



# AGENDA

## Blackduck City Council Meeting

6:00 PM - Monday, August 10, 2020  
 City Hall, 8 Summit Drive, Blackduck MN

	Page
1. CALL TO ORDER	
a. Roll Call	
b. Pledge of Allegiance	
2. APPROVAL OF AGENDA	
3. CONSENT AGENDA	
<i>All items listed under the Consent Agenda, unless removed from the Consent Agenda shall be approved by one Council motion.</i>	
a. <a href="#">July 6, 2020 Blackduck City Council Meeting Minutes - Pdf</a>	4 - 11
b. <a href="#">July 16, 2020 Kitchigami Regional Library Board Meeting Minutes including June 18, 2020 Meeting Minutes</a>	12 - 99
c. <a href="#">July 22, 2020 Blackduck Planning Commission Meeting Minutes</a>	100
d. <a href="#">July 23, 2020 Blackduck Golf Board Meeting Minutes</a>	101 - 103
e. <a href="#">Council - Work Session - Jul 27 2020 - Minutes - Pdf</a>	104 - 107
f. <a href="#">August 3, 2020 Blackduck Finance Committee Meeting Minutes</a>	108
g. <a href="#">July 2020 Fund Balance Report</a>	109
h. <a href="#">July 2020 Bill Batch Report</a>	110 - 112
i. July 2020 Sewer Income Statement	
j. July 2020 Water Income Statement	
k. July 2020 Pine Tree Park Income Statement	
l. July 2020 Golf Course Income Statement	
m. July 2020 Liquor Store Income Statement	
n. <a href="#">June 2020 Lawful Gambling Report from the Blackduck Firemen Relief</a>	113
o. <a href="#">Final Approval - 2020 First Half Local Government Aid - LGA</a>	114
p. <a href="#">Final Approval - Coronavirus Relief Aid - COVID Relief</a>	115
q. <a href="#">Final Approval Pine Tree Park Host Agreement</a>	116
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</i>	

*under advisement by the Council. No action will be taken at the time.*

5. REPORTS OF COMMITTEES AND CITY STAFF

- 5.1. Public Works Report - Mike Schwanke, Public Works Supervisor
  - a. Final Approval Needed - Purchase Agreement Ziegler CAT - 2015 CAT 420FH2 Tractor - Lease purchase
  - b. Approval Needed - Purchase Plow Truck - Boyer Trucks 117 - 118  
[Boyer Trucks Order - Plow Truck](#)
- 5.2. Liquor Store Report - Shawnda Lahr, Liquor Store Manager
- 5.3. Law Enforcement Report - Jace Grangruth, Police Chief
  - a. Request Public Safety Committee Meeting to discuss Request for a NO thru traffic alley between 1st St. NW & 2nd St. NW 119  
[Request for a NO thru traffic alley between 1st St. NW & 2nd St. NW](#)
- 5.4. Fire Department Report - Brian Larson, Fire Chief
  - a. August 20, 2020 @ 6pm - Annual Blackduck Fire Protection Meeting of Towns 120 - 127  
[Fire Budget Meeting packet](#)
  - b. 2019 AFG FEMA Grant Award Letter & Summary of award 128 - 145  
[EMW-2019-FG-00050 - Award Package](#)
- 5.5. Golf Course Report - Jim Andersen, Golf Course Superintendent & Pam Exner, Club House Manager
- 5.6. Library Report - Kelly Hanks, Head Librarian
  - a. August 18, 2020 - Blackduck Library Board Meeting
- 6. BLACKDUCK BLANDIN GROUP
  - a. [Grand Opening Announcement](#) 146 - 147
- 7. ADMINISTRATOR'S REPORT
  - a. [Donation Request - 2020 After P Rom](#) 148 - 149
  - b. [Approval Needed - Resolution 2020-03 Revised - Resolution approving repayment of revolving loan for Blackduck Golf course cart shed](#) 150 - 151
  - c. [Approval Needed - Resolution 2020-22 Revised - Resolution Adopting a schedule of fees and charges for 2020](#) 152 - 155
  - d. City of Blackduck Debt Issuance & Managment Pre-Sale of GO Capital Improvement Plan Bonds for Financing Public Works/Public Safety Building 156 - 160  
[Blackduck CIP Schedule.2](#)  
[Blackduck CIP ResCalling](#)  
[Approval Needed - Resolution 2020-23 - Resolution calling public hearing on the intention to issue general obligation capital improvement plan bonds and the proposal to adopt a capital improvement plan therefor](#)
  - e. July 28, 2020 - August 11, 2020 @ 5:00pm - Blackduck City Office Filing Dates
  - f. August 11, 2020 - Minnesota State Primary
  - g. August 25, 2020 @ 10am Blackduck Personnel Committee Meeting with Local

