Blackduck Business Status	157 - 160
f.	City Council Work Session - April 20, 2020 @ 6pm - City Hall	
g.	City Council Meeting - May 4, 2020 @ 6pm - City Hall	
h.	Board of Review Meeting for City of Blackduck - April 27, 2020 @ 9am - Blackduck City Hall	

7. MAYOR AND/OR COUNCIL MEMBER REPORTS
8. COMMUNITY EVENTS/GOOD THINGS HAPPENING
 - a. City of Blackduck Employee Anniversaries -
 - a. Mike Mackey - **7 years**(*Fire Department*)
 - b. Pam Exner - **13 years**(*Golf Course*)
 - b. Blackduck Development Corporation Meeting - April 8, 2020 by teleconference
 - c. Blackduck Area Chamber of Commerce Meeting - April 15, 2020 @ Noon - teleconference
 - d. Blackduck Planning Commission Meeting - April 15, 2020 @ 2pm - teleconference
 - e. 2020 Spring Clean-up Event - May 16, 2020 - 8am-11am - **REGISTRATION REQUIRED**
9. ADJOURNMENT
 - a.



BLACKDUCK CITY COUNCIL MEETING
MONDAY, MARCH 9, 2020 @ 6:00PM
REGULAR COUNCIL MEETING MINUTES

CALL TO ORDER: The City Council of the City of Blackduck met in Regular Council Meeting at Blackduck City Hall at 6:00pm March 9, 2020. Meeting called to order by Mayor Patch and the Pledge of Allegiance was stated.

ROLL CALL:

Councilors present: Mayor Patch, Councilors Kolb, Moore, and Gullette

Councilors Absent: Roth

Staff Present: City Administrator Christina Regas, Public Works Supervisor Mike Schwanke, Liquor Store Manager Shawnda Lahr and Lead Bartender Melissa Gullette, Police Chief Jace Grangruth, and Librarian Kelly West

Others Present: Bob Klug Jr., and Jennifer Parker of the Blackduck American

APPROVAL OF AGENDA –Moved by Councilor Moore and seconded by Councilor Kolb to approve the agenda as submitted. Motion carried unanimously.

CONSENT AGENDA – Moved by Councilor Gullette and seconded by Councilor Moore to approve the consent agenda. Motion carried unanimously.

- a. February 10, 2020 Council Meeting Minutes
- b. February 13, 2020 Blackduck Fire Protection Annual Meeting of Towns
- c. February 26, 2020 Public Hearing Minutes USDA Community Faculties Grant Request
- d. February 26, 2020 City Council Work Session Minutes
- e. February 2020 Fund Balance Report & Scheduled Transfers & 2020 Bond Payments
- f. February 2020 Bills
- g. February 2020 Water income statement
- h. February 2020 Sewer Income Statement
- i. February 2020 Pine Tree Park Income Statement
- j. February 2020 Golf income statement
- k. February 2020 Liquor store income statements
- l. February 2020 Month End Remittance Report
- m. December 2019 & January 2020 Lawful Gambling Report from the Blackduck Firemen’s Relief LG216
- n. Final Approval – Order Approving Detachment – MBAU Administrator D-613 Order

BLACKDUCK FORUM –

No one present to speak.

PUBLIC WORKS REPORT – Mike Schwanke, Public Works Supervisor

1. Report – Mike Schwanke reported that February was a quiet month for his department with the snow stopping. Schwanke stated his department has worked on equipment a preparing for spring; all the fire hydrants in the City have 5’ markers on them; and just small projects. Mayor Patch stated he had questions regarding the golf course and what public works was working on. Schwanke stated Jim Andersen requested some dead trees be removed. Nothing further.



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LIQUOR STORE REPORT – Shawnda Lahr, Liquor Store Manager

1. Action Needed – Labor Bids for Ladies Bathroom & Wall updates – John Joy & Gene Theisen – Moved by Mayor Patch and seconded by Council member Moore to approve a bid from Gene Theisen to resurface the north wall in the bar and completed updates in the women’s restroom. Mayor Patch asked if there would be more outlets on the north wall. Lahr stated no the electrical quotes are to pull out the outlets so they are flush with the new wall. Lahr further stated the coverings stated on the quotes she has determined would be best to use the same as the others in the bar to be uniform. Councilor Kolb asked Lahr which contractor she recommends to move forward with. Lahr recommended moving forward with Theisen as this contractor completed the work for the kitchen wall. Lahr stated both contractors are very good. Regas asked Lahr based on the discussion from the work session to include the installation of a baby changing station was considered to be added into the quotes for materials noting the materials list did not reflect it. Lahr stated yes it would be a good idea to add to the materials and labor cost but should not be more than a few hundred dollars. Regas recommended the station be installed in the women handicap stall. Lahr agreed due to available space. Lahr further agreed it is a good idea to install the changing station since the bar is leaning the business more toward families now with the increase of the menu. Lahr further stated five years ago, she would not have seen the benefit but now they serve chicken strips and that menu item is very children focused. Mayor Patch stated the stations do not take up much space when folded up. Councilor Kolb stated about 2-4 inches. Mayor Patch asked if the Pond would install a changing station in both women and men’s room or does the bar just need one available. Regas stated she believed just one needed to be available. Lahr stated yes one would be installed in the women handicap stall. Councilor Kolb asked if a station would be installed in both men’s and women restrooms. Regas stated for the bid in question the discussion is only for the women room at this time however there would need to be a plan in place to accommodate the men’s room for a station. Mayor Patch stated the men’s room would be a tough place to install one. Councilor Gullette stated if the state makes it mandatory for all public restrooms to have stations then the City would need to install one anyway. Gullette stated the cost to install a station is not high. Patch stated he has seen them above the toilet where they can fold up then one could be added in the men’s stall. Lahr stated yes that could be a possibility, there would not have any remodeling to do, and the City would just need to find a contractor to install it in the tile. Mayor Patch stated he believed the public works staff could install one. Mayor Patch *jokingly* stated the Schwanke would probably just make it lean so they would fall and roll off. Lahr stated that was a good point and the placement would work. Regas stated that with the low cost of the station and the installation the managers have the authority to put one in the men’s room later. Councilor Paige agreed and the plan sounds like a good one. Moved by Mayor Patch and seconded by Councilor Moore to approve the bid and materials quote from Gene Theisen for the liquor store wall and restroom updates. Motion carried unanimously.
2. Report – Nothing further to report.

LAW ENFORCEMENT REPORT – Jace Grangruth, Police Chief

1. Report – Chief Grangruth has nothing to report. Administrator Regas stated that she has a concern that the law enforcement center was ‘egged’ recently. Mayor Patch stated he heard the Hungry Duck Restaurant was part of that. Chief Grangruth stated he believed that the restaurant was just innocent bystanders since the building is right next to the LEC. Councilor Kolb asked if



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the LEC has outside cameras. Chief Grangruth stated no. Councilor Gullette asked when the egging occurred. Chief Grangruth stated about 3am March 7, 2020. Councilor Kolb asked if the Police department has it in the budget to install outside cameras. Chief Grangruth stated most likely not in 2020. Grangruth stated although he would like to have them until the City has long-term goals on buildings and locations he would prefer to hold off. Grangruth further stated with needed equipment committed in the budget for 2020 such as AED's and Body Cameras, surveillance video cameras will have to wait. Gullette asked where the department is on the waiting period for the implementation of body cameras. Grangruth stated the department is almost complete. Grangruth stated the need to wait to hear from the BCA before purchasing the cameras but the hardest part (waiting period) is complete. Nothing further.

FIRE DEPARTMENT REPORT – Brian Larson, Fire Chief

1. Report - Regas reported to Council the completion of an AFG grant request to FEMA for funds to replace the department SCBA's for the volunteers. Regas stated if awarded 80% of the cost would be funded for 21 sets. Nothing further.

GOLF COURSE REPORT – Jim Andersen, Golf Superintendent

1. Report – Regas stated the golf board meeting rescheduled due to illness. Mayor Patch reported the board's plans to hold a Chili Cook-off on April 16, 2020 as a fundraiser for the cart shed. Patch stated the Northome Muni would help. Lahr asked if the cook-off is open to everyone. Regas stated yes with a traveling trophy. Kolb asked if there would be a buy-in fee for contestants. Patch stated a free will donation for the contestants and attendants would be free will. Patch stated his feedback from the Northome Muni used to have a charge and now that it is a few-will they have a larger attendance. Nothing further.

LIBRARY REPORT – Kelly Hanks, Head Librarian

1. Report – Hanks reported that the statistics for 2019 showed the highest numbers of all libraries in Kichigami Region. Hanks stated the numbers for check-ins, checkouts and hold show the numbers, which does not include foot traffic. Hanks stated the new director wishes to speak with Regas to put more hours back for Wednesday and Saturday. Hanks stated the library technology has not been updated to Windows 10 due to issues with the computers that have Windows 10 save public information and they are not supposed to. Hanks stated disappointment for the public that is using the library computers to do their taxes with Turbo Tax since the software is only compatible without Windows 10. Hanks further stated the library board purchased a laptop for the public to use and it is on private browsing mode. Hanks stated the library has a new Legacy Program Organizer, Carol Christianson and it has been very successful with more programs scheduled than ever before. Hanks stated the tax prep is coming up March 28, @ 8:30am and the program is first-come first-server. Hanks stated Spring Brunch is coming up and there are baskets coming in which was the biggest fundraiser in 2019. Parker asked when the Brunch is scheduled and Hanks stated it is not on the calendar yet. Mayor Patch requested the brunch be placed on Blackduck365. Regas stated that Hanks is an administrator on the page and has been posting Library events currently. Regas reminded Hanks the City put funding into the 2020 budget for technology and to reach out when the library is ready to purchase. Regas asked Hanks how the carpets in the building looks. Hanks stated much better. Parker asked if the carpets were



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cleaned or replaced. Regas stated cleaned. Hanks stated the book shed is not accessible at this point due to snow and will need to switch ends. Schwanke stated he would have a look at the shed. Mayor Patch thanks Hanks for coming in and noted the next scheduled board meeting is March 17, 2020. Nothing further.

BLACKDUCK BLANDIN GROUP –

1. Report – Public Water Work Permit – MN DNR Blackduck Beach #2019-3238 – Regas reported to Council the work permit for the beach excavation was approved by the DNR and the time limits inside the OHWM of April 1 – June 30, 2020 during spawn. Regas stated if mother nature cooperates and the contractor can get in still in March then the sand area for the beach may be excavated and material brought in. Regas further stated that outside the regular high water mark, work can move forward during the spawn time but road restrictions need removal first. Nothing further at this time.

ADMINISTRATOR’S REPORT – Christina Regas, City Administrator

1. Resolution 2020-12 – Resolution adopting a long-term plan to repay the liquor store fund for negative cash balances of the Blackduck Golf Course fund – Moved by Mayor Patch and seconded by Councilor Gullette to approve Resolution 2020-12. Councilor Kolb asked if the City has a running total of how much the Golf course is currently in the negative. Regas reported to Kolb the amount listed on the Fund Balance report in the Consent Agenda stated \$130,000. Motion carried unanimously.
2. Resolution 2020-13 – Resolution supporting the 2020 Census Partnership – Moved by Councilor Gullette and seconded by Councilor Moore to approve Resolution 2020-13. Regas stated the importance of have a complete count in the upcoming 2020 Census that begins on April 1, 2020. Regas noted supplied slide presentation for informational use on the procedures and mandates for the Census. Regas further noted the importance of a complete count for proper representation at the state and federal level for funding for projects in the future. Regas strongly recommended the City Council support the resolution. Motion carried unanimously.
3. Resolution 2020-01 Revisions Needed – *No Action taken due to absence of Council Member Roth*
4. Blackduck Area History & Art Center – Letter to City Council – Regas summarized a letter from the Blackduck Area History & Art Center to the City Council thanking the City for the continued financial support. No action needed.
5. MCFOA Annual Conference – March 16-19, 2020 St. Cloud – Regas reminded the Council of her attendance to MCFOA conference.
6. City Council Work Session – March 23, 2020 @ 6pm – Regas reminded the Council of the next council work session date.
7. LMC Safety & Loss Control Workshops – Bemidji Sanford Convention Center – March 25, 2020 – Regas informed Council of the LMC Safety & Loss Workshops coming up in Bemidji. Regas stated there is an Administrative, Police, and Public Works track.
8. Reminder April 6, 2020 City Council Meeting – Regas reminded the Council of the next Regular Council Meeting.
9. Board of Review Meeting for City of Blackduck – April 27, 2020 @ 9am Blackduck City Hall – Regas reminded the Council and public of the upcoming Board of Review Meeting with the County Assessor’s office. Regas stated the meeting is open to the public of Blackduck and that no appointments are necessary.



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MAYOR AND/OR COUNCIL MEMBER REPORTS – Mayor Patch & Council

1. Reports – Councilor Gullette – Councilor Gullette wished to recognize the success of the Bears Wrestling Team at state noting Trevor Jansen took 1st Place in his weight division, which has not happened since 1980. Parker stated that when it happened in 1980 the Blackduck team was not combined with Cass Lake. Mayor Patch further noted the Smid took 3rd Place in his weight division.

No further reports from Council Members.

COMMUNITY EVENTS/GOOD THINGS HAPPENING – Councilor Moore read into the minutes the following Community Events and Good Things Happening:

1. City of Blackduck Employee Anniversaries –
 - a. Jim Andersen – 9 years – March 2012 (Golf Course)
 - b. Jon Ross – 15 years – March 2005 (Fire Department)
2. Blackduck Development Corporation Meeting – March 11, 2020 @ 11am
3. Blackduck Chamber Meeting – March 18, 2020 @ Noon @ The Pond
4. Chamber Bingo @ The Pond – March 22, 2020 @ 3-5pm – Regas noted the time of the bingo event may change and stated it may start earlier but was uncertain at that time.
5. Blackduck Planning Commission Meeting – March 25, 2020 @ 2pm
6. 2020 Spring Clean-up Event – May 16, 2020 – 8-11am – REGISTRATION REQUIRED – Regas noted a few inquiries on the spring clean up about old furniture is allowable. Regas stated she is asking the County for more information. Councilor Kolb stated a mattress is \$10 so he imagines a couch will be more. Councilor Moore stated its \$28 for a mattress and noted she just took one in. Mayor Patch asked if the event is curbside pick-up. Regas stated yes and noted the public need to call into City Hall and register for the event so the City knows how much manpower is needed and what the public is asking to have picked up. Councilor Gullette asked if the public is responsible for putting the items on the curb. Regas stated yes. Councilor Kolb asked how many volunteers are needed. Regas stated at this time not many but she will provide information as the date gets closer. Nothing further.

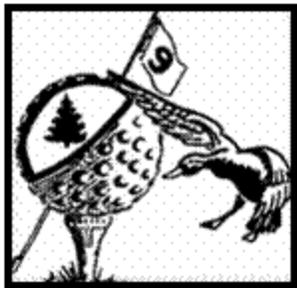
OTHER NEW BUSINESS –

1. Rental Inspections – Mayor Patch asked if the 2020 Rental Inspections have begun. Regas stated that started today and the inspector will be in town this week and next.

ADJOURN – Moved by Councilor Moore and seconded by Councilor Gullette to adjourn the meeting at 6:36pm. Motion carried unanimously.

Christina Regas, City Administrator

Rudy Patch, Mayor



GOLF BOARD MEETING

BLACKDUCK GOLF COURSE CLUB HOUSE

THURSDAY, MARCH 12, 2020 @ 3:00PM

Christina Regas, Rudy Patch, Kevin Erpelding, Laureen Schaser

CART SHED

- Per Kevin, Gerit knows we want to start dirt work at the course as soon as possible in the spring, and he is prepared to do it. (of note is that we cannot begin work on the culvert in until the walleye spawn is done in the spring)
- Northwood's contractor for the cart shed will be Dawson Byler Construction. Bid is \$38,200 with Dawson providing material and construction (he purchases material through Northwood's, but will bill us directly)
 - Per policy, Christina should be able to sign the contract, which needs to be returned to Dawson ASAP so that we get on his calendar.
- Beltrami County commissioners did approve our variance requests, though we will not receive building permit until we provide - and get approval - on a plan for storm water run-off. The plan needs to go through Shane at Environmental Services. Discussion points:
 - Goal is to slow down water that is flowing from the proposed cart shed to the creek
 - There is a natural low spot, lower than the highway ditch, between the proposed cart shed and the creek
 - Plan would be to install gutters on the cart shed that drop from the middle of each side of the building into a drain tile (6" schedule 80 to handle the frost) – under the building to the west – then over to that natural low spot to hold up the water for slow movement down toward the creek
 - Of note is that gutters are not included on the bid from Northwood's (a guess is that they may run \$1500 installed)
 - Discussion regarding who can assist us implement this storm water run-off plan:
 - Gerit for tile?
 - Dawson for gutters? - - or another gutter company? (Dwayne Black or Seamless?)
- Kevin has a print for the cart shed electrical work that needs to be done.
 - Plan includes electric/outlets for cart hook ups and 10 light sockets with led bulbs down the center of the building
 - Keyless entry is NOT included in the electrical plan
 - Running electric from the club house to the cart shed is NOT in the plan yet; that will be an additional cost
 - He has requested bids from Frontier, Crundin, Shogren, and Todavich
 - Only bid received so far is from Frontier for \$6630.00
 - We may want to add photo eyes (turn on when it gets dark) on outside lights; we can turn the breaker off completely during the winter if desired.
 - Side note is that we may want to consider adding such a light by the front door to the upstairs club house at the same time

ACTION:

- **CHRISTINA** will sign and return the Dawson Byler Construction contract asap
- **CHRISTINA** will contact Shane regarding what is required in the plan for storm run off
- **CHRISTINA** will write and submit the plan for storm run off
- **KEVIN** – once storm run-off plan is approved, Kevin will communicate with Gerit to see if he can help with the grading and the tile installation



GOLF BOARD MEETING

BLACKDUCK GOLF COURSE CLUB HOUSE

THURSDAY, MARCH 12, 2020 @ 3:00PM

- **KEVIN** – once storm run-off plan is approved, Kevin will obtain bids for gutters
- **KEVIN** will continue obtaining electric bids

CHILI COOK OFF

- Christina and Rudy both have conflicts on the original date we chose: April 16
- **NEW DATE:** Wednesday, April 29 TIME: 5:00-8:00pm
- Many details need to be discussed. Since we have limited time – a smaller group (Rudy, Christina, and Lauren) will meet on Thursday, Mar 19 at 5pm to generate ideas – then share them with the golf board.

ACTIONS From Feb meeting:

- **RUDY** will work on the Chile Cook Off Fund-Raiser:
 - letter to golf members,
 - promotion to community (sign on course fence, Facebook, website, etc.) with promotional material ready by the end of February
 - Planning beverages (beer, soda, etc.),
 - volunteers to provide chili,
 - Trophy acquisition.
- **LAUREEN** will ask Shari if she would be willing to go on 'chat about' (Paul Bunyan broadcasting) to promote the chili cook off. *As of Mar 12 - Shari is willing; timing TBD...*
- **CHRISTINA** will talk to Johnny Lee Walker about speaking (not sure if I got that right)
- **CHRISTINA** will investigate the course Facebook page a bit more to see if she has administrative rights/access
- **CHRISTINA** will promote the golf course membership rates on Facebook as well as in Red Lake Nation News; promote the Chile Cook Off on Facebook

COURSE EVENTS/PROMOTION/ETC

- Waiting on Jim and Pam regarding possible tournament policies for the golf course
- Christina posted regarding Take a Kid Golfing on the Blackduck365 Facebook page and it has received some "likes".

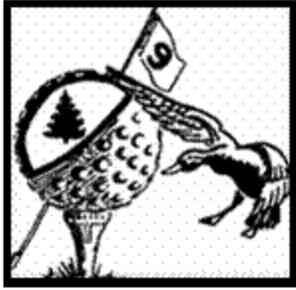
DEFERRED ACTION

Cart Shed Fundraising Tournament on Friday, June 5 - needs planning!

Note from Feb meeting: "Discussed need for course tournament policies so that we have standardized policies and costs for all groups."

ACTIONS (from Feb meeting):

- **JIM & PAM** will draft Tournament Policies including, but not limited to:
 - Prices:
 - greens fees
 - carts
 - Use of clubhouse upstairs (?)
 - Registration process including checking in, cart assignments, etc.
 - Course Rules



GOLF BOARD MEETING

BLACKDUCK GOLF COURSE CLUB HOUSE

THURSDAY, MARCH 12, 2020 @ 3:00PM

- Two putt rule (?)
- Time limit for 9 hole tournament / 18 hole tournament
- Course has prerogative to move people along
- Other (?)
- **BOARD** will send letter to previous tournament sponsors with new policies

Possibility of lessons for kids at the golf course this season (see notes here from Feb meeting:

“Pam shared that Kyle Boyer has offered to purchase kid-size clubs that could be used for lessons at Blackduck course. Pete Ofstedal said he would consider teaching lessons once we have more information.

Of note is that Kyle’s kids took lessons elsewhere for \$165: 1x/week for young and 2x/5 for older (total of 15, 1 hour’s lessons; we are assuming these were group lessons)”

KITCHEN

- Kevin applied to Bemidji Small Business Development Center for assistance - and met with Colleen Falk (sp?) (Of note is that Grant cannot help us since he is already working with a restaurant in town).
- Colleen will put together 3-4 potential options once she has more information, including other ways to bring in money (i.e.: catering, events)
 - Since we don’t have a designated, or paid, manager – we will try to gather information from a variety of sources
 - Kevin emailed SHAWNDA (sp?) to get some information on [food?] numbers.
 - Discussed approximate number of people we could potentially seat; we landed on 50
 - Kevin is starting with \$75,000 as kitchen remodel (construction and equipment) number, though requested that Rudy get a more solid number from the folks he started working with (Jim Krabbenhoft, Kelly Juelson and Jim Joy)
 - It will be helpful to have suggested menu. Rudy will ask Jim Joy for assistance – and mentioned that there is also a Sysco food show in Fargo in April (April 4?)

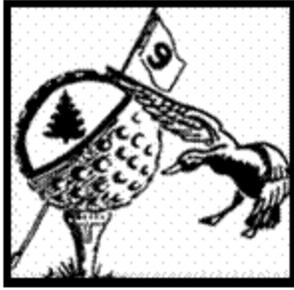
ACTION:

- **KEVIN** will continue to gather helpful input/numbers from Shawnda at The Pond
- **RUDY** will reconnect with contractors regarding a more solid number for kitchen remodel and with Jim Joy regarding possible menu
- **CHRISTINA** (with **PAM & JIM**’s help?) will determine number of golfers (rounds?) last season as a starting point for patron numbers.

DEFERRED ACTION

Investigation to determine what work – if any – will be need to done on the upstairs bathroom. Flooring may need to change. What else?

NEW BUSINESS



GOLF BOARD MEETING

BLACKDUCK GOLF COURSE CLUB HOUSE

THURSDAY, MARCH 12, 2020 @ 3:00PM

- Christina shared the 2020 season staffing plan, including staff returning, uncertain staff returns and known needs. She is looking to hire 1-2 for grounds maintenance (Jim and Justin are returning) and 1-3 for club house (Pam and Dick are returning).
 - Would like to hire and have some staff available in April - and the rest in May
 - Christina specifically mentioned that Christian Stark is not available, as he has another FT job, but he may be willing to help during weekend tournaments
 - Of note is that employees must be at least 18 years old; course maintenance pay starts at minimum wage \$10
- Rudy mentioned that the “Snomo” (?) club has used the clubhouse for two meetings and would like to continue meeting here. It seems reasonable to charge them a rental fee for the space, and they are willing to pay
 - They have approximately 8 meetings/year
 - Discussion: right now, we charge \$100 for a 5 hour event
 - Agreed that we will charge the Snomo club \$200 for the calendar year as a comparable rate

DEFERRED ACTION

Document a consistent policy for using clubhouse as rental space moving forward

GOLF COURSE (and other notable) CALENDAR as of March 12:

- *End of February -> March 16 – promote Chili Cook-Off Fundraiser*
- *Beginning of April – distribute Take a Kid Golfing flyers at school/s +*
- (Sunday, Apr 12 - Easter)
- (Sunday, Apr 19 - Fireman’s fish fry)
- **Wednesday, April 29 – Chili Cook-Off Fundraiser 5pm-8pm = New Date**
- **Friday, May 1 – Course opens ☺**
- (Monday, May 23 – Memorial Day)
- (Friday, May 29 – Blackduck graduation)
- **Sat-Sun, May 30-31 – Clubhouse booked**
- (Saturday, May 9 – walleye opener)
- **Friday, June 5 – Blackduck Golf Tournament Fundraiser**
- **Friday, June 12 – backup date for our tournament in case of bad weather on the 5th**
- **Saturday, June 13 – Fireman’s Scramble**
- *Sunday, June 14 – Deadline for Take a Kid Golfing registration*
- **Sunday, June 28 – Take a Kid Golfing**

Minutes taken and submitted by Golf Board Member Laureen Schaser



BLACKDUCK PUBLIC SAFETY COMMITTEE

MONDAY, MARCH 16, 2020 @ 5:45PM

MEETING MINUTES

CALL TO ORDER: The Public Safety Committee of the City of Blackduck met in a scheduled meeting at the City Hall at 5:45pm, March 16, 2020.

Roll Call

Councilors present: Councilor Kolb and Moore

Staff Present: City Administrator, Christina Regas, Fire Chief Larson

Others Present: Ambulance Board Manager, Molly Vollbrecht

The meeting was called to order at 5:45pm the Pledge of Allegiance was not recited.

Topics covered in the work session were as follows:

COVID-19 EMERGENCY SERVICES DEPARTMENTS –

AMBULANCE - Ambulance Manager Molly Vollbrecht provided the committee an overview of the status of the Blackduck Ambulance. Vollbrecht stated that as of this afternoon MSRB has issued in case of illness they are extending employees past who is licensed as first responders if needed. Vollbrecht stated cross licenses for nurses and doctors for hospital care. If the ambulance is requested to respond to respiratory illnesses there is a protocol check list dispatch is using to check for COVID-19 and that will help the ambulance understand how to respond. If there is a suspected infection before entering the first responder is to provide the person with a mask and maintain a 6' distance from them. After determining how sick the patient is then they are to contact medical control and how hemodynamically stable they are. CDC is recommending those are not really sick to stay home and self-quarantine. Vollbrecht does not want to overrun the staff. First responders are to use surgical masks. The Training Center is closed at this time and MSRB is working on extensions for those that need to renew licenses. Vollbrecht recommends following the CDC recommendations on keeping yourself healthy covering your cough etc. The Ambulance has an electrostatic cleaner for the rigs and inside the ambulance building. Vollbrecht stated the relationships with the assisted living is good and she is aware of the restrictions to the public. Vollbrecht cautioned how important it is to keep those infected at home. Vollbrecht stated as thing continue to progress, the EMS response may change, guidelines have been set for evaluation of potential patients, but as each patient is different, response will be case by case. Vollbrecht stated they are taking all necessary precautions and will continue to follow the recommendations of the CDC, EMSRB and our Medical Director to treat patients and keep our staff and the community safe.

FIRE – Fire Chief Brian Larson stated his department will do what is needed to protect the public but although there is a threat please remain calm. Regas asked Larson if there are any precautions he is taking with the volunteers at this time. Larson stated that his staff knows if they are not feeling well to stay home. Pertaining to accidents those would be the highest risk of exposure and the volunteers will need to take additional precautions. Larson stated the Relief will hold their monthly meeting on the phone and determine how to proceed after the time is expired. Larson stated preparedness there may be a time where first responders are provided with training to help the hospitals to check vitals, etc. if Sanford



BLACKDUCK PUBLIC SAFETY COMMITTEE

MONDAY, MARCH 16, 2020 @ 5:45PM

MEETING MINUTES

becomes overrun. Larson stated Beltrami County as a whole have good contingency plans in case the emergency and medical centers become inundated with patients. Larson stated that the virus is killed by really hot temperatures and not cold so the vulnerable population will stay inside keeping the virus contained. Chief Larson added his department is prepared.

POLICE - Police Chief Grangruth was not present to report the position of the Police Department (*on a call*) Regas stated in conversations with Grangruth staffing the department if needed to quarantine officers for 14 days his department is prepared to take whatever precautions are required by the state.

OTHER – Regas stated she has been in contact with Cynthia Borgen (*Public Health Division Director for Beltrami County*) and once she meets with her will share additional information if needed. Regas further stated that as recommendations come down for closing non-essential public buildings she will report to the Council. Regas stated her first concern is the need to potentially have tele-conference meetings in the event a quorum cannot be present.

ADJOURN – The Committee adjourned their meeting at 6:25pm.

Christina Regas, City Administrator

Rudy Patch, Mayor



BLACKDUCK PERSONNEL COMMITTEE

TUESDAY, MARCH 17, 2020 @ 5:00PM

MEETING MINUTES

CALL TO ORDER: The City of Blackduck Personnel Committee met in a scheduled meeting at the City Hall at 5:00pm on March 17, 2020

Roll Call

Committee Members present: Mayor Patch, Councilor Moore, and City Administrator, Christina Regas

Committee Members Absent: none

Staff Present: none

Others Present: none

The meeting was called to order at 5:08pm the Pledge of Allegiance was not recited.

Topics covered in the personnel meeting were as follows:

OLD BUSINESS:

1. Potential Revisions Maintenance Worker #2 & Maintenance Worker #1 Job Description & Wage Scales – Nothing discussed at this time.
2. Liquor Store Job description(s) update – Nothing discussed at this time.

NEW BUSINESS:

1. Liquor Store Assistant Manager Candidate(s) – Regas reviewed with members of the committee a summary of the interview of ASM candidate Melissa Gulette. Regas stated the interview included Liquor Store Manager Lahr and was very candid. Regas stated that Gulette would make a great candidate to fill the role of assistant manager and recommended moving forward with the promotion. Councilor Moore agreed that Gulette would fill the role very well and was also in favor of promoting Gulette. The committee recommended Regas draft a contingent job offer to Gulette at step 2 on the newly adopted Assistant Liquor Store Manager wage scale with a 6 month probation period with benefits starting after 30 days. Mayor Patch stated he believes Gulette is a good leader and many of the employees look up to her. Nothing further.

ADJOURN – Committee adjourned their meeting at 5:27pm.

Christina Regas, City Administrator

Rudy Patch, Mayor



BLACKDUCK CITY COUNCIL EMERGENCY MEETING
WEDNESDAY, MARCH 18, 2020 @ 6:00PM
EMERGENCY COUNCIL MEETING MINUTES

CALL TO ORDER: The City Council of the City of Blackduck met in an Emergency Council Meeting at Blackduck City Hall at 6:00pm March 18, 2020. Meeting called to order by Vice Mayor Moore and the Pledge of Allegiance was stated.

ROLL CALL:

Councilors present: Councilors Kolb, Moore, and Gulette

Councilors Absent: Mayor Patch and Councilor Roth

Staff Present: City Administrator Christina Regas, Public Works Supervisor Mike Schwanke

Others Present: Justine Vernland, Cherry Brands, Tony Rossberg, and Jennifer Parker of the Blackduck American

APPROVAL OF AGENDA –Moved by Councilor Gulette and seconded by Councilor Kolb to approve the agenda as submitted. Motion carried unanimously.

STATE OF EMERGENCY DECLARATION – Mayor Patch

1. Resolution 2020-14 - Resolution declaring a local emergency – Moved by Councilor Kolb and seconded by Councilor Gulette to approve Resolution 2020-14. Administrator Regas provided to the Council members and audience a summary of the status of the City of Blackduck and services. Regas stated most cities in the State of Minnesota are declaring local emergencies that allow the governing entity the ability to receive funding if needed and to provide a teleconference option for council members to attend meetings so that government can still continue in Blackduck. Regas provided a report from the public safety committee from March 16, 2020 for the Ambulance and Fire Department to ensure the entities are prepared to service the community; the Press Release posted to the City website www.blackduckmn.com that explains what city buildings are open or closed; and that all non-essential meetings and committee meetings have been canceled at this time. Additionally the City has compiled a listing of local businesses that are open or closed or reduced hours at this time to ensure the police department can monitor those buildings to protect the community. Regas stated she and the Mayor met with the Beltrami County Health Manager and provided a status of Blackduck. Regas stated the health manager provided some suggestions on how to proceed in the event the closures become long-term for summer businesses such as the golf course and campground. Regas stated that Public works is business as usual. Regas further stated that although this is a time for school age children to be home, some Minnesotans are considering traveling north for ‘vacations’. Regas highly recommends adhering to the CDC recommendations and stay home in your community to lessen the spread of the virus. Resident Justin Vernland stated he has noted Minnesotans that have cabins in the area are traveling north and also looking for groceries in smaller cities. Regas emphasized the importance of supporting the community of Blackduck and its businesses more than ever in this time and encourages the residents to shop local whenever possible.

Questions / Answers –

Q. Brands – What will the resolution do besides declaring a local emergency?

A. Regas – Regas stated it provides the City by Ordinance the ability to enter into any contracts in a time of a disaster; provide emergency service and funding; and allow the City Council to hold



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WEDNESDAY, MARCH 18, 2020 @ 6:00PM
EMERGENCY COUNCIL MEETING MINUTES

meetings via teleconference so as to not violate open meeting law. Regas further stated departments should be mindful on the City budgets.

Q. Rossberg – Will there be a way for the public to access the meetings electronically?

A. Regas – Currently is reviewing the best most cost effective way to hold the meetings electronically either by teleconference or Zoom Meetings.

Q. Brands – How will the City notify the public if some changes have to be made? Are you calling business owners or residents?

A. Regas – What type of changes are your asking about?

Q. Brands – Anything that may affect the public. If the City has to go on lock-down and can't go to doctor appointments.

A. Regas – The City is following the protocol from Beltrami County Emergency Management and this entity has their own Facebook page and Regas suggests the public 'like' this page. Regas further stated she will continue to update the City on Blackduck365 page any changes as they happen.

Q. Brands – What do we do for the elderly who don't have access to social media.

A. Regas – Good question. Regas suggests administrators at local nursing homes include the residents in any changes, and will put anything into the paper.

Q. Rossberg – Is there a way to have an AMBER alert system in the County to alert residents of sudden changes?

A. Regas – Beltrami County already has this in place.

A. Councilor Moore – CODE RED is run by Beltrami County Dispatch

Q. Councilor Kolb – Is there a way the City can tape the Resolutions or notices to City Hall so residents can see them if they walk by.

A. Brands – The public is not supposed to be out in public right now. Brands stated she doesn't know the answer but would like to know if the City is discussing ways to be more informative and to address the elderly age group.

A. Regas – When that age group doesn't have access then the next platform is for the newspaper to have information for the public to read.

Q. Brands – Is the City putting information in the paper?

A. Regas – Noted that Jennifer Parker has attended meetings and has reported.

Q. Kolb – Can the City adopt a phone tree roster and people can receive the daily phone calls?

A. Regas – Who would make the phone calls? Currently, the City does not have an automated platform to send out information much like the School District does. Regas suggested consulting the School District for information.

Q. Brands – Is this new platform something the City can look into so in the event this lasts longer the residents do have the information they need?

A. Regas – Yes, these are all great suggestions and will be looked into. Right now it's important to find the most cost-effective means of communication.

A. Parker – I'm certain if the City asked the School district that communication would be released and how it works.



BLACKDUCK CITY COUNCIL EMERGENCY MEETING
WEDNESDAY, MARCH 18, 2020 @ 6:00PM
EMERGENCY COUNCIL MEETING MINUTES

Q. Brands – Can the City run its information through the schools?

A. Regas – It is unknown at this time. Regas stated she will try to find a good option that provides the best option for the City.

A. Vernlund – I don't sign up for the School updates and I receive them.

A. Parker – The school is hooked up to all parents on every child in the district via text, email, and phone.

Q. Brands – If there is a lock down or change is it information the City can put on Lakeland News?

A. Gullette – It may be a good path.

A. Regas – If a lock down happens like the last executive orders it will be all over the news and include the whole state.