49 Union 2021 Contract

- h. August 29, 2020 Blackduck City Council Work Session @ 6pm
  - i. September 7, 2020 - Labor Day City Offices Closed
  - j. September 8, 2020 Blackduck @ 6pm City Council Regular Council Meeting
  - k. September 14, 2020 @ 6pm - Public Hearing for CIP
8. MAYOR AND/OR COUNCIL MEMBER REPORTS
9. COMMUNITY EVENTS/GOOD THINGS HAPPENING
- a. Blackduck Development Corporation Meeting - August 12, 2020 @ 11am City Hall
  - b. Backwoods UnBash Events - August 15, 2020 all day throughout town
  - c. Blackduck Area Chamber of Commerce Meeting - August 19, 2020 @ Noon @ Restaurant 71
  - d. Blackduck Planning Commission Meeting - August 19, 2020 @ 2pm City Hall
10. ADJOURNMENT



# MINUTES

## Council Meeting

6:00 PM - Monday, July 6, 2020

City Hall, 8 Summit Drive, Blackduck MN

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

**COUNCILORS PRESENT:** Mayor Paige Moore, Councilor Jason Kolb, and Councilor Maxwell Gulette

**COUNCILORS EXCUSED:**

**STAFF PRESENT:** City Administrator Christina Regas, Police Chief Jace Grangruth, Lead Bartender Melissa Gulette, Public Works Supervisor Mike Schwanke, and Liquor Store Manager Shawnda Lahr

**OTHERS PRESENT:** Jennifer Parker Blackduck American, Sheldon Ostlund Resident, City Attorney Joseph Langel of RRM

### 1. CALL TO ORDER

- a. Roll Call  
Mayor Moore called the meeting to order at 6:00pm.
- b. Pledge of Allegiance  
Mayor Moore led the meeting with the Pledge of Allegiance.

### 2. APPROVAL OF AGENDA

- a.

Jason Kolb moved to approve the agenda as presented Maxwell Gulette seconded the motion.

Carried 3 to 0

Paige Moore	For
Jason Kolb	For
Maxwell Gulette	For

### 3. CONSENT AGENDA

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

- a. June 8, 2020 Blackduck City Council Meeting Minutes
- b. ~~June 11, 2020 Blackduck Golf Board Meeting Minutes~~
- c. June 11, 2020 Blackduck Personnel Committee Meeting Minutes
- d. June 11, 2020 Blackduck City Council Work Session Minutes

- e. June 16, 2020 Blackduck Personnel Committee Meeting Minutes
- f. June 17, 2020 Blackduck Planning Commission Meeting Minutes
- g. June 18, 2020 Kitchigami Regional Library Board Meeting Packet including May 2020 Board minutes
- h. June 22, 2020 Blackduck City Council Work Session Meeting Minutes
- i. June 2020 Fund Balance Report
- j. ~~June 2020 Bill Batch~~
- k. June Sewer Income Statement
- l. June 2020 Water Income Statement
- m. June 2020 Pine Tree Park Income Statement
- n. June 2020 Golf Income Statement
- o. June 2020 Liquor Store income statement
- p. Final Approval - June/July 2020 new hires report
- q. Final Approval - 2020 First Half Property Tax settlement
- r. Final Approval - Karen Davis Satisfaction of Housing REhab of Mortgage
- s. Final Approval - Paul Bunyan Rural Telephone Cooperative agreement for managed communication services
- t. Final Approval - Ehlers Report of Potential Refunding of Existing Bonds
- u. Final Approval - Delta Dental 2020-2021 Group Dental Plan Renewal
- v. Final Approval - Coronavirus Relief Fund Certification - CARES - city of Blackduck

Maxwell Gullette moved to approve the consent agenda removing items (b) June 11, 2020 Blackduck Golf Board Meeting Minutes; and (j) June 2020 Bill Batch Paige Moore seconded the motion.

Carried 3 to 0

Paige Moore	For
Jason Kolb	For
Maxwell Gullette	For

- w. Discussion for item (b) June 11, 2020 Blackduck Golf Board Meeting Minutes  
 Councilor Gullette requested clarification on the club house 'policies' regarding allowing the sale of beer and food to patrons but also allowing golfers to 'bring their own food to eat' stated the policies were confusing. Regas clarified the minutes stating the ladies league typically have food they have a pot luck upstairs of the club house when they golf together but since that is not allowed this season they have given permission to 'picnic' on the patio with their potluck food items or off-site when needed. Gullette asked to clarify that normal policies do not allow the public to bring their own food in before they golf. Regas stated that is accurate but reminded the board the golf course does not have a food license that allows for food service/sales. Nothing further.
- x. Discussion of item (j) June 2020 Bill Batch  
 Councilor Gullette asked for confirmation the June payables include the last invoice from the Boyle Law Office for services rendered. Regas confirmed yes.  
 Councilor Kolb asked why the City is not using Blackduck's Repair Businesses for the City's vehicles and maintenance. Kolb asked why the City is using Rudy's Repair when there are 3 mechanic shops that are local. Regas stated the choice of maintenance facility is descretionary on the department head if there is a better price

or service then that is up to that department head. Kolb stressed how the City should be doing everything local and questioned why the City is not doing the maintenance local for vehicles. Kolb further stated the bill batch does not specify which department uses Rudy's Repair for service. Regas stated the charges were billed to the Police Department. Kolb asked Police Chief Grangruth for elaboration on why he is not using a local business. Grangruth confirmed that as Regas stated the department heads have the discretion to go where they see will provide the service and requested to explain his reasons off the record noting he does not believe it is fair to discuss businesses in town on record. Nothing further.

Maxwell Gullette moved to approve consent items (b) June 11, 2020 Blackduck Golf Board Meeting Minutes; and (j) June 2020 Bill Batch Jason Kolb seconded the motion.

Carried 3 to 0

Paige Moore	For
Jason Kolb	For
Maxwell Gullette	For

**4. BLACKDUCK FORUM**

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

a. Council Vacancies

Jennifer Parker asked if there is any additional plan in place to seek to fill the council vacancies. Mayor Moore stated the vacancies have been posted. Councilor Gullette stated there is an agenda item for this council meeting addressing a vacancy. Gullette stated resident Sheldon Ostlund has submitted a letter of interest the council will hear. Nothing further.

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

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

5.1.1. Approval of Downtown Alley Paving Contract

Paige Moore moved to approve the alley paving quote from Northern Paving as presented Maxwell Gullette seconded the motion.

Councilor Kolb asked Schwanke for his recommendation on the vendor to use. Schwanke stated he has a good working relationship from Northern Paving.

Carried 3 to 0

Paige Moore	For
Jason Kolb	For
Maxwell Gullette	For

5.1.2. Consideration - Public Works / Streets Equipment Quotes for Tractor and Dump Truck -

Tractor Replacement -Schwanke provided Council a quote on a new CAT tractor and a used CAT tractor for discussion. Schwanke stated the City tractor would provide a trade-in value of \$9750 reducing the cost of a new tractor to \$89,989.20 after state contract pricing or a used tractor from 2015 to \$64,776. Councilor Gullette asked if the costs include a warranty. Schwanke stated he did not have the time to find out the additional costs for a warranty. Regas requested Schwanke provide to council for consideration lease to own payment options. Gullette asked for details on the 2015 used tractor. Councilor Kolb requested a maintenance log for the 2015 used tractor. Schwanke agreed to provide the requested information at the next work session.

Dump Truck Replacement - Schwanke could not provide information on replacement option for a dump truck at this meeting. Schwanke stated at this time he would like to bring the City truck to Frontier to go over the truck and provide a full estimate on repairing the truck and the items of concern Schwanke has with it at this time. Nothing further at this time.

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

### **5.2.1. Approval of Liquor Store Furnace Contract**

Paige Moore moved to approve Nendick's and Pater Electric for the furnace replacements and electrical as submitted Maxwell Gullette seconded the motion.

Carried 3 to 0

Paige Moore	For
Jason Kolb	For
Maxwell Gullette	For

## **5.3. LAW ENFORCEMENT REPORT - JACE GRANGRUTH, POLICE CHIEF**

### **5.3.1. Report -**

Police Chief Grangruth stated his department was involved in community policing with Officer Jespersen and youth in the city and campground over the July 4th holiday.

## **5.4. FIRE DEPARTMENT REPORT - BRIAN LARSON, FIRE CHIEF**

### **5.4.1. *No report submitted.***

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

### **5.5.1. Approval of Water Softener Bid for Club House**

Paige Moore moved to approve the estimate from Juelson Plumbing and Heating to replace the water softener in the club house Jason Kolb seconded the motion.