A. Gullette – The local radio station could be contacted for a community item.

A. Parker – Suggests having announcements on Paul Bunyan TV home page.

A. Schwanke – Suggests having public works put notices out door to door.

Vice Mayor Moore called for questions a second time.

There were no questions.

Vice Mayor Moore called for questions a third time.

There were no questions.

ADJOURN – Moved by Councilor Gullette and seconded by Councilor Kolb to adjourn the meeting at 6:24pm. Motion carried unanimously.

Christina Regas, City Administrator

Rudy Patch, Mayor



BLACKDUCK CITY COUNCIL WORK SESSION

MONDAY, MARCH 23, 2020 @ 6:00PM

WORK SESSION MEETING MINUTES

CALL TO ORDER: The City Council of the City of Blackduck met in a scheduled work session in council chambers at City Hall at 6:00pm on March 23, 2020 and due to COVID-19 provided audience participation via teleconference.

Roll Call

Councilors present: Mayor Patch, Councilors Moore, Kolb, and Gulette

Councilors Absent: Councilor Roth

Staff Present: City Administrator, Christina Regas, Public Works Supervisor, Mike Schwanke, and Chief of Police Jace Grangruth (*joined meeting at 6:23pm*)

Others Present: none

Teleconference Presence: none

The meeting was called to order at 6:00pm the Pledge of Allegiance was not recited.

Topics covered in the work session were as follows:

APPROVAL OF AGENDA – Moved by Councilor Moore and seconded by Councilor Gulette to approve the agenda as presented. Roll call vote: **For:** Mayor Patch, Councilors Moore, Kolb, and Gulette **Against:** none. Motion carried.

OLD BUSINESS –

1. LMC Webinars on COVID-19 – Mayor Patch announced the League of MN Cities is holding free webinars every day this week regarding City involvement with COVID-19 at noon and the March 23, 2020 webinar was on Open Meeting Law.
2. City Building Designs & Redesigns – Regas stated she will be meeting with Steve Rose from WSN on the City Hall portion of the plan. Regas stated it is the intention of Rose to provide the City Council with a finished document to review at the April 6, 2020 council meeting. Mayor Patch asked if the document will include Public Works building. Regas stated yes. Patch asked if the City will include new public works equipment in the funding of the building(s). Regas stated at this time Rose is working on the buildings and Gail Levenson is working on the funding portion to include equipment. Nothing further.
3. Golf Course Cart Shed Update – Regas stated the storm water plan has been submitted to Beltrami County and the Contractor has submitted their agreement to the City for authorization. Regas stated the agreement was signed and sent back and noted the agreed price with materials came in as submitted from Northwoods Lumber. Mayor Patch stated the golf board is holding off on the fundraisers in the event of recent COVID-19.
4. Rural Development Grant Application – Regas stated the City of Blackduck was officially approved for a \$50,000 grant / \$30,000 loan / \$2490 City contribution for the purchase of a skid steer. Regas stated the equipment estimates from Cat came in with 3 attachments (bucket, blower, broom). Regas



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further stated final paperwork will be discussed and signed this Wednesday, March 25, 2020 with Angela Bokovoy and Mayor Patch. Regas stated she briefly reviewed the final documents and noted the annual cost for the \$30,000 loan has an annual cost of @ \$3,000. Councilor Kolb asked for clarification on the final cost if it was \$8249 or \$82,490. Regas apologized and noted \$82,490. Regas still has some clarification on when the City can bid and take possession of the skid steer and hopes to have a timeline. Kolb asked if \$82490 is the total bill. Regas stated that was the estimate that was in with the application and includes the attachments. Mayor Patch asked if the skid steer will replace a current piece of equipment or be additional. Schwanke stated it will be additional and assist with clearing snow with all staff. Regas further stated there is a self-compliance questionnaire that must be turned in and she will need that information by end of week. Nothing further.

NEW BUSINESS –

1. COVID-19 – Regas stated a lot of changes have happened in the City since the emergency meeting on March 18, 2020 and reported to the Council about current Minnesota and United States updates from press conferences today. Regas stated it will not be if but when COVID-19 will affect our community. Regas reminded the public how important it is to abide by the CDC recommendations. Regas stated in the community there have been people stepping up and supporting the emergency services by making masks, donating hand sanitizer, and buying take-out from local businesses. Regas stated she is included in the Beltrami County weekly conference calls for updates and to stay connected as a county. Regas discussed the City entities status of the following updates:
 - a. City Hall – City Hall will close to the public beginning Tuesday, March 24, 2020 until further notice. Utility payments will still be accepted by credit card, cash, or check.
 - b. Water & Sewer – Regas recommended the council discuss a process for potential deferrals of late fees and potential payments for utility customers on a case by case basis. Mayor Patch asked what type of timeline the City would allow for a deferral. Councilor Moore agreed the deferral was a good idea and gesture to the residents if they need it. Councilor Gullette was in favor of a deferral of payments and waive of late fees as well. Councilor Kolb also agreed and suggested considering either a 6-month or 1-year deferral. Patch asked if there would be an application process. Schwanke stated that there should be a procedure put in place and a deadline. Regas suggested the hardship would be considered and the customer would sign a contract agreeing to the pay back option decided upon. Regas further suggested not allowing any more than 3 or 6 months of time. Patch suggested a 6 month time period. Gullette suggested a 3 month time period and be allowed to be revisited so as to not be taken advantage of. Moore suggested 3 months with the ability to revisit the request after it expires. Patch asked what the repayment decision will be. Schwanke suggested a stepped repayment option providing an additional 3 months to be paid off. Regas suggested allowing the Utility Billing Committee to adopt a policy for deferral and will report on the procedures at the April 6, Council meeting. Gullette stated his concern for the businesses like the motels that are



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slow and if they can make their water and sewer payments. Regas stated that most business see a slump in traffic in March and April and may already be planning for it.

- c. Library – Regas stated the Library will remain closed at this time.
- d. The Pond – Mayor Patch asked how the Pond is doing with just take out. Regas stated at this point it has reduced but it will be reevaluated if the deadline is extended. Regas stressed the importance to shop local and support Blackduck Businesses.
- e. Essential Employee Rotations – Schwanke stated his concern for needing a rotation in schedules of his department if a shelter at home declaration is made. Schwanke stated that the decision will need to be discussed. Gulette asked if his staff has discussed the possibility. Schwanke stated at this time his staff is limiting exposure to others, not going into homes unless needed, or other exposure options. Regas stated that water and wastewater operators are considered essential workers. Regas further stated that the City should only need to consider what the plan will be if one staff member is infected and then emergency sick leave will come into use. Regas stated a rotation may have to happen without burn out. Chief Grangruth stated the whole City needs to consider this. Grangruth stated all departments need to open minded and think outside the box on shifts. Regas encouraged all department heads to find creative ways to cover the duties if need it. Regas further stated that some routine tasks could be put off and prioritized. Schwanke stated his department is coming up on his busy time and wants to ensure public works is covered. Gulette asked what Beltrami County parameters for testing for COVID-19. Schwanke stated it is his understanding that most testing is being completed on those that have an immune deficiency and healthy age groups are being turned away. Grangruth stated there is a criteria of symptoms to be asked before testing.
- f. Summer Businesses - Regas has concerns for the City non-essential businesses including the golf course. Provided Exec. Order 20-04 the golf course cannot open to the public except for the course. Regas stated that typically Superintendent Andersen begins his employment on April 1, 2020. Regas questioned if April 1 should be the date this year. Gulette believed that date should be postponed. Schwanke asked what Andersen does in April. Regas read the list provided from Andersen into the record:

1. Change fluids and filters on mowers and gator
2. Make arrangements to get reels delivered, install, check,
3. Make arrangements to have trim mower reels sharpened
4. Remove snow fences and drifts behind them
5. Remove any snow drifts on greens
6. Remove any debris on greens
7. Check for snow mold on greens treat if necessary
8. Start taking temps of greens after 1 April, once ground temps reach 40 deg. Fertilize
9. Verticut greens as soon as ground temps reach 50
10. Take care of pond as soon as possible
11. Get John Deere tractor delivered



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12. Start checking for dandelion rosettes, spray when they appear.
13. Make work list of course to be done before opening

Schwanke stated his department is not doing much of the similar duties and that it could be postponed plus public works could help in the meantime if needed. Regas recommended Andersen file for unemployment for a 2 more weeks until the middle of April. Schwanke stated his department could provide his heated shop for Andersen to work if needed. Patch stated the delay for 2 weeks would be a good start. Gullette believes a week by week basis. Regas cautioned the council to understand that if the Executive order continues for the summer the course can't stay untouched. Regas stated her concern for staffing a grounds keeping team to work on the course even if the course can't open to the public. Regas further stated it is not an easy conversation to have with staff when you need to ask them to file for unemployment. Gullette asked if the course did not open and the City is paying a greens keeper how far that will set the golf course back. Regas could not speak to the exact numbers but believed 3 employees would need to care for the course. Kolb asked if the 3 people would all work the same day or rotate. Regas stated currently the tee boxes, greens, and collars should be mowed daily; and the roughs need 25-30 hours a week; and fairways 1-2 times a week during high grow seasons. Grangruth asked if the roughs and tee boxes don't get cared for in one year will it really make a difference. Regas stated the dandelions will continue to grow back in and Andersen is the only licensed operator with herbicides. Grangruth asked if a team of 3 would be enough. Gullette stated he is thinking worst case scenario. Regas stated she will book a golf board meeting by end of week.

- g. Revolving Loan Fund committee – Regas stated the RLF committee will be offering borrowers 6 months deferred principal and interest payments. Patch asked if the interest is capitalized after the deferral is it still added to the end of the loan. Regas stated yes. Patch stated Grant Frenzel did not recommend that option. Regas stated not charging interest shows good community from the City and is the right thing to do. Regas will provide the final decision at the April council meeting. Gullette stated the offer is a good deal to offer and help out. Patch stated there will be an application process. Regas confirmed stated there will be a contract for the borrowers to sign. Nothing further.
2. Donation Request 2020 Blackduck After-Prom – Councilor Gullette reported the Senior Class will most likely not have a Prom this year. Gullette was going to recommend increasing the regular donation amount since in recent information from the State Auditor the Junior Class concession can no longer donate to this event. Regas asked for confirmation that it is the Junior Class fundraising that typically goes to these activities. Gullette confirmed and added that it also provides about \$5,000 for caps and gowns. Gullette recommended donating to the After-Prom and if the event does not take place put a stipulation in the motion or repayment. Regas asked if the organizers have been asked about the event. Gullette stated Sandy Lien told him there is most likely not going to be a prom this year. Regas asked if other entities that were asked for donations from providing the donations. Gullette stated some have yes but he knows the prom committee will just give it back otherwise the next year will have more money than usual. Gullette stated the Boosters are separate from the concessions now. Councilor Kolb asked if the cap and gown fund is and what the total cost is.



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Gullette stated he did not know. Kolb asked where that money goes to. Gullette stated junior class earns fund from the concessions during sporting events and the money goes to that fund. Kolb asked if the cap and gown fund is for the 5th or 6th grade class or goes to the seniors. Gullette stated it goes to the seniors of that year, so each school year the junior class raises the money for the senior class and so on. Kolb asked if the school is holding a graduation this year. Gullette stated he does not know at this time. Patch stated it is unknown at this time. Gullette stated the donation request just covers the after-prom prizes keeping them locked and safe. Kolb asked if the decision for donation could be tabled until more information from the Governor comes out. Regas stated tabling the decision until the April 6 meeting would be wise and the City would know more at that time. Regas further stated the junior class has 3 months of no concessions to earn due to school being closed for next year's events and now will be more difficult to raise money. Regas further cautioned the City Council on the donation because of the pull-tabs not being sold during the state close down. Kolb asked if last year's fundraising for this year will roll-over to next year. Gullette stated no it will not to his knowledge and the after-prom committee is each year. Regas asked if there will be a member of prom committee at the April council meeting. Gullette stated yes if the capacity of City Hall allows. Nothing further.

3. Councilor Resignation – Tylor Roth – Regas stated that the City has received a resignation letter from Councilor Roth due to his health at this time. Regas stated the Council will have a resignation resolution to approve in April. Mayor Patch asked if notification regarding the council vacancy can go on the monthly utility postcard. Regas stated yes there is and it could be added. Gullette stated this is a really good opportunity and could have more than one letter of interest. Mayor Patch asked when the deadline is for filling for office. Regas stated filling beginning in late July through mid-August. Councilor Kolb asked if the City will still hold local primaries if federal primaries get pushed. Regas stated the City of Blackduck does not hold a primary election only state and the federal just had theirs. Regas stated currently the state primary will still be held in August or September and the general in November and should continue.
4. Elected Official Conflict of Interest / Code of Ethics Policy – Regas respectfully requested to read a letter to the Blackduck City Council:

“Mayor Patch and Blackduck City Councilors,

I would like to address the Blackduck City Council on behalf of myself and the employees of Blackduck. In light of recent events, I would like to remind the Blackduck Council that all City employees are to abide by the Blackduck Code of Conduct which states:

Conduct as a City Employee

In accepting City employment, employees become representatives of the City and are responsible for assisting and serving the citizens for whom they work. An employee's primary responsibility is to serve the residents of the City of Blackduck. Employees should exhibit conduct that is ethical, professional,



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responsive, and of standards becoming of a City employee. To achieve this goal, employees must adhere to established policies, rules, and procedures and follow the instructions of their supervisors.

The following are job requirements for every position at the City of Blackduck. All employees are expected to:

- *Perform assigned duties to the best of their ability at all times.*
- *Render prompt and courteous service to the public at all times.*
- *Read, understand and comply with the rules and regulations as set forth in these Personnel Policies as well as those of their departments.*
- *Conduct themselves with decorum toward both residents and staff and respond to inquiries and information requests with patience and every possible courtesy.*
- *Report any and all unsafe conditions to the immediate supervisor.*
- *Maintain good attendance.*

As the City Administrator our City of Blackduck Appointed Supervisors and employees expect Blackduck elected officials to:

1. *Limit questions/inquiries to City staff during normal business hours unless the circumstances warrant otherwise.*
2. *Adhere to the Chain of Command structure of the City*
3. *Treat all staff as professionals*
4. *Not disrupt City Staff from their jobs*
5. *Never publicly criticize an individual employee or department*
6. *Not get involved in administrative functions*
7. *Check with City staff on correspondence before taking action*
8. *Limit requests for staff support*
9. *Not solicit political support from staff*

As City Administrator all City of Blackduck Appointed Supervisors and employees expect the Elected Officials' conduct with the Public to:

1. *Be welcoming during public meetings to speakers and treat them with care and gentleness*
2. *Be an active listener*
3. *Maintain an open mind*
4. *Ask for clarification, but avoid debate and argument with the public*
5. *No Personal attacks of any kind, under any circumstance*
6. *Follow parliamentary procedure in conducting public meetings*
7. *Make no promises on behalf of the Council or the City*
8. *Make no personal comments about other elected officials*

As Administrator of the City of Blackduck I am recommending the Blackduck City Council adopt a Conflict of Interest / Code of Ethics Policy for Elected Officials, Members of City Boards, Commissions,



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and Committees immediately. I have provided for the Blackduck City Council a draft of a suitable policy. Please take time to review this policy and supply constructive feedback as a council.

Additionally, I would like to remind our elected officials that as a board you work as a unit not individually. If an elected official has questions regarding policy and procedure(s) those questions should be addressed in the same fashion, as a unit.

Recent events have broken the City of Blackduck employees down. The negativity throughout the community places undue scrutiny on our supervisors and staff and can be construed as a hostile work environment. The employees of the City of Blackduck enjoy their positions and are working in their positions for good reasons, not just personal ones. I want to assure the City of Blackduck that the staff would not be here if it didn't.

*On a personal note, I would like to state that recent events on social media would cause to make any employee leave their employment no matter what position they hold. I question if this is the intention of the Council. Furthermore, I would add that if your family **DOES NOT SUPPORT** your decisions as an elected official or your position on the council, then your position on this board will be very difficult. All families should praise, lift up, and support the elected officials and staff of the City not tear it down. I question where the allegiances lie when poor social media behavior breaks the City down. As for myself, I will tell you that I have had much conflict in all of the positions I have held over my lifetime but none this hostile and it has to stop. One can only take so much."*

Thank you for your time.

*Christina Regas
City Administrator
City of Blackduck*

Regas stated a sample of a code of ethics / conflict of interest policy is included in the council packet and recommended the City Council adopt it or a version of it. Regas recommended the Blackduck City Council should provide input to change or revise the policy. Mayor Patch stated the council has had conversation in the past about adopting a policy such as this and believes it to be a good idea. Councilor Moore stated after reading the draft she believes it to be a sound code of ethics and would be very happy to adopt it. Moore continued stating it is a good for the staff and public that the council knows how to conduct themselves. Patch and Kolb both stated they were in favor of adopting the policy. Gullette stated he too was in favor of adopting the policy. Patch asked for feedback on the draft. Regas stated the policy should be created by the board and is just a sample. Regas further stated the policy will assist to have the board members hold themselves accountable as Regas and the staff does not have the authority. Regas stated the only people the Council can respond to are the citizens that elected them. Regas stated since personnel has to abide by a code of conduct then the board should too. Patch asked if the policy can be on the agenda in the April meeting. Regas stated if the council wishes. Gullette asked as a council how the board holds sanctions on one member. Gullette asked if it is brought up at a meeting. Regas stated it is addressed as a board. Patch stated the council would need to communicate through the Administrator. Regas stated her mistake in



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MONDAY, MARCH 23, 2020 @ 6:00PM

WORK SESSION MEETING MINUTES

understanding Gillette's question. Gullette stated as one member he can't go speak to 'Councilor A' and 'Councilor B' and now violating the open meeting law. Gullette asked how to handle it properly. Regas asked for the board to allow her the time to ask the City Attorney. Patch stated it would be like a personnel committee. Gullette stated it is one thing to adopt a policy and another to be able to use it. Gullette used an example of a councilor always being late for the meetings and when and how is that enforced without violating the open meeting law. Regas referred to page 5 of the draft paragraph 2:

"Councilmembers should point out to the offending Councilmember any infractions of the Conflict of Interest / Code of Ethics Policy. If the infraction(s) continue, then the matter should be referred to the Mayor for action. If the Mayor is the individual whose action(s) are being challenged, the matter shall be referred to the Vice Mayor. It is the responsibility of the Mayor to initiate action if a Councilmember's behavior may warrant sanction. If no action is taken by the Mayor, the alleged violation(s) can be brought to the full Council in a public meeting."

Regas summarized the paragraph by stating the Mayor is going to hold that councilor accountable and if the infraction continues then it the issue becomes open to a public meeting discussion. Regas used an example of absences of a council member that if that councilor does not care to listen to the Mayor then that councilor will be brought up for public sanction at the next meeting. Regas further stated the councilor would need to be removed from the board in this case. Patch further stated that if the issue was about the Mayor then it would be brought to the Vice-Mayor.

Chief Grangruth asked what would be done if a City employee has a problem. Patch stated to bring the issue up to the Administrator and they will address it to the Mayor. Regas agreed. Patch stated that would be the chain of command.

Regas stated these policies in other cities are signed each year by the board members.

Schwanke stated that the whole point of the work sessions is to 'get stuff done' correct? Schwanke asked isn't that why the board and staff are here? Schwanke stated in his opinion there is a lot of 'tip-toeing' around each other feelings and back-door issues and he believes it to be ridiculous. Schwanke stated the City is missing out on stuff that could actually be helpful to the City. Schwanke stated the City started talking about equipment for public works months ago and everything has been on the back-burner because of all this other stuff that is going on. Schwanke stated 'we' are either going to do things or 'we' are going to continue to dance around about who is going to write what up and how many people it is going to go through before it gets handled. Schwanke stated we are all adults, why can we just speak while we are here, get things on the table, and be done. Schwanke further stated that is his opinion.

Grangruth stated we all know why this has come up. Grangruth stated he wished the City Council could talk more about it. Grangruth stated that the City has departments that feel like they can't do their job properly because of some of the stuff that has gone on for this or that reason it is not alright. Mayor Patch stated that it is interrupting work performance and what needs to get done around here. Grangruth stated the City has a much bigger problem going on right now to deal with instead of, like Schwanke stated, should be just dealt with and move forward from. Grangruth stated we are all playing nice and no one wants to address the exact



BLACKDUCK CITY COUNCIL WORK SESSION

MONDAY, MARCH 23, 2020 @ 6:00PM

WORK SESSION MEETING MINUTES

issues that are going on and it will need to be dealt with at some point. Gulette requested a copy of Regas' letter. Regas agreed.

Schwanke stated he would like to thank Regas for her letter and to let the City Council know that she has his full support in what was stated. Grangruth stated the he believes the letter was written on behalf of more employees than you think. Grangruth stated there is some real nastiness going on in this town.

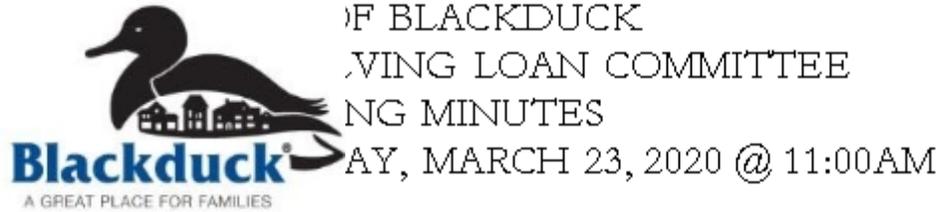
Mayor Patch agreed and stated he wished he could shut social media off.

OTHER BUSINESS -

ADJOURN – Moved by Councilor Gulette and seconded by Councilor Moore to adjourn the work session at 7:23pm. Roll call vote: **For:** Mayor Patch, Councilors Moore, Kolb, and Gulette **Against:** none. Motion carried.

Christina Regas, City Administrator

Rudy Patch, Mayor



Present: Dwight Kalvig, Christina Regas, Grant Frenzel, and Sarah Linda of HRDC

Absent: Rudy Patch

The meeting was called to order at 11:00am by tele-conference.

COVID-19 DEFERRAL PROGRAM –

Regas recommended the committee consider offering a deferral program for revolving loan borrowers during the rapidly changing environment from COVID-19. Regas stated some borrowers may benefit from a deferral program if a hardship was created for their businesses due to executive orders placed on them.

Frenzel and Kalvig were both in favor of a program and Linda provided options for either 3 or 6 month options. Additionally, Linda planned to provide a template from their Attorney for Blackduck to use.

Linda provided options for the committee to discuss (*most discussion was done after the tele-conference by email*) on if loan payments are deferred how to handle the interest:

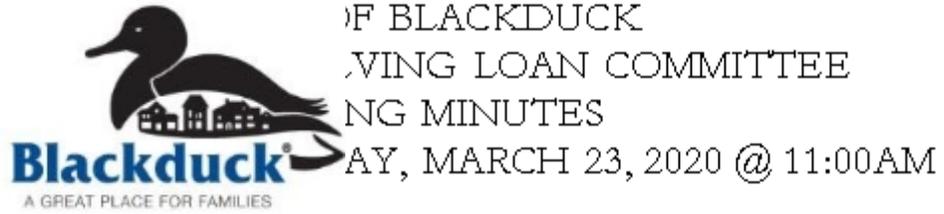
1. Let interest accrue – this will result in the first payment(s) going entirely to interest.
2. Capitalize the interest back to the loan, so payments will immediately start being applied to principal and interest.
3. Waive the interest completely providing the maximum amount of support to borrowers.

Linda provided a sample form from Northwest MN Foundation / HRDC to modify for Blackduck borrowers and send out as soon as possible. Regas agreed to contact all borrowers that day to see if there is interest and then send out the form for consideration.

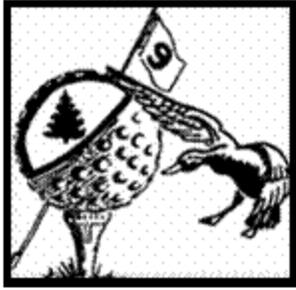
ADJOURN – the members on the tele-conference ended the call at 11:16am

In a later email that day, Linda reported that staff at DEED stated it would be up to the lender how to handle the interest.

This communication from Linda was shared with the committee and communication from members ultimately agreed to offer a 6 month deferral and waive interest.



At the time of these minutes being dictated the City was still waiting for the final agreement form from the attorney but did modify the request form and had sent it out to borrowers that had requested it.



GOLF BOARD MEETING

BLACKDUCK GOLF COURSE CLUB HOUSE

THURSDAY, MARCH 26, 2020 @ 2:00PM

Christina Regas, Rudy Patch, Kevin Erpelding, Laureen Schaser met via teleconference.

OLD BUSINESS

CART SHED

ACTION:

- **CHRISTINA** will check on status of permits
- **KEVIN** – received quotes from Ropp Seamless for gutters for \$1500
- **KEVIN** - supplied electrical bids from Frontier Electric for \$6,630 & Todavich for \$10,171.58

CHILI COOK OFF

- Postponed at this time.

KITCHEN

ACTION:

- **KEVIN** will continue to gather helpful input/numbers from Shawnda at The Pond for the business plan
- **RUDY** will reconnect with contractors regarding a more solid number for kitchen remodel and with Jim Joy regarding possible menu
- **CHRISTINA** (with **PAM & JIM's** help?) will determine number of golfers (rounds?) last season as a starting point for patron numbers.

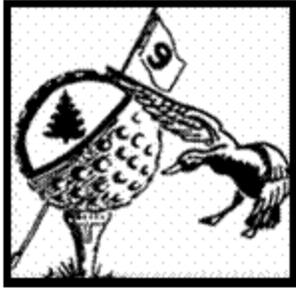
NEW BUSINESS

STAFFING / COVID-19 / SEASON OPENING DATE

- Regas reported Andersen has been asked to delay his employment start date due to COVID-19.
- Additional staffing will be needed for the season – need more applicants.
- Covid-19 has mandated the course cannot open to the public until May 1, 2020
- Covid-19 has mandated only essential employees to work at this time – postponing the start date of management and early staff.
- Only 2 memberships paid to date – will continue to have memberships come in during the month of April.

GOLF COURSE (and other notable) CALENDAR as of March 26:

- ~~End of February -> March 16 – promote Chili Cook-Off Fundraiser~~ **On hold due to COVID-19**
- ~~Beginning of April – distribute Take a Kid Golfing flyers at school/s~~ **On hold due to COVID-19**
- (Sunday, Apr 12 - Easter)
- (Sunday, Apr 19 – Fireman's fish fry) **CANCELED**
- **Wednesday, April 29 – Chili Cook-Off Fundraiser 5pm-8pm = New Date**



GOLF BOARD MEETING

BLACKDUCK GOLF COURSE CLUB HOUSE

THURSDAY, MARCH 26, 2020 @ 2:00PM

- ~~Friday, May 1 – Course opens – TBD~~
- (Monday, May 23 – Memorial Day)
- ~~(Friday, May 29 – Blackduck graduation) – Unkown @ this time due to COVID-19~~
- **Sat-Sun, May 30-31 – Clubhouse booked**
- (Saturday, May 9 – walleye opener)
- **Friday, June 5 – Blackduck Golf Tournament Fundraiser**
- **Friday, June 12 – backup date for our tournament in case of bad weather on the 5th**
- **Saturday, June 13 – Fireman’s Scramble**
- *Sunday, June 14 – Deadline for Take a Kid Golfing registration*
- **Sunday, June 28 – Take a Kid Golfing**

Minutes taken and submitted by Golf Board Member Christina Regas

Kitchigami Regional Library
Board Meeting January 16, 2020 6:00 p.m.
Kitchigami Headquarters Building, Pine River, MN

Board members present: Reed Olson, Nancy Erickson, Neal Gaalswyk, Mary Koep, Tom Conway, Jim Hofer, George Deiss, Bill Brekken

Board members absent: Kendra Murray, Richard Molash, Phyllis Eck, Tammy Hansen, Charlene Moore, Tom Krueger

Others present non-voting: Stephanie Johnson, Carol Christensen

Chair Gaalswyk called the meeting to order at 6:00 p.m. Introduction by Director Stephanie Johnson of Carol Christensen as new Administrative Assistant/Legacy Coordinator.

- | | |
|------------------------|--|
| Election of Officers | No new nominations for Officers or requests for departures.
Motion by Reed Olson, seconded by George Deiss, to cease nominations and cast unanimous ballot in favor of current Officers. <u>Motion carried.</u> Director Johnson administered the KRLS Oath of Office to the board. |
| Approval of Agenda | Motion by Bill Brekken, seconded by Tom Conway, to approve the agenda as presented. <u>Motion carried.</u> |
| Consent Agenda | Motion by Nancy Erickson, seconded by Tom Conway, to approve the items below on the Consent Agenda: <ul style="list-style-type: none">• November 2019 board meeting minutes• December 2019 Bills• December 2019 Financial Statements• ACHF FY19 Financial Reporting Form (FRF)• Director’s Report – Pine River Library adjusted library hours with City Council approval to better suit customers’ needs. Director Johnson interviewed two candidates for Technical Services Manager; however, the position was declined when offered because of location. The process will start again. Windows 10 updates are being worked on with vendors. Nancy Erickson requested clarification about a credit card payment made on 11/21/19 for Your Membership Careers for an interview on hiring, which Director Johnson explained was due to advertisements for the Technical Services Manager position. Discussion. <u>Motion carried.</u> |
| 2020 Operating Budgets | Director Johnson confirmed that operating budgets remained the same as 2020 Draft Budgets except for the Brainerd Public Library, which was adjusted to meet Crow Wing County’s shortfall. Motion by George Deiss, seconded by Bill Brekken, to approve budgets as revised and presented. Discussion. <u>Motion carried.</u> |

2020 HQ Operating Budget	Director Johnson explained she altered the language on the operating expense budget to match what is reported to the state, the accounting software, and what is in the Board packet. It's hoped that this will allow a greater ability to track expenses. The budget didn't change greatly from the previous year. Motion by Jim Hofer, seconded by Tom Conway, to approve budget. Discussion. <u>Motion carried.</u>
Confirmation of 2020 Wage Rates	Motion by Tom Conway, seconded by Nancy Erickson to approve the 2.5% cost of living increase across the wage scale. Discussion. <u>Motion carried.</u> Tom Conway requested a schedule of where current employees fit into each wage rate and discussion of a wage study to be put on the next agenda.
Strategic Planning	Director Johnson gave a description of the investigation and familiarity with the Strategic Planning Consultants who responded to the request for proposal. Lengthy discussion. Motion by Tom Conway, seconded by Nancy Erickson, to move forward with the bid from Library Strategies of Saint Paul, MN. <u>Motion carried.</u>
Bills	Director Johnson explained bills were paid up to January 10, 2020, so the rest of the month of January will be included at the March board meeting along with February's bills. Motion by Tom Conway, seconded by Bill Brekken, to approve payment of the January 2020 bills checks #21845 to #21864 in the amount of \$20,121.39. Roll call vote: <u>Motion carried.</u>
Old Bookmobile Removal	Motion by Tom Conway, seconded by Nancy Erickson, to have KRLS staff find a salvage yard to dispose of the old bookmobile. Discussion. <u>Motion carried.</u>
Board Committees	Joint Powers Agreement states only county commissioners are allowed to serve on the Budget Committee. Under standing rules, County Commissioners Neal Gaalswyk, Reed Olson, Jim Hofer, Bill Brekken, and Tom Krueger will remain on the Budget Committee for 2020. Chair Neal Gaalswyk agrees to remain on the Personnel Committee for 2020, and re-appoints Jim Hofer and Nancy Erickson. Chair Neal Gaalswyk agrees to remain on the Audit Committee for 2020, and re-appoints Jim Hofer. Jim Hofer proposes to have a board discussion about budget concerns that may reflect in the audit at a later date. Chair Gaalswyk notes there may be a need to engage the auditor at a higher level concerning unbalance. The Outreach Committee continues as the Committee of the Whole.

Board Committees (cont.)

Jim Hofer and Mary Koep agree to continue on the Strategic Planning Committee for 2020 with Chair Neal Gaalswyk, ex-officio. Chair Gaalswyk will ask Richard Molash if he wants to be on the committee for 2020 since there is a vacancy.

Strategic Planning RFP Committee consists of Richard Molash and Tom Conway, who Chair Gaalswyk asked to be prepared to engage with Library Strategies during Phase I.

Chair Gaalswyk re-appoints Reed Olson and appoints Bill Brekken to the Internet/Electronic Resources Committee, with Chair Gaalswyk serving as ex-officio.

George Deiss requests Director Johnson to come up with a proposal for reviewing policies by the next board meeting. Board agrees to delay appointments to Policy Committee until next board meeting.

Reed Olson agrees to continue on the Northern Lights Library Network Board for 2020, and Chair Gaalswyk appoints George Deiss as alternate.

Motion by consensus to adjourn at 7:45 p.m.

Minutes respectively submitted by Administrative Assistant, Carol Elizabeth Christensen.