Carried 3 to 0

Paige Moore	For
Jason Kolb	For

Maxwell Gullette For

5.5.2. Approval of Golf Course Cart Shed updated budget -

Regas provided the council an updated budget for the cart shed to include the finishing work around the shed and to pay to have the drain tile trenched in for the water run-off plan for Beltrami County.

Maxwell Gullette moved to approve the revised budget for the golf course cart shed to provide for trenching and materials for the drain tile for the water run-off plan and landscaping finishing work for an increase to the budget of \$12,021 Jason Kolb seconded the motion.

Carried 3 to 0

Paige Moore For  
Jason Kolb For  
Maxwell Gullette For

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

5.6.1. Report -

Councilor Gullette stated the library is open but is limiting capacity. Nothing further.

**6. BLACKDUCK BLANDIN GROUP**

a. Update -

Jace Grangruth provided a report on the status of the beach project. Grangruth stated the project is moving forward and contractor pending should be able to open at some point in the summer of 2020.

**7. ADMINISTRATOR'S REPORT**

a. Approval Needed - Resolution 2020-01 - revised - Resolution of Annual Appointments and designations for 2020

Paige Moore moved to approve the revised Resolution 2020-01 with updated committee appointments Jason Kolb seconded the motion.

Carried 3 to 0

Paige Moore For  
Jason Kolb For  
Maxwell Gullette For

b. Approval Needed - Resolution 2020-20 - Resolution approving an excluded bingo application for the Blackduck Area Chamber of Commerce Chamber Bingo permit application

Maxwell Gullette moved to approve Resolution 2020-20 for the Blackduck Chamber of Commerce Paige Moore seconded the motion.

Carried 3 to 0

Paige Moore For  
Jason Kolb For  
Maxwell Gullette For

- c. Council Consideration - Letter of Interest to fill vacancy of City council seat - Sheldon Ostlund  
Resolution 2020-21 Resolution appointing Sheldon Ostlund to serve the term of the vacant council member  
Sheldon Ostlund expressed his interest in serving on the City Council and filling one of the vacancies.

Jason Kolb moved to approve Resolution 2020-21 appointing Sheldon Ostlund to serve the term of the vacant council member seat through December 31, 2020 Maxwell Gullette seconded the motion.

Carried 3 to 0

Paige Moore For  
Jason Kolb For  
Maxwell Gullette For

- d. Approval Needed - Donation Requests -  
a. Blackduck After Prom  
b. Equity Awareness Presentation for the Community  
The Blackduck City Council agreed to table the donation request for the Blackduck After Prom until the next meeting.

to approve a donation from the liquor rent fund of \$2500 to the Equity Awareness Presentation for the Community of Blackduck

Carried 3 to 0

Paige Moore For  
Jason Kolb For  
Maxwell Gullette For

- e. City Building Remodeling & Rebuilding of Liquor Store and Public Works/Law Enforcement - Consider to proceed with projects  
Regas provided an updated bond debt schedule for the city building projects that places 30% of the debt payments from the water and wastewater funds lowering the debt levy to the tax payers from the first proposal provided at the June 22, 2020 work session. Regas further cautioned the council when discussing approving moving forward on the building and remodeling to remember the schedules provide for 3-4 years the city would pay interest on the bond until rolled into a USDA debt service. Regas further stated the amount of funding the water and wastewater accounts the debt service would need to cover would be about \$9,600 each. Regas stated a rate study for both budgets would need to be completed to determine if the funds could cover the additional expenses without a rate increase. Regas open the discussion for questions.  
Questions:  
Mayor Moore asked how long Regas would need to complete a rate study. Regas stated the study could be ready for review by the August 10, 2020 council meeting. Regas further cautioned the City Council that although the departments are eager to

move forward with the project(s) since the city only meets monthly the process will take some time to finish. Councilor Kolb stated he is willing to meet more than once a month in order to make this happen.  
Nothing further at this time.

- f. July 27, 2020 Blackduck City Council Work Session
- g. July 28, 2020 - August 11, 2020 (5pm) City of Blackduck City Offices Filing Dates
- h. August 10, 2020 - Blackduck City Council Regular Meeting
- i. August 11, 2020 Minnesota Primary Election

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

- a. Street Lighting Updates -  
Councilor Kolb asked Schwanke for an update on the street lighting if 2020 was the last year. Schwanke stated there may need to have a few replaced in 2021 as there was a miscount originally. Kolb asked if the lights on Liberty Drive are planned for 2020. Schwanke stated yes along with 4th Street NE which are a different style. Schwanke further stated the Frontage Road wiring will need maintenance in 2020 as there is a short in the line and the entire line may need replacing.
- b. Speed Limit Signs on CSAH 30 & MnDot 71 & 72 -  
Councilor Kolb asked when the speed limit signs on MnDot 71 will be moved further out of town to reduce the amount of jack braking coming into town. Regas further stated the County Engineer agreed to place 'orange' warnings markers on the speed limit signs entering the City on CSAH 30. Regas stated there is one coming into town on the west side but was unsure of the east side. Lahr confirmed the orange warning marker was not on CSAH 30 coming in from the east. Schwanke and Regas agreed to look into the speed limit sign requests of the council. Nothing further.