Minutes signed by Board Secretary, Mary Koep _____

Date _____

April 6, 2020

FUND	Deerwood Checking BEGINNING BALANCE	Bill Report through 04/03/2020	Deerwood Checking ENDING BALANCE	Deerwood First Preferred Savings BEGINNING BALANCE	Deerwood First Preferred Savings Bill Report through 04/03/2020	Deerwood First Preferred Savings ENDING BALANCE	Total Balance of all Accounts
GENERAL	\$152,404.40	\$18,989.62	\$133,414.78	\$81,272.90	\$0.00	\$81,272.90	
POLICE RESTRICTED CASH	\$1,129.09	\$0.00	\$1,129.09	\$0.00	\$0.00	\$0.00	
CEMETERY	(\$2,558.62)	\$0.00	(\$2,558.62)	\$2,145.84	\$0.00	\$2,145.84	
PERPETUAL CARE	\$7,789.39	\$0.00	\$7,789.39	\$53,418.01	\$0.00	\$53,418.01	
SEWER MAINTENANCE	\$0.00	\$0.00	\$0.00	\$69,307.57	\$0.00	\$69,307.57	
SEWER REPLACE.	\$0.00	\$0.00	\$0.00	\$8,692.42	\$0.00	\$8,692.42	
SCDP REVOLVING LOAN FUND	\$0.00	\$0.00	\$0.00	\$75,296.48	\$0.00	\$75,296.48	
FIRE DEPT RESERVE (TruckFund)	\$0.00	\$0.00	\$0.00	\$227,135.13	\$0.00	\$227,135.13	
PINE TREE PARK	\$63,004.16	\$104.23	\$62,899.93	\$0.00	\$0.00	\$0.00	
WATER SINKING FUND	\$0.00	\$0.00	\$0.00	\$139,989.54	\$0.00	\$139,989.54	
PUBLIC WORKS RESERVE FUND	\$0.00	\$0.00	\$0.00	\$17,420.98	\$0.00	\$17,420.98	
Fire Dept Special Equip Fund	\$202,194.35	\$0.00	\$202,194.35	\$26,227.96	\$0.00	\$26,227.96	
2018 Revolving Loan Fund (NEW)	\$0.00	\$0.00	\$0.00	\$83,521.95	\$0.00	\$83,521.95	
2006 GO BOND	\$17,416.22	\$0.00	\$17,416.22	\$33,368.75	\$0.00	\$33,368.75	
2009A Refunding Bond	\$32,980.97	\$0.00	\$32,980.97	\$13,942.37	\$0.00	\$13,942.37	
2011 Industrial Lane IntraLoan	\$7,366.93	\$0.00	\$7,366.93	\$0.00	\$0.00	\$0.00	
2014A Disposal System Loan	\$15,660.29	\$0.00	\$15,660.29	\$0.00	\$0.00	\$0.00	
2017A Disposal System Project/Sum/Main	\$39,737.53	\$0.00	\$39,737.53	\$0.00	\$0.00	\$0.00	
2017A Disposal Sys Loan	\$10,212.64	\$0.00	\$10,212.64	\$0.00	\$0.00	\$0.00	
2017 PEA Debt Sys Bond Debt Service	\$34,712.43	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
2018 Frontage/Pine Ave Internal Loan	\$880.17	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
TAX INCREMENT FINANCING	\$90,015.42	\$0.00	\$90,015.42	\$0.00	\$0.00	\$0.00	
WATER FUND	\$215,079.46	\$2,774.24	\$212,305.22	\$0.00	\$0.00	\$0.00	
SEWER FUND	\$113,410.79	\$2,625.21	\$110,785.58	\$0.00	\$0.00	\$0.00	
LIQUOR FUND	\$303,513.32	\$61,462.93	\$242,050.39	\$0.00	\$0.00	\$0.00	
LIQUOR RENT FUND	\$24,311.70	\$0.00	\$24,311.70	\$0.00	\$0.00	\$0.00	
GOLF COURSE	(\$128,834.89)	\$453.48	(\$129,288.37)	\$0.00	\$0.00	\$0.00	
WATER PROJECT FUND	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
SEWER PROJECT FUND	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Total:	\$1,200,425.75	\$86,409.71	\$1,078,423.44	\$831,739.90	\$0.00	\$831,739.90	\$1,910,163.34

Transfer Recommended:

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

2020 First Half Bond Payments: Principal: Interest: Fees: Total:

CITY OF BLACKDUCK

Monthly Bills

March 2020

Check Name	Amount		Amount
Fund 101 GENERAL FUND		BERNATELLOS	\$95.50
Marco Technologies LLC	\$187.87	BERNICK	\$6,900.29
AMERIPRIDE LINEN & APPAREL	\$69.13	Breakthru Beverage	\$4,251.10
BANYON DATA SYTEMS	\$396.00	D & D BEVERAGE	\$127.60
BELTRAMI COUNTY-AUDITOR/TREAS.	\$3,953.48	DICK DISTRIBUTING	\$12,660.65
BELTRAMI ELECTRIC COOP	\$3,757.74	GENE THEISEN	\$1,250.00
CARD SERVICE CENTER	\$538.71	GUARDIAN PEST CONTROL	\$42.56
JASON KOLB	\$128.76	HEGGIES PIZZA LLC	\$318.00
LARSON, BRIAN	\$60.81	HENRYS	\$1,280.80
Oothoudt, Madilyn	\$125.28	JOHNSON BROTHERS LIQUOR CO.	\$9,662.12
PAUL BUNYAN COMMUNICATIONS	\$430.22	MELISSAS CLEANING	\$468.00
PIONEER	\$99.84	MERLES STEAM CLEAN	\$680.00
QUILL CORPORATION	\$89.72	MIKINNON CO., INC	\$5,990.15
Rudy Patch	\$465.12	NEI BOTTLING INC	\$454.14
RUDYS REPAIR	\$1,132.32	NORTH STAR ELECTRIC	\$783.69
TIMBERLINE SPORTS, INC	\$543.27	OLD DUTCH	\$64.08
TOWNSHIP AND RANGE, LLC	\$4,674.30	PAUL BUNYAN COMMUNICATIONS	\$265.72
VERIZON WIRELESS	\$175.05	PAUSTIS WINE COMPANY	\$1,017.00
WIDSETH SMITH NOLTING & ASSOC	\$2,162.00	Phillips Wine and Spirits	\$4,919.50
Fund 101 GENERAL FUND	\$18,989.62	QUILL CORPORATION	\$151.49
Fund 209 PINE TREE PARK FUND		Southern Glazer's of MN	\$2,576.42
BELTRAMI ELECTRIC COOP	\$104.23	SYSCO	\$640.74
Fund 209 PINE TREE PARK FUND	\$104.23	TOTAL REGISTER SYSTEMS, INC	\$57.52
Fund 601 WATER FUND		US FOODS	\$1,611.26
BANYON DATA SYTEMS	\$396.00	VINOPIA INC	\$508.75
BELTRAMI ELECTRIC COOP	\$1,090.92	WASTE MANAGEMENT OF WI-MN	\$237.74
CARD SERVICE CENTER	\$12.32	Fund 609 MUNICIPAL LIQUOR FUN	\$61,462.93
WIDSETH SMITH NOLTING & ASSOC	\$1,275.00	Fund 613 GOLF COURSE	
Fund 601 WATER FUND	\$2,774.24	BANYON DATA SYTEMS	\$74.00
Fund 602 SEWER FUND		BELTRAMI ELECTRIC COOP	\$334.88
BANYON DATA SYTEMS	\$397.00	PAUL BUNYAN COMMUNICATIONS	\$44.60
BELTRAMI ELECTRIC COOP	\$906.81	Fund 613 GOLF COURSE	\$453.48
CARD SERVICE CENTER	\$12.32		
PAUL BUNYAN COMMUNICATIONS	\$34.08		
WIDSETH SMITH NOLTING & ASSOC	\$1,275.00		
Fund 602 SEWER FUND	\$2,625.21		
Fund 609 MUNICIPAL LIQUOR FUND			
AMERIPRIDE LINEN & APPAREL	\$496.46		
BANYON DATA SYTEMS	\$222.00		
BELTRAMI COUNTY-AUDITOR/TREAS.	\$1,135.72		
BELTRAMI ELECTRIC COOP	\$2,330.98		
BEMIDJI COCA-COLA	\$262.95		

Check Name	Amount
	<hr/> \$86,409.71

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

1

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

2 **20.00%**

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

3

A	B1	B2	C1	C2	D	E1	E2	F	G	H
	Booth Operation		Bar Operation		Rent Limit	Bar Operation Electronic Games		Total Rent		Bar Operation
Month and Year	Multiply the total of this month's net receipts from paper pull-tabs, electronic pull-tabs, electronic linked bingo, tipboards, and paddletickets by the amount in Box 1.		Multiply the total of this month's net receipts from paper pull-tabs, tipboards, and paddletickets by the amount in Box 2.		If an amount was entered, in Col B, enter the sum of Col 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.
2/2020			5328.00	1065.60	1065.60			1065.60	(420.00)	645.60

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



Payment Advice

To

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

Reference Information

Pay Cycle: DLYEFT
Pay Cycle Seq Number: 2191

Payment Information

Payment Reference: 0005912857
Payment Date: 03/12/2020
Payment Method: Automated Clearing House

Table with columns: Agency Code / Description, Contact Phone, Voucher ID / Payment Message, Invoice Date, Invoice Number, Customer Account, Paid Amt. Includes rows for REVENUE/INTERGOVT and TRIAL COURT-BELTRAMI.

Total: 19,828.25 USD

March 25, 2020

Christina Regas, City Administrator
City of Blackduck, Minnesota
8 Summit Ave NE
PO Box 380
Blackduck, MN 56630-0380

RE: Potential Refunding of Existing Bonds

As your Municipal Advisor one of the services we provide is to monitor your outstanding bond issues and alert you to any potential refunding opportunities. An updated status report for your outstanding debt is attached. It includes general information about your existing debt and a brief comment regarding potential savings based on current market conditions. We will continue to monitor your issues on an ongoing basis and will contact you if we identify refunding opportunities that merit consideration.

If you have any questions about this information, please contact me.

Sincerely,

Ehlers



Todd Hagen CIPMA
Senior Municipal Advisor/ Vice President



Shelly Eldridge CIPMA
Senior Municipal Advisor/ Vice President

City of Blackduck

Status Report on Refunding of Existing Bond Issues

Original Bond Amount	Title	Call Date	Callable Amount	Callable Rates		Status
				Low	High	
\$495,000	General Obligation Bonds, Series 2006A	02/01/2015	\$75,000	4.650%	4.650%	As of March 25, 2020, we estimate that this refunding would not generate sufficient savings to be considered.
\$445,000	General Obligation Refunding Bonds, Series 2009A	01/01/2018	\$60,000	3.800%	4.250%	As of March 25, 2020, we estimate that this refunding would not generate sufficient savings to be considered.
\$1,165,000	General Obligation Bonds, Series 2012A	02/01/2023	\$655,000	2.100%	2.550%	As of March 25, 2020, we estimate that this refunding would not generate sufficient savings to be considered.
\$105,000	General Obligation Disposal System Bonds (MN Rural Water), Series 2014A	02/01/2016	\$54,000	3.000%	3.000%	As of March 25, 2020, we estimate that this refunding would not generate sufficient savings to be considered.
\$93,000	General Obligation Equipment Certificates, Series 2016A	09/16/2016	\$68,000	2.500%	2.500%	As of March 25, 2020, we estimate that this refunding would not generate sufficient savings to be considered.
\$468,834	General Obligation Water Revenue Note of 2016	09/28/2016	\$433,600	0.800%	3.466%	As of March 25, 2020, we estimate that a current refunding would not generate sufficient savings to be considered.
\$180,000	General Obligation Disposal System Note (MN Rural Water), Series 2017A	08/01/2019	\$140,000	2.950%	2.950%	As of March 25, 2020, we estimate that this refunding would not generate sufficient savings to be considered.

Requesting Final Council Approval for the Following

Requesting Final Approval of Full-time Employees:

Name:	Position:	Date of Hire:	Wage:
Melissa Gullette	Assistant Liquor Store Manager	04/06/2020	\$16.41



FINAL

March 23, 2020

**CITY OF BLACKDUCK
HONORABLE MAYOR RUDY PATCH
PO BOX 380
BLACKDUCK, MN 56630**

Re: Letter of Conditions

Dear Honorable Mayor Patch:

This letter establishes the conditions, which must be understood and agreed to by you and your organization before further consideration may be given to your Community Facility application. The loan and grant will be administered on behalf of the Rural Housing Service (RHS) by the State and Area staff of USDA, Rural Development. Any changes in project cost, source of funds, scope of services or any other significant changes (**this includes significant changes in the Borrower's financial condition, operation, organizational structure or executive leadership**) in the project or applicant must be reported to and approved by USDA, Rural Development Community Facility Program personnel (referred to as RD in the balance of this letter). Approval will be by written amendment to this letter. **Any changes not approved by RD may be cause for discontinuing processing of the application.**

This letter is not to be considered as loan or grant approval, or as representation of the availability of funds.

All conditions set forth up through the Bidding Stage must be met within **180 days** of the date of this letter. If you have not met these conditions, the Agency reserves the right to discontinue the processing of your application.

If you agree to meet the conditions set forth in this letter and desire further consideration be given to your application, please complete and return the following forms within **7** days:

Rural Development

3217 Bemidji Ave N. • Bemidji, MN 56601
Voice (218) 751-1942 • Fax 1 (855) 831-9441

USDA is an equal opportunity provider and employer.

If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form (PDF), found online at http://www.ascr.usda.gov/complaint_filing_cust.html, or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202) 690-7442 or email at program.intake@usda.gov.

Form RD 1942-46, "Letter of Intent to Meet Conditions"
Form RD 1940-1, "Request for Obligation of Funds"

Your loan and grant will be considered approved and funds will be reserved on the date RD signs and returns, Form RD 1940-1 "Request for Obligation of Funds".

Extra copies of this letter are being provided for use by your architect, attorney, bond counsel and accountant. All parties may access information and regulations referenced in the letter at our website located at: http://www.rurdev.usda.gov/rd_instructions.html

Guaranteed Loans: 3575-A
Direct Loans: 1942-A
Grants: 3570-B

Further processing of your application is to be done under the following conditions:

1. Total Project Cost – Total costs must not exceed **\$82,490** for the proposed **Skid Steer and Related Equipment Purchase**. Funding from all sources has been budgeted for the estimated expenditures as follows:

<u>Project Costs:</u>	<u>Total Budgeted:</u>
Equipment-Skid Steer	\$82,490.00
TOTALS	\$82,490.00

Your funding needs will be reassessed if there is a significant reduction in project costs after bids are received. Obligated loan or grant funds not needed to complete the proposed project will be deobligated. Any reduction will be applied to grant funds first. An "Amended Letter of Conditions" will be issued for any revised project budget.

2. Project Funds - Project funding is planned from the following sources:

<u>Project Funding Source</u>	<u>Funding Amount:</u>
Applicant Contribution	\$ 2,490.00
USDA Community Facility Loan	\$ 30,000.00
USDA Community Facility Grant	\$ 50,000.00
Total Project Funding (All Sources):	\$ 82,490.00

The applicant contribution and funding from other sources shall be considered as the first funds expended in the project. An agreement should be reached with all funding sources on how funds are to be disbursed before the start of construction.

Any changes in funding sources following obligation of CF funds must be reported to the processing official. Prior to advertisement for construction bids, you must provide evidence of applicant contributions and of approval on the other funding sources. This evidence should include a copy of the award letter and any agreements or contracts.

3. **“Loan Resolution”** – RD 1942-9, must be properly executed.
4. **“Community Facilities Grant Agreement”** – Attached is a copy of form RD 3570-3, for your review. You will be required to execute this agreement before grant funds are advanced.
5. **Repayment Schedule** – (Secured with note) The loan will be scheduled for repayment over a period of **10** years. Payments will be equally amortized payments of principal plus interest due **annually** on the annual anniversary date of loan closing. Exception to this would be if the closing date is the 29, 30 or 31 of a month, in this case the due date will be the 28th. For planning purposes use a **2.375%** interest rate, which provides for an **annual** payment of **\$3,406**. The interest rate will be the lower of the rate in effect at the time of loan approval or the time of loan closing, whichever is less, unless you choose otherwise. Should the interest rate be reduced, the payment will be recalculated to the lower amount.
6. **Pre-authorized Debit Payment Process (PAD)** – You will be required to complete Form RD 3550-28 “Authorization Agreement for Pre-authorized Payments”. The PAD payment process allows your payment to be electronically deducted from your account on the day your payment is due. You will be notified of the amount of the principal and interest due, and the date of the withdrawal from your account. The statement your bank provides monthly will confirm the entry to your account. The first loan payment(s) and any extra payments may require separate processing of payment(s) being handled individually outside of the PAD process.
7. **Security Requirements** – The loan must be secured by a promissory note, assignment of income, security agreement, financing statements and deposit agreement. Loan security will include all revenue and income, deposit accounts, certificate of title, contract rights accounts, payment intangibles, general intangibles, equipment and goods, and/or any additional assets as required. A reserve account is required to be funded at a rate of 10% of the annual payment, until the reserve account reaches the amount of one full year’s annual payment. Funds in this account may be used for capital improvements and repairs with a concurrence of RD and/or Signed “Community Facilities Grant Agreement: RD 3570-3.

For grants, the grantees understands that any property acquired or improved with Federal grant funds may have use and disposition conditions which apply to the

property as provided by 7 CFR parts 3015, 3016, and 3019 in effect at this time and as may be subsequently modified.

For grants, the grantees further understands that any sale or transfer of property is subject to the interest of the United States Government in the market value in proportion to its participation in the project as provided by 7 CFR parts 3015, 3016, and 3019 in effect at this time and as may be subsequently modified.

8. Business Operations –

A. Ordinances or Resolutions – Enact an ordinance or resolution necessary for collection of revenues for loan payment and operation and maintenance expenses. Enact an ordinance or resolution establishing rules and regulations for the facility.

i. **Conflict of Interest Policy** – Prior to obligation of funds, you must certify in writing that your organization has in place an up-to-date written policy on conflict of interest. The policy will include, at a minimum: (1) a requirement for those with a conflict or potential conflict to disclose the conflict/potential conflict; (2) a clause that prohibits interested members of the applicant’s governing body from voting on any matter in which there is a conflict, and (3) a description of the specific process by which the governing body will manage identified or potential conflicts.

You must also submit a disclosure of planned or potential transactions related to the use of Federal funds that may constitute or present the appearance of personal or organizational conflict of interest. Disclosure must be in the form of a written letter signed and dated by the applicant’s official. A negative disclosure in the same format is required if no conflicts are anticipated.

Sample conflict of interest policies may be found at the National Council of Nonprofits website,

<https://www.councilofnonprofits.org/tools-resources/conflict-of-interest>,

or in Internal Revenue Service Form 1023, Appendix A, “Sample Conflict of Interest Policy,” at

<http://www.irs.gov/pub/irs-pdf/i1023.pdf>.

Though these examples reference non-profit corporations, the requirement applies to all types of Agency borrowers.

Assistance in developing a conflict of interest policy is available through Agency-contracted technical assistance providers if desired.

B. Operating Expenses – O&M expenses must be properly budgeted to determine the financial viability of any operation. For planning purposes, you should consider: 1) your present operating and maintenance costs; 2) increases or decreases based on changes that will be made and 3) on projected typical year expenses which you have verified to be accurate to the way you will operate your system from data in the Preliminary

Architect Report and from expenses of Similar Systems. It is expected that O&M will likely change each year and user rates will need to be adjusted accordingly.

C. Reserves – Reserves must be properly budgeted to maintain the financial integrity of the system operations. The following reserves are required: Customer Deposits reserve; Short-lived asset depreciation reserve; Debt Service Reserve.

i. Reserve Account:

As required in the loan resolution, there shall be a set aside into a Debt Service Reserve Account the sum of **\$28.38** each month until there is accumulation in that account equaling one year's annual loan installment in the sum of **\$3,406.00**. After which time, deposits may be suspended, except to replace withdrawals. When necessary, disbursements may be used for payments due on the Note if sufficient funds are not available in the General or Debt Service Account. With the prior written approval of the Government, funds may be withdrawn for: (1) paying the cost of repairing or replacing any damage to the Facility which may have been caused by catastrophe, or (2) making extensions or improvements to the Facility. Whenever disbursements are made from the Reserve Account, monthly deposits shall then be resumed until there is again accumulated an amount of **\$3,406.00**, at which time deposits may be discontinued.

The Debt Service Reserve Account must be individually tracked in the annual financial records/audits of your organization and identified as the Debt Service Reserve Account for this specific RD funded project.

D. Initial Operating Budget and Rate Schedule – Prior to Obligation of the RD Loan and Grant, the applicant shall establish and approve the initial operating budget and rate schedule. You must maintain a rate schedule that provides adequate income to meet the minimum requirements for operation and maintenance, debt service and reserves. It is estimated that your proposed rates are adequate to meet the initial budget needs

9. **Accounting, Management Reports and Audits** – RD approval of your accounting and financial reporting system, including the agreement with your auditor, will be needed prior to the start of construction. MN 1942-A, Guide 4, "Accounting, Reporting System and Audit Agreement Approval", may be used for this agreement

A. RD approval of your accounting and financial reporting system, including the agreement with your auditor, will be needed before loan closing or start of construction.

B. Submission to Rural Development of an annual audit or Annual Financial Statements (Income & Expense Statement, Balance Sheet & Projected Budgets are required for the duration of the loan. The total Federal funds expended from all sources shall be used to determine Federal financial assistance expended.

Projects financed with interim financing are considered federal expenditures. See below for requirements:

i. 2CFR Subtitle A, Chapter II, Part 200 Subpart F 200.501 Audit

Requirements: A Non-Federal entity that expends \$750,000 or more during the non-Federal entity's fiscal year in Federal awards must have a single or program-specific audit conducted for that year in accordance with the provisions of this part.

- a) **Single audit.** A non-Federal entity that expends \$750,000 or more during the non-Federal entity's fiscal year in Federal awards must have a single audit conducted in accordance with §200.514 Scope of audit except when it elects to have a program-specific audit conducted.
- b) **Program-specific audit election.** When an auditee expends Federal awards under only one Federal program (excluding R&D) and the Federal program's statutes, regulations, or the terms and conditions of the Federal award do not require a financial statement audit of the auditee, the auditee may elect to have a program-specific audit conducted in accordance with §200.507 Program-specific audits. A program-specific audit may not be elected for R&D unless all of the Federal awards expended were received from the same Federal agency, or the same Federal agency and the same pass-through entity, and that Federal agency, or pass-through entity in the case of a subrecipient, approves in advance a program-specific audit.
- c) **§200.36 Federal Audit Clearinghouse (FAC).** FAC means the clearinghouse designated by OMB as the repository of record where non-Federal entities are required to transmit the reporting packages required by Subpart F—Audit Requirements of this part. The mailing address of the FAC is Federal Audit Clearinghouse, Bureau of the Census, 1201 E. 10th Street, Jeffersonville, IN 47132 and the web address is:

<http://harvester.census.gov/sac/>. Any future updates to the location of the FAC may be found at the OMB Web site.

ii. Annual Financial Statements (Income & Expense Statement, Balance Sheet & Projected Budget) for borrowers who did not expend \$750,000 or more in Federal Funds and have an outstanding loan balance. Must have Rural Development's approval for this option and must meet requirements of 1942.17 (r) (1) (ii) (C). Financial statements are still required within 60 days of the fiscal year end in accordance with RD Instruction 1942-A.

iii. Quarterly Management Reports are required for all borrowers for a period of at least three years. Quarterly Management Report includes: current balance sheet, year to date income & expense figures, and when applicable, a Workout Agreement per 7 CFR 1942.17 (q) (2). With the submission of the annual budget, you will be required to provide a current rate schedule and a current listing of the Board or Counsel Members

and their terms. Quarterly Management Reports are due within 30 days of the end of each quarter. The Quarterly Management Reports may be waived after 3 years if the facility is viable, as determined by RD. Likewise, at the Agency's discretion, if the viability of the facility is in question, RD can again require Quarterly Management Reports. A year-end management report shall consist of: Form RD 442-3, "Balance Sheet", and Form RD 442-2, "Statement of Budget, Income and Equity", or forms that provide the information in a similar format. An annual audit report may be submitted in lieu of Forms RD 442-2 and 442-3. The audit report must be submitted no later than 150 days after the end of the borrower's fiscal year.

iv. The Debt Service Reserve Account must be individually tracked in the annual financial records/audits of your organization and identified as the Debt Service Reserve Account for this specific RD funded project.

C. Your organization will retain all records, books and supporting material for three years after the issuance of management reports.

10. Insurance and Bonding - Prior to loan closing or start of construction, whichever occurs first, you must acquire the types of insurance and bond coverage shown below. The use of deductibles may be allowed providing you have the financial resources to cover potential claims requiring payment of the deductible. RD strongly recommends that you have your architect, attorney and insurance provider(s) review proposed types and amounts of coverage, including any exclusions and deductible provisions. It is your responsibility and not that of RD to assure that adequate insurance and fidelity or employee dishonesty bond coverage is maintained.

A. General Liability Insurance – Include vehicular coverage.

B. Worker's Compensation – In accordance with appropriate State laws.

C. Malpractice Insurance-In accordance with appropriate State laws.

D. Position Fidelity Bond(s) – All positions occupied by persons entrusted with the receipt and/or disbursement of funds must be bonded. You should have each position bonded in an amount equal to the maximum amount of funds to be under the control of that position at any one time. The minimum coverage acceptable to RD will be for each position to be bonded for an amount at least equal to one annual installment on your loan(s). The coverage may be increased during construction of this project based on the anticipated monthly advances. The amount of coverage should be discussed and approved by RD.

E. National Flood Insurance – In addition to meeting the requirements for the type of assistance requested, the following requirements must be met for financial assistance for acquisition and/or construction in designated special flood or mudslide prone areas:

i. If flood insurance is available, you must purchase a flood insurance policy at the time of loan closing.

ii. Applicants whose buildings, machinery or equipment are to be located in a community which has been notified as having special flood or mudslide prone areas will not receive financial assistance where flood insurance is not available.

F. Real Property Insurance – Fire and extended coverage will normally be maintained on all structures except reservoirs, pipelines and other structures if such structures are not normally insured and subsurface lift stations except for the value of electrical and pumping equipment. Prior to the acceptance of the facility from the contractor(s), you must obtain real property insurance (fire and extended coverage) on all facilities identified above.

G. Builder's Risk Insurance – It is the Owners responsibility to carry Builder's Risk insurance, during the construction of the proposed project.

11. Legal Services – You will be required to obtain a “Legal Services Agreement.” This agreement will address the fees necessary for the services outlined in this agreement. **At closing the owner's attorney will certify that the executed contract documents, including performance and payment bonds on contracts over \$100,000 are adequate and that the persons executing these documents have been properly authorized to do so by the entity in accordance with RD Instruction.**

12. Property Rights – Prior to advertisement for construction bids, you must furnish satisfactory evidence that you have or can obtain adequate continuous and valid control over the lands and rights needed for the project. Such evidence must in the following form:

A. **Preliminary Title Work** – Form MN 1927 Guide - 9, “Preliminary Title Opinion”, must be provided for each deed, contract or option for land being acquired for the proposed project (not required for Rights-of-Way). For land already owned that will be used for the proposed project, a Preliminary Title Opinion(s) will be completed for all such property(ies). Title Insurance may be obtained in lieu of Title Opinion. A Title Insurance binder will be required on all real estate now owned and property to be acquired in connection with the project. The binder will be in the amount of the proposed loan and name the United States of America, acting through the United States Department of Agriculture, as the proposed insured.

B. **Opinion Concerning Permits, Certificates, Licenses and Other Items** – The Applicant's attorney will provide a narrative opinion showing that all legal requirements can be met and stating how they will be met.

C. Final Title Work – On the day of loan closing, your attorney must furnish a separate final title opinion on all existing land(s) and those to be acquired on the day of loan closing. Form RD 1927-10, “Final Title Opinion” will be used. In lieu of the “Final Title Opinion”, immediately after closing, A Title Insurance Policy can be obtained. The policy must show no exceptions that would adversely affect the use of the real property in connection with the proposed project.

13. Architectural Services – The Agency must approve any agreements and modifications to agreements for professional architectural services. The agreement for architectural services should consist of the AIA documents as indicated in RD Guidance.

14. Restrictions on Lobbying

In order to comply with Section 319 of Public Law 101-121 which prohibits applicants and recipients of Federal contracts, grants and loans from using Federal appropriated funds for lobbying, the Federal Government in connection with the award of a specific contract, grant or loan, the **Applicant**, and all contractors and subcontractors must:

- A. Execute the attached Certification for Contracts, Grants, and Loans.
- B. Complete Standard Form LLL, "Disclosure of Lobbying Activities", if they have made, or agreed to make payment, using funds other than Federal appropriated funds, to influence or attempt to influence a decision in connection with the contract.

The Certification (and, if appropriate, the Disclosure) must be provided to USDA, Rural Development.

15. Bidding Phase -

A. Contract bidding will be authorized by RD only after the final design has been reviewed and accepted; funding has been arranged; and loan closing instructions have been completed by the USDA Office of General Counsel (OGC).

B. After you receive MN 1942-A - Guide 10, “Authorization to Bid” from RD, you shall authorize the Architect to proceed with the bid phase. The architect will assist in the following:

- i. The Architect will assist you in providing a written statement or other evidence to RD of the steps taken to comply with affirmative action to assure that small, minority and women-owned businesses will be utilized when possible on projects as a source of supplies, equipment, construction and services.

- ii. The Architect will assist you in advertising for and obtaining bids for the Work and maintaining a record of prospective bidders to whom Bidding Documents have been issued, attend pre-Bid conferences, if any, and receive and process Contractor deposits for accessing the Bid Documents.
- iii. Issue Addenda as appropriate to clarify, correct or change the Bidding Documents.
- iv. Consult with you as to the acceptability of subcontractors, vendors, suppliers and other person and entities proposed by Contractor for those portions of the work as to which such acceptability is required by the Bidding Documents.
- v. Determine the acceptability of substitute materials and equipment proposed when substitution is necessary because the specified item is incompatible with the Project or fails to comply with applicable codes.
- vi. Perform or provide other additional Bidding tasks as necessary in the obtaining and delivery of acceptable bids for the Project.
- vii. Consult with you and RD on qualifications and acceptance of qualified apparent low bidder. Provide RD with bid tabulation and Architect's evaluation of bids and recommendations for contract awards.
- viii. Contracts will be completed in accordance with AIA Document A201 and RD Instruction 1942-A Guide 27.

16. Cost Overruns – Cost overruns exceeding 20% of the development cost at time of loan or grant approval or where the scope of the original purpose has changed will compete for funds with all other applications on hand as of that date. Cost overruns must be due to high bids or unexpected construction problems that cannot be reduced by negotiations, redesign, use of bid alternatives, rebidding or other means prior to consideration by the Agency for subsequent funding. Such requests will be contingent on the availability of funds.

17. Disbursement of Funds –

- A. Interim Construction Financing – is to be obtained from commercial sources or special funding sources (approved by RD) in an amount equal to the loan when available at reasonable rates and terms. Any additional temporary bond amount over the RD loan must be agreed to in writing by RD.
- B. Partial Payments - During construction, RD 1924-18, "Partial Payment Estimate," will be used for periodic construction estimates. Prior to disbursement

of funds you and RD will review and approve each payment estimate. All bills and vouchers must be approved by RD prior to payment.

C. Electronic Funds Transfer – Loan and Grant funds will be transferred into your account at the time of loan and grant closing using the “Automated Clearing House” payment system. You must complete Form SF 3881, “Electronic Funds Transfer Payment Enrollment Form” prior to closing or start of construction, whichever is earlier.

D. Grant Funds – will be advanced as needed in the amount necessary to cover the RD portion of obligations due and payable by you. Grant funds will only be used after loan funds are depleted.

E. Immediate Use of Grant Funds Rules - Any grant funds not disbursed immediately upon receipt must be deposited in an interest-bearing account except as follows:

- i. Federal grant awards (from any source) are less than \$120,000 per year.
- ii. The best available interest-bearing account would not be expected to earn in excess of \$100 per year.
- iii. The depository would require a minimum balance so high that it would not be feasible.

F. Required Refunds – Interest earned on grant funds in excess of \$250/100 (as applicable) will be submitted to Rural Development at least quarterly, as required in 7 CFR 3019 and 7 CFR 2016. Rebates earned from any source will be submitted to RD as an extra payment on the loan.

G. Use of Remaining Funds – Remaining funds may be used for eligible purposes, provided the use will not result in major changes to the original scope of work and the project purpose remains the same. Grant funds not needed for authorized purposes will be cancelled. You will be notified of RD’s intent to cancel the remaining funds and given appropriate appeal rights.

18. Civil Rights, Accessibility and Other Special Requirements –You should be aware of and will be required to comply with other federal statute requirements including but not limited to:

A. Drug-Free Workplace – All recipients of RD grants must provide a drug-free workplace. Form AD 1049, “Certification Regarding Drug-Free Workplace Requirements”, must be completed.

B. Civil Rights Act of 1964 – All borrowers are subject to and facilities must be operated in accordance with Title VI of the Civil Rights Act of 1964 (42 U.S.C.

2000d et seq.) and 7 CFR 1901 subpart E, particularly as it relates to conducting and reporting of compliance reviews. Instruments of conveyance for loans and/or grants subject to the Act must contain the covenant required in 7 CFR 1901 Subpart E paragraph 202(e).

C. Civil Rights Compliance Reviews – RD financial programs must be extended without regard to race, color, religion, sex, national origin, marital status, age, or physical or mental handicap. The Applicant is required to gather racial identity and national origin information, along with gender information on the people in the community and the service area being served by the “Federally assisted program”. This information must be provided to RD periodically for required Compliance Reviews during the application process and during the term of the loan. Tracking of this information is required by Federal Civil Rights laws even for grant funding.

D. Age Discrimination Act of 1975 – Provides that no person in the United States shall on the basis of age, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.

E. Section 504 of Rehabilitation Act of 1973 – All recipients of RD funding must comply with Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 794). No handicapped individual in the United States shall, solely by reason of their handicap, be excluded from participation in, be denied of benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance. A “Self Evaluation and Transition Plan” will be required to be completed, prior to the loan and grant being closed. The Federal Access Board may be contacted for a copy of the ADAAG checklist (www.access-board.gov or (800) 872-2253), which may be used to complete the self-evaluation.

F. The Americans with Disabilities Act (ADA) of 1990 – Prohibits discrimination on the basis of disability in employment, State and local government services, public transportation, public accommodations, facilities, and telecommunications. Title II of the Act applies to facilities operated by State and local public entities, which provided services, programs and activities. Title III of the Act applies to facilities owned, leased, or operated by private entities, which accommodate the public.

G. Title IX of the Education Amendments Act of 1972 – Title IX prohibits discrimination on the basis of sex in education programs or activities that receive federal financial assistance.

H. Limited English Proficiency (LEP) under Executive Order 13166 - LEP statutes and authorities prohibit exclusion from participation in, denial of benefits

of, and discrimination under Federally-assisted and/or conducted programs on the ground of race, color, or national origin. Title VI of the Civil Rights Act of 1964 covers program access for LEP persons. LEP persons are individuals who do not speak English as their primary language and who have a limited ability to read, speak, write, or understand English. These individuals may be entitled to language assistance, free of charge. You must take reasonable steps to ensure that LEP persons receive the language assistance necessary to have meaningful access to USDA programs, services, and information your organization provides. These protections are pursuant to Executive Order 13166 entitled, "Improving Access to Services by Persons with Limited English Proficiency" and further affirmed in the USDA Departmental Regulation 4330-005, "Prohibition Against National Origin Discrimination Affecting Persons with Limited English Proficiency in Programs and Activities Conducted by USDA.

As a recipient the following will need completed:

1. Go to the website: <https://www.rd.usda.gov/about-rd/offices/civil-rights>, scroll down and find (under Important Documents) the USDA Rural Development Limited English Proficiency Implementation Strategy for Federally Assisted Programs. As the recipient, you will need to set up a file titled Limited English Proficiency to document your compliance with the LEP requirements.
2. Read the document and review the requirements for LEP. Page 8 of the document describes the 4 Factor Analysis, which is a step-by-step suggested process for conducting an LEP needs assessment.
3. Complete the 4-Factor Analysis for your RD assisted project and/or service area(s). Note, if you have received assistance for multiple projects or from more than one program, you may have multiple service areas that will need to be evaluated. However, the multiple service areas can be combined in the same analysis. There is no need to conduct separate analyses for each area.
4. The documentation that you have gathered for the 4-Factor Analysis should be saved and filed in your office's LEP file. This documentation will be needed for all future RD Compliance Review visits.
5. As a recipient you will need to monitor, evaluate, and update the 4-Factor analysis as appropriate, as changes in your service area warrants. Document any changes or updates in your office LEP/LAP file.

I. Responsibilities of Faith Based Entities – Faith based entities must follow requirements under 7 CFR 16.3.

19. System for Award Management – Requirement for System for Award Management(SAM)

A. You as the recipient must maintain the currency of your information in the SAM system until you submit the final financial report required under this award and all grants funds under this award have been disbursed or de-obligated, whichever is later. This requires that you review and update

the information at least annually after the initial registration, and more frequently if required by changes in your information or another award term. Recipients can register on-line at (<https://www.sam.gov>).

B. You as the recipient may not make a sub-award to an entity unless the entity has provided its Data Universal Numbering System (DUNS) number to you. Sub-recipients with sub-awards of \$25,000 or more must also have and maintain a current CCR registration through the SAM system.

C. Recipient Reporting. You as the recipient must report each first tier sub-awards of \$25,000 or more in non-Recovery Act funds to <http://www.fsr.gov> no later than the end of the month following the month the obligation was made. As part of your registration profile at <http://www.sam.gov>, you must report the total compensation of the 5 most highly compensated executives (if the award was \$25,000 or more, 80% or more of annual gross revenues subject to Transparency Act, and \$25 Million of annual gross revenues subject to Transparency Act) by end of month following month in which award was made. This requirement also pertains to sub-recipients (if the award was \$25,000 or more, 80% or more of annual gross revenues subject to Transparency Act, and \$25 Million of annual gross revenues subject to Transparency Act).

20. Assurance Regarding Felony Conviction or Tax Delinquent Status for Corporate Applicants - This award is subject to the provisions contained in the Agriculture, Rural Development, Food and Drug Administration, and Related Agencies Appropriations Act, 2012, P.L. No. 112-55, Division A, Sections 738 and 739, regarding corporate felony convictions and corporate federal tax delinquencies.