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

- a. City of Blackduck Employee Anniversaries
  - a. Scott Geerdes - Fire Department - 2013 - 8 years of service
  - b. Bailey Baumgartner - Liquor Store - 2015 - 5 years of service
  - c. Andrew Jespersen - Police Department - 2016 - 4 years of service
  - d. Joe Cheney - Fire Department - 2003 - 18 years of service
  - e. Mike Schwanke - Public Works - 2019 - 1 year of service - JUNE 10th
  - f. Shawnda Lahr - Liquor Store - 2009 - 12 years of service
- b. July 22, 2020 @ 2pm @ City Hall - Blackduck Planning Commission Meeting
- c. July 15, 2020 @ Noon @ The Hungry Duck Restaurant Restaurant - Blackduck Chamber Meeting
- d. July 8, 2020 @ 11am @ City Hall - Blackduck Development Corporation Meeting

## **10. ADJOURNMENT**

- a.

Maxwell Gullette moved to adjourn the meeting at 7:42pm Paige Moore seconded the motion.

Carried 3 to 0

Paige Moore

For

Jason Kolb  
Maxwell Gullette

For  
For

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City Administrator, Christina Regas

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Mayor, Paige Moore

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

**A G E N D A**

1. Call to order/Introductions
2. Pledge of Allegiance
3. Oath of office (if required)
4. Approval of Agenda
5. Consent Agedna
  - a. Minutes: June 2020
  - b. Financial Statements: June 2020
  - c. Bills: June 2020
  - d. ACHF FY20 FRF Q.5
  - e. Hot Spot Grant FY20 FRF
  - f. Director's report
6. Old Business
  - a. Pandemic Response and Planning: COVID-19
  - b. Strategic Planning
  - c. 2021 Operating Budgets: 2<sup>nd</sup> draft cities, counties, outreach
  - d. HQ Building Maintenance
    - i. Bids
    - ii. Amended RFP
  - e. Other
  - f. Public Input
7. New Business
  - a. Bills: July 2020
  - b. CARES Grant Application
  - c. ACHF FY19 final report
  - d. ACHF FY21 Application
  - e. Other
  - f. Public Input
8. Chair's Report
9. Adjournment

**If you are unable to attend this meeting, please notify Carol at 218/587-2171 ext 224 or [christensenc@krls.org](mailto:christensenc@krls.org)**

**FUTURE BOARD MEETINGS**

Thursday September 17, 2020

Thursday November 19, 2020

Thursday January 21, 2021

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## **2020 Kitchigami Regional Library Board Members (revised 6/24/20)**

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

### **BELTRAMI COUNTY**

Reed Olson (County Commissioner)  
711 14<sup>th</sup> St. NW, Bemidji, MN 56601  
Ph: 218/766-0383; E: [reedjolson@gmail.com](mailto:reedjolson@gmail.com)

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

7278 Lammers Rd NW, Solway, MN 56678  
Ph: (c) 218/766-3283; (h) 218/467-3275  
E: [Richard@paulbunyan.net](mailto:Richard@paulbunyan.net)

### **CASS COUNTY**

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

### **CROW WING COUNTY**

Bill Brekken (County Commissioner)  
20891 Donaldson Rd, Brainerd, MN 56401  
Ph: (c) 218/232-0257; E:  
[bill.brekken@crowwing.us](mailto:bill.brekken@crowwing.us)

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

12679 Noble Fir Dr., Baxter, MN 56425  
Ph: (c) 218/820-8199; E:  
[steve.barrows@crowwing.us](mailto:steve.barrows@crowwing.us)

### **HUBBARD COUNTY**

Tom Krueger (County Commissioner)  
12621 Bethel Trl., Nevis, MN 56467  
Ph: 218/616-4069; E:  
[tkrueger@co.hubbard.mn.us](mailto:tkrueger@co.hubbard.mn.us)