Accordingly, by accepting this award the recipient acknowledges that it: (1) does not have a tax delinquency, meaning that it is not subject to any unpaid Federal tax liability that has been assessed, for which all judicial and administrative remedies have been exhausted or have lapsed, and that is not being paid in a timely manner pursuant to an agreement with the authority responsible for collecting the tax liability, and (2) has not been convicted (or had an officer or agent acting on its behalf convicted) of a felony criminal violation under any Federal or State law within 24 months preceding the award, unless a suspending and debarment official of the United States Department of Agriculture has considered suspension or debarment of the recipient corporation, or such officer or agent, based on these convictions and/or tax delinquencies and determined that suspension or debarment is not necessary to protect the interests of the Government. If the recipient fails to comply with these provisions, the Rural Utilities Service will annul this agreement and may recover any funds the recipient has expended in violation of sections 738 and 739.

21. Loan and Grant Closing – The loan will be closed in accordance with instructions prepared by OGC. Form RD 1910-11, “Application Certification, Federal

Collection Policies for Consumer or Commercial Debts”, must be read and signed prior to loan closing.

- A. Post-closing Issues or Errors – The parties agree and acknowledge that it is their intent to close this transaction in the required manner. As part of loan closing instructions and upon the request of RD, the Borrower/Grantee agrees to fully cooperate and adjust any post-closing issues or errors necessary or desirable in the reasonable discretion of, or required by the laws and regulations governing Rural Development, its programs, policies, or operations. If additional costs are involved in performing these duties, those costs will be borne by the parties as required under the terms of the program, loan documents, security agreements, and/or other supplemental agreements. If post closing issues are not satisfactorily resolved, the transaction shall be voidable by RD.

- B. Borrower Graduation Requirement Certification – By accepting this loan, you are also agreeing to refinance (graduate) the unpaid loan balance in whole, or in part, upon request of the government. If at any time the Agency determines your entity is able to obtain a loan for such purposes from responsible cooperative or private sources at reasonable rates and terms, you will be requested to refinance. At the time of loan closing the Borrower will certify that they understand that the law requires them to refinance their loan when other credit is available at reasonable rates and terms. MN 1780 Guide 23 - “Graduation Certification” will be used for this certification.

If the conditions set forth in this letter are not met within 180 days from the date of this letter, RD reserves the right to discontinue processing the application. In the event the application has not advanced to the point of bidding within 180 days and it is determined the applicant still wishes to proceed, it may be necessary to review the conditions outlined in this letter. If during that review, it is determined the conditions outlined are no longer adequate, Rural Development reserves the right to require that the letter of conditions be revised or replaced.

We believe the information in this letter clearly sets forth the conditions which must be complied with; however, this letter does not relieve you from meeting the requirements of RD Instruction. If you have any questions, please do not hesitate to contact me.

Sincerely,

A handwritten signature in blue ink that reads "Angela Bokovoy". The signature is written in a cursive style.

Angela Bokovoy
Area Specialist

CC: State Office, USDA Rural Development
City Attorney
Accountant

Appraisal Report for:

City of Blackduck



Developed By:
The League of Minnesota Cities



Date: 12/2/2019

Agent Contact:
Security Insurance USA Agency
Christopher Vacek

City Contact: Christina Regas

Re: City of Blackduck - Completed Appraisal Report

LMCIT partnered with HCA Asset Management to develop the enclosed, completed appraisal report. Please review the values with the member and let us know if there are any questions.

It's ultimately the member's responsibility to confirm the property coverage limits are adequate in the event of a loss.

Unless otherwise directed within 90 days, LMCIT will update the city's property schedules to reflect the enclosed values in one of two ways: 1) the updated values will be applied at the upcoming renewal; or 2) the updated values will be applied by endorsement, if the renewal has already been completed.

In the report you will find the **Schedule of Individual Locations** which lists the current property coverage values as well as the newly established values.

There will not be another appraisal report for approximately 6 years. However LMCIT will coordinate appraisals on historical property at the city's request and onsite appraisals will be conducted on newly acquired property with replacement value of \$1,000,000 or greater.

As always if the member needs help or has questions about the adequacy of property values, don't hesitate to contact LMCIT right away.

If you have any questions about this report, please contact Lisa Trebesch, Appraisal Coordinator, at 651-215-4085.

Cordially yours,

Liam Biever, CPCU
LMCIT Underwriting Manager

Property Schedule For: BLACKDUCK, CITY OF

Date/Time Printed:
6/3/2019 9:18:40 AM

#	Address	Description	HCA Building Value	HCA Contents Value	Building Limit	Contents Limit	PIO Limit	Construction	Sprnk	Flood Code
1	8 SUMMIT AVE EAST	CITY HALL	\$357,100	\$59,500	\$352,772	\$51,800	\$0	Joisted Masonrv	N	C
2	224 FRONTAGE ROAD SOUTHWEST	LIQUOR STORE	\$807,600	\$265,200	\$898,434	\$275,954	\$0	Frame	N	C
3	72 RAILROAD AVE SOUTHWEST	MAINTENANCE GARAGE	\$188,900	\$48,400	\$193,829	\$38,520	\$0	Frame	N	C
4	72 FRONTAGE RD	PICNIC SHELTER/GAZEBO	\$74,500		\$66,181	\$0	\$0	Frame	N	C
5	4 ACR.IN PART OF SE1/4 SW1/4 12-149-31W	WELL HOUSE #2	\$21,300	\$54,900	\$23,781	\$27,514	\$0	Fire Resistive	N	C
6	20857 BLACKDUCK LAKE RD NE	GOLF COURSE - MAINTENANCE BLDG	\$85,200	\$12,000	\$63,040	\$106,294	\$0	Frame	N	C
7	NE1/4 NE1/4 11-140-31	GARAGE- LAGOON	\$27,400	\$9,500	\$35,333	\$0	\$0	Frame	N	C
8	388 SUMMIT AVE WEST	LIFT STATION	\$75,500	\$64,600	\$56,085	\$71,537	\$0	Frame	N	C
9	72 FRONTAGE ROAD	RESTROOMS	\$106,500	\$1,500	\$78,743	\$0	\$0	Joisted Masonry	N	C
10	NE 1/4, SW 1/4 -31	EFFLUENT PUMP STATION / TREATMENT PONDS	\$1,191,600	\$216,000	\$125,040	\$264,135	\$0	Frame	N	C
11	33 MARGARET AVE NORTHEAST	FIRE DEPT.	\$683,800	\$77,500	\$408,858	\$58,016	\$0	Frame	N	C
12	20857 BLACKDUCK LAKE RD NE	GOLF COURSE - CART SHED		DEMOLISHED	\$24,229	\$0	\$0	Frame	N	C
13	LOT 2,BLK 1,BALSIGER ADDN.	LIFT STATION # 3	\$36,600	\$12,100	\$33,650	\$27,514	\$0	Frame	N	C
14	HWY 47,39 & US 71	LIFT STATION # 2	\$69,700	\$24,100	\$39,260	\$27,514	\$0	Frame	N	C
15	72 FRONTAGE ROAD	PARK			\$0	\$0	\$19,956	Modified Fire Resistive	N	C
16	20857 BLACKDUCK LAKE RD. NE	CLUB HOUSE	\$319,600	\$33,800	\$321,364	\$33,018	\$0	Frame	N	C
17	21024 STONER MEMORIAL DRIVE	NORTH SHELTER	\$30,500		\$21,537	\$0	\$0	Frame	N	C
18	21024 STONER MEMORIAL DRIVE	SHOWER/BATHROOMS	\$130,900		\$72,686	\$0	\$0	Joisted Masonry	N	C
19	21024 STONER MEMORIAL DRIVE	SOUTH SHELTER	\$31,400		\$21,537	\$0	\$0	Frame	N	C
20	20857 BLACKDUCK LAKE RD NE	GOLF COURSE			\$0	\$0	\$100,000	Modified Fire Resistive	N	C
21	224 FRONTAGE RD SW	LIQUOR STORE			\$0	\$0	\$14,221	Modified Fire Resistive	N	C
22	LIBERTY DRIVE	BLACK MALLARD LIFT STATION	\$69,700	\$19,200	\$56,085	\$27,514	\$0	Frame	N	C
23	BLACKDUCK LAKE ROAD	VAULT BUILDING	\$34,000		\$20,190	\$0	\$0	Frame	N	C
24	72 1ST STREET SOUTHEAST	LIBRARY	\$353,400	\$12,500	\$349,632	\$40,404	\$0	Frame	N	C
25	88 1ST STREET SOUTHEAST	OLD POLICE-LAW ENFORCEMENT	\$211,000	\$75,000	\$360,240	\$84,193	\$0	Frame	N	C
26	245 OSCAR AVE NW	LIFT STATION	\$69,700	\$16,800	\$61,694	\$27,514	\$0	Modified Fire Resistive	N	C
27	88 1ST STREET NW	WATER TOWER	\$846,800		\$778,345	\$0	\$0	Modified Fire Resistive	N	C
28	388 SUMMIT AVE WEST	WATER TREATMENT	\$241,000	\$543,700	\$232,752	\$543,679	\$0	Joisted Masonry	N	C
29	21024 STONER MEMORIAL DRIVE	PARK			\$0	\$0	\$26,443	Modified Fire Resistive	N	C
30	21024 STONER MEMORIAL DRIVE	OUTHOUSE	\$4,100		\$3,590	\$0	\$0	Frame	N	C
31	21024 STONER MEMORIAL DRIVE	OUTHOUSE	\$4,100		\$3,590	\$0	\$0	Frame	N	C
32	197 INDUSTRIAL LANE	BALLFIELDS - CONCESSIONS & RESTROOMS	\$6,800		\$5,609	\$1,650	\$0	Modified Fire Resistive	N	C
33	80 MAIN ST N	LAW ENFORCEMENT CENTER	\$318,400	\$48,500	\$224,339	\$28,285	\$0	Frame	N	C
34	CITYWIDE	FIRE HYDRANTS			\$0	\$0	\$156,000	Modified Fire Resistive	N	C

November 21, 2019



Mr. Liam Bieber
Underwriting Manager
League of Minnesota Cities Insurance Trust
145 University Avenue West
St. Paul, MN 55103-2044

Dear Mr. Bieber

Our firm has performed onsite inspections and valuation services for the **City of Blackduck**, one of your program's insured entities. We are pleased to submit our restricted appraisal report for certain property of interest to League of Minnesota Cities Insurance Trust (hereafter LMCIT), a municipal risk pool operating in the state of Minnesota.

I. Purpose/Intended Use:

The sole purpose of our appraisal was to express our opinion of the replacement cost for insurance purposes. This report and the opinions of value expressed herein should be utilized for no other purpose. The intended use of the appraisal is to provide value conclusions that will assist LMCIT in its effort to maintain proper and supportable insurance to value, insurance placement, proof of loss documentation, and collection of important underwriting data as it relates to their property insurance reporting requirements. Neither this report nor its contents are to be referenced in any public documentation or redistributed to any third party without the express written consent of HCA Asset Management, LLC. The information contained in the reports are specific to your needs as the intended user and HCA is not responsible for any unauthorized use.

The submitted reports have been understood as "restricted appraisal reports" and are prepared under USPAP Standards Rule 8-2b-i through xii and Advisory Opinion 11 (updated as of the 2014-2015 edition). The criterion for this type of report has been achieved in the certificate letter of the report. Individualized detailed valuation backup will be provided upon request of the client or in the event of any future judicial proceedings.

Cost of Reproduction New (CRN) is the current estimated cost in terms of money, as of a specific date, incurred in reproducing a new replica of the property being appraised using the same, or closely similar materials.

Replacement Cost (RC) is the cost to construct or replace, at one time, an entire building of equal quality and utility. Modern materials and current methods, designs, and layouts are used for replacement. Replacement Cost does not take into consideration improvements necessary to conform to changes in building codes, demolition, debris removal, site accessibility or site work, reuse of building components or services, overtime, bonuses for labor, soft costs, extraordinary fees, premiums for materials, or other contingencies. For insurance purposes, the prices used for labor, materials, overhead, profit and fees are those in effect as of the date of our appraisal.

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It is important to review these definitions as stated in the current insurance policy language for accuracy and consistency. In the event of a partial loss, the amount of loss may be based on repair and renovation costs that are proportionately higher than the provided values for entire property, as defined herein.

Exclusion is a provision in an insurance contract describing property or types of property not covered by the contract. Typical exclusions segregated from our valuation conclusions are as follows: 1) Site Preparation; 2) Footings and Foundations (below the lowest occupied level); and, 3) Underground Portions of Plumbing.

II. Scope and Methodology:

HCA has conducted a field inventory of certain property owned by the insured, as designated by LMCIT. For each building, HCA has provided a detail Building Report. A complete listing of properties appraised by our staff is included with the Summary & Detail Report formats accompanying this letter.

Our valuation report includes:

- Buildings / Structures
- Contents/Machinery and Equipment (Summary Totals only - based only on tally and modeling/comparison approach, not a detailed inventory)

Excluded from the scope of our service were the following:

- Land/Landscaping
- Licensed Vehicles
- Mobile Property (unlicensed rolling stock)
- Infrastructure assets
- Intangible assets
- Property in the open
- Consumable supplies and spare parts; inventory items not included in project scope
- Leased property and personal property of others
- Architectural drawings and records

Buildings/Structures:

Each building subject to our appraisal (refer to proposal) has been physically inspected. Square footage for each building was generated based on a review blueprints, by physically measuring each building or by using existing documentation (i.e. CAD information; as-built plans, facilities information) and then verifying the data provided. Major construction components and building elements were identified and valued as part of the overall structure. Building plans/notes and photographs were prepared for each site to become part of our proof of loss documentation, in addition to assisting with the valuation efforts.

Furniture, Machinery and Moveable Equipment:

This category is often referred to as “Personal Property” or “Contents” in the insurance industry. HCA did not perform a detailed physical inventory of machinery and equipment assets. For insurance purposes, contents were either tallied and grouped by building to develop reasonable estimates of Replacement Cost, or the costs have been “modeled” based on similar properties previously appraised by our staff (estimated based on a standard cost

per square foot). For larger, newly constructed locations, contents may also have been estimated based on a combination of original cost documentation provided by the Entity. Based on the accepted scope of our engagement, these results should not be used for more detailed proof-of-loss documentation.

III. Three Approaches to Value:

The appraisal industry supports three recognized approaches to value (Cost, Sales Comparison and Income Approaches). As stated under USPAP Standards Rule 7.4, the appraiser has considered each approach to value and has decided which were applicable to the current project scope and intended use. The three approaches, as defined by the American Society of Appraisers are:

Cost Approach – This approach is based on the proposition that the informed purchaser would pay no more for a property than the cost of producing a substitute property with the same utility as the subject property. It considers that the maximum value of a property to a knowledgeable buyer would be the amount currently required to construct or purchase a new asset of equal utility. When the subject asset is not new, the current cost new for the subject must be adjusted for all forms of depreciation and obsolescence as of the effective date of the appraisal. **For Insurance Appraisal purposes, this is the most appropriate approach to valuing assets, and the one utilized by our staff for this engagement.**

Sales Comparison Approach – This approach involves the comparison of comparable recent sales (or offerings) of similar assets to the subject. If the comparable sales are not exactly like the subject, adjustments must be made to the price of the comparable sales (or offerings). The adjustments may be either up or down in order to estimate what the comparable would have sold for if it had the same characteristics as the subject. This approach leads to an indication of the most probable selling price for the assets being appraised.

Income Approach – This approach considers value in relation to the present worth of future benefits derived from ownership and is usually measured through the capitalization of a specific level of income.

The most reliable data available for the type of assets included in the scope of our appraisal includes historical cost and replacement cost information. Sources for this information include, but are not limited to client historical costs, purchase orders, recent contracts, files, databases, past inventories, manufacturers' suggested retail price lists, manufacturers price quotes, bluebooks, industry price guides and retail equipment catalogs. It has been established that the Cost Approach is the most relative and appropriate for insurance purposes. For this reason, we decided to employ the Cost Approach.

IV. Additional Risk Modeling Data

As part of our inspection and report our staff has prepared our estimates for the following: a) Flood Zone and b) Elevation. To provide this information we have utilized subscription-based resources for specific location data based on GPS coordinate readings obtained by our staff while in the field. We have not performed a detailed engineering mapping service, and cannot certify this data; however, we feel confident that the mappings provide a reasonable determination of these risks which may allow you to identify specific property characteristics/locations you feel warrant further research. In addition, in some cases the buildings visited by our staff are located in areas that are not mapped by the governing authorities. In the case where flood zone information is not mapped and unavailable, the Flood Zone will be designated as “N” in our reports and supporting data.

V. Summary

The appraisal report includes the following documents:

- This letter and attached Certification, summarizing our procedures and methodology;
- Tables indicating the coding and physical addresses for the locations inspected and valued;
- The attached appraisal reports (summary and detail) outlining our findings;
- A statement outlining our appraisal assumptions and conditions that limit use of the appraisal.

Exclusions have been calculated according to our experience with property that is typically excluded for insurance purposes. We accept no responsibility of liability for the excluded property. It is our recommendation that you consult with your insurance representatives so that these figures may be compared to those in your current coverage. It is recommended that a new inspection be conducted every five to seven years to meet current insurance appraisal standards.

For insurance purposes it is our opinion that the effective date as of November 07, 2019, the estimates of value are as follows:

	Replacement Cost (net of exclusions)
Buildings:	\$6,397,100
Contents:	\$1,594,800
Total for Locations Appraised:	<u>\$7,991,900</u>

VI. Appraisal Certification

I certify that, to the best of my knowledge and belief:

- The statements of fact contained in this report are true and correct. I have not knowingly misrepresented any facts or information that would have an impact on my calculations or conclusions of value.
- The reported analyses, opinions and conclusions are limited only by the reported assumptions and limiting conditions, and are my personal, impartial, and unbiased professional analyses, opinions, and conclusions.
- I have performed no services, as an appraiser or in any other capacity, regarding the property that is the subject of this report within a three year period immediately preceding acceptance of this assignment.
- I have no present or prospective interest in the property that is the subject of this report, and I have no personal interest with respect to the parties involved.
- I have no bias with respect to any property that is the subject of this report or to the parties involved with this assignment.
- My engagement in this assignment was not contingent upon developing or reporting predetermined results.
- My compensation for completing this assignment is not contingent upon the reporting of a predetermined value or direction in value that favors the cause of the client, the amount of the value opinion, the attainment of a stipulated result, or the occurrence of a subsequent event directly related to the intended use of this appraisal.
- I have made a personal inspection of the properties that are the subject of this report (where applicable under the scope of services).
- Analyses, opinions, and conclusions were developed, and this report has been prepared, in conformity with the Uniform Standards of Professional Appraisal Practice (updated as of 2014-2015 edition).
- No one provided significant property appraisal assistance to the person signing this certification.

Respectfully Submitted,
HCA Asset Management, LLC



Eric Droege
Responsible Appraiser

VII. Assumptions & Limiting Conditions

1. It is assumed that the utilization of the improvements is within the boundaries or property lines of the property described and that there is no encroachment or trespass unless noted in the report. No survey has been offered or ordered in connection with the service.
2. Building areas discussed have been calculated in accordance with standards developed by the American Institute of Architects as included in AIA Document D101 "Methods of Calculating Areas and Volumes of Buildings".
3. It is assumed that there are no hidden or unapparent conditions of the property, subsoil, or structures that render them more or less valuable. No responsibility is assumed for such conditions or for arranging for engineering studies that may be required to discover them.
4. All engineering and architecture utilized by our staff is assumed to be correct.
5. We have assumed that the property is free from insect infestation, dry rot, and fungus growth. The mechanical systems, heating system, piping, plumbing, and other building service equipment have not been specifically tested, but are assumed to be in good working order and adequate for the buildings, unless specifically cited otherwise.
6. It is assumed that all applicable zoning and land use regulations have been complied with, unless nonconformity has been stated, defined, and considered in the appraisal report.
7. It is assumed that all required licenses, certificates of occupancy, consents, or other legislative or administrative authority from any local, state, or national government or private entity or organization have been, or can be obtained or renewed for any use on which the value estimate contained in this report is based.
8. It is assumed that there is full compliance with all applicable federal, state, and local environmental regulations and laws unless noncompliance is stated, defined, and considered in the appraisal report.
9. It is assumed that there are no hazardous substances on the subject property or on surrounding properties that would potentially adversely affect the value of the subject property. The analyses and value conclusions in this appraisal report are null and void should any such hazardous materials be discovered. We possess no expertise or qualifications for identifying hazardous materials. We assume no responsibility for investigating or arranging for competent engineering studies of the property to identify such hazardous materials.
10. The information furnished by others is believed to be reliable and has been confirmed with public records or a knowledgeable party when possible. However, no warranty is given for its accuracy.
11. All assets shown on any data files, maps, blueprints or inventory lists provided by the client are assumed to be owned, operated, and maintained by the client with no shared interest by another entity. No land surveys, title searches, or legal determination of ownership has been conducted.

12. Any blueprints, maps or plans provided to HCA are assumed to be “as-built”.
13. Our appraisal is valid only for the function, which is stated herein. Any other use of, or reliance upon this report by you or third parties is invalid.
14. If physical inspection of the property was made, the inspection was conducted by appraisers familiar with general real property and building construction. HCA is not responsible for the structural integrity of the property or its conformity to building construction code requirements or safety concerns.
15. No person other than those identified (and the Client) had any significant professional input on the valuation process. Unless previously stated, no subcontractors or outsourcing were utilized in the derivation of the values provided in the report.
16. HCA reserves the right to make adjustments to our opinions of value as deemed necessary.
17. Property areas, dimensions, and descriptions used in this analysis have been provided for identification purposes only and are not to be used for any other purpose including legal documentation.
18. Possession of this report or any copies does not carry any right of redistribution or publication. No portion of this report may be shared with any third parties through prospectus, advertising, public publication, news, or any other means of communication (including email/internet) without the prior written consent of HCA Asset Management, LLC.

We have acted as an independent contractor and have no personal interest, either present or contemplated, in the subject property. We certify that no fee received, or to be received, or the employment of our services, is in any way contingent upon the opinion reported. HCA will maintain and house copies of our work file, all relative correspondence, and the final reports and database(s) for a period not less than five years after preparation or at least two years after final disposition of any judicial proceeding in which the appraiser provided testimony related to the assignment, whichever period expires last. This policy is outlined in accordance with the American Society of Appraisers and the Uniform Standards of Professional Appraisal Practice (USPAP).

NATURAL DISASTER DISCLAIMER

Recovery and reconstruction from widespread natural disasters such as hurricane, earthquake, tornado or flood often create abnormal shortages of labor and materials typically resulting in significant price increases compared to conditions prior to the event. These increases, while temporary, may last for a year or more before returning to normal market conditions.

The values as reported herein are estimated based on normal market conditions and are considered appropriate for the stated purpose of this report (insurance coverage). Some or all of the estimated values as reported herein may be inadequate for reconstruction or repair in periods after a widespread natural disaster.

HCA Asset Management, LLC

LMCIT 2019

Location Table

Entity	Site	Address	Building	Pg. Ref.
2019036	Blackduck			
	001	CITY HALL		
		8 SUMMIT AVE EAST, BLACKDUCK, MN 56630		
			01 CITY HALL	1
	002	LIQUOR STORE		
		224 FRONTAGE ROAD SOUTHWEST, BLACKDUCK, MN 56630		
			01 LIQUOR STORE	2
	003	MAINTENANCE GARAGE		
		72 RAILROAD AVE SOUTHWEST, BLACKDUCK, MN 56630		
			01 MAINTENANCE GARAGE	3
	004	PICNIC SHELTER/GAZEBO		
		72 FRONTAGE RD, BLACKDUCK, MN 56630		
			01 PICNIC SHELTER/GAZEBO	4
	005	WELL HOUSE #5		
		BLACKDUCK ROAD NE, BLACKDUCK, MN 56630		
			01 WELL HOUSE #5	5
	006	GOLF COURSE - MAINTENANCE BLDG		
		20857 BLACKDUCK LAKE RD NE, BLACKDUCK, MN 56630		
			01 GOLF COURSE - MAINTENANCE BLDG	6
	007	GARAGE- LAGOON		
		19650 BLACKDUCK LAKE ROAD N, BLACKDUCK, MN 56630		
			01 GARAGE- LAGOON	7
	008	LIFT STATION		
		388 SUMMIT AVE WEST, BLACKDUCK, MN 56630		
			01 LIFT STATION	8

HCA Asset Management, LLC

LMCIT 2019

Location Table

Entity	Site	Address	Building	Pg. Ref.
2019036	Blackduck			
	009	RESTROOMS		
		72 FRONTAGE ROAD, BLACKDUCK, MN 56630		
			01 RESTROOMS	9
	010	EFFLUENT PUMP STATION		
		19650 BLACKDUCK LAKE ROAD N, BLACKDUCK, MN 56630		
			01 EFFLUENT PUMP STATION	10
			ADD01 TREATMENT PONDS	11
	011	FIRE DEPT.		
		33 MARGARET AVE NORTHEAST, BLACKDUCK, MN 56630		
			01 FIRE DEPT.	12
	012	GOLF COURSE - CART SHED		
		20857 BLACKDUCK LAKE RD NE, BLACKDUCK, MN 56630		
			01 GOLF COURSE - CART SHED	13
	013	LIFT STATION # 3		
		441 4TH STREET NE, BLACKDUCK, MN 56630		
			01 LIFT STATION # 3	14
	014	LIFT STATION # 2		
		25778 US HIGHWAY 71, BLACKDUCK, MN 56630		
			01 LIFT STATION # 2	15
	016	CLUB HOUSE		
		20857 BLACKDUCK LAKE RD. NE, BLACKDUCK, MN 56630		
			01 CLUB HOUSE	16
	017	NORTH SHELTER		
		21024 STONER MEMORIAL DRIVE, BLACKDUCK, MN 56630		
			01 NORTH SHELTER	17

HCA Asset Management, LLC

LMCIT 2019

Location Table

Entity	Site	Address	Building	Pg. Ref.
2019036	Blackduck			
	018	SHOWER/BATHROOMS		
		21024 STONER MEMORIAL DRIVE, BLACKDUCK, MN 56630		
			01 SHOWER/BATHROOMS	18
	019	SOUTH SHELTER		
		21024 STONER MEMORIAL DRIVE, BLACKDUCK, MN 56630		
			01 SOUTH SHELTER	19
	022	BLACK MALLARD LIFT STATION		
		108 LIBERTY DRIVE NE, BLACKDUCK, MN 56630		
			01 BLACK MALLARD LIFT STATION	20
	023	VAULT BUILDING		
		21899 BLACKDUCK LAKE ROAD N, BLACKDUCK, MN 56630		
			01 VAULT BUILDING	21
	024	LIBRARY		
		72 1ST STREET SOUTHEAST, BLACKDUCK, MN 56630		
			01 LIBRARY	22
	025	OLD POLICE-LAW ENFORCEMENT		
		88 1ST STREET SOUTHEAST, BLACKDUCK, MN 56630		
			01 STORAGE BUILDING	23
	026	LIFT STATION		
		245 OSCAR AVE NW, BLACKDUCK, MN 56630		
			01 LIFT STATION	24
	027	WATER TOWER		
		88 1ST STREET NW, BLACKDUCK, MN 56630		
			01 WATER TOWER	25

HCA Asset Management, LLC

LMCIT 2019

Location Table

Entity	Site	Address	Building	Pg. Ref.
2019036	Blackduck			
	028	WATER TREATMENT		
		388 SUMMIT AVE WEST, BLACKDUCK, MN 56630		
			01 WATER TREATMENT	26
	030	OUTHOUSE		
		21024 STONER MEMORIAL DRIVE, BLACKDUCK, MN 56630		
			01 OUTHOUSE	27
	031	OUTHOUSE		
		21024 STONER MEMORIAL DRIVE, BLACKDUCK, MN 56630		
			01 OUTHOUSE	28
	032	BALLFIELDS		
		197 INDUSTRIAL LANE, BLACKDUCK, MN 56630		
			01 CONCESSION & RESTROOMS	29
	033	LAW ENFORCEMENT CENTER		
		80 MAIN ST N, BLACKDUCK, MN 56630		
			01 LAW ENFORCEMENT CENTER	30

Insurance Summary Report -RCV

LMCIT 2019

Blackduck

As of Date: 11/07/2019

							Replacement Cost (RC)		
							Contents	Total	
Year Built	ISO Class	No. Of Stories	Square Footage	Building (Less Exclusions)					
SITE: 001 CITY HALL									
BLDG: 01	CITY HALL 8 SUMMIT AVE EAST BLACKDUCK, MN 56630	1950	2	1	3,732	\$357,100	\$59,500	\$416,600	
Site Totals:						\$357,100	\$59,500	\$416,600	
SITE: 002 LIQUOR STORE									
BLDG: 01	LIQUOR STORE 224 FRONTAGE ROAD SOUTHWEST BLACKDUCK, MN 56630	1975	1	1	4,756	\$807,600	\$265,200	\$1,072,800	
Site Totals:						\$807,600	\$265,200	\$1,072,800	
SITE: 003 MAINTENANCE GARAGE									
BLDG: 01	MAINTENANCE GARAGE 72 RAILROAD AVE SOUTHWEST BLACKDUCK, MN 56630	1950	1	1	3,224	\$188,900	\$48,400	\$237,300	
Site Totals:						\$188,900	\$48,400	\$237,300	
SITE: 004 PICNIC SHELTER/GAZEBO									
BLDG: 01	PICNIC SHELTER/GAZEBO 72 FRONTAGE RD BLACKDUCK, MN 56630	1988	1	1	1,086	\$74,500	\$0	\$74,500	
Site Totals:						\$74,500	\$0	\$74,500	

As of Date: 11/07/2019

		Year Built	ISO Class	No. Of Stories	Square Footage	Building (Less Exclusions)	Replacement Cost (RC) Contents	Total
SITE: 005 WELL HOUSE #5								
BLDG: 01	WELL HOUSE #5 BLACKDUCK ROAD NE BLACKDUCK, MN 56630	1985	2	1	100	\$21,300	\$54,900	\$76,200
Site Totals:						\$21,300	\$54,900	\$76,200
SITE: 006 GOLF COURSE - MAINTENANCE BLDG								
BLDG: 01	GOLF COURSE - MAINTENANCE BLDG 20857 BLACKDUCK LAKE RD NE BLACKDUCK, MN 56630	1996	1	1	1,800	\$85,200	\$12,000	\$97,200
Site Totals:						\$85,200	\$12,000	\$97,200
SITE: 007 GARAGE- LAGOON								
BLDG: 01	GARAGE- LAGOON 19650 BLACKDUCK LAKE ROAD N BLACKDUCK, MN 56630	1988	1	1	432	\$27,400	\$9,500	\$36,900
Site Totals:						\$27,400	\$9,500	\$36,900
SITE: 008 LIFT STATION								
BLDG: 01	LIFT STATION 388 SUMMIT AVE WEST BLACKDUCK, MN 56630	1988	6	1	0	\$75,500	\$64,600	\$140,100
Site Totals:						\$75,500	\$64,600	\$140,100
SITE: 009 RESTROOMS								
BLDG: 01	RESTROOMS 72 FRONTAGE ROAD BLACKDUCK, MN 56630	1997	2	1	530	\$106,500	\$1,500	\$108,000
Site Totals:						\$106,500	\$1,500	\$108,000

As of Date: 11/07/2019

		Year Built	ISO Class	No. Of Stories	Square Footage	Building (Less Exclusions)	Replacement Cost (RC) Contents	Total
SITE: 010 EFFLUENT PUMP STATION								
BLDG: 01	EFFLUENT PUMP STATION 19650 BLACKDUCK LAKE ROAD N BLACKDUCK, MN 56630	1986	6	1	144	\$41,000	\$209,000	\$250,000
BLDG: ADD01	TREATMENT PONDS 19650 BLACKDUCK LAKE ROAD N BLACKDUCK, MN 56630	1986	0	1	1,006,236	\$1,150,600	\$7,000	\$1,157,600
Site Totals:						\$1,191,600	\$216,000	\$1,407,600
SITE: 011 FIRE DEPT.								
BLDG: 01	FIRE DEPT. 33 MARGARET AVE NORTHEAST BLACKDUCK, MN 56630	1958	2	1	5,500	\$683,800	\$77,500	\$761,300
Site Totals:						\$683,800	\$77,500	\$761,300
SITE: 012 GOLF COURSE - CART SHED								
BLDG: 01	GOLF COURSE - CART SHED 20857 BLACKDUCK LAKE RD NE BLACKDUCK, MN 56630		0		0	\$0	\$0	\$0
Site Totals:						\$0	\$0	\$0
SITE: 013 LIFT STATION # 3								
BLDG: 01	LIFT STATION # 3 441 4TH STREET NE BLACKDUCK, MN 56630	2000	6	1	0	\$36,600	\$12,100	\$48,700
Site Totals:						\$36,600	\$12,100	\$48,700
SITE: 014 LIFT STATION # 2								
BLDG: 01	LIFT STATION # 2 25778 US HIGHWAY 71 BLACKDUCK, MN 56630	1996	6	1	0	\$69,700	\$24,100	\$93,800
Site Totals:						\$69,700	\$24,100	\$93,800

As of Date: 11/07/2019

		Year Built	ISO Class	No. Of Stories	Square Footage	Building (Less Exclusions)	Replacement Cost (RC) Contents	Total
SITE: 016	CLUB HOUSE							
BLDG: 01	CLUB HOUSE 20857 BLACKDUCK LAKE RD. NE BLACKDUCK, MN 56630	1998	1	2	3,027	\$319,600	\$33,800	\$353,400
Site Totals:						\$319,600	\$33,800	\$353,400
SITE: 017	NORTH SHELTER							
BLDG: 01	NORTH SHELTER 21024 STONER MEMORIAL DRIVE BLACKDUCK, MN 56630	1998	1	1	748	\$30,500	\$0	\$30,500
Site Totals:						\$30,500	\$0	\$30,500
SITE: 018	SHOWER/BATHROOMS							
BLDG: 01	SHOWER/BATHROOMS 21024 STONER MEMORIAL DRIVE BLACKDUCK, MN 56630	1998	2	1	800	\$130,900	\$0	\$130,900
Site Totals:						\$130,900	\$0	\$130,900
SITE: 019	SOUTH SHELTER							
BLDG: 01	SOUTH SHELTER 21024 STONER MEMORIAL DRIVE BLACKDUCK, MN 56630	1998	1	1	768	\$31,400	\$0	\$31,400
Site Totals:						\$31,400	\$0	\$31,400
SITE: 022	BLACK MALLARD LIFT STATION							
BLDG: 01	BLACK MALLARD LIFT STATION 108 LIBERTY DRIVE NE BLACKDUCK, MN 56630	1999	6	1	0	\$69,700	\$19,200	\$88,900
Site Totals:						\$69,700	\$19,200	\$88,900
SITE: 023	VAULT BUILDING							
BLDG: 01	VAULT BUILDING	1968	4	1	600	\$34,000	\$0	\$34,000

As of Date: 11/07/2019

		Year Built	ISO Class	No. Of Stories	Square Footage	Building (Less Exclusions)	Replacement Cost (RC) Contents	Total
SITE: 023	VAULT BUILDING							
21899 BLACKDUCK LAKE ROAD N BLACKDUCK, MN 56630								
Site Totals:						\$34,000	\$0	\$34,000
SITE: 024	LIBRARY							
BLDG: 01	LIBRARY	1999	1	1	2,400	\$353,400	\$12,500	\$365,900
72 1ST STREET SOUTHEAST BLACKDUCK, MN 56630								
Site Totals:						\$353,400	\$12,500	\$365,900
SITE: 025	OLD POLICE-LAW ENFORCEMENT							
BLDG: 01	STORAGE BUILDING	1950	1	1	5,097	\$211,000	\$75,000	\$286,000
88 1ST STREET SOUTHEAST BLACKDUCK, MN 56630								
Site Totals:						\$211,000	\$75,000	\$286,000
SITE: 026	LIFT STATION							
BLDG: 01	LIFT STATION	1988	6	1	0	\$69,700	\$16,800	\$86,500
245 OSCAR AVE NW BLACKDUCK, MN 56630								
Site Totals:						\$69,700	\$16,800	\$86,500
SITE: 027	WATER TOWER							
BLDG: 01	WATER TOWER	2003	3	1	0	\$846,800	\$0	\$846,800
88 1ST STREET NW BLACKDUCK, MN 56630								
Site Totals:						\$846,800	\$0	\$846,800
SITE: 028	WATER TREATMENT							
BLDG: 01	WATER TREATMENT	2003	2	1	924	\$241,000	\$543,700	\$784,700
388 SUMMIT AVE WEST								

As of Date: 11/07/2019

		Year Built	ISO Class	No. Of Stories	Square Footage	Building (Less Exclusions)	Replacement Cost (RC) Contents	Total
SITE: 028	WATER TREATMENT							
BLACKDUCK, MN 56630								
Site Totals:						\$241,000	\$543,700	\$784,700
SITE: 030	OUTHOUSE							
BLDG: 01	OUTHOUSE	1998	1	1	44	\$4,100	\$0	\$4,100
21024 STONER MEMORIAL DRIVE BLACKDUCK, MN 56630								
Site Totals:						\$4,100	\$0	\$4,100
SITE: 031	OUTHOUSE							
BLDG: 01	OUTHOUSE	1998	1	1	44	\$4,100	\$0	\$4,100
21024 STONER MEMORIAL DRIVE BLACKDUCK, MN 56630								
Site Totals:						\$4,100	\$0	\$4,100
SITE: 032	BALLFIELDS							
BLDG: 01	CONCESSION & RESTROOMS	1980	1	1	229	\$6,800	\$0	\$6,800
197 INDUSTRIAL LANE BLACKDUCK, MN 56630								
Site Totals:						\$6,800	\$0	\$6,800
SITE: 033	LAW ENFORCEMENT CENTER							
BLDG: 01	LAW ENFORCEMENT CENTER	1955	1	1	3,000	\$318,400	\$48,500	\$366,900
80 MAIN ST N BLACKDUCK, MN 56630								
Site Totals:						\$318,400	\$48,500	\$366,900
Report Totals:						\$6,397,100	\$1,594,800	\$7,991,900

HCA Asset Management, LLC

LMCIT 2019

Insurance Detail Report

As of date: 11/7/2019

ENTITY: 2019036 Blackduck
 SITE: 001 CITY HALL
 BUILDING: 01 CITY HALL
 ADDRESS: 8 SUMMIT AVE EAST
 BLACKDUCK, MN 56630
 OCCUPANCY: CITY HALL
 FIRE PROTECTION AND SAFETY: EXIT LIGHTING
 FIRE EXTINGUISHERS

ISO CONSTRUCTION CLASS: JOISTED MASONRY
 FRAMING: JOISTED MASONRY
 DATE OF CONSTRUCTION: 1950
 ADDITIONS (YES-YR. OR NO): 0
 RENOVATIONS (YES-YR OR NO): 1999
 NUMBER OF STORIES: 1
 GROSS/BASEMENT SF: 3,732 / 1875
 ELEVATION (FT): 1392
 FLOOD ZONE:
 LATITUDE/LONGITUDE: 47.730072°N 94.548572°W

SPRINKLERED (YES-% OR NO): NO

FOUNDATION: CONCRETE FOOTING
 CONCRETE SLAB
 CONCRETE WALLS

EXTERIOR WALLS: BRICK ON MASONRY
 NATIVE STONE ON MASONRY

ROOFING: SINGLE PLY - BALLASTED

PARTITION WALLS: CONCRETE-REINFORCED
 DRYWALL ON STUD
 WOOD PANELING ON STUD

CEILING: ACOUSTICAL TILE
 NONE/EXPOSED DECK

BUILDING SERVICES: ELECTRIC
 HEATING
 PLUMBING
 PTAC WALL UNITS

FLOORING: VINYL TILE
 CARPETING
 CONCRETE/W SEALER
 VINYL - SHEET

BUILDING FEATURES: BUILT-IN CABINETS & SHELVING
 COVERED ENTRANCE WAY



BUILDING:

REPLACEMENT COST NEW (RC): \$367,500
 EXCLUSION AMOUNT: \$10,400
 RC MINUS EXCLUSIONS: **\$357,100**
 PROPERTY IN THE OPEN: \$0

PERSONAL PROPERTY:

CONTENT VALUE: \$59,500
 EDP: \$0

BUILDING NOTES:

ONE STORY CITY HALL WITH A FULL, PARTIALLY FINISHED BASEMENT. FEATURES INCLUDE: CITY ADMINISTRATIVE OFFICES, (2) VAULTS, MEETING AREA AND A SERVICE COUNTER. CONTENTS INCLUDE: OFFICE FURNISHINGS, SERVER EQUIPMENT, FILE STORAGE AND MISC. CITY STORAGE.

ENTITY: 2019036 Blackduck
 SITE: 002 LIQUOR STORE
 BUILDING: 01 LIQUOR STORE
 ADDRESS: 224 FRONTAGE ROAD SOUTHWEST
 BLACKDUCK, MN 56630
 OCCUPANCY: LIQUOR STORE
 FIRE PROTECTION AND SAFETY: EXIT LIGHTING
 INTRUSION SYSTEM
 SECURITY CAMERAS
 FM-200 SUPPRESSION SYSTEM
 FIRE EXTINGUISHERS

SPRINKLERED (YES-% OR NO): NO

FOUNDATION: CONCRETE FOOTING
 CONCRETE SLAB

EXTERIOR WALLS: WOOD - HAND-HEWN LOG

ROOFING: ASPHALT SHINGLE

PARTITION WALLS: DRYWALL ON STUD
 WOOD PANELING ON STUD

CEILING: ACOUSTICAL TILE

BUILDING SERVICES: AIRCONDITIONING-CENTRAL
 ELECTRIC
 PLUMBING
 HEATING - RADIANT

FLOORING: VINYL TILE
 CARPETING
 CERAMIC TILE
 CONCRETE/W SEALER

BUILDING FEATURES: BUILT-IN CABINETS & SHELVING
 COVERED ENTRANCE WAY
 EXHAUST HOODS-KITCHEN
 WALK-IN COOLER

ISO CONSTRUCTION CLASS: FRAME / COMBUSTIBLE
 FRAMING: WOOD
 DATE OF CONSTRUCTION: 1975
 ADDITIONS (YES-YR. OR NO): 2002
 RENOVATIONS (YES-YR OR NO): 2002, 2011, 2013, 2014
 NUMBER OF STORIES: 1
 GROSS/BASEMENT SF: 4,756 / NO
 ELEVATION (FT): 1375
 FLOOD ZONE:
 LATITUDE/LONGITUDE: 47.727558°N 94.553073°W



BUILDING:	
REPLACEMENT COST NEW (RC):	\$824,200
EXCLUSION AMOUNT:	\$16,600
RC MINUS EXCLUSIONS:	\$807,600
PROPERTY IN THE OPEN:	\$0
PERSONAL PROPERTY:	
CONTENT VALUE:	\$265,200
EDP:	\$0

BUILDING NOTES:
 ONE STORY LIQUOR STORE. FEATURES INCLUDE: OFF-SALE LIQUOR MARKET WITH 10-DOOR COOLER, FULL SERVICE BAR WITH KITCHEN, GAMING AREA AND STORAGE AREAS. CONTENTS INCLUDE: LIQUOR/BEER INVENTORY, KITCHEN EQUIPMENT, BAR FURNISHINGS, POS EQUIPMENT, FILE STORAGE, SERVER/AV EQUIPMENT AND MISC. STORAGE. THE SECURITY SYSTEM WAS UPDATED IN 2013 AND THE ROOF WAS REPLACED IN 2014.

ENTITY: 2019036 Blackduck
 SITE: 003 MAINTENANCE GARAGE
 BUILDING: 01 MAINTENANCE GARAGE
 ADDRESS: 72 RAILROAD AVE SOUTHWEST
 BLACKDUCK, MN 56630
 OCCUPANCY: MAINTENANCE GARAGE
 FIRE PROTECTION AND SAFETY: FIRE EXTINGUISHERS

ISO CONSTRUCTION CLASS: FRAME / COMBUSTIBLE
 FRAMING: WOOD
 DATE OF CONSTRUCTION: 1950
 ADDITIONS (YES-YR. OR NO): 0
 RENOVATIONS (YES-YR OR NO): 2012
 NUMBER OF STORIES: 1
 GROSS/BASEMENT SF: 3,224 / NO
 ELEVATION (FT): 1388
 FLOOD ZONE:
 LATITUDE/LONGITUDE: 47.729073°N 94.546793°W

SPRINKLERED (YES-% OR NO): NO

FOUNDATION: CONCRETE FOOTING
 CONCRETE SLAB

EXTERIOR WALLS: METAL SIDING ON STUD/GIRT

ROOFING: METAL

PARTITION WALLS: METAL PANEL ON STUD/GIRT
 WOOD PANELING ON STUD

CEILING: DRYWALL
 NONE/EXPOSED DECK

BUILDING SERVICES: ELECTRIC
 HEATING - UNIT
 PLUMBING

FLOORING: CONCRETE/W SEALER

BUILDING FEATURES: AUTOMATIC DOOR OPENERS
 BUILT-IN CABINETS & SHELVING
 OVERHEAD/BAY DOORS



BUILDING:

REPLACEMENT COST NEW (RC): \$192,800
 EXCLUSION AMOUNT: \$3,900
 RC MINUS EXCLUSIONS: **\$188,900**
 PROPERTY IN THE OPEN: \$0

PERSONAL PROPERTY:

CONTENT VALUE: \$48,400
 EDP: \$0

BUILDING NOTES:

ONE STORY MAINTENANCE GARAGE. FEATURES INCLUDE: MOBILE EQUIPMENT STORAGE BAYS, WORKSHOP AND BREAK AREA. CONTENTS INCLUDE: PARTS/EQUIPMENT STORAGE, TOOL STORAGE AND MISC. PUBLIC WORKS EQUIPMENT STORAGE.

ENTITY: 2019036 Blackduck
 SITE: 004 PICNIC SHELTER/GAZEBO
 BUILDING: 01 PICNIC SHELTER/GAZEBO
 ADDRESS: 72 FRONTAGE RD
 BLACKDUCK, MN 56630
 OCCUPANCY: GAZEBO
 FIRE PROTECTION AND SAFETY: NONE

ISO CONSTRUCTION CLASS: FRAME / COMBUSTIBLE
 FRAMING: WOOD
 DATE OF CONSTRUCTION: 1988
 ADDITIONS (YES-YR. OR NO): 0
 RENOVATIONS (YES-YR OR NO): 1999
 NUMBER OF STORIES: 1
 GROSS/BASEMENT SF: 1,086 / NO
 ELEVATION (FT): 1376
 FLOOD ZONE:

SPRINKLERED (YES-% OR NO): NO

LATITUDE/LONGITUDE: 47.729048°N 94.552108°W

FOUNDATION: CONCRETE FOOTING
 CONCRETE SLAB

EXTERIOR WALLS: NONE

ROOFING: METAL

PARTITION WALLS: NONE

CEILING: WOOD

BUILDING SERVICES: ELECTRIC

FLOORING: CONCRETE/W SEALER

BUILDING FEATURES: UNIQUE - SEE NARRATIVE BELOW



BUILDING:

REPLACEMENT COST NEW (RC): \$75,300
 EXCLUSION AMOUNT: \$800
 RC MINUS EXCLUSIONS: \$74,500
 PROPERTY IN THE OPEN: \$0

PERSONAL PROPERTY:

CONTENT VALUE: \$0
 EDP: \$0

BUILDING NOTES:
 OPEN AIR GAZEBO.

ENTITY: 2019036 Blackduck
 SITE: 005 WELL HOUSE #5
 BUILDING: 01 WELL HOUSE #5
 ADDRESS: BLACKDUCK ROAD NE
 BLACKDUCK, MN 56630
 OCCUPANCY: WELL HOUSE
 FIRE PROTECTION AND SAFETY: FIRE EXTINGUISHERS

ISO CONSTRUCTION CLASS: JOISTED MASONRY
 FRAMING: JOISTED MASONRY
 DATE OF CONSTRUCTION: 1985
 ADDITIONS (YES-YR. OR NO): 0
 RENOVATIONS (YES-YR OR NO): 2004
 NUMBER OF STORIES: 1
 GROSS/BASEMENT SF: 100 / NO
 ELEVATION (FT): 1367
 FLOOD ZONE:

SPRINKLERED (YES-% OR NO): NO

LATITUDE/LONGITUDE: 47.729997°N 94.560812°W

FOUNDATION: CONCRETE FOOTING
 CONCRETE SLAB

EXTERIOR WALLS: CONCRETE BLOCK



ROOFING: SINGLE PLY MEMBRANE

PARTITION WALLS: NONE

CEILING: NONE/EXPOSED DECK

BUILDING SERVICES: ELECTRIC
 HEATING - UNIT
 PLUMBING

FLOORING: CONCRETE/W SEALER

BUILDING FEATURES: BUILT-IN CABINETS & SHELVING

BUILDING:

REPLACEMENT COST NEW (RC): \$22,000
 EXCLUSION AMOUNT: \$700
 RC MINUS EXCLUSIONS: \$21,300
 PROPERTY IN THE OPEN: \$0

PERSONAL PROPERTY:

CONTENT VALUE: \$54,900
 EDP: \$0

BUILDING NOTES:

STRUCTURE VALUE INCLUDES: ABOVE GROUND WELL HOUSE AND A WELL WITH A DEPTH OF 191 FEET. CONTENTS INCLUDE: 15HP SUBMERSIBLE WELL PUMP, 8 INCH WELL CASING, CONTROLS, METERING, PROCESS PIPING, VALVES AND FITTING.

ENTITY: 2019036 Blackduck
 SITE: 006 GOLF COURSE - MAINTENANCE BLDG
 BUILDING: 01 GOLF COURSE - MAINTENANCE BLDG
 ADDRESS: 20857 BLACKDUCK LAKE RD NE
 BLACKDUCK, MN 56630
 OCCUPANCY: MAINTENANCE GARAGE
 FIRE PROTECTION AND SAFETY: FIRE EXTINGUISHERS

ISO CONSTRUCTION CLASS: FRAME / COMBUSTIBLE
 FRAMING: WOOD
 DATE OF CONSTRUCTION: 1996
 ADDITIONS (YES-YR. OR NO): 0
 RENOVATIONS (YES-YR OR NO): 0
 NUMBER OF STORIES: 1
 GROSS/BASEMENT SF: 1,800 / NO
 ELEVATION (FT): 1385
 FLOOD ZONE: C
 LATITUDE/LONGITUDE: 47.736980°N 94.583828°W

SPRINKLERED (YES-% OR NO): NO

FOUNDATION: CONCRETE FOOTING
 CONCRETE SLAB

EXTERIOR WALLS: METAL SIDING ON STUD/GIRT

ROOFING: METAL

PARTITION WALLS: NONE

CEILING: NONE/EXPOSED DECK

BUILDING SERVICES: ELECTRIC

FLOORING: CONCRETE/W SEALER

BUILDING FEATURES: BUILT-IN CABINETS & SHELVING
 OVERHEAD/BAY DOORS



BUILDING:

REPLACEMENT COST NEW (RC): \$86,900
 EXCLUSION AMOUNT: \$1,700
 RC MINUS EXCLUSIONS: \$85,200
 PROPERTY IN THE OPEN: \$0

PERSONAL PROPERTY:

CONTENT VALUE: \$12,000
 EDP: \$0

BUILDING NOTES:

ONE STORY GOLF COURSE MAINTENANCE BUILDING. CONTENTS INCLUDE MISC. COURSE STORAGE. MOBILE EQUIPMENT IS EXCLUDED FROM THIS VALUATION.

ENTITY: 2019036 Blackduck
 SITE: 007 GARAGE- LAGOON
 BUILDING: 01 GARAGE- LAGOON
 ADDRESS: 19650 BLACKDUCK LAKE ROAD N
 BLACKDUCK, MN 56630
 OCCUPANCY: STORAGE BLDG/SHED
 FIRE PROTECTION AND SAFETY: FIRE EXTINGUISHERS

ISO CONSTRUCTION CLASS: FRAME / COMBUSTIBLE
 FRAMING: WOOD
 DATE OF CONSTRUCTION: 1988
 ADDITIONS (YES-YR. OR NO): 0
 RENOVATIONS (YES-YR OR NO): 0
 NUMBER OF STORIES: 1
 GROSS/BASEMENT SF: 432 / NO
 ELEVATION (FT): 1380
 FLOOD ZONE: C
 LATITUDE/LONGITUDE: 47.739267°N 94.584908°W

SPRINKLERED (YES-% OR NO): NO

FOUNDATION: CONCRETE FOOTING
 CONCRETE SLAB

EXTERIOR WALLS: ALUMINUM PANEL SIDING

ROOFING: ASPHALT SHINGLE

PARTITION WALLS: NONE

CEILING: WOOD

BUILDING SERVICES: NONE

FLOORING: CONCRETE/W SEALER

BUILDING FEATURES: BUILT-IN CABINETS & SHELVING
 OVERHEAD/BAY DOORS



BUILDING:

REPLACEMENT COST NEW (RC): \$27,800
 EXCLUSION AMOUNT: \$400
 RC MINUS EXCLUSIONS: \$27,400
 PROPERTY IN THE OPEN: \$0

PERSONAL PROPERTY:

CONTENT VALUE: \$9,500
 EDP: \$0

BUILDING NOTES:

ONE STORY GARAGE. CONTENTS INCLUDE: IRRIGATION FIELD PARTS AND MISC. YARD MAINTENANCE EQUIPMENT.

ENTITY: 2019036 Blackduck
 SITE: 008 LIFT STATION
 BUILDING: 01 LIFT STATION
 ADDRESS: 388 SUMMIT AVE WEST
 BLACKDUCK, MN 56630
 OCCUPANCY: LIFT STATIONS
 FIRE PROTECTION AND SAFETY: NONE
 SPRINKLERED (YES-% OR NO): NO
 FOUNDATION: CONCRETE FOOTING
 CONCRETE SLAB
 CONCRETE WALLS
 EXTERIOR WALLS: CONCRETE -REINFORCED/POURED
 ROOFING: NOT APPLICABLE
 PARTITION WALLS: NOT APPLICABLE
 CEILING: NOT APPLICABLE
 BUILDING SERVICES: ELECTRIC
 PLUMBING
 FLOORING: NOT APPLICABLE
 BUILDING FEATURES: UNIQUE - SEE NARRATIVE BELOW

ISO CONSTRUCTION CLASS: FIRE RESISTIVE
 FRAMING: REINFORCED CONCRETE
 DATE OF CONSTRUCTION: 1988
 ADDITIONS (YES-YR. OR NO): 0
 RENOVATIONS (YES-YR OR NO): 0
 NUMBER OF STORIES: 1
 GROSS/BASEMENT SF: 0 / NO
 ELEVATION (FT): 1367
 FLOOD ZONE:
 LATITUDE/LONGITUDE: 47.730633°N 94.560533°W



BUILDING:
 REPLACEMENT COST NEW (RC): \$79,500
 EXCLUSION AMOUNT: \$4,000
 RC MINUS EXCLUSIONS: \$75,500
 PROPERTY IN THE OPEN: \$0
PERSONAL PROPERTY:
 CONTENT VALUE: \$64,600
 EDP: \$0

BUILDING NOTES:
 STRUCTURE VALUE INCLUDES: IN-GROUND LIFT STATION AND AN ADJACENT VALVE VAULT. CONTENTS INCLUDE: (2) 15HP SUBMERSIBLE PUMPS, CONTROLS, PROCESS PIPING, VALVES AND FITTINGS.

ENTITY: 2019036 Blackduck
 SITE: 009 RESTROOMS
 BUILDING: 01 RESTROOMS
 ADDRESS: 72 FRONTAGE ROAD
 BLACKDUCK, MN 56630
 OCCUPANCY: RESTROOMS
 FIRE PROTECTION AND SAFETY: FIRE EXTINGUISHERS

ISO CONSTRUCTION CLASS: JOISTED MASONRY
 FRAMING: JOISTED MASONRY
 DATE OF CONSTRUCTION: 1997
 ADDITIONS (YES-YR. OR NO): 0
 RENOVATIONS (YES-YR OR NO): 0
 NUMBER OF STORIES: 1
 GROSS/BASEMENT SF: 530 / NO
 ELEVATION (FT): 1377
 FLOOD ZONE:
 LATITUDE/LONGITUDE: 47.729417°N 94.551740°W

SPRINKLERED (YES-% OR NO): NO

FOUNDATION: CONCRETE FOOTING
 CONCRETE SLAB

EXTERIOR WALLS: CONCRETE BLOCK

ROOFING: ASPHALT SHINGLE

PARTITION WALLS: CONCRETE BLOCK

CEILING: DRYWALL

BUILDING SERVICES: ELECTRIC
 HEATING - UNIT
 PLUMBING

FLOORING: VINYL TILE
 CONCRETE/W SEALER

BUILDING FEATURES: BUILT-IN CABINETS & SHELVING
 COVERED ENTRANCE WAY



BUILDING:
 REPLACEMENT COST NEW (RC): \$109,500
 EXCLUSION AMOUNT: \$3,000
 RC MINUS EXCLUSIONS: \$106,500
 PROPERTY IN THE OPEN: \$0
PERSONAL PROPERTY:
 CONTENT VALUE: \$1,500
 EDP: \$0

BUILDING NOTES:
 ONE STORY RESTROOM BUILDING. FEATURES INCLUDE: (2) RESTROOM AREAS SEPARATED BY A MAINTENANCE ROOM. CONTENTS INCLUDE MISC., MAINTENANCE SUPPLIES.

ENTITY: 2019036 Blackduck
 SITE: 010 EFFLUENT PUMP STATION
 BUILDING: 01 EFFLUENT PUMP STATION
 ADDRESS: 19650 BLACKDUCK LAKE ROAD N
 BLACKDUCK, MN 56630
 OCCUPANCY: WW TREATMENT PLANT
 FIRE PROTECTION AND SAFETY: NONE
 SPRINKLERED (YES-% OR NO): NO
 FOUNDATION: CONCRETE FOOTING
 CONCRETE SLAB
 CONCRETE WALLS
 EXTERIOR WALLS: CONCRETE -REINFORCED/POURED
 ROOFING: NOT APPLICABLE
 PARTITION WALLS: NOT APPLICABLE
 CEILING: NOT APPLICABLE
 BUILDING SERVICES: ELECTRIC
 PLUMBING
 FLOORING: NOT APPLICABLE
 BUILDING FEATURES: UNIQUE - SEE NARRATIVE BELOW

ISO CONSTRUCTION CLASS: FIRE RESISTIVE
 FRAMING: REINFORCED CONCRETE
 DATE OF CONSTRUCTION: 1986
 ADDITIONS (YES-YR. OR NO): 0
 RENOVATIONS (YES-YR OR NO): 2010
 NUMBER OF STORIES: 1
 GROSS/BASEMENT SF: 144 / NO
 ELEVATION (FT): 1389
 FLOOD ZONE: C
 LATITUDE/LONGITUDE: 47.741085°N 94.580230°W



BUILDING:
 REPLACEMENT COST NEW (RC): \$43,200
 EXCLUSION AMOUNT: \$2,200
 RC MINUS EXCLUSIONS: \$41,000
 PROPERTY IN THE OPEN: \$0
PERSONAL PROPERTY:
 CONTENT VALUE: \$209,000
 EDP: \$0

BUILDING NOTES:
 STRUCTURE VALUE INCLUDES A WET WELL WITH A DEPTH OF 16 FEET. CONTENTS INCLUDE: 100HP IRRIGATION PUMP, 50HP IRRIGATION PUMP, CONTROLS, PROCESS PIPING, VALVES AND FITTINGS.

ENTITY: 2019036 Blackduck
 SITE: 010 EFFLUENT PUMP STATION
 BUILDING: ADD01 TREATMENT PONDS
 ADDRESS: 19650 BLACKDUCK LAKE ROAD N
 BLACKDUCK, MN 56630
 OCCUPANCY: WW TREATMENT PLANT
 FIRE PROTECTION AND SAFETY: NONE

ISO CONSTRUCTION CLASS: NOT APPLICABLE
 FRAMING: NOT APPLICABLE
 DATE OF CONSTRUCTION: 1986
 ADDITIONS (YES-YR. OR NO): 0
 RENOVATIONS (YES-YR OR NO): 0
 NUMBER OF STORIES: 1
 GROSS/BASEMENT SF: 1,006,236 / NO
 ELEVATION (FT): 1385
 FLOOD ZONE: C
 LATITUDE/LONGITUDE: 47.738265°N 94.584992°W

SPRINKLERED (YES-% OR NO): NO
 FOUNDATION: NOT APPLICABLE

EXTERIOR WALLS: NOT APPLICABLE

ROOFING: NOT APPLICABLE

PARTITION WALLS: NOT APPLICABLE

CEILING: NOT APPLICABLE

BUILDING SERVICES: PLUMBING

FLOORING: NOT APPLICABLE

BUILDING FEATURES: UNIQUE - SEE NARRATIVE BELOW



BUILDING:

REPLACEMENT COST NEW (RC): \$1,152,400
 EXCLUSION AMOUNT: \$1,800
 RC MINUS EXCLUSIONS: \$1,150,600
 PROPERTY IN THE OPEN: \$0

PERSONAL PROPERTY:

CONTENT VALUE: \$7,000
 EDP: \$0

BUILDING NOTES:

DESIGN CAPACITY: 125,000 GPD; APPRAISED VALUE INCLUDES: EXCAVATION (\$558,900), CLAY LINING (\$406,300) AND RIPRAP (\$154,200) FOR THREE PONDS TOTALING 23.1 ACRES AND (2) SPLITTER CHAMBERS. CONTENTS INCLUDE SLIDE GATES.

ENTITY: 2019036 Blackduck
 SITE: 011 FIRE DEPT.
 BUILDING: 01 FIRE DEPT.
 ADDRESS: 33 MARGARET AVE NORTHEAST
 BLACKDUCK, MN 56630
 OCCUPANCY: FIRE DEPARTMENT
 FIRE PROTECTION AND SAFETY: EXIT LIGHTING
 FIRE EXTINGUISHERS

ISO CONSTRUCTION CLASS: JOISTED MASONRY
 FRAMING: JOISTED MASONRY
 DATE OF CONSTRUCTION: 1958
 ADDITIONS (YES-YR. OR NO): 1999
 RENOVATIONS (YES-YR OR NO): 1999, 2019
 NUMBER OF STORIES: 1
 GROSS/BASEMENT SF: 5,500 / NO
 ELEVATION (FT): 1393
 FLOOD ZONE:
 LATITUDE/LONGITUDE: 47.730585°N 94.548308°W

SPRINKLERED (YES-% OR NO): NO

FOUNDATION: CONCRETE FOOTING
 CONCRETE SLAB

EXTERIOR WALLS: BRICK ON MASONRY
 METAL SIDING ON CMU

ROOFING: SINGLE PLY - BALLASTED

PARTITION WALLS: BRICK
 DRYWALL ON STUD

CEILING: DRYWALL
 NONE/EXPOSED DECK

BUILDING SERVICES: ELECTRIC
 HEATING - UNIT
 PLUMBING

FLOORING: CONCRETE/W SEALER

BUILDING FEATURES: AUTOMATIC DOOR OPENERS
 BUILT-IN CABINETS & SHELVING
 MEZZANINE
 OVERHEAD/BAY DOORS



BUILDING:
 REPLACEMENT COST NEW (RC): \$701,100
 EXCLUSION AMOUNT: \$17,300
 RC MINUS EXCLUSIONS: \$683,800
 PROPERTY IN THE OPEN: \$0
PERSONAL PROPERTY:
 CONTENT VALUE: \$77,500
 EDP: \$0

BUILDING NOTES:
 ONE STORY FIRE DEPARTMENT WITH A MIX OF NONCOMBUSTIBLE AND JOISTED MASONRY FRAMING. FEATURES INCLUDE: APPARATUS BAYS, MEETING ROOM, MEZZANINE, SCBA ROOM AND STORAGE AREAS. THE WATER HEATER AND A HEATING UNIT WERE REPLACED IN 2019. THE MEETING ROOM WAS BEING REMODELED AT TIME OF SITE VISIT. CONTENTS INCLUDE: AIR TANK FILL EQUIPMENT, TOOL STORAGE, SERVER/RADIO EQUIPMENT AND MISC. DEPARTMENT EQUIPMENT STORAGE.

ENTITY: 2019036 Blackduck
 SITE: 012 GOLF COURSE - CART SHED
 BUILDING: 01 GOLF COURSE - CART SHED
 ADDRESS: 20857 BLACKDUCK LAKE RD NE
 BLACKDUCK, MN 56630
 OCCUPANCY: NOT APPLICABLE
 FIRE PROTECTION AND SAFETY: None

ISO CONSTRUCTION CLASS: NOT APPLICABLE
 FRAMING: NOT APPLICABLE
 DATE OF CONSTRUCTION:
 ADDITIONS (YES-YR. OR NO):
 RENOVATIONS (YES-YR OR NO):
 NUMBER OF STORIES:
 GROSS/BASEMENT SF: 0 / NO
 ELEVATION (FT):
 FLOOD ZONE:
 LATITUDE/LONGITUDE:

SPRINKLERED (YES-% OR NO): NO

FOUNDATION: None

EXTERIOR WALLS: None

ROOFING: None

PARTITION WALLS: None

CEILING: None

BUILDING SERVICES: None

FLOORING: None

BUILDING FEATURES: None

No Image Available

BUILDING:
 REPLACEMENT COST NEW (RC): \$0
 EXCLUSION AMOUNT: \$0
 RC MINUS EXCLUSIONS: \$0
 PROPERTY IN THE OPEN: \$0
PERSONAL PROPERTY:
 CONTENT VALUE: \$0
 EDP: \$0

BUILDING NOTES:
 DID NOT APPRAISE - THIS BUILDING HAS BEEN DEMOLISHED.

ENTITY: 2019036 Blackduck
 SITE: 013 LIFT STATION # 3
 BUILDING: 01 LIFT STATION # 3
 ADDRESS: 441 4TH STREET NE
 BLACKDUCK, MN 56630
 OCCUPANCY: LIFT STATIONS
 FIRE PROTECTION AND SAFETY: NONE
 SPRINKLERED (YES-% OR NO): NO
 FOUNDATION: CONCRETE FOOTING
 CONCRETE SLAB
 CONCRETE WALLS
 EXTERIOR WALLS: CONCRETE -REINFORCED/POURED
 ROOFING: NOT APPLICABLE
 PARTITION WALLS: NOT APPLICABLE
 CEILING: NOT APPLICABLE
 BUILDING SERVICES: ELECTRIC
 PLUMBING
 FLOORING: NOT APPLICABLE
 BUILDING FEATURES: UNIQUE - SEE NARRATIVE BELOW

ISO CONSTRUCTION CLASS: FIRE RESISTIVE
 FRAMING: REINFORCED CONCRETE
 DATE OF CONSTRUCTION: 2000
 ADDITIONS (YES-YR. OR NO): 0
 RENOVATIONS (YES-YR OR NO): 0
 NUMBER OF STORIES: 1
 GROSS/BASEMENT SF: 0 / NO
 ELEVATION (FT): 1403
 FLOOD ZONE:
 LATITUDE/LONGITUDE: 47.735077°N 94.541552°W



BUILDING:
 REPLACEMENT COST NEW (RC): \$38,500
 EXCLUSION AMOUNT: \$1,900
 RC MINUS EXCLUSIONS: \$36,600
 PROPERTY IN THE OPEN: \$0
PERSONAL PROPERTY:
 CONTENT VALUE: \$12,100
 EDP: \$0

BUILDING NOTES:
 STRUCTURE VALUE INCLUDES: IN-GROUND GRINDER STATION WITH A DEPTH OF 12 FEET. CONTENTS INCLUDE: (2) GRINDERS, CONTROLS, PROCESS PIPING, VALVES AND FITTINGS.

ENTITY: 2019036 Blackduck
 SITE: 014 LIFT STATION # 2
 BUILDING: 01 LIFT STATION # 2
 ADDRESS: 25778 US HIGHWAY 71
 BLACKDUCK, MN 56630
 OCCUPANCY: LIFT STATIONS
 FIRE PROTECTION AND SAFETY: NONE
 SPRINKLERED (YES-% OR NO): NO
 FOUNDATION: CONCRETE FOOTING
 CONCRETE SLAB
 CONCRETE WALLS
 EXTERIOR WALLS: CONCRETE -REINFORCED/POURED
 ROOFING: NOT APPLICABLE
 PARTITION WALLS: NOT APPLICABLE
 CEILING: NOT APPLICABLE
 BUILDING SERVICES: ELECTRIC
 PLUMBING
 FLOORING: NOT APPLICABLE
 BUILDING FEATURES: UNIQUE - SEE NARRATIVE BELOW

ISO CONSTRUCTION CLASS: FIRE RESISTIVE
 FRAMING: REINFORCED CONCRETE
 DATE OF CONSTRUCTION: 1996
 ADDITIONS (YES-YR. OR NO): 0
 RENOVATIONS (YES-YR OR NO): 0
 NUMBER OF STORIES: 1
 GROSS/BASEMENT SF: 0 / NO
 ELEVATION (FT): 1377
 FLOOD ZONE:
 LATITUDE/LONGITUDE: 47.724415°N 94.554892°W



BUILDING:
 REPLACEMENT COST NEW (RC): \$73,300
 EXCLUSION AMOUNT: \$3,600
 RC MINUS EXCLUSIONS: \$69,700
 PROPERTY IN THE OPEN: \$0
PERSONAL PROPERTY:
 CONTENT VALUE: \$24,100
 EDP: \$0

BUILDING NOTES:
 STRUCTURE VALUE INCLUDES: IN-GROUND LIFT STATION WITH A DEPTH OF 17 FEET AND AN ADJACENT VALVE VAULT. CONTENTS INCLUDE: (2) 3HP SUBMERSIBLE PUMPS, CONTROLS, PROCESS PIPING, VALVES AND FITTINGS.

ENTITY: 2019036 Blackduck
 SITE: 016 CLUB HOUSE
 BUILDING: 01 CLUB HOUSE
 ADDRESS: 20857 BLACKDUCK LAKE RD. NE
 BLACKDUCK, MN 56630
 OCCUPANCY: CLUBHOUSE
 FIRE PROTECTION AND SAFETY: EXIT LIGHTING
 FIRE EXTINGUISHERS
 SPRINKLERED (YES-% OR NO): NO
 FOUNDATION: CONCRETE FOOTING
 CONCRETE SLAB
 EXTERIOR WALLS: VINYL SIDING
 ROOFING: ASPHALT SHINGLE
 PARTITION WALLS: DRYWALL ON STUD
 CEILING: DRYWALL
 BUILDING SERVICES: AIRCONDITIONING-CENTRAL
 ELECTRIC
 HEATING - FORCED WARM AIR
 PLUMBING
 HEATING - RADIANT
 FLOORING: CARPETING
 CONCRETE/W SEALER
 VINYL - SHEET
 BUILDING FEATURES: BUILT-IN CABINETS & SHELVING
 BUILT-IN LOCKERS
 COVERED WALKWAY
 RAILINGS

ISO CONSTRUCTION CLASS: FRAME / COMBUSTIBLE
 FRAMING: WOOD
 DATE OF CONSTRUCTION: 1998
 ADDITIONS (YES-YR. OR NO): 0
 RENOVATIONS (YES-YR OR NO): 0
 NUMBER OF STORIES: 2
 GROSS/BASEMENT SF: 3,027 / NO
 ELEVATION (FT): 1360
 FLOOD ZONE: C
 LATITUDE/LONGITUDE: 47.729625°N 94.583920°W



BUILDING:
 REPLACEMENT COST NEW (RC): \$327,100
 EXCLUSION AMOUNT: \$7,500
 RC MINUS EXCLUSIONS: \$319,600
 PROPERTY IN THE OPEN: \$0
PERSONAL PROPERTY:
 CONTENT VALUE: \$33,800
 EDP: \$0

BUILDING NOTES:
 TWO STORY CLUB HOUSE BUILT INTO GRADE. FEATURES INCLUDE: UPPER LEVEL RENTAL SPACE WITH A KITCHEN, LOWER LEVEL WALKOUT HALL, WRAP-AROUND DECK AND AN ADJACENT GRINDER STATION. CONTENTS INCLUDE: KITCHEN EQUIPMENT, TABLE/CHAIR STORAGE, GOLF COURSE STORAGE, GRINDER, GRINDER CONTROLS AND PROCESS PIPING.