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

26390 Island Air Dr., Park Rapids, MN 56470  
Ph: 218/616-2181; E:  
[cchristenson@co.hubbard.mn.us](mailto:cchristenson@co.hubbard.mn.us)

### **WADENA COUNTY**

Jim Hofer (County Commissioner)  
104 Mini Dr., Staples, MN 56479  
Ph: (h) 218/894-1152, (c) 218/296-1948  
E: [jim.hofer@co.wadena.mn.us](mailto:jim.hofer@co.wadena.mn.us)

**Alternate:** Sheldon Monson  
12937 County Rd 100, Wadena MN 56482  
Ph: 218/640-3278  
E: [Sheldon.monson@co.wadena.mn.us](mailto:Sheldon.monson@co.wadena.mn.us)

### **CITY OF BEMIDJI**

Nancy Erickson  
508 Lincoln Ave SE, Bemidji, MN 56601  
Ph: 218/444-9168; E:  
[nancy.erickson@ci.bemidji.mn.us](mailto:nancy.erickson@ci.bemidji.mn.us)

**Alternate:** Michael Meehlhause  
911 Minnesota Ave. NW, Bemidji, MN 56601  
Ph: 763/614-8863  
E: [Michael.meehlhause@ci.bemidji.mn.us](mailto:Michael.meehlhause@ci.bemidji.mn.us)

### **CITY OF BLACKDUCK**

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

### **CITY OF BRAINERD**

Mary Koep  
123 Laurel St., Brainerd, MN 56401  
Ph: 218/829-9793; E: [marywalk@gmail.com](mailto:marywalk@gmail.com)

### **CITY OF CASS LAKE**

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

### **CITY OF LONGVILLE**

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

### **CITY OF PARK RAPIDS**

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

### **CITY OF PINE RIVER**

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

### **CITY OF WADENA**

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

### **CITY OF WALKER**

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

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

**Board Officers**

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

**BUDGET COMMITTEE (5)**

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

**PERSONNEL COMMITTEE**

Neal Gaalswyk, Chair  
Jim Hofer  
Nancy Erickson

Non-voting staff members:

Carrie Huston  
Jodi Schultz  
Sheri Brumback  
Tami Beto

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

Nancy Erickson  
Jim Hofer  
Mary Koep

-----  
Neal Gaalswyk, ex-officio

**AUDIT COMMITTEE**

Neal Gaalswyk, Chair  
Jim Hofer

**OUTREACH COMMITTEE**

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

**STRATEGIC PLANNING COMMITTEE**

Jim Hofer	Non-voting staff members:
Mary Koep	Jenny Hill
-----	Carrie Huston

Neal Gaalswyk, ex-officio

**STRATEGIC PLANNING RFP COMMITTEE**

Richard Molash  
Tom Conway

**INTERNET/ELECTRONIC RESOURCES COMMITTEE**

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

**EXTERNAL BOARDS:**

**1. NORTHERN LIGHTS LIBRARY NETWORK**

Governing Board Members  
Delegates:      Reed Olson  
Alternate:      George Deiss

**2. NWLinks**

Delegate: Director Stephanie Johnson

**Kitchigami Regional Library  
Board Meeting June 18, 2020 6:00 p.m.  
Kitchigami Headquarters Building, Pine River, MN**

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

Board members present virtually/by phone: Reed Olson, Nancy Erickson, George Deiss

Board members absent: Kendra Murray, Richard Molash, Phyllis Eck, Thomas Conway, Tammy Hansen, Charlene Moore

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

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

Approval of Agenda June Bills were requested to be added to Other by Administrative Assistant Carol Christensen.  
**Motion by Bill Brekken, seconded by Jim Hofer, to approve the agenda as amended.** Roll call vote: **Motion carried unanimously.**

Consent Agenda Chair Gaalswyk requests the Director’s Report be removed from the consent agenda.  
**Motion by Mary Koep, seconded by Reed Olson, to approve the consent agenda items A-D:**

- Minutes: May 2020
- Financial Statements: May 2020
- Bills: May 2020
- ACHF Legacy: FRF FY19 Final and FY20 Q.4

Roll call vote: **Motion carried unanimously.**

Director’s Report Director Johnson discussed weekly manager meetings where managers discuss reopening planning to the COVID -19 pandemic.

Walker City Council has moved to approve relocating the Walker Public Library to a temporary location while they demolish the current building. They plan to build a new building next summer.