ENTITY: 2019036 Blackduck
 SITE: 017 NORTH SHELTER
 BUILDING: 01 NORTH SHELTER
 ADDRESS: 21024 STONER MEMORIAL DRIVE
 BLACKDUCK, MN 56630
 OCCUPANCY: SHELTERS - OPEN
 FIRE PROTECTION AND SAFETY: NONE

ISO CONSTRUCTION CLASS: FRAME / COMBUSTIBLE
 FRAMING: WOOD
 DATE OF CONSTRUCTION: 1998
 ADDITIONS (YES-YR. OR NO): 0
 RENOVATIONS (YES-YR OR NO): 0
 NUMBER OF STORIES: 1
 GROSS/BASEMENT SF: 748 / NO
 ELEVATION (FT): 1388
 FLOOD ZONE: C

SPRINKLERED (YES-% OR NO): NO
 FOUNDATION: RAISED WOOD

LATITUDE/LONGITUDE: 47.733450°N 94.586957°W

EXTERIOR WALLS: NONE



ROOFING: ASPHALT SHINGLE

PARTITION WALLS: NONE

CEILING: WOOD

BUILDING SERVICES: NONE

FLOORING: WOOD

BUILDING FEATURES: RAILINGS

BUILDING:

REPLACEMENT COST NEW (RC): \$30,800
 EXCLUSION AMOUNT: \$300
 RC MINUS EXCLUSIONS: \$30,500
 PROPERTY IN THE OPEN: \$0

PERSONAL PROPERTY:

CONTENT VALUE: \$0
 EDP: \$0

BUILDING NOTES:
 OPEN-AIR WOOD SHELTER.

ENTITY: 2019036 Blackduck
 SITE: 018 SHOWER/BATHROOMS
 BUILDING: 01 SHOWER/BATHROOMS
 ADDRESS: 21024 STONER MEMORIAL DRIVE
 BLACKDUCK, MN 56630
 OCCUPANCY: RESTROOMS
 FIRE PROTECTION AND SAFETY: FIRE EXTINGUISHERS

ISO CONSTRUCTION CLASS: JOISTED MASONRY
 FRAMING: JOISTED MASONRY
 DATE OF CONSTRUCTION: 1998
 ADDITIONS (YES-YR. OR NO): 0
 RENOVATIONS (YES-YR OR NO): 2017
 NUMBER OF STORIES: 1
 GROSS/BASEMENT SF: 800 / NO
 ELEVATION (FT): 1378
 FLOOD ZONE: C

SPRINKLERED (YES-% OR NO): NO

LATITUDE/LONGITUDE: 47.732765°N 94.587903°W

FOUNDATION: CONCRETE FOOTING
 CONCRETE SLAB

EXTERIOR WALLS: CONCRETE BLOCK
 CONCRETE BLOCK - DECORATIVE

ROOFING: ASPHALT SHINGLE

PARTITION WALLS: CONCRETE BLOCK

CEILING: WOOD

BUILDING SERVICES: ELECTRIC
 PLUMBING
 VENTILATION

FLOORING: CONCRETE/W SEALER



BUILDING FEATURES: BUILT-IN CABINETS & SHELVING

BUILDING:

REPLACEMENT COST NEW (RC): \$134,700
 EXCLUSION AMOUNT: \$3,800
 RC MINUS EXCLUSIONS: \$130,900
 PROPERTY IN THE OPEN: \$0

PERSONAL PROPERTY:

CONTENT VALUE: \$0
 EDP: \$0

BUILDING NOTES:

ONE STORY SHOWER & RESTROOM BUILDING. NO CONTENTS OBSERVED AT TIME OF SITE VISIT.

ENTITY: 2019036 Blackduck
 SITE: 019 SOUTH SHELTER
 BUILDING: 01 SOUTH SHELTER
 ADDRESS: 21024 STONER MEMORIAL DRIVE
 BLACKDUCK, MN 56630
 OCCUPANCY: SHELTERS - OPEN
 FIRE PROTECTION AND SAFETY: NONE

ISO CONSTRUCTION CLASS: FRAME / COMBUSTIBLE
 FRAMING: WOOD
 DATE OF CONSTRUCTION: 1998
 ADDITIONS (YES-YR. OR NO): 0
 RENOVATIONS (YES-YR OR NO): 0
 NUMBER OF STORIES: 1
 GROSS/BASEMENT SF: 768 / NO
 ELEVATION (FT): 1356
 FLOOD ZONE: C

SPRINKLERED (YES-% OR NO): NO
 FOUNDATION: RAISED WOOD

LATITUDE/LONGITUDE: 47.731097°N 94.586788°W

EXTERIOR WALLS: NONE

ROOFING: ASPHALT SHINGLE

PARTITION WALLS: NONE

CEILING: NONE/EXPOSED DECK

BUILDING SERVICES: NONE

FLOORING: WOOD

BUILDING FEATURES: RAILINGS



BUILDING:

REPLACEMENT COST NEW (RC): \$31,700
 EXCLUSION AMOUNT: \$300
 RC MINUS EXCLUSIONS: \$31,400
 PROPERTY IN THE OPEN: \$0

PERSONAL PROPERTY:

CONTENT VALUE: \$0
 EDP: \$0

BUILDING NOTES:
 OPEN-AIR WOOD SHELTER.

ENTITY: 2019036 Blackduck
 SITE: 022 BLACK MALLARD LIFT STATION
 BUILDING: 01 BLACK MALLARD LIFT STATION
 ADDRESS: 108 LIBERTY DRIVE NE
 BLACKDUCK, MN 56630
 OCCUPANCY: LIFT STATIONS
 FIRE PROTECTION AND SAFETY: NONE
 SPRINKLERED (YES-% OR NO): NO
 FOUNDATION: CONCRETE FOOTING
 CONCRETE SLAB
 CONCRETE WALLS
 EXTERIOR WALLS: CONCRETE -REINFORCED/POURED
 ROOFING: NOT APPLICABLE
 PARTITION WALLS: NOT APPLICABLE
 CEILING: NOT APPLICABLE
 BUILDING SERVICES: ELECTRIC
 PLUMBING
 FLOORING: NOT APPLICABLE
 BUILDING FEATURES: UNIQUE - SEE NARRATIVE BELOW

ISO CONSTRUCTION CLASS: FIRE RESISTIVE
 FRAMING: REINFORCED CONCRETE
 DATE OF CONSTRUCTION: 1999
 ADDITIONS (YES-YR. OR NO): 0
 RENOVATIONS (YES-YR OR NO): 0
 NUMBER OF STORIES: 1
 GROSS/BASEMENT SF: 0 / NO
 ELEVATION (FT): 1397
 FLOOD ZONE:
 LATITUDE/LONGITUDE: 47.736515°N 94.546488°W



BUILDING:

REPLACEMENT COST NEW (RC):	\$73,300
EXCLUSION AMOUNT:	\$3,600
RC MINUS EXCLUSIONS:	\$69,700
PROPERTY IN THE OPEN:	\$0
PERSONAL PROPERTY:	
CONTENT VALUE:	\$19,200
EDP:	\$0

BUILDING NOTES:
 STRUCTURE VALUE INCLUDES: IN-GROUND LIFT STATION WITH A DEPTH OF 17 FEET AND AN ADJACENT VALVE VAULT. CONTENTS INCLUDE: (2) 2.4HP SUBMERSIBLE PUMPS, CONTROLS, PROCESS PIPING, VALVES AND FITTINGS.

ENTITY: 2019036 Blackduck
 SITE: 023 VAULT BUILDING
 BUILDING: 01 VAULT BUILDING
 ADDRESS: 21899 BLACKDUCK LAKE ROAD N
 BLACKDUCK, MN 56630
 OCCUPANCY: MAUSOLEUM
 FIRE PROTECTION AND SAFETY: NONE

ISO CONSTRUCTION CLASS: MASONRY NONCOMBUST.
 FRAMING: LOADBEARING WALLS
 DATE OF CONSTRUCTION: 1968
 ADDITIONS (YES-YR. OR NO): 0
 RENOVATIONS (YES-YR OR NO): 0
 NUMBER OF STORIES: 1
 GROSS/BASEMENT SF: 600 / NO
 ELEVATION (FT): 1384
 FLOOD ZONE: C
 LATITUDE/LONGITUDE: 47.729095°N 94.570355°W

SPRINKLERED (YES-% OR NO): NO

FOUNDATION: CONCRETE FOOTING
 CONCRETE SLAB

EXTERIOR WALLS: CONCRETE BLOCK
 VINYL SIDING
 WOOD SIDING

ROOFING: CONCRETE TILE

PARTITION WALLS: NONE

CEILING: NONE/EXPOSED DECK

BUILDING SERVICES: NONE

FLOORING: CONCRETE/W SEALER

BUILDING FEATURES: OVERHEAD/BAY DOORS



BUILDING:

REPLACEMENT COST NEW (RC): \$34,700
 EXCLUSION AMOUNT: \$700
 RC MINUS EXCLUSIONS: \$34,000
 PROPERTY IN THE OPEN: \$0

PERSONAL PROPERTY:

CONTENT VALUE: \$0
 EDP: \$0

BUILDING NOTES:

ONE STORY VAULT BUILDING. NO CONTENTS OBSERVED AT TIME OF SITE VISIT.

ENTITY: 2019036 Blackduck
 SITE: 024 LIBRARY
 BUILDING: 01 LIBRARY
 ADDRESS: 72 1ST STREET SOUTHEAST
 BLACKDUCK, MN 56630
 OCCUPANCY: LIBRARY
 FIRE PROTECTION AND SAFETY: EXIT LIGHTING
 FIRE EXTINGUISHERS

ISO CONSTRUCTION CLASS: FRAME / COMBUSTIBLE
 FRAMING: WOOD
 DATE OF CONSTRUCTION: 1999
 ADDITIONS (YES-YR. OR NO): 0
 RENOVATIONS (YES-YR OR NO): 2019
 NUMBER OF STORIES: 1
 GROSS/BASEMENT SF: 2,400 / NO
 ELEVATION (FT): 1387
 FLOOD ZONE:
 LATITUDE/LONGITUDE: 47.728973°N 94.546680°W

SPRINKLERED (YES-% OR NO): NO

FOUNDATION: CONCRETE FOOTING
 CONCRETE SLAB

EXTERIOR WALLS: VINYL SIDING

ROOFING: ASPHALT SHINGLE

PARTITION WALLS: DRYWALL ON STUD

CEILING: DRYWALL

BUILDING SERVICES: AIRCONDITIONING-CENTRAL
 ELECTRIC
 HEATING - FORCED WARM AIR
 PLUMBING

FLOORING: VINYL TILE
 CARPETING

BUILDING FEATURES: BUILT-IN CABINETS & SHELVING



BUILDING:

REPLACEMENT COST NEW (RC): \$361,800
 EXCLUSION AMOUNT: \$8,400
 RC MINUS EXCLUSIONS: \$353,400
 PROPERTY IN THE OPEN: \$0

PERSONAL PROPERTY:

CONTENT VALUE: \$12,500
 EDP: \$0

BUILDING NOTES:

ONE STORY LIBRARY. FEATURES INCLUDE: PUBLIC COMPUTER ACCESS, FULL SERVICE PUBLIC LIBRARY BRANCH AND AN OUTDOOR READING DECK WITH PERGOLA. KITCHIGAMI REGIONAL LIBRARY SERVICE OWNS ALL MEDIA AND MAJORITY OF FIXTURES/TECHNOLOGY. AN HVAC UPGRADE WAS COMPLETED IN 2019.

ENTITY: 2019036 Blackduck
 SITE: 025 OLD POLICE-LAW ENFORCEMENT
 BUILDING: 01 STORAGE BUILDING
 ADDRESS: 88 1ST STREET SOUTHEAST
 BLACKDUCK, MN 56630
 OCCUPANCY: STORAGE BLDG/SHED
 FIRE PROTECTION AND SAFETY: FIRE EXTINGUISHERS
 SPRINKLERED (YES-% OR NO): NO
 FOUNDATION: CONCRETE FOOTING
 CONCRETE SLAB
 CONCRETE WALLS
 EXTERIOR WALLS: WOOD SIDING
 ROOFING: ASPHALT SHINGLE
 PARTITION WALLS: WOOD PANELING ON STUD
 CEILING: ACOUSTICAL TILE
 NONE/EXPOSED DECK
 BUILDING SERVICES: ELECTRIC
 FLOORING: CARPETING
 CONCRETE/W SEALER
 NONE
 BUILDING FEATURES: BUILT-IN CABINETS & SHELVING

ISO CONSTRUCTION CLASS: FRAME / COMBUSTIBLE
 FRAMING: WOOD
 DATE OF CONSTRUCTION: 1950
 ADDITIONS (YES-YR. OR NO): 0
 RENOVATIONS (YES-YR OR NO): 0
 NUMBER OF STORIES: 1
 GROSS/BASEMENT SF: 5,097 / 225
 ELEVATION (FT): 1386
 FLOOD ZONE:
 LATITUDE/LONGITUDE: 47.728848°N 94.546735°W



BUILDING:
 REPLACEMENT COST NEW (RC): \$215,300
 EXCLUSION AMOUNT: \$4,300
 RC MINUS EXCLUSIONS: \$211,000
 PROPERTY IN THE OPEN: \$0
PERSONAL PROPERTY:
 CONTENT VALUE: \$75,000
 EDP: \$0

BUILDING NOTES:
 ONE STORY PUBLIC WORKS STORAGE BUILDING WITH A PARTIAL, UNFINISHED BASEMENT. FEATURES INCLUDE: UTILITY DEPARTMENT STORAGE ROOMS AND AN OPEN VEHICLE BAY. CONTENTS INCLUDE: UTILITY PARTS/EQUIPMENT STORAGE AND MISC. PUBLIC WORKS STORAGE.

ENTITY: 2019036 Blackduck
 SITE: 026 LIFT STATION
 BUILDING: 01 LIFT STATION
 ADDRESS: 245 OSCAR AVE NW
 BLACKDUCK, MN 56630
 OCCUPANCY: LIFT STATIONS
 FIRE PROTECTION AND SAFETY: NONE
 SPRINKLERED (YES-% OR NO): NO
 FOUNDATION: CONCRETE FOOTING
 CONCRETE SLAB
 CONCRETE WALLS
 EXTERIOR WALLS: CONCRETE -REINFORCED/POURED
 ROOFING: NOT APPLICABLE
 PARTITION WALLS: NOT APPLICABLE
 CEILING: NOT APPLICABLE
 BUILDING SERVICES: ELECTRIC
 PLUMBING
 FLOORING: NOT APPLICABLE
 BUILDING FEATURES: UNIQUE - SEE NARRATIVE BELOW

ISO CONSTRUCTION CLASS: FIRE RESISTIVE
 FRAMING: REINFORCED CONCRETE
 DATE OF CONSTRUCTION: 1988
 ADDITIONS (YES-YR. OR NO): 0
 RENOVATIONS (YES-YR OR NO): 0
 NUMBER OF STORIES: 1
 GROSS/BASEMENT SF: 0 / NO
 ELEVATION (FT): 1371
 FLOOD ZONE:
 LATITUDE/LONGITUDE: 47.732127°N 94.555787°W



BUILDING:
 REPLACEMENT COST NEW (RC): \$73,300
 EXCLUSION AMOUNT: \$3,600
 RC MINUS EXCLUSIONS: \$69,700
 PROPERTY IN THE OPEN: \$0
PERSONAL PROPERTY:
 CONTENT VALUE: \$16,800
 EDP: \$0

BUILDING NOTES:
 STRUCTURE VALUE INCLUDES: IN-GROUND LIFT STATION WITH A DEPTH OF 17 FEET AND AN ADJACENT VALVE VAULT. CONTENTS INCLUDE: (2) 1.6HP SUBMERSIBLE PUMPS, CONTROLS, PROCESS PIPING, VALVES AND FITTINGS.

ENTITY: 2019036 Blackduck
 SITE: 027 WATER TOWER
 BUILDING: 01 WATER TOWER
 ADDRESS: 88 1ST STREET NW
 BLACKDUCK, MN 56630
 OCCUPANCY: WATER TOWER
 FIRE PROTECTION AND SAFETY: NONE

ISO CONSTRUCTION CLASS: NONCOMBUSTIBLE
 FRAMING: STEEL
 DATE OF CONSTRUCTION: 2003
 ADDITIONS (YES-YR. OR NO): 0
 RENOVATIONS (YES-YR OR NO): 0
 NUMBER OF STORIES: 1
 GROSS/BASEMENT SF: 0 / NO
 ELEVATION (FT): 1395
 FLOOD ZONE:
 LATITUDE/LONGITUDE: 47.730492°N 94.549367°W

SPRINKLERED (YES-% OR NO): NO
 FOUNDATION: CONCRETE FOOTING
 CONCRETE SLAB

EXTERIOR WALLS: WELDED STEEL

ROOFING: NOT APPLICABLE

PARTITION WALLS: NOT APPLICABLE

CEILING: NOT APPLICABLE

BUILDING SERVICES: PLUMBING

FLOORING: CONCRETE SLAB

BUILDING FEATURES: UNIQUE - SEE NARRATIVE BELOW



<u>BUILDING:</u>	
REPLACEMENT COST NEW (RC):	\$846,800
EXCLUSION AMOUNT:	\$0
RC MINUS EXCLUSIONS:	\$846,800
PROPERTY IN THE OPEN:	\$0
<u>PERSONAL PROPERTY:</u>	
CONTENT VALUE:	\$0
EDP:	\$0

BUILDING NOTES:
 150,000 GALLON ELEVATED WATER TOWER WITH A HEIGHT OF 104 FEET.

ENTITY: 2019036 Blackduck
 SITE: 028 WATER TREATMENT
 BUILDING: 01 WATER TREATMENT
 ADDRESS: 388 SUMMIT AVE WEST
 BLACKDUCK, MN 56630
 OCCUPANCY: WATER TRTMT PLANT
 FIRE PROTECTION AND SAFETY: FIRE EXTINGUISHERS

ISO CONSTRUCTION CLASS: JOISTED MASONRY
 FRAMING: JOISTED MASONRY
 DATE OF CONSTRUCTION: 2003
 ADDITIONS (YES-YR. OR NO): 0
 RENOVATIONS (YES-YR OR NO): 0
 NUMBER OF STORIES: 1
 GROSS/BASEMENT SF: 924 / NO
 ELEVATION (FT): 1367
 FLOOD ZONE:
 LATITUDE/LONGITUDE: 47.731203°N 94.560893°W

SPRINKLERED (YES-% OR NO): NO

FOUNDATION: CONCRETE FOOTING
 CONCRETE SLAB

EXTERIOR WALLS: CONCRETE BLOCK - DECORATIVE

ROOFING: ASPHALT SHINGLE

PARTITION WALLS: CONCRETE BLOCK

CEILING: DRYWALL

BUILDING SERVICES: ELECTRIC
 HEATING - UNIT
 PLUMBING
 VENTILATION

FLOORING: CONCRETE/W SEALER

BUILDING FEATURES: BUILT-IN CABINETS & SHELVING



BUILDING:
 REPLACEMENT COST NEW (RC): \$249,500
 EXCLUSION AMOUNT: \$8,500
 RC MINUS EXCLUSIONS: \$241,000
 PROPERTY IN THE OPEN: \$0
PERSONAL PROPERTY:
 CONTENT VALUE: \$543,700
 EDP: \$0

BUILDING NOTES:
 AVERAGE FLOW CAPACITY: 150 GPM; STRUCTURE VALUE INCLUDES: ABOVE GROUND WATER TREATMENT PLANT WITH A FILTER ROOM, CHEMICAL FEED ROOM AND ADJACENT PITLESS WELL #8 WITH A DEPTH OF 215 FEET. CONTENTS INCLUDE: 2-FILTER FILTRONIC FILTRATION SYSTEM WITH REACTION VESSELS, 3HP BACKWASH PUMP, 15HP SUBMERSIBLE WELL PUMP, 8 INCH WELL CASING, CHEMICAL FEED EQUIPMENT, 5,800 GALLON BACKWASH TANK, METERING, 4-PANEL MCC, MISC. PLANT STORAGE, PROCESS PIPING, VALVES AND FITTINGS.

ENTITY: 2019036 Blackduck
 SITE: 030 OUTHOUSE
 BUILDING: 01 OUTHOUSE
 ADDRESS: 21024 STONER MEMORIAL DRIVE
 BLACKDUCK, MN 56630
 OCCUPANCY: RESTROOMS
 FIRE PROTECTION AND SAFETY: NONE

ISO CONSTRUCTION CLASS: FRAME / COMBUSTIBLE
 FRAMING: WOOD
 DATE OF CONSTRUCTION: 1998
 ADDITIONS (YES-YR. OR NO): 0
 RENOVATIONS (YES-YR OR NO): 0
 NUMBER OF STORIES: 1
 GROSS/BASEMENT SF: 44 / NO
 ELEVATION (FT): 1388
 FLOOD ZONE: C

SPRINKLERED (YES-% OR NO): NO

LATITUDE/LONGITUDE: 47.733487°N 94.586793°W

FOUNDATION: CONCRETE FOOTING
 CONCRETE SLAB

EXTERIOR WALLS: WOOD SIDING



ROOFING: METAL

PARTITION WALLS: NONE

CEILING: NONE/EXPOSED DECK

BUILDING SERVICES: PLUMBING

FLOORING: CONCRETE/W SEALER

BUILDING FEATURES: UNIQUE - SEE NARRATIVE BELOW

BUILDING:

REPLACEMENT COST NEW (RC): \$4,200
 EXCLUSION AMOUNT: \$100
 RC MINUS EXCLUSIONS: \$4,100
 PROPERTY IN THE OPEN: \$0

PERSONAL PROPERTY:

CONTENT VALUE: \$0
 EDP: \$0

BUILDING NOTES:
 ONE STORY OUTHOUSE.

ENTITY: 2019036 Blackduck
 SITE: 031 OUTHOUSE
 BUILDING: 01 OUTHOUSE
 ADDRESS: 21024 STONER MEMORIAL DRIVE
 BLACKDUCK, MN 56630
 OCCUPANCY: RESTROOMS
 FIRE PROTECTION AND SAFETY: NONE

ISO CONSTRUCTION CLASS: FRAME / COMBUSTIBLE
 FRAMING: WOOD
 DATE OF CONSTRUCTION: 1998
 ADDITIONS (YES-YR. OR NO): 0
 RENOVATIONS (YES-YR OR NO): 0
 NUMBER OF STORIES: 1
 GROSS/BASEMENT SF: 44 / NO
 ELEVATION (FT): 1361
 FLOOD ZONE: C
 LATITUDE/LONGITUDE: 47.731347°N 94.586808°W

SPRINKLERED (YES-% OR NO): NO

FOUNDATION: CONCRETE FOOTING
 CONCRETE SLAB

EXTERIOR WALLS: WOOD SIDING

ROOFING: METAL

PARTITION WALLS: NONE

CEILING: NONE/EXPOSED DECK

BUILDING SERVICES: PLUMBING

FLOORING: CONCRETE/W SEALER

BUILDING FEATURES: UNIQUE - SEE NARRATIVE BELOW



BUILDING:

REPLACEMENT COST NEW (RC): \$4,200
 EXCLUSION AMOUNT: \$100
 RC MINUS EXCLUSIONS: \$4,100
 PROPERTY IN THE OPEN: \$0

PERSONAL PROPERTY:

CONTENT VALUE: \$0
 EDP: \$0

BUILDING NOTES:
 ONE STORY OUTHOUSE.

ENTITY: 2019036 Blackduck
 SITE: 032 BALLFIELDS
 BUILDING: 01 CONCESSION & RESTROOMS
 ADDRESS: 197 INDUSTRIAL LANE
 BLACKDUCK, MN 56630
 OCCUPANCY: CONCESSION STAND
 FIRE PROTECTION AND SAFETY: NONE
 SPRINKLERED (YES-% OR NO): NO
 FOUNDATION: CONCRETE FOOTING
 CONCRETE SLAB
 EXTERIOR WALLS: WOOD SIDING
 ROOFING: ASPHALT SHINGLE
 PARTITION WALLS: WOOD PANELING ON STUD
 CEILING: WOOD
 BUILDING SERVICES: NONE
 FLOORING: CONCRETE/W SEALER
 BUILDING FEATURES: BUILT-IN CABINETS & SHELVING
 CANOPY

ISO CONSTRUCTION CLASS: FRAME / COMBUSTIBLE
 FRAMING: WOOD
 DATE OF CONSTRUCTION: 1980
 ADDITIONS (YES-YR. OR NO): 0
 RENOVATIONS (YES-YR OR NO): 0
 NUMBER OF STORIES: 1
 GROSS/BASEMENT SF: 229 / NO
 ELEVATION (FT): 1367
 FLOOD ZONE: C
 LATITUDE/LONGITUDE: 47.731560°N 94.559445°W



<u>BUILDING:</u>	
REPLACEMENT COST NEW (RC):	\$6,900
EXCLUSION AMOUNT:	\$100
RC MINUS EXCLUSIONS:	\$6,800
PROPERTY IN THE OPEN:	\$0
<u>PERSONAL PROPERTY:</u>	
CONTENT VALUE:	\$0
EDP:	\$0

BUILDING NOTES:
 ONE STORY CONCESSION & RESTROOM BUILDING. THIS BUILDING WAS HANDED OVER TO THE CITY OF BLACKDUCK WHEN THE JAYCEES DISBANDED. ALL SERVICES HAVE BEEN DISCONNECTED TO THIS BUILDING AND IT IS CURRENTLY VACANT. DUE TO THE CONDITION, PLANS ARE DESTROY THIS BUILDING ENTIRELY.

ENTITY: 2019036 Blackduck
 SITE: 033 LAW ENFORCEMENT CENTER
 BUILDING: 01 LAW ENFORCEMENT CENTER
 ADDRESS: 80 MAIN ST N
 BLACKDUCK, MN 56630
 OCCUPANCY: POLICE DEPARTMENT
 FIRE PROTECTION AND SAFETY: EXIT LIGHTING
 FIRE EXTINGUISHERS

ISO CONSTRUCTION CLASS: FRAME / COMBUSTIBLE
 FRAMING: WOOD
 DATE OF CONSTRUCTION: 1955
 ADDITIONS (YES-YR. OR NO): 2002
 RENOVATIONS (YES-YR OR NO): 2002, 2013, 2017
 NUMBER OF STORIES: 1
 GROSS/BASEMENT SF: 3,000 / 1125
 ELEVATION (FT): 1393
 FLOOD ZONE:
 LATITUDE/LONGITUDE: 47.730527°N 94.548368°W

SPRINKLERED (YES-% OR NO): NO

FOUNDATION: CONCRETE FOOTING
 CONCRETE SLAB

EXTERIOR WALLS: METAL SIDING ON STUD/GIRT
 STUCCO ON STUD

ROOFING: SINGLE PLY - BALLASTED

PARTITION WALLS: DRYWALL ON STUD

CEILING: ACOUSTICAL TILE

BUILDING SERVICES: ELECTRIC
 PLUMBING

FLOORING: CARPETING

BUILDING FEATURES: BUILT-IN CABINETS & SHELVING
 OVERHEAD/BAY DOORS



BUILDING:

REPLACEMENT COST NEW (RC): \$326,200
 EXCLUSION AMOUNT: \$7,800
 RC MINUS EXCLUSIONS: \$318,400
 PROPERTY IN THE OPEN: \$0

PERSONAL PROPERTY:

CONTENT VALUE: \$48,500
 EDP: \$0

BUILDING NOTES:

ONE STORY LAW ENFORCEMENT CENTER WITH A PARTIAL, UNFINISHED BASEMENT. FEATURES INCLUDE: POLICE ADMINISTRATIVE OFFICES AND A STORAGE GARAGE. THE ROOF WAS REPLACED IN 2017. CONTENTS INCLUDE: OFFICE FURNISHINGS, SERVER/RADIO EQUIPMENT, FIRE DEPARTMENT EQUIPMENT STORAGE AND MISC. STORAGE.



A GREAT PLACE FOR FAMILIES

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

March 27, 2020

MAK Properties
Matt Sparby
1499 Anne Street NW
Bemidji, MN 56601



Dear Mr. Sparby,

On behalf of the City of Blackduck, I would like to tell you that the Blackduck City Council supports the vibrancy of the businesses in Blackduck and understand the strain recent events and restrictions COVID-19 has placed on all the businesses in the City and local communities. The Blackduck City Council believes this deferral is the right thing to do to secure the stability of the businesses in Blackduck.

Your application for Blackduck Revolving Loan COVID-19 Deferral has been received and reviewed for eligibility by the RLF Committee. I am pleased to tell you that your application has been approved for a deferral time of 6 months beginning April 1, 2020. During this period of time your loan with the City will not incur additional interest. Unless terminated by the borrower your loan payments must resumed beginning October 1, 2020. There will be additional legal documents coming at a later date to confirm this deferral.

If you have any questions regarding the deferral please contact Christina Regas at City Hall at 218-835-4803.

Sincerely,
Christina Regas
Blackduck City Administrator

CC: Blackduck City Revolving Loan Fund Committee; Blackduck City Council

www.blackduckmn.com

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

"The City Of Blackduck Is An Equal Opportunity Provider"



A GREAT PLACE FOR FAMILIES

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

March 27, 2020

Blackduck Floral & Gifts
Liz Krabbenhoft
PO Box 239
Blackduck, MN 56630



Dear Ms. Krabbenhoft,

On behalf of the City of Blackduck, I would like to tell you that the Blackduck City Council supports the vibrancy of the businesses in Blackduck and understand the strain recent events and restrictions COVID-19 has placed on all the businesses in the City and local communities. The Blackduck City Council believes this deferral is the right thing to do to secure the stability of the businesses in Blackduck.

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Sincerely,
Christina Regas
Blackduck City Administrator

CC: Blackduck City Revolving Loan Fund Committee; Blackduck City Council

The Pond

City of Blackduck Liquor Store and Lounge

Building Assessment



April 2, 2020

Widseth Smith Nolting & Assoc. Inc.

315 5th Street NW

Bemidji, MN 56601

Existing Facility:

The Original Liquor Store/Bar, "The Pond" was built in approximately 1978. The Liquor Store portion consists of 1,680 sf, and the Bar Area is 2,800 sf. for a total area of 4,480 sf. They share a common entry vestibule and covered drive through at the west side (front) of the building. Deliveries are accessed from an eastern (rear) door on the Liquor Store side of the building. There is a second exit from the Bar Area to the south, and an exit to an exterior Patio Area, also on the south side of the building. The Restrooms are accessed from the Bar side of the building. The center portion of the building houses the Mechanical Room, some Storage, an Office and a remodeled area for a small Kitchen. This center Kitchen Area backs up the Bar and is the only walkway to get from one side of the building to the other. The Office entrance is also at this same point. This becomes a very congested area.

Photos:



Architectural Evaluation:

Exterior Walls: Overall this building is in good condition. The exterior walls were all originally 7" x 5" fabricated, stacked logs, but the non-load bearing end walls (north and south) have had the logs removed and have been framed in conventional 2x6 stud wall framing with log siding added to them. Other logs show signs of deterioration, rot, and water damage. The portions of damaged logs, mostly at the ends, could be replaced in sections where needed. Finish generally is in good condition and would not need to be refinished in the near future.

Photos:



Recommendation: Replace the portions of deteriorated logs as needed. Refinish those area to match.

Photos:



Roof: The roof was semi-snow covered but looks to be in good condition. The covered Drive-through roof has damage to both sides, having been hit by taller vehicles. Management has indicated that the covered drive through is not needed for vehicles to drive under.

Recommendations: No need to replace the shingles throughout the roof. Remove most of the Drive-through roof and structure. Repair as required. Allow the portion remaining to provide a covered entry area over the central doorway. Redesign to provide a focal point to the front of the building at the entryway.

Photos:



Building Envelope:

Walls: The Original Building was made from manufactured wood logs, approximately 7" thick, and 5" tall. They are usually assembled in a stacked fashion, with a tough/groove, and caulking between each log. These walls have no cavity or area for additional insulation. Typically, over time the logs, shrink, crack and check. This allows air movement through them and between them. This assemble is highly dependent on the caulking between the logs for a good air seal. The end walls (north and south) area non-bearing walls, have had the logs removed and conventional 2x6 framing was put in place with ½ log siding applied. These walls were then insulated with 6" fiberglass batt insulation in the stud cavities. This assemble has an approximate R-19 insulation value.

Attic: Upon review of the attic, we found approximately 10 to 12 inches of cellulose insulation across the ceiling. At an R value of 3.5 per 1", it equals approximately R=35 for the attic. This is adequate for a typical attic insulation. It appeared to have proper ventilation throughout. There are 6" batts covering the Attic access.

Recommendations: No changes required to the building envelope.

Exterior Paving, sidewalks and patio: The parking lot had been repaved recently and was in good condition. Area to the north and east sides of the building were not paved because of the pending possible addition to the Liquor Store at the north side of the building. The concrete Patio Area to the South east side of the building was added recently. It has a fence surrounding it and all are in good condition. The sidewalks are newer, some cracking is showing but all are generally in good condition.

Recommendation: No replacement required. Repair and patch paving only where required at the areas where the Drive-through roof columns are removed. Sidewalks and Patio require no action.

Photos:

Entry Doors: The Main entry door is a flush, insulated metal door in metal frame. It has many dents, and scratches. A very industrial looking door, but this may be required for the abuse it may take from customers and the wind and the weather. It looks to be operating well.

Photo:



South Entry Door: Similar to the Main entry door, flush metal door, but with a small light for viewing. This door is in similar condition to the Main entry door. Also, very industrial looking, but this may be required for the abuse it may take from customers and the wind and the weather.

Photo:



Rear Delivery Door: Also, a Flush Insulated Metal door and frame. Used for deliveries only. Aesthetics do not come into play here. The needed durability is most important.

Photo:



Recommendations: Replace doors only if looking for a more aesthetically pleasing door. Most other styles of doors will not be as durable as this type. A less durable door would be more maintenance and may tend to be problematic over time. We would recommend cleanup, repair and refinish these doors. Adjust closers to shut properly and replace worn weather stripping.

Patio Door: This door is a Commercial Aluminum framed full light store entrance door. This door does not take the amount of abuse and use as the other doors. This door is much newer and a good condition.