Kitchigami was one of several regions that met requirements for need to receive CARES Act funding from the State Library. KRLS has been allotted \$134,000 for the purpose of expanding access to the internet and supporting digital inclusion, educational activities, job search and career development, and other resources for public libraries during the COVID-19 pandemic. Regional discussions with branch managers, other regional library system administrators, and the KRLS network provider have begun. An application and budget

will be presented at the July KRLS Board meeting. The funding will run through September 2021.

KRLS will begin the Audit next week.

#### Strategic Planning

Director Johnson updated the Board on the Strategic Planning process. She met with Library Strategies whom KRLS has contracted with on Friday. Library Strategies is working to amend our contract to reflect the new process and a new timeline. They would like to meet with the KRLS Strategic Planning Committee before the next Board meeting to discuss these changes.

The Committee agrees to meet virtually or in-person at 4:30 p.m. on July 16<sup>th</sup>. Branch Managers Jenny Hill and Carrie Huston will be contacted to be included in the meeting. Director Johnson will send committee members a draft agenda from Library Strategies.

#### Pandemic Response and Planning: COVID-19

Director Johnson discussed KRLS pandemic response and planning in accordance with the KRLS Preparedness Plan that is being done at the weekly managers' meetings. Work on an analysis checklist for branch managers to use when moving to a different phase of reopening is being finalized.

Chair Gaalswyk requested Director Johnson research software to help with library appointment scheduling.

Mary Koep suggested establishing one set of rules that apply to all branches and patrons.

#### HQ Building Maintenance

Director Johnson explained the roof RFP was taken from the RFP from 2016 that asked for a bid for what it would take to replace the entire roof. Roof replacement covered by insurance. The building landscape proposal is for updating and up keeping HQ landscaping and lawn, which doesn't currently have a contract in place. Talking with local contractors, July 7<sup>th</sup> is a good deadline for both proposals.

Chair Gaalswyk requested discussion about the roof proposal. Changes to the closing date and opening date will be updated to July 7<sup>th</sup> and July 16<sup>th</sup>. Hiring a project representative was discussed.

**Motion by Tom Krueger, seconded by Bill Brekken, to authorize shingle roof removal and installation request for proposal with a July 7 closing date and July 16 opening of bids; and to authorize services of an independent contractor to help with construction oversight for an amount not to exceed \$250. Roll call vote: Motion carried unanimously.**

The Landscape Management Proposal RFP was discussed. The KRLS Headquarters property currently has a lawn mowing service without a contract. Chair Gaalswyk suggested contacting

Sourcewell to review future proposals and contracts. **Motion by Jim Hofer, seconded by Bill Brekken, to authorize the publication and distribution of the landscape management RFP with a July 7 closing date and July 16 opening of bids.** Roll call vote: **Motion carried with 7 votes in favor and 1 against.**

2021 Budgets: 1<sup>st</sup> draft

Director Johnson presented 2021 draft operating budgets for all cities and counties as presented at the Budget Committee meeting on June 11, 2020. Minimal increases, including a 2% COLA increase and steps for eligible employees, were included. The 2021 2<sup>nd</sup> drafts will be brought to the July 2020 board meeting and will include any recommended changes given to the Director from cities and/or counties.

RLBSS FY21 Application

There was a request to amend the RLBSS FY21 application to include Wadena County and the City of Wadena. **Motion by Nancy Erickson, seconded by Jim Hofer, to authorize the required signatures for the final application with amendments.** Roll call vote: **Motion carried unanimously.**

Bills: June 2020

**Motion by Mary Koep, seconded by Tom Krueger, to approve payment of the June 2020 bills checks # 22095 to # 22115 in the amount of \$25,506.51.** Roll call vote: **Motion carried unanimously.**

Motion by consensus to adjourn at 7:30 p.m.

Minutes respectively submitted by Administrative Assistant, Carol Elizabeth Christensen.