Photo:



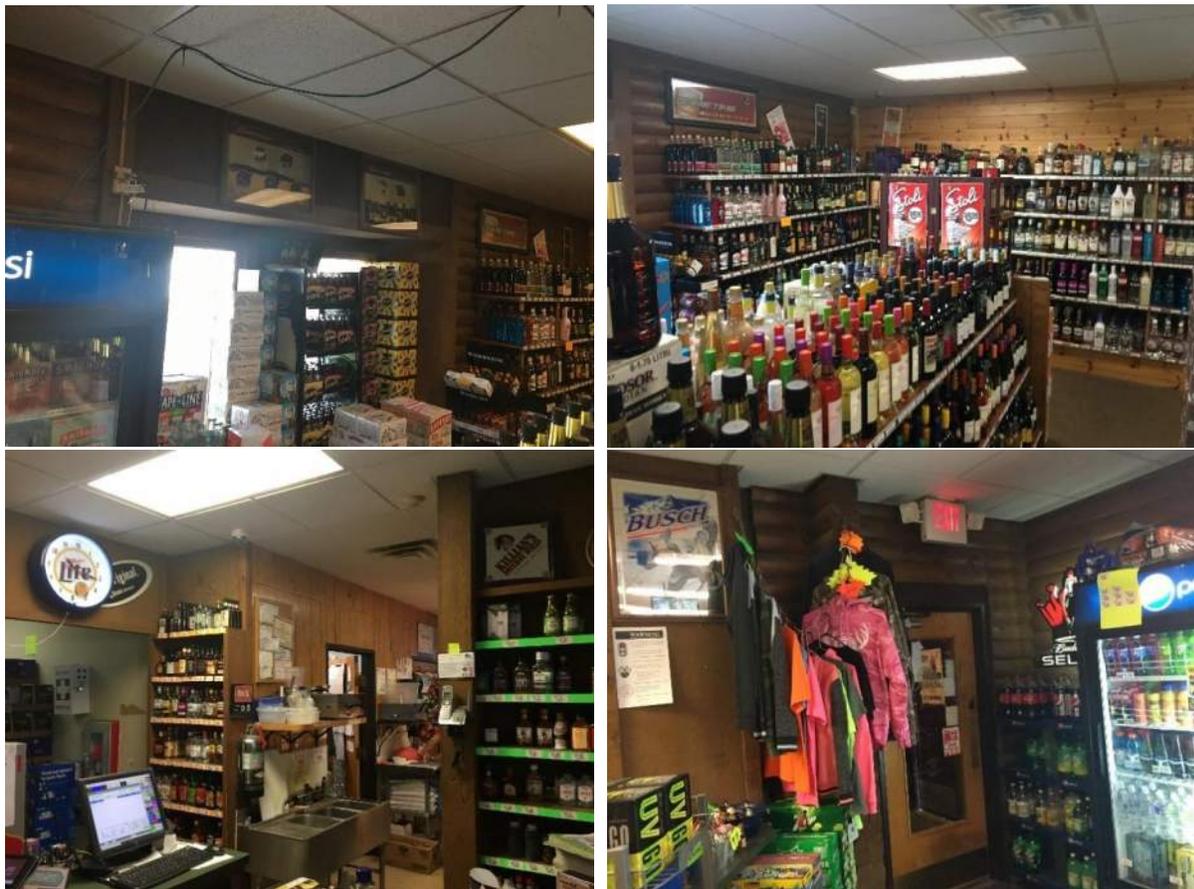
Recommendation: No replacement required here.

Interior Evaluation: At the interior, only the Liquor Store was reviewed. There were no requests to review the Bar area. There is 600 SF of Retail Floor area. There is 312 SF of Cooler Area. There is approximately 768 SF of “Back Storage” area.

Generally, the interior areas are in good condition. The first thing I noticed is the lack of space. Every square foot of the Retail side of the building is in use. With overstock in both storage areas, in the cooler, and in the hallway between. Aisleways and circulation areas are tight and cluttered. More space is needed for the Quantity of products in the Retail Area.

The Spatial Arrangement is the second issue that stands out. There is more back Storage space than there is Retail space. This does not allow to get the right quantities of product on the shelves in the Retail area. Constant restocking is required to fill the retail shelves. If the Retail area was larger, there would be enough space on the shelves for products so they would not require restocking so frequently. If more product were on the retail shelves, less back storage space would be required. This is also true of the Cooler space. The cooler mostly houses beer in both six-packs and larger cases. Because of the lack of cooler space, larger case quantities are stacked in the back-Storage areas and Hallway. Again, this requires moving product multiple times before it is sold. Because of the Cooler’s central location in the building, it cuts off the ability to expand the Retail space into the existing storage areas. Generally, the existing Retail Area, and Cooler Area are only about half of the size that they need to be. The Back-Storage Space is about double the size that is should be.

Photos:



Spatial Recommendation: Expand the Building area to the north with a New Building Addition. The size shall be determined. This addition could house additional Retail Space, Cooler Space or both. The Key is the present location of the Cooler. Presently the cooler blocks off the expansion of retail space within the existing Building and disrupts any continuity of the Retail space with a new addition.

Relocate the Cooler within the existing building or Remove it and add a new one in the addition is recommended. Relocating the Cooler would allow the Retail space to expand within the existing building area or within the new Addition. Evaluation During Design could determine with best layout and use of these spaces. With the relocation of the Cooler, the Storage spaces could be re-evaluated, and those areas could be used for other necessary spaces.

Interior Finishes: Interior finishes may provide the décor that they are looking for, but may also need to be updated, for aesthetics and ease of maintenance. The flooring needs replacement at the Retail Area. A more durable and easy-to-clean surface may be better. Back area floors are concrete, or vinyl tile and are adequate for those areas. Ceiling heights in the Retail Area are adequate but may require more lighting.

Photos:



Recommendations: Provide new flooring in the Retail space to allow for ease of maintenance and durability. Provide lighter, cleanable wall surfaces in the Retail space to brighten-up those areas. I would suggest a simple color palate, or white, to allow the product to take “center stage”. Keep simple concrete flooring in storage areas that are easy to clean and very durable.

Cooler: A customer access, rear loading cooler is very necessary for six-packs, singles and some wine. It tends to not work best for larger cases though. It is very unlikely that a customer can remove a case without banging the door. A Cooler made for Customer access may be a better option for the larger case goods.

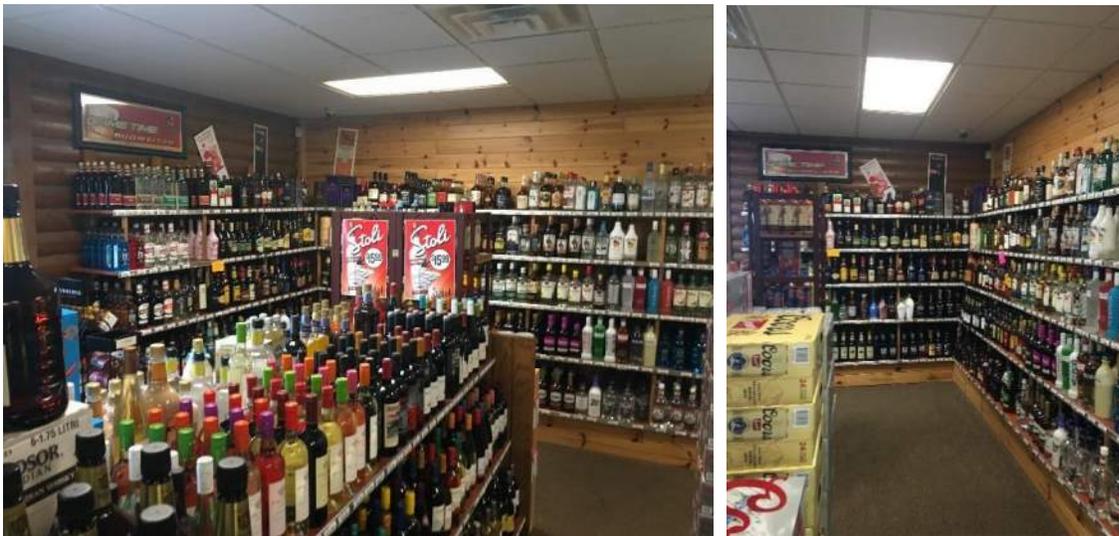
Recommendation: Relocate the customer access cooler to allow for best use of Retail space. Still provide the rear loaded, front access doors for six-packs and smaller quantities. Provide an alternate access to the Cooler for customers to select larger case goods.

Photo:



Retail shelving: Presently the retail shelving allows for a single front of each brand of item, with additional same items behind. Unfortunately, this means that 4 bottles are on the shelf and 8 or more bottles are in a back-Storage area. To provide less restocking, and require less back storage space, it would be better if the shelf could hold one full case of each item, 12 bottles, then little back room space would only be needed when the next case were restocked.

Photos:



Storage Rooms: Storage areas are for overstock. When the retail shelves cannot hold products, the remainder goes to the Storage area. If the Shelf could hold more product, less would be required to be stored in a Storage Room. Presently the Storage Rooms are holding overstock bottles, and cases of beer. Cases of beer are stored here until space is available in the cooler, then it is transferred to the cooler. Each case is handled at least two times, maybe more if adjustments need to be made when one product sells faster than another.

Kitchen: Presently the Kitchen consist of a Grill, Oven/Fryer, Microwave, and some prep area. There is a hood over the Grill and a Fire suppression System. A small three basin wash sink is in the direct traffic flow just outside of the office door. A food prep area is at the other side of the Office door also in the direct traffic flow. There is no immediate storage in the Kitchen area. Product is stored in remote refrigerators located in the storage rooms, in the Beer Cooler or other locations. Kitchen workers often need to leave the kitchen to access products in either the back-storage rooms or the Cooler. The only access to the Office, is through the Kitchen Prep area or Cleaning area.

Photos:



Recommendations: There are many activities going on in a very little space. Some of those activities should be removed. We recommend that the Office be moved to another location. That would remedy three items:

1. The Kitchen could expand into the former Office space to become larger.
2. Kitchen Staff would not need to leave the Kitchen area to get products.
3. Office personnel would be removed, and traffic would be reduced through the Kitchen.

If the present Office area became part of the Kitchen, dry storage shelving and the refrigerators could be moved there.

Office: If an Addition were added, and the Retail/Storage spatial proportions were changed, there would be space available in the existing Storage Room area. Presently the Office is very small. It also houses the Security system. A new Office could easily fit within the available space with space available for other needs.

Photo:



Recommendation:

Relocate the Office to an area presently used for Retail Storage. The office could be sized appropriately, and traffic to it would not be at the Kitchen work area.

Employee Area: Presently there is no space for Employee coats, personal Items, break room, etc. Coat are stuffed behind counters, or wherever. The Employees should enter the building and have an area to drop off belongings and prepare for work.

Photo:



Recommendation:

Provide an Employee Break Room, at the area presently used for Retail Storage. This would be adjacent to the rear entry, giving them direct access to this new Employee Break Room, and Office.

Code Review:

This code review of the building is based on the 2015 Minnesota Building Code. Many areas have been reviewed, but I will only discuss the code deficiencies in this report, not the areas where code requirements have been met.

- This building has multiple Occupancy types. Meaning there are two differing functions happening within one building. The Bar portion of the Building is considered an A-2, Assembly Occupancy. The Retail portion of the building is considered an M, Mercantile Occupancy. Each of these occupancies have limitations for the size they can be based on the type of construction they are made of. In this case the Building is a Type V-B construction. Meaning its walls, and roof structure are made of wood, and it does not have a fire sprinkler system in it. For this type of construction, the Bar area can be up to 6,000 s. f. and 1 story. The Retail area can be up to 9,000 S.F. and 1 story. Presently both areas are within those limitations. Even when the addition is added to the Retail side of the building, it is suspected to not reach the area limits.

Along with the area limitations, the code controls how differing occupancies can abut one another. In this case, an A-2 type occupancy is required to have a 2-hr fire wall separating it from an M type occupancy. Presently there is not a fire separation wall between these areas. To meet code, a wall would have to be installed to separate the retail spaces, and their accessory storage spaces, from the Bar area, and kitchen spaces. Any doors within this wall would also need to be 90-minute rated fire doors. This is not a new code but may have been overlooked when the building was built because there was not a building inspector reviewing these items. Adding this wall is possible within the existing building. It would need to be added to the scope of the work.

Photo:



Recommendation:

Provide the required 2-hour wall bisecting the building to divide the Retail area from the Bar area. This could be done along the hallway wall, full length of the building. the Kitchen would then be closed off from the Liquor store, and a door would be added. Other doors along the length of this wall may also need to be upgraded.

- The building code uses a calculation to determine the number of occupants within a building. The number of occupants is then used to determine the number and arrangement of exits, the number of required plumbing fixtures, etc. In this building the number of occupants is determined differently for each area. They are as follows:

Area Name	Area	Occupancy Factor	Number of occupants
Bar/Lounge	2,016 s. f.	15 s. f. per occupant =	134
Accessory/ Mech.	784 s. f.	300 s. f. per occupant =	3
Retail	600 s. f.	60 s. f. per occupant =	10
Storage, etc.	<u>1,080 s. f.</u>	300 s. f. per occupant =	<u>3</u>
Total	4,480 s. f.		150 occupants

The number of exists, and their arrangement meet the code requirements.

When the number of plumbing fixtures is determined, the Occupant load is considered to be half women and half men. In this case 75 Men, 75 Women.

According to the Table in the Code book, the following fixtures are required.

Fixtures	Code Requirement	Req'd number	Existing fixtures
Water closets:	1/40 occupants	2 men, 2 women	*1 men (2 urinals), 2 women
Lavatories:	1/75 occupants	1 men, 1 women	1 men, 1 women
Drinking Fountains:	1 required	1 required	**No drinking fountain
Service Sinks:	1 required	1 required	1 in mechanical room

- *In a men's room, urinals may be substituted for up to 67% of the water closets required.
- ** In Restaurants where water is served, drinking fountains are not required.

Presently this building is meeting the minimum required plumbing fixtures. When additional space is added, additional plumbing fixtures will also need to be added to the building. If they can not be added within the existing restrooms, additional restrooms will need to be added to the scope of the work.

Photo:

Women's Restroom:



Men's Restroom:



Recommendation:

When the building addition is added, provide an additional pair of restrooms (as required), within the new, or existing space. This would provide restrooms for the retail side of the facility and reduce traffic through the Kitchen/ Bar area.

End of Architectural Review

Blackduck Liquor Store – Mechanical Evaluation

Existing Conditions and Recommendations

HVAC

Blackduck Liquor store's heating and air conditioning system is mostly original from 1977. The liquor store is served by one electric furnace (F-2) and a condensing unit (CU-8) which has been replaced in the last 10-15 years (unable to maintain actual model year). The lounge area is served by two electric furnaces (F-1 & F-3) and two condensing units (CU-9 & CU-10). All three furnaces have outdoor air ducted to them which is (or has the ability to be) code compliant. The furnace systems are in working order, but we were unable to test the condensing units due to outdoor temperatures. The HVAC equipment is beyond its useful life (43 years old). Even with its age, the owner said furnaces and condensing units are operational and provide the required heating and cooling to the building.

An inline exhaust fan (EF-1) is used for restroom exhaust on the liquor store side and another (EF-3) is used for general exhaust on the lounge side. An existing exhaust fan (EF-2) was used to send built up heat from the water-cooled condenser (serving the cooler) to the exterior (summer) or the store (winter). This is no longer in use as the water-cooled compressor was changed to an air-cooled condenser on the exterior of the building. A relief duct with motorized damper is located in the lounge, but we are unsure of its current operation.

The vestibules to the liquor store and lounge have electric cabinet unit heaters (ECUH). Age was not determined during the walk-through but seemed to be original to the building. The ECUH for the liquor store entrance (west) was operating, but the lounge entrance ECUH (south) was not operational as the integral thermostat was turned up.

PLUMBING

The building's domestic water service from the street is provided by a 1-1/2" Ø line with a 5/8" Ø meter. The sanitary line serving the building is a 4" Ø that exits to the north of the building. There are two restrooms. The men's restroom has two urinals, one toilet, and one lavatory. The fixtures and faucets were operational and have been updated since original. The women's restroom has two toilets and a lavatory. The fixtures and faucets are functional but look to be original.

A 50-gallon, electric water heater serves the building. This has been updated from the original water heater, but an install year was not found on the tank. There is a water softener in the mechanical room and is operational. A year was not found, but this seemed original to the building. The mop sink in the mechanical is functioning and has an updated faucet with backflow prevention.

Recommendations

The HVAC and Plumbing equipment have reached their useful lives. Although mostly operational, it is recommended to replace the systems during an addition/remodel of the space. Spaces not being

remodeled (Lounge Area) could reuse the existing ductwork. However, it is recommended to have the ductwork professionally cleaned.

A humidification system could be added to the furnaces if desired. This would require a water and drain line. Humidification is a luxury item and may not be needed.

The water heater is adequately sized but is approaching its useful life and may need to be replaced for preventative maintenance.

Item 1) HVAC Modification for addition/remodel:

Recommendation: Remove and discard ductwork from Furnace serving Liquor Store (F-2). Remove and discard F-2. Remove and discard CU-8 and AC coil. Replace with new electric furnace or dual fuel furnace (Electric and Propane/natural gas). Natural Gas is not currently available, but the furnace would be capable if Natural Gas plans to come to town. A compatible AC coil and condensing unit will need to replace CU-8 and be sized for the addition and remodel as well as any modified HVAC loads.

Priority: High

Item 1) Photos:



Item 2) Update Lounge Area Furnaces, Condensing Units, and Coils – Clean Ductwork

Recommendation: Remove and discard F-1 and F-3. Replace with new electric furnaces or dual fuel furnaces (Electric and Propane/natural gas). Natural Gas is not currently available, but the furnace would be capable if Natural Gas plans to come to town. A compatible AC coil and condensing unit will need to replace CU-9 and CU-10 and be sized for any modified HVAC loads throughout the years.

Priority: Medium

Item 2) Photos:



Item 3) Vestibule Heating: Electric Cabinet Unit Heaters in vestibules

Recommendation: Remove and Discard electric cabinet unit in vestibule. Replaced with new.

Priority: High

Item 3) Photos:



Item 4) Fixtures and Faucets: Women's restroom fixtures and faucets.

Recommendation: The fixtures and faucets look to be operational but are recommended to be replaced as they could be upgraded now as a whole versus individually when needed.

Priority: Low

Item 4) Photos:



End of Mechanical Review

Electrical Evaluation

City of Blackduck – Municipal Liquor Store

Existing Conditions and Recommendations:

Overall the building electrical is in good condition. Most of the electrical equipment is dated, some of it is out of code. The electrical system appears to be functioning properly.

WSN recommends the following:

Item 1) Power Distribution:

The electrical utility provider is Beltrami Electric Cooperative.

The existing electrical service entrance consists of a 400A main service, and a 200A off-peak service; both are 120/208V, 3-phase. The electrical panels and distribution equipment appear to be original to the building, installed in 1978. At 42 years old, the equipment is dated but is generally in good condition and is still serviceable.

The switchboard is in good condition and has one available space to add a 3-pole circuit breaker. The off-peak service panel L2 is in good condition and has 11 available spaces to add circuit breakers. The only exception to this is Panel L1, located in the storage room adjacent the kitchen, which has had a load center added onto it and has had modifications made to it through the years. Panel L1 is in poor condition and has no available spaces. The added load center is in fair condition and has 4 spaces available to add circuit breakers. While the electrical distribution equipment is nearing the latter years of their expected life, the main concern is not the age of the distribution equipment but rather the electrical capacity of the equipment. There is not much physical space or electrical capacity available for an addition/expansion of the building.

Recommendations:

- The off-peak service remains as-is without any changes. Have electrical contractor verify all existing loads and provide a new and up-to-date panel schedule and identification labeling.
- Remove existing 400A switchboard, replace with new 60 space, 600 amp service entrance panel. This will provide more electrical capacity for building additions/renovations, as well as reducing the physical footprint of the electrical equipment. Have electrical contractor verify all existing loads and provide a new and up-to-date panel schedule and identification labeling.
- Coordinate with Beltrami Electric Cooperative to replace the existing main service utility meter to account for the increased amperage of the new service entrance panel.
- Replace Panel L1 and load center with new 72 space, 250 amp panel. Have electrical contractor verify all existing loads and provide a new and up-to-date panel schedule and identification labeling.
- Provide new 72 space, 250 amp Panel L3 in new addition for new addition/expansion loads.

Priority: High

Item 1 Photos:

Off-Peak Service, Panel L2:



Existing 400A Switchboard:



Panel L1 and Load Center:



Item 2) Receptacles:

The receptacles appear to be in good working condition overall, however some are not up to the current building code. The receptacles in the kitchen do not all appear to be GFCI protected. There are several places in the main liquor store area where there are not enough receptacles in a given location and splitter devices have been utilized.

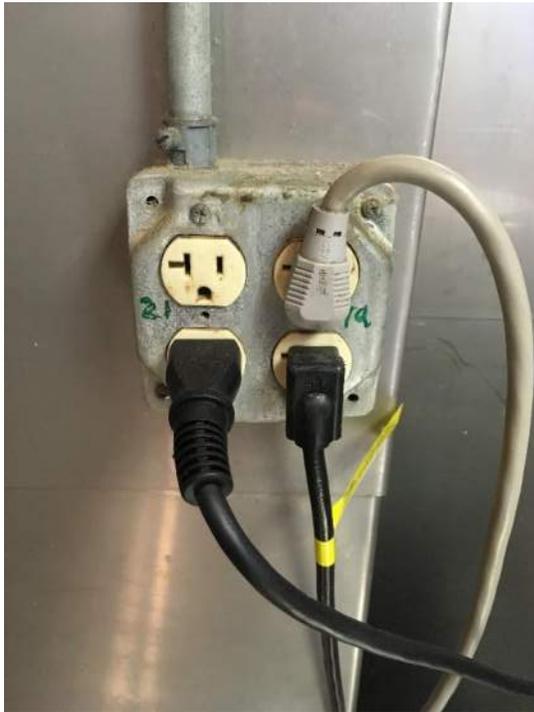
Recommendations:

- Where they are accessible, kitchen receptacles shall be replaced with new GFCI receptacles. Where they are not accessible, kitchen receptacles shall be provided with new GFCI circuit breakers.
- Reconfigure existing receptacle layout in storefront area to provide an adequate number of receptacles for the storefront needs.
- Replace exterior receptacles as needed. Provide weatherproof in-use type covers on all exterior receptacles.

Priority: High

Item 2 Example Photos:

Non-GFCI Receptacles in Kitchen:



Splitter Device In-Use:



Needs Weatherproof In-Use Type Cover



Item 3) Lighting:

The lighting through the liquor storefront and storage areas are fluorescent fixtures, primarily T8 bulbs, and appear to be in fair condition.

The building has illuminated exit signs and emergency lighting that is in good condition.

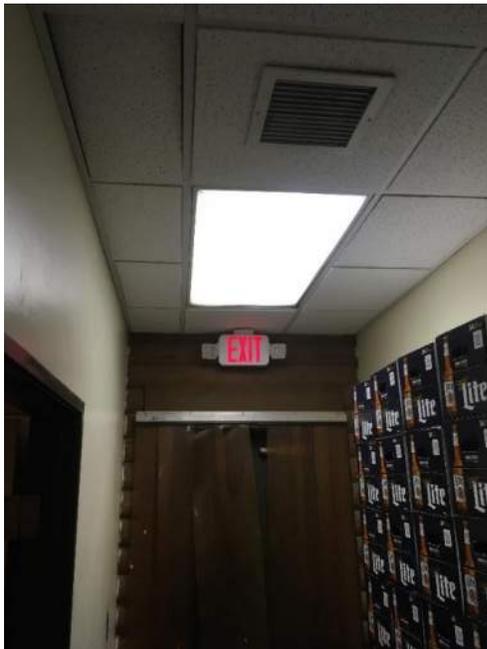
The exterior building lights seem to be inadequate for the parking area. In some cases, the building architecture impedes the effectiveness of the lights. Inadequate lighting around the building and parking area can be a potential security risk during low-light hours, as well as increase the potential risk of injury.

Recommendations:

- Replace all existing light fixtures in the liquor store area with new LED light fixtures. Provide new LED light fixtures in the addition/expansion. This will reduce the overall maintenance, both in employee time and cost of replacing bulbs. It will reduce the overall electrical consumption due to lighting and will allow the existing liquor store area and the addition/expansion area of the liquor store to have a uniform appearance.
- Maintain existing exit signs and emergency lighting. Provide new exit signs and emergency lights as needed for building addition and reconfigured layout of existing building.
- Provide new exterior building lights, and possibly pole mounted parking lights, to provide better illumination during low-light hours.

Priority: Medium

Item 3 Example Photos:





Item 4) Lighting Control: Exterior lighting is controlled by photocell and timeclock. Interior lighting is controlled by standard switching.

Recommendation:

- Maintain existing photocell and timeclock for exterior lighting.
- Remove all existing interior lighting control devices (switches, plates, boxes, etc.) and replace with new controls throughout. Add dimming in new office area.
- Add occupancy / vacancy sensors throughout and add daylighting where necessary in building addition to achieve energy savings and to meet MN building energy code.

Priority: Medium

Item 4 Example Photos:



Item 5) Fire Alarm System: The kitchen hood has an existing fire suppression system. There are several fire extinguishers located throughout. No other fire alarm system or fire alarm components were observed in the building. An evaluation needs to be made to determine the fire code requirements for this building, and any building additions.

Recommendation:

- Maintain kitchen hood fire suppression system.
- Add fire alarm system components as necessary, according to the fire code evaluation.

Priority: High

Item 5 Example Photos:



Item 6) Security and Safety: The exterior doors have keyed locks only, there is a door monitoring/alarm system panel in the mechanical room. The building has security cameras throughout, both inside and outside.

Recommendation:

- Provide security lighting at back entrance as described in item 3.
- Add/replace alarm system to all entrances.
- Add card reader and/or keypad at back entrance of liquor store.
- Add onto the existing security camera system to provide coverage for the new building addition.

Priority: High

Item 6 Example Photos:



END OF REPORT

**Blackduck City Hall:
City Hall Program:**

The City of Blackduck is looking to replace its City Hall facility. A study has been performed on the existing facility for remodeling and/or expansion. The existing facility is limited on all sides for any expansion. Additional space is the main factor in the need for replacing this facility. This leaves three options for a new facility.

Options include:

- Purchase an existing facility that would fit the needs of the City with little renovation/remodeling.
- Purchase an existing building for its property, demo the building and build a new facility on the property.
- Purchase a bare property to build a new facility on.

The following program will list the needs for the City Hall spaces without recommending any option.

Program:

City Hall Spatial needs:

- Council Chamber:
 - Council Desk: Mayor and 4 Councilors
 - City Administrator's Desk
 - Media Desk
 - Public seating for up to 30 people.
 - A/V capability, presentations, viewing screen
 - Presenter's podium, presentation controls
 - Tele-conference capabilities
 - Easy Public access
 - Restroom accessibility
 - This space needs to be enclosed and not part of any other space.
- Community Service Desk:
 - Run by City Clerk: Service counter for the Public to meet the City Clerk
 - Make Campground Reservations
 - Make payments, Utilities, Permits, etc.
 - approximately 6'-0" wide stand-up counter
 - Information desk, Q & A for all departments
 - Open to waiting area
- City Clerks desk:
 - Immediately adjacent to the Community Service Counter
 - Mail deposited and delivered here
 - Accounts payable and receivable
 - Permit applications
 - Copier/Printer
 - Access to storage area/room

- City Administrator's Office:
 - Desk/ Computer/Credenza
 - Seating for up to 4 for small conferences
 - Two lockable File Cabinets
 - Bookcase
 - Separate, Closed off, and lockable
 - Close to Service Desk and City Clerk
 - Public entrance to this office controlled by Clerk
 - Privacy, vision & Sound
 - Exterior view, controlled
- Supply Room:
 - Daily supplies, Checks, Receipts etc.
 - Lockable Closet, 6' x 8'
 - Near and Controlled by Clerk
- Public Work's Office:
 - To be located at the City Maintenance building
 - Only Utility payments are received and processed at City Hall
- Waiting Area:
 - At Main Entry, Outside the Service Desk and Administrator's Office,
 - Seating for 2
- Restroom:
 - Single, Unisex, Accessible to the Public,
 - Access from Main Entry, and near Council Chambers.
 - No other restrooms are required. (Verify restroom requirements based on overall building size and occupancy)
- Community Room:
 - Dual use space as Council Chambers
 - Separate Public access directly from Exterior.
 - Sink available, Coffee Bar, some cabinets and counter space
- Archive Storage:
 - City Records,
 - Council Minutes,
 - Cemetery Records
 - Blackduck America, Newspaper, records back to 1001
 - Possibly 12' x 14'
- Mechanical, Electrical, etc. Room
- Audio/Visual Room,
 - Computer server for Clerk and City Admin.
 - A/V for Council Chambers
 - Presentation equipment
 - 6' x 8' room
- Employee Break Room:
 - Coat Hanging space
 - Table and chairs seating for 4
 - Counter, Sink, cabinets, Microwave, Coffee Maker
 - Refrigerator
 - Exterior view

- Utility Bill Drop Off
 - Near Main Entry
 - Exterior access, 24/7
- Other Needs:
 - Security Cameras, at Entrances and Utility Dropoff Area
 - Building Security at all doors

Optional Buildings available downtown:

- Deerwood Bank Building
- Moon Drug Building
-

Combined Maintenance and Police Facility Program:

Maintenance Facility:

- Metal Building, insulated, few windows, interior metal liner panel, side walls should be approximately 16' tall.
- 6" Concrete Slab, sloped to a continuous 6" floor drain full length of all bays.
- Five, double length truck bays. Each bay should be 18'-0" wide, and long enough for one full length Plow truck, and a standard pick-up truck end to end.
- Five Overhead Doors 14' wide x 14' tall.
- Provide 20' deep x full length of the building concrete apron at overhead door side of the building.
- One of the truck bays is a wash bay. Separate this bay from others with a partial wall
- Allow for maintenance in front of each bay, approximately 8'-0" continuous at the back wall
- Provide Office space, approximately 18' wide x full length of the building. This area will consist of Office, Break Room, Restroom, and waiting area.
- Provide an open mezzanine above the Office area for storage. Access from Main Garage bays.
- Maintenance facility area: 5 bays at 18'-0" wide + Office at 18'-0" wide = 108'-0". Two trucks length plus 8'-0" = 60'-0", 108' x 60' = 6,480 SF. Mezzanine 18'-0" x 6'-0" = 1,080 SF.

Police Facility:

- Garage stall, single width, two patrol cars depth. Provide some storage within the Garage space. This Police Garage needs to be lockable and separate from the Maintenance Garage.
- Provide a single 14' wide x 10' tall overhead door at each end of the double length garage. Provide an access drive from the rear OH door to the roadway.
- Office area equal to one stall width x full length of the building. Provide area for Public entry and waiting, Restroom, Chief's Office, Interview Room, Investigation Room, File Storage,
- Provide Mezzanine area above Office area for File Storage, Evidence Storage, etc.
- Exterior Space requirements:
 - Provide fenced in, gated area for vehicle impound. Size and access to be determined.
 - Provide additional fenced in area for animal impound. Size and access to be determined
- Police Facility Area: 2 bays at 18'-0" each = 36', x 60'-0" depth = 2160 SF. Mezzanine 18'-0" x 6'-0" = 1,080 SF.

Other requirements:

- In slab heating throughout. Ventilation required at the garage areas. Separate Ventilation and Air conditioning at the Office areas.
- Mechanical Room for boiler, water heater, ventilation equipment, electrical panels, etc.
- Enough driveway and turnaround area for larger, plow truck type, vehicles

Building Total Area: 144' x 60' = 8,640 SF Main Level plus upper level Mezzanine space: (2) 18' x 60' = 2,160 SF = Grand Total of 10,800 SF

Combined Maintenance and Police Facility Site information:

The proposed Site for this facility is at the west side of town on City owner property. The site is at the north end of Industrial Lane. It appears to be of adequate size to accomplish all program requirements. A geotechnical evaluation should be made to determine existing soils conditions for this site.



COVID 19 UTILITY BILLS DEFERRAL PROGRAM

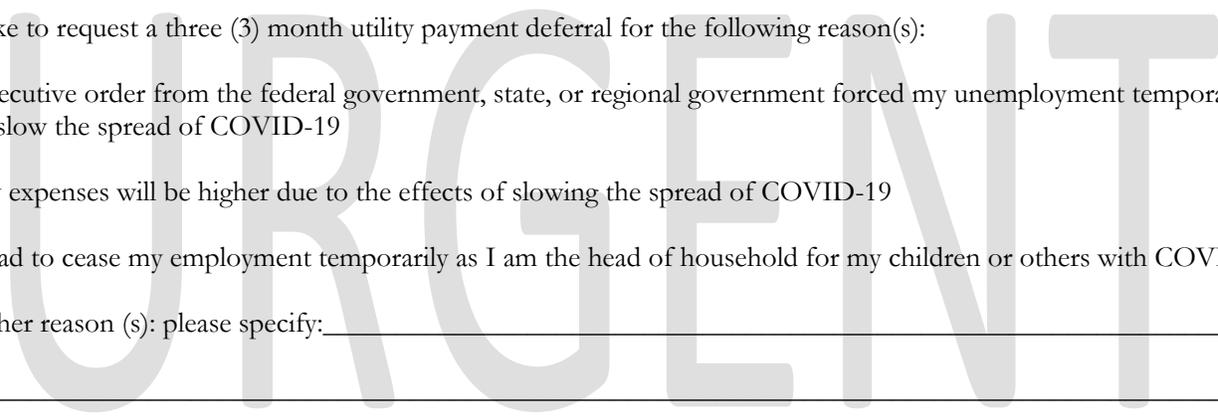
Existing utility customers in good standing are eligible for a three-month utility payment deferral, upon request. The rapidly changing environment is expected to cause a great deal of uncertainty and hardship for all customers. For this reason, additional three-month extensions will also be considered. If you are interested in a three-month deferral, complete the information below, sign, date and email a copy to me at the address below. Deferral requests are a top priority and will be processed very quickly!

DATE: _____ UTILITY CUSTOMER NAME: _____

CUSTOMER SERVICE ADDRESS: _____ Email: _____

I would like to request a three (3) month utility payment deferral for the following reason(s):

- _____ Executive order from the federal government, state, or regional government forced my unemployment temporarily to slow the spread of COVID-19
- _____ My expenses will be higher due to the effects of slowing the spread of COVID-19
- _____ I had to cease my employment temporarily as I am the head of household for my children or others with COVID-19
- _____ Other reason (s): please specify: _____



Disclaimer: Deadline for submitting this form is May 1, 2020.

I understand that if my utility account is currently delinquent I may not be eligible for the deferral. I understand that by signing this form, I agree to pay my outstanding utility account in full after 6-months of time from the date approved. I understand that by signing this form, I will not incur a late fee for the 3 months of the deferral.

Signature (s)

Date

After signing and dating, please email to Utility Billing Clerk, Gail Landowski @ gabrielle.landowski@blackduckmn.com

Contact me with questions via email or by phone, 218-835-4803

Step 1: Complete the enclosed form and forward it to The City of Blackduck as soon as possible. It can be returned via us mail, placed in drop box on the west side of City Hall, or e-mail to gabrielle.landowski@blackduckmn.com. **Deadline is May 1, 2020**

Step 2: The City will make a determination if you qualify for the Utility Bills Deferral Program.

Step 3: You will be informed of the decision.

Step 4: If you have been approved, you will be asked to complete a repayment contract with the City.

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CITY OF BLACKDUCK RESOLUTION NO: 2020-15

RESOLUTION ACCEPTING RESIGNATION AND DECLARING A VACANCY

WHEREAS, the Blackduck City Council has received the written resignation of Councilor Tylor Roth, effective on effective March 23, 2020;

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

1. The council accepts Councilor Roth's resignation as described above.

THEREFORE BE IT FURTHER RESOLVED, by Minnesota Statute §412.02, subd. 2a requires the City Council of Blackduck, Minnesota appoint an individual to fill the vacancy until a special election is held at its next general election in 2020.

Adopted by the City Council of the City of Blackduck on April 6, 2020.

Rudy Patch, Mayor

Christina Regas – City Administrator



CITY OF BLACKDUCK

PUBLIC FUNDS REQUEST FORM

PO BOX 380 BLACKDUCK, MN 56630

Organization or Group Requesting Public Funding:

Blackduck After Prom

What type of project will the Public Funds used for:

Prizes for After Prom students

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:

After Prom is for students to play games and win prizes and to keep them safe, instead of going out and partying! After Prom is from 12:30 Am- 5:00 Am

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

All of the donation is used for prizes for After Prom students

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

Bldk Fire Relief Assoc, Timberline, Bogart's, Bldk Coop, Tri Sigma, Northwoods Lumber, Juelson Plumbing, Kendrick plumbing, J & L Oil, Bldk Garden Club, Realt, Experts

Date Funds are being requested:

2-28-2020

Date the project starts and completes:

May 2 - May 3

See opposite side of form for Conditions for Requesting Public Funds

January 14, 2020

Dear Area Business Owners, Suppliers and Organizations:

Nineteen years of safety- the reason parents of juniors at Blackduck High School plan, host and organize the After-Prom party scheduled for May 2, 2020. Statistics indicate that alcohol-related peer pressure is strongest at prom time. A 2000 study by the National Highway Traffic Safety Administration shows the percent of traffic fatalities that were alcohol-related ranged between 58% and 70% (Source: Parent Wise, Spring 2003).

The community of Blackduck chooses not to be a part of these statistics. Thanks to generous donations from community members like you, this event has proven to be successful, fun, and safe for our teenagers. One hundred plus students typically attend the After-Prom party leaving in the morning with fabulous prizes and a lifetime of memories. The event has become a highlight for prom participants.

Our goal of \$6,000 provides entertainment, prizes, food and lots of giveaways for the students. Please consider being a generous After-Prom party contributor keeping Blackduck teens safe.

Please make checks payable to **Blackduck High School After-Prom**. Please send donations to:

Sandy Lien
Blackduck High School After-Prom
P.O.Box 550
Blackduck, MN 56630

If you choose to donate prizes please call for prize(s) pick up:
Sandy Lien: (218) 766-3733

We would appreciate a response by Thursday, April 1, 2020.
Thank you for your consideration.

Sincerely,

The After-Prom Committee
Blackduck High School



CITY OF BLACKDUCK
CONFLICT OF INTEREST / CODE OF ETHICS POLICY
FOR ELECTED OFFICIALS, MEMBERS OF CITY BOARDS,
COMMISSIONS, AND COMMITTEES
ADOPTED: APRIL 6, 2020

A. POLICY:

The residents and businesses of Blackduck are entitled to have fair, ethical, and accountable local government. Such a government requires that public officials of Blackduck:

- Comply with both the letter and the spirit of the laws and policies affecting operations of the city government.
- Be independent, impartial, and fair in their judgment and actions.
- Use their public office for the public good, not for personal or familial gain.
- Conduct public deliberations and processes openly, unless legally confidential, in an atmosphere of respect and civil service.

City Council-members shall review and sign this Conflict of Interest/Code of Ethics policy in January of each year.

B. CODE OF ETHICS:

To this end, the Blackduck City Council has adopted this Conflict of Interest / Code of Ethics policy to encourage public confidence in the integrity of local government and in its fair and effective operation.

1. Act in the Public Interest

Recognizing the stewardship of the public interest must be the councilmember's primary concern. Councilmember's shall work for the common good of the people of Blackduck and not for any private or personal interest, and they will endeavor to treat all persons, claims, and transactions in a fair and equitable manner.

2. Comply with both the spirit and the letter of the Law and City Policy

Councilmember's shall comply with the laws of the nation, the State of Minnesota, and the City of Blackduck in the performance of their public duties. These laws include, but are not limited to: the United States and Minnesota constitutions; City of Blackduck ordinances and policies; laws pertaining to conflicts of interest, election campaigns, financial disclosures, employer responsibilities and open processes of government. Councilmember's shall inform themselves of the laws and policies to which they are held accountable.

3. Conduct of Members

The professional and personal conduct of a member must be above reproach and avoid even the appearance of impropriety. Members shall refrain from abusive conduct, personal charges or verbal attacks upon the character or motives of any other members of Council, boards, commissions, or the public. Treat each other, staff or member of the public in a manner that is respectful and does not foster a hostile and unprofessional environment, whether in the workplace or at a city approved social event.



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4. Respect for Process

A Member shall perform his or her duties in accordance with the processes and rules of order established by the City Council and board and commissions governing the deliberation of public policy issues, meaningful involvement of the public, and implementation of policy decisions of the City Council by City staff.

5. Conduct of Public Meetings

A Member shall prepare themselves for public issues; listen courteously and attentively to all public discussion before the body; and focus on the business at hand. Each member shall refrain from interrupting a speaker; making personal comments not germane to the business of the body; or otherwise interfering with the orderly conduct of meetings.

6. Decisions Based on Merit

Council decision shall be based upon the merits and substance of the matter at hand.

7. Communication

It is the responsibility of Councilmember's to publicly share substantive information that is relevant to a matter under consideration that they have received from sources outside of the public decision-making process with all other Councilmember's.

8. Disclosure of Corruption

All City officials shall take an oath upon assuming office, pledging to uphold the constitution and laws of the City, the State and the Federal government. As part of this oath, officials commit to disclosing to the appropriate authorities and/or to the City Council any behavior or activity that may qualify as corruption, abuse, fraud, bribery, or other violation of the law.

9. Confidential Information

Councilmember's shall respect and preserve the confidentiality of information provided to them concerning the confidential matters of the City. They shall neither disclose confidential information without proper legal authorization nor use such information to advance their personal, financial, or private interests.

10. Use of Public Resources

Public resources not available to the general public (e.g. City staff time, equipment, supplies, or facilities) shall not be used by Councilmember's for private gain or personal purposes.

11. Representation of Private Interests

In keeping with their role as stewards of the public trust, Councilmember's shall not appear on behalf of the private interests of a third-party before the City Council or any board or committee of the City.



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12. Advocacy

Each member shall represent the official policies or positions of the City Council, board or commission to the best of his or her ability when designated for this purpose. When presenting individual opinions or positions, a member shall explicitly state the opinion or positions do not represent the opinion or position his/her body, or the City of Blackduck, nor will he or she allow the inference that he or she does councilmembers or board and or commission member and each city employees has the right to endorse candidates for all Council seats or other elected offices. It is inappropriate to mention or display endorsements during any Council meeting, board or commission meetings, or any official City meeting.

13. Policy Role of Members - Each member shall respect and adhere to the council-manager structure of Blackduck City government as outlined by the Blackduck City Ordinance. In this structure, the City Council determines the policies of the City with the advice, information and analysis provided by the public, boards, commissions, and City staff. Except as provided by the City Ordinance, no members shall interfere with the administrative functions of the City or the professional duties of City staff; nor shall any member impair the ability of staff to implement Council policy decisions.

14. Improper Influence

Councilmember's shall refrain from using their position to improperly influence the deliberations or decisions of City staff, Council, or committees.

15. Positive Work Environment

Each member shall support the maintenance of a positive and constructive work place environment for City employees and for citizens and businesses dealing with the City. Each member shall recognize his or her special role in dealings with City employees so as not to create the perception of inappropriate direction to staff.

16. Compliance and Enforcement

Councilmember's themselves have the primary responsibility to assure that ethical standards are understood and met and that the public can continue to have full confidence in the integrity of City government.

C. CONFLICT OF INTEREST:

1. In order to assure their independence and impartiality on behalf of the public good, Councilmember's shall not use their official positions to influence government decisions in which they have a financial interest or where they have an organizational responsibility or a personal relationship that would present a conflict of interest under applicable State law.
2. In accordance with the law, members shall file written disclosures of their economic interest and if they have a conflict of interest regarding a particular decision. They shall refrain from participating in that decision unless otherwise permitted by law.



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3. A councilmember may leave the meeting room during a discussion where a conflict of interest arises because of family relationships. The Councilmember will abstain from voting on an issue where a conflict of interest arises because of family relationships. These actions will be duly noted in the minutes of the meeting.
4. Councilmember's shall not take advantage of services or opportunities for personal gain, by virtue of their public office that is not available to the public in general. They shall refrain from accepting gifts, favors or promises of future benefits that might compromise their independence of judgment or action or give the appearance of being compromised

D. SANCTIONS:

Model of Excellence

Any City Councilmember, Board and Commission Member or Council appointee who does not review the City Conflict of Interest / Code of Ethics Policy and sign the Model of Excellence (*Appendix A*) shall be ineligible for intergovernmental assignments or Council subcommittees.

Ethics and Conduct Training for Local Officials

Any City Councilmember, Board and Commission Member, Council appointee who is out of compliance with State- or City-mandated requirements for ethics training shall not represent the City regarding intergovernmental assignments or Council sub-committees, and may be subject to sanction.

Public Disruption

Members of the public who do not follow proper conduct after a warning in a public meeting may be barred from attending or speaking at that meeting and removed from the meeting.

Inappropriate Staff Behavior

Councilmembers should refer, to the City Administrator, or Mayor, or to the city attorney, any staff who does not follow proper conduct in their dealings with Councilmembers, other City staff, or the public. These employees may be disciplined in accordance with standard City procedures for such actions.

Councilmembers Behavior and Conduct

Compliance and Enforcement. The Blackduck Conflict of Interest / Code of Ethics Policy expresses standards of ethical conduct expected from each member of the Blackduck City Council, or any board, commissions, or city appointee. Each member has the primary responsibility to assure the standards are understood and met, and that the public can continue to have full confidence in the integrity and conduct of Blackduck's government.

The chair of each board and commission as well as the Mayor and Council have the additional responsibility to intervene when any actions of a member which appears to be in violation of the Conflict of Interest / Code of Ethics Policy is brought to his or her attention.



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ADOPTED: APRIL 6, 2020

Any City Councilmembers who intentionally and repeatedly do not follow the provisions of the Conflict of Interest / Code of Ethics Policy may be sanctioned and reprimanded or formally censured by the Council, lose seniority or committee assignments (*both within the City of Blackduck or with inter-government agencies*) or have official travel restricted. Serious infractions of the Conflict of Interest / Code of Ethics Policy could lead to other sanctions as deemed appropriate by the Council.

Councilmembers should point out to the offending Councilmember any infractions of the Conflict of Interest / Code of Ethics Policy. If the infraction(s) continue, then the matter should be referred to the Mayor for action. If the Mayor is the individual whose action(s) are being challenged, the matter shall be referred to the Vice Mayor. It is the responsibility of the Mayor to initiate action if a Councilmember's behavior may warrant sanction. If no action is taken by the Mayor, the alleged violation(s) can be brought to the full Council in a public meeting.

Board & Commission Members Behavior and Conduct

Counseling, verbal reprimand and written warning may be administered by the Mayor to any board, commission member failing to comply with City policy. Such sanctions shall be private consistent with Minnesota law. If followed by Minnesota law copies of written reprimand administered by the Mayor shall be distributed in memo format to any chair of the appropriate board or commission, the city clerk, the city attorney, the City Administrator, and the City Council.

C(1) Any written reprimand administered by the Mayor shall not be distributed to any member of the public and shall not be publicized except as required pursuant to the Public Records Act.

C(2) The City Council may impose sanctions on a board or commission member, and city appointee whose conduct does not comply with the city policy, including but not limited to removal from office, position or job.

C(3) Any form of discipline imposed by Council shall be determined by a majority vote of at least a quorum of the Council at a noticed public meeting and such action shall be preceded by a Report to the Council with supporting documentation. The Report to Council shall be distributed in accordance with Minnesota Public Records Act normal procedures, including hard copies and posting online. Any Report to Council addressing alleged misconduct by a board or commission member shall be routed through the Office of the city attorney for review as to whether any information within the report is exempt from disclosure pursuant to the Minnesota Public Records Act.

C (4) If in the opinion the City Administrator or city attorney an investigation is warranted, the city administrator or city attorney shall confer with the Mayor or Council. If in the opinion of the Mayor or Council shall direct the City Administrator and/or the city attorney to investigate the allegation and report the findings.

C(5) The results of any such investigation shall be provided to the full Council in the form of a Report to Council, and shall be placed on the agenda of a noticed public meeting as "Information Only". Any such



CITY OF BLACKDUCK
CONFLICT OF INTEREST / CODE OF ETHICS POLICY
FOR ELECTED OFFICIALS, MEMBERS OF CITY BOARDS,
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report shall be made public and distributed in accordance with the Minnesota Public Records Act. Including hard copies to numerous public locations and posted online. Any report to the Council addressing an investigation of any board or commission member shall be directed to the Office of the City Attorney for review whether any information is exempt from disclosure pursuant to the Minnesota Public Records Act.

C(6) It shall be the Mayor's and/or the Council's responsibility to determine the appropriate action. Any action taken by Council (*with the exception of "take no further action"*) shall be conducted at a noticed public hearing. Actions which the council may undertake include, but are not limited to: discussing and counseling the individual with respect to the violation(s); placing the matter on a future public hearing agenda to consider sanctions; forming an ad hoc subcommittee of council members to review the allegation, the investigation and its findings, as well as to recommend options for Council consideration.

C(7) Under the City Ordinance, the City Council also may remove any member of boards and commissions from office. A violation of this Code of Ethics and Conduct shall not be considered a basis for challenging the validity of the Council, boards or commission's decision.

This policy adopted on April 6, 2020

Mayor Rudy Patch

Council Member Jason Kolb

Council Member Paige Moore

Council Member Maxwell Gullette

Open Seat

Attest: Christina Regas – City Administrator

Date signed



CITY OF BLACKDUCK
CONFLICT OF INTEREST / CODE OF ETHICS POLICY
FOR ELECTED OFFICIALS, MEMBERS OF CITY BOARDS,
COMMISSIONS, AND COMMITTEES
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APPENDIX A
MODEL OF EXCELLENCE
Blackduck City Council Elected Officials,
Members of Boards, Commissions, and Committees

I certify that the individual named below was provided a copy of the City of Blackduck Conflict of Interest / Code of Ethics and copy of this form on the date indicated below.

Name _____

Signed this day of _____ 20____

Department _____

Position _____

City Administrator

Date

LOAN RESOLUTION SECURITY AGREEMENT

A RESOLUTION OF THE City Council

OF THE Blackduck, City Of

AUTHORIZING AND PROVIDING FOR THE INCURRENCE OF INDEBTEDNESS IN THE

PRINCIPAL AMOUNT OF \$30,000.00 FOR THE PURPOSE

PROVIDING A PORTION OF THE COST OF ACQUIRING AND CONSTRUCTING A

Public Works Skid Steer, PROVIDING FOR THE COLLECTION, HANDLING, AND DISPOSITION OF REVENUES THEREFROM, AND AUTHORIZING MAKINGS OF PROMISSORY NOTES, SECURITY INSTRUMENTS, AND PLEDGES OF REVENUES TO EVIDENCE AND SECURE THE PAYMENT OF SAID INDEBTEDNESS AND FOR RELATED PURPOSES.

WHEREAS, the Blackduck, City Of, (hereinafter referred to as the "Organization"), was organized under Minn. Stat. Sec 465.73

_____ for the purpose of providing a

_____ (hereinafter referred to as the "Facility") to serve the members of the said Organization; and

WHEREAS, a meeting of the members of the said Organization was held on the 6th day of April, 2020 pursuant to proper notice thereof to consider plans for the acquisition, construction, and methods of financing the Facility:

and, as shown by the minutes of said meeting, of the 5 members of record of the Organization there were present and voting _____, and by a recorded vote, the Facility and its financing were authorized; and,

WHEREAS, the proposed Facility is to be constructed and in accordance with plans and specifications prepared by _____

and in order to finance the Facility, the City Council (hereinafter referred to as the "Board") is authorized and empowered, in their discretion, for and in the name of the Organization, to make application to the United States of America, through the United States Department of Agriculture, (hereinafter referred to as the "Government"), for financial assistance; to cause the execution and delivery of an installment promissory note or notes or other evidence of indebtedness (hereinafter referred to as the "Note"), and appropriate security instruments to secure any loan or loans made or insured by the Government; to comply with any requirements, terms or conditions prescribed by the Government or by Government regulations; and to execute contracts or enter into agreements and, without limitation, to take any and all other action as may be necessary, incidental or appropriate to finance, acquire, construct, complete, or equip the Facility for and on behalf of the Organization.

NOW THEREFORE, it is hereby resolved by the Board as follows:

Section 1. (Determination of Board). That it is necessary to defray a portion of the costs of financing the Facility by obtaining a loan made or insured by the Government in accordance with applicable provisions of the Consolidated Farm and Rural Development Act, it being determined that the Organization is unable to obtain sufficient credit elsewhere to finance the Facility, taking into consideration prevailing private and cooperative rates and terms currently available;

According to the Paperwork Reduction Act of 1995, an agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0575-0015. The time required to complete this information collection is established to average 1 hour per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information.

Section 2. (Terms of Loan). That the Organization borrow \$ 30,000.00 and issue as evidence thereof Note in the form prescribed by the Government for the full principal amount of the loan. The note shall be signed by the President, attested by the Secretary and if necessary, have the corporate seal of the Organization affixed thereto, and shall bear interest from its date, which shall be the date of delivery, at a rate not to exceed 2.3750 percent per annum;

the principal and interest shall be paid over a period of 10 years in accordance with the payment schedule set forth in the Note, until the principal and interest are fully paid except the final payment of the entire indebtedness, if not sooner paid, shall be due and payable 10 years from the date of the Note. Each payment shall be applied first to the payment of the accrued interest and second to the payment of the principal. Prepayments of any installment may be made in any amount at any time at the option of the Organization.

Section 3. (Assignment and Pledge of Revenue). The indebtedness hereby authorized to be incurred, together with the interest thereon, shall be payable from the gross income and revenue to be derived from the operation of the Facility, a sufficient portion of which, to pay the principal and interest as and when the same shall become due, is hereby assigned, and pledged and shall be set aside for that purpose and this assignment and pledge shall extend to and include any assessments that may be levied pursuant to Section 5 (d) hereof.

Section 4. (Protection and Disposition of Funds). The City Administrator of the Organization shall be the custodian of all funds of the Organization. Funds may be deposited in institutions insured by the State or Federal Government or invested in readily marketable securities backed by the full faith and credit of the United States. Any income from these accounts will be considered as revenues of the system.

The City Administrator is hereby directed to establish the following accounts into which the current funds of the Organization, Note proceeds, the revenues from the Facility and any other income shall be deposited, which accounts shall be continually maintained, except as otherwise provided, so long as the indebtedness hereby authorized remains unpaid:

(a) Construction Account.

The proceeds of the Note, hereby authorized not disbursed contemporaneously with loan closing for incurred Facility costs, and at least the amount of \$ 2,490.00 to be contributed by the Organization from the collection of initial connection fees, membership fees or contributions shall be deposited in an account designated as the Construction Account which shall be established as required by the Government. Withdrawals from the construction account shall be made only on checks signed by the City Administrator of the Organization as authorized by the Board from time to time, and with prior concurrence of the Government. At the option of the Government, the construction account may be established as a "supervised bank account". Amounts in the supervised bank account exceeding \$100,000 shall be secured by the depository bank in advance in accordance with 31 C.F.R. part 22. Withdrawals from a supervised bank account shall be made only on checks signed by the

City Administrator of the Organization and countersigned by an authorized official of the Government. The Organization's share of any insurance or liquidated damages and other monies paid by defaulting contractors or their sureties will be deposited in the Construction Account to assure completion of the Facility. When all construction costs have been paid in full, any balance remaining in the Construction Account may be applied on the loan or used for other authorized purposes that have been approved by the Government and the Construction Account shall be closed.

(b) General Account.

As soon as the Facility becomes revenue producing, all funds received shall be set aside in an account to be designated as the General Account. Disbursements and transfers from this account shall be for: debt service, operations and maintenance, and transfers to an account designated as the Reserve Account. Monies deposited in the General Account shall be used only in the manner and order as follows:

(1) Organizations making monthly Government debt service payments shall use the General Account for making such payments plus operating and maintenance expenses. Any remaining funds will be transferred from this account to the Reserve Account in accordance with (d) below.

(2) Borrowers making other than monthly Government debt service payments shall first use the General Account to pay operating and maintenance expenses. Then other transfers from this account will be made in the following order: (i) To an account designated as the Debt Service Account will be made in accordance with (c) below, (ii) Transfers to the Reserve Account will be made in accordance with (d) below.

(c) Debt Service Account

Organizations making other than monthly debt service payments, shall transfer subject to income availability from the General Account to the Debt Service Account, a sum not to increase the next installment on the note.

(d) Reserve Account.

From the remaining funds in the General Account, after transfers and payments required in (b) (1) or (b) (2) and (c), there shall be set aside into

the Reserve Account the sum of \$ 28.38 each month until there is accumulated in that account the sum of \$ 3,405.60 after which deposits may be suspended, except to replace withdrawals. When necessary, disbursements may be used for payments due on the Note if sufficient funds are not available in the General or Debt Service Account. With the prior written approval of the Government, funds may be withdrawn for:

- (1) paying the cost of repairing or replacing any damage to the Facility which may have been caused by catastrophe, or
- (2) making extensions or improvements to the Facility.

Whenever disbursements are made from the Reserve Account, monthly deposits shall then be resumed until there is again

accumulated the amount \$ 3,405.60, at which time deposits may be discontinued. Whenever there shall accumulate in the General Account, amounts in excess of those required in subsections (b) (1) and (2), (c), and (d), such excess will be used by the Organization to make prepayments on the loan or retained in the General Account. The accounts required in subsections (b) (1) and (2), (c) and (d) may be established and maintained as bookkeeping accounts or as separate bank accounts at the election of the Organization, unless otherwise directed by the Government.

Section 5. (Other Covenants and Agreements of the Organization). The Organization covenants and agrees that so long as the indebtedness hereby authorized remains unpaid:

- (a) It will indemnify the Government for any payments made or losses suffered by the Government.
- (b) It will comply with applicable state laws and regulations and continually operate and maintain the Facility in good condition.
- (c) It will impose and collect such rates and charges that gross revenues will be sufficient at all times to provide for the payment of the operation and maintenance thereof and the installment payments on the Note and the maintenance of the various accounts herein created. All service rendered by or use of the Facility shall be subject to the full rates prescribed in the rules and regulations of the Organization.
- (d) If, for any reason, gross revenues are insufficient, it will cause to be levied and collected such assessments as may be necessary to operate and maintain the Facility in good condition and meet installment payments on the Note as the same become due.
- (e) It will (i) establish and maintain such books and records relating to the operation of the Facility and its financial affairs, (ii) will provide for the annual audit thereof in such manner as may be required by the Government, (iii) will provide the Government without its request a copy of each such audit, and (iv) will make and forward to the Government such additional information and reports as it may from time to time require.
- (f) It will provide the Government, at all reasonable times, access to the Facility and all its books and records so that the Government may ascertain that the Organization is complying with the provisions hereof and with the provisions of other instruments incident to the making or insuring of the loan.
- (g) It will maintain at least such insurance and fidelity bond or employee dishonesty coverage as may be required by the Government.
- (h) It will not borrow any money from any source or enter into any contract or agreement or incur any other liabilities in connection with making extensions or improvements to the Facility, exclusive of normal maintenance, without obtaining the prior written consent of the Government.
- (i) It will not cause or permit any voluntary dissolution of the Organization or merge or consolidate with an other organization, without obtaining the prior written consent of the Government. It will not dispose of, or transfer title to the Facility or any part thereof, including lands and interest in lands by sale, security instrument, lease or other encumbrance, without obtaining the prior written consent of the Government. Revenue, in excess of the amount required to maintain the accounts described by Section 4 herein, will not be distributed or transferred to any other organization or legal entity.
- (j) It will not modify or amend its organizational documents, including any articles of incorporation or bylaws without the written consent of the Government.
- (k) It will provide adequate service to all persons within the service area who can feasibly and legally be served and will obtain Government's concurrence prior to refusing new or adequate services to such persons. Upon failure to provide services which are feasible and legal, such person shall have a direct right of action against the Organization or public body.
- (l) All present and future contract rights, accounts receivable, and general intangibles arising in connection with the Facility are pledged as security for the loan.

(m) It will comply with the measures identified in the Government's environmental impact analysis for this Facility for the purpose of avoiding or reducing the adverse environmental impacts of the Facility's construction or operation.

Section 6. (Security Instruments). In order to secure the payment of the principal and interest of the Note, the President and Secretary of the Organization are hereby authorized and directed to execute and deliver good and sufficient lien instruments, where necessary, encumbering the properties and assets, both real and personal, constituting said Facility, as completed, or as the same may be thereafter extended, including an assignment and pledge of revenues and such other instruments as may be prescribed by the Government.

Section 7. (Refinancing). If at any time it shall appear to the Government that the Organization is able to refinance the amount of the indebtedness then outstanding, in whole or in part, by obtaining a loan for such purposes from responsible cooperative or private credit sources, at reasonable rates and terms for loans for similar purposes and periods of time the Organization will, upon request of the Government, apply for, and accept, such loan in sufficient amount to repay the Government and will take all such actions as may be required in connection with such loan.

Section 8. ("Equal Employment Opportunity under Construction Contracts and Nondiscrimination"). The President and the Secretary be and they are authorized and directed to execute for and on behalf of the Organization, Form RD 400- 1, "Equal Opportunity Agreement", and Form RD 400-4, "Assurance Agreement".

Section 9. (Authorization of Officials). In the case of a grant in the sum not to exceed \$ 50,000.00, the Organization hereby accepts the grant under the terms as offered by the Government and that the Mayor and City Administrator of the Organization are hereby authorized and empowered to take all action necessary or appropriate in the execution of all written instruments as may be required in regard to or as evidence of such grant and the Organization hereby resolves to operate the Facility under the terms as offered in said grant agreements.

Section 10. (Cross Default). Default under the provisions of this agreement or any instrument incident to the making or issuing of the loan may be construed by the Government to constitute default under any other instrument held by the Government and executed or assumed by the Organization, and default under any such instrument may be construed by the Government to constitute default hereunder.

Section 11. (Resolution of Contract). The provisions hereof and the provisions of all instruments incident to the making or the insuring of the loan, unless otherwise specifically provided by the terms of such instruments, shall constitute a contract between the Organization and the Government or assignee so long as the note hereby authorized remains unpaid.

Section 12. (Effective Date). This resolution shall take effect and be in force from and after the 6th day of April, 2020, being the date of its enactment.

The vote was: Yeas _____ Nays _____ Absent _____

Blackduck, City Of

(SEAL) (if applicable) By _____

Attest: Title Rudy Patch, Mayor

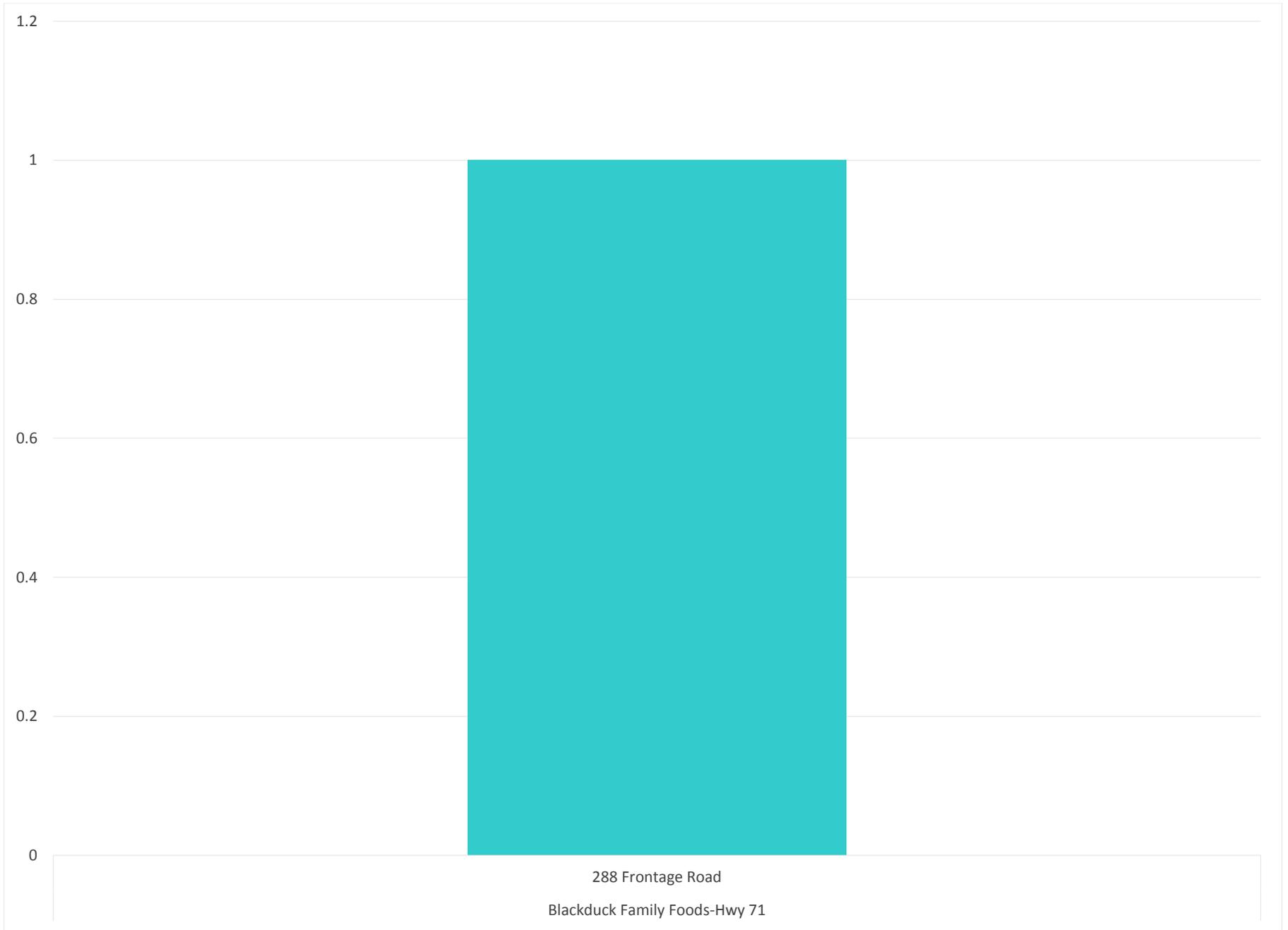
Title Christina Regas, City Administrator

CERTIFICATION

I, the undersigned, as secretary of the City Council
hereby certify that the City Council of such Organization or Corporation is composed of 5
members of whom _____; constituting a quorum, were present at a meeting thereof duly called and held on the 6th day of April, 2020,
_____ ; that the foregoing resolution was adopted at such meeting by the vote shown above, and that said resolution has not been rescinded or amended in any way.

Dated, this 6th day of April, 2020.

Secretary of City Council



Business / Owner Name	Address	OPEN	RESTRICTED	CLOSED	Notes
All About You Salon & Tanning	73 MAIN STREET N.			X	Mandated
Anderson Fabrics (Quilt Shop)	24 Summit Avenue E			X	Mandated
Bi Cap Headstart Blackduck	372 Summit Avenue W			X	Mandated
Blackduck Beauty Barber Shop	48 Main Street N			X	Mandated
Blackduck Community Library	72 1st Street SE			X	Mandated
Blackduck, Public School	164 Summit Avenue E			X	Mandated
Blackduck Public School	64 1st Street NE			X	Mandated
Blackduck Public School	156 1st Street NE			X	Mandated
Blackduck Public School	341 Hwy #71			X	Mandated
Blackduck Public School	341 HWY 71 NE			X	Mandated
Blackduck Public School	56 1ST STREET NE			X	Mandated
Blackduck Senior Center	24 1st Street SE			X	They will periodically check bldg
Blackduck Theater	56 Main Street N			X	Mandated
Geerdes, Brittany / Brits Salon	25 Main Street N			X	Mandated
Chiropractic, J M	80 Summit Avenue W			X	
Northlander Gift Shop	73 Summit Avenue E			X	
Security Insurance USA	57 Main Street N			X	Appts Only
St. Anns Catholic Church	388 1st Street NE			X	Cancelled
TG Sales & Service	279 BRANDL DRIVE			X	Mandated
New York Life	65 Summit Avenue E			X	Sarah working from home
Up North / Wilhelmi, Cheryl	97 Main Street N			X	Closed until Further Notice

Business / Owner Name	Address	OPEN	RESTRICTED	CLOSED	Notes
Good Samaritan Society	172 Summit Avenue W		X		
Blackduck Senior Living	152 MARGARET AVE NW		X		
Serenity Living Solutions	441 4th Street NE		X		
Blackduck Senior Apartments	249 2nd Street NW		X		
Blackduck Dental Clinic	49 SUMMIT AVENUE EAST		X		Emergencies Only
Deerwood Bank	16 Summit Avenue W		X		ATM / Drive Thru / Appts Only
Juelson Body Shop	232 Main Street South		X		By appt only

Business / Owner Name	Address	OPEN	RESTRICTED	CLOSED	Notes
Municipal Liquor Store	224 Frontage Road	X			Carry Out M-Sat 10am-8pm, Sun
Hungry Duck Restaurant	72 Main Street N	X			Carry Out / Mandated
Restaurant 71 LLC	240 Summit Avenue W	X			Carry Out / Mandated
Blackduck Bowling Lanes	233 Summit Avenue W	X			Carry Out / Mandated
Business / Owner Name	Address	OPEN	RESTRICTED	CLOSED	Notes
Americinn Motel	81 Brandl Drive NW	X			
Anderson Fabrics	272 Summit Avenue W	X			
Anderson Fabrics	348 Summit Avenue W	X			
Blackduck AutoElectric	156 Pine Avenue SW	X			
Blackduck Auto Parts, Inc.	80 Main Street S	X			
Blackduck Auto Parts, Inc.	48 Railroad Avenue SE	X			
Blackduck Co-op Ag Services	265 Cedar Avenue	X			
Blackduck Family Foods-Hwy 71	288 Frontage Road	X			M-F 7am-6pm / Sun 8am-6pm
Blackduck Floral & Gift	264 Frontage Road	X			
Blackduck Realty	149 Main Street S	X			
Blackduck Post Office	57 1st Street SE	X			
Blackduck Sanford Clinic	81 1st Street NW	X			
Bogarts Repair and Recovery	317 Main Street N	X			
Cease Family Funeral Home	81 Main Street S	X			
Choice Therapy	50 Margaret Avenue NE	X			Monitoring Situation
Community Resource Center	17 Main Street	X			
Dollar General	393 BRANDL DR	X			
Drake Motel	172 Pine Avenue SW	X			
Evangelical Free Church	241 Oscar Avenue SW	X			Normal during week / Sunday Streaming
Faith Lutheran Church	481 4th Street NE	X			No more than 10
Holy Trinity Lutheran Church	125 1st Street NE	X			No more than 10
Kalvig & Associates	249 Main Street N	X			
Kingdom Hall	456 Brandl Drive NW	X			No more than 10
Wikes Car Wash	124 Main Street S	X			
Shamrock Storage	111 SUMMIT AVENUE W	X			

Timberline Sports, Inc.	209 Summit Avenue W	X			Mon-Sat 6am - 9pm & Sun 7am - 8pm
Timblerline Sports,	209 Summit Avenue W	X			Mon-Sat 6am - 9pm & Sun 7am - 8pm
<u>Business / Owner Name</u>	<u>Address</u>	<u>OPEN</u>	<u>RESTRICTED</u>	<u>CLOSED</u>	<u>Notes</u>
USDA	417 Forestry Drive	X			
Zion Lutheran Church	217 Main Street APT N	X			<i>No more than 10</i>

<u>Business / Owner Name</u>	<u>Address</u>	<u>OPEN</u>	<u>RESTRICTED</u>	<u>CLOSED</u>	<u>Notes</u>
Blackduck Ambulance	55 RAILROAD AVENUE SE	X			
Blackduck Law Enforcement	88 1ST ST SE	X			
Blackduck City Hall	8 Summit Avenue E	X			
Blackduck Fire Department	80 Main Street N	X			

<u>Business / Owner Name</u>	<u>Address</u>	<u>OPEN</u>	<u>RESTRICTED</u>	<u>CLOSED</u>	<u>Notes</u>
Fitness Center				X	<i>Mandated</i>
Kelliher Liquor Store		X			<i>Take out</i>
Village One Stop		X			<i>Eating Booths taken out</i>
Cornerstone			X		<i>Closed to Visitors</i>
Kelliher Bank		X			