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

Date \_\_\_\_\_

Kitchigami Regional Library  
2020 Financial Statement-Balance Sheet

BALANCE SHEET

Assets	January	February	March	April	May	June
Petty Cash	3,270.46	3,242.47	3,101.33	3,096.33	2,954.33	2,878.03
Checking	776,440.09	994,483.10	1,006,041.44	1,017,079.68	1,119,833.10	1,130,654.29
Money Market Funds	3,753,894.64	3,571,628.23	3,367,281.06	3,205,619.32	3,566,349.01	3,814,731.24
Special Money Market	679,766.57	680,157.67	680,548.99	681,005.80	681,371.49	681,737.38
Kitchigami Endowment Fund	117,721.00	117,721.00	117,721.00	117,721.00	117,721.00	117,721.00
Interest Receivable	5,379.57	6,303.59	7,293.09	8,252.48	9,245.65	10,208.59
Covid-19 Federal Retention Receivable						17,543.16
Prepaid Insurance	13,278.67	13,278.67	13,278.67	13,278.67	13,278.67	13,278.67
Prepaid Health Insurance	11,369.28	11,369.28	11,369.28	11,369.28	11,369.28	11,369.28
Prepaid Materials	8,392.66	8,392.66	8,392.66	8,392.66	8,392.66	8,392.66
Investment - CD	519,195.55	519,195.55	519,195.55	519,195.55	519,195.55	519,195.55
Land	30,000.00	30,000.00	30,000.00	30,000.00	30,000.00	30,000.00
Buildings	587,168.00	587,168.00	587,168.00	587,168.00	587,168.00	587,168.00
Accum.Depreciation-Bldgs	(272,181.18)	(272,181.18)	(272,181.18)	(272,181.18)	(272,181.18)	(272,181.18)
Vehicles	386,466.71	386,466.71	386,466.71	386,466.71	386,466.71	386,466.71
Accum.Depreciation-Vehicle	(285,562.09)	(285,562.09)	(285,562.09)	(285,562.09)	(285,562.09)	(285,562.09)
Furniture, Fixtures & Equip	333,474.00	333,474.00	333,474.00	333,474.00	333,474.00	333,474.00
Accum.Depreciation- FFE	(301,476.56)	(301,476.56)	(301,476.56)	(301,476.56)	(301,476.56)	(301,476.56)
Legacy Equipment	2,585.00	2,585.00	2,585.00	2,585.00	2,585.00	2,585.00
Accum.Depreciation- Legacy Equipment	(2,585.00)	(2,585.00)	(2,585.00)	(2,585.00)	(2,585.00)	(2,585.00)
Books - Shared Collection	18,137.31	19,659.22	20,611.81	20,854.65	22,292.70	22,611.81
Books - HQ Contents	118,520.00	118,520.00	118,520.00	118,520.00	118,520.00	118,520.00
Books - Outreach	268,216.22	268,301.34	270,439.81	270,621.59	272,595.12	273,210.40
Accum.Depreciation- Books	(247,523.28)	(247,523.28)	(247,523.28)	(247,523.28)	(247,523.28)	(247,523.28)
Sound - Outreach	37,544.34	37,544.34	37,544.34	37,544.34	37,544.34	37,544.34
Video - Outreach	52,339.27	52,373.18	52,841.12	52,970.41	53,204.31	53,513.56
<b>TOTAL ASSETS</b>	<b>6,613,831.23</b>	<b>6,652,535.90</b>	<b>6,464,545.75</b>	<b>6,315,887.36</b>	<b>6,784,232.81</b>	<b>7,063,475.56</b>

BALANCE SHEET

Kitchigami Regional Library  
2020 Financial Statement-Balance Sheet

Liabilities and Fund Balance	January	February	March	April	May	June
Accounts Payable	33,138.80	33,138.80	32,787.47	32,787.47	32,758.17	32,787.47
Salaries Payable	107,910.02	107,910.02	107,910.02	107,910.02	107,910.02	107,910.02
PERA Payable-Employee paid life insurance	(104.00)	(104.00)	(104.00)	(96.00)	(104.00)	(104.00)
Garnishment Payable	50.00	50.00	50.00	50.00	50.00	124.73
Accrued Vacation Benefits	50,606.34	50,606.34	50,606.34	50,606.34	50,606.34	50,606.34
Deferred Revenue	79,172.83	79,172.83	79,172.83	79,172.83	79,172.83	79,172.83
Investment in Fixed Assets	684,570.60	684,570.60	684,570.60	684,570.60	684,570.60	684,570.60
Restricted Funds - Bldg Repair & Main	40,967.53	40,967.53	40,967.53	40,967.53	40,967.53	40,967.53
Restricted Funds - Automation	454,587.13	454,587.13	454,587.13	454,587.13	454,587.13	454,587.13
Restricted Funds - ARR	227,177.86	227,177.86	227,177.86	227,177.86	227,177.86	227,177.86
Restricted Funds - Building Reserve	165,779.66	165,779.66	165,779.66	165,779.66	165,779.66	165,779.66
Restricted Funds - HQ Gift	277.00	277.00	277.00	277.00	277.00	277.00
Restricted Funds - Acct Software	25,446.63	25,446.63	25,446.63	25,446.63	25,446.63	25,446.63
Restricted Funds - Summer Reading	31,014.54	31,014.54	31,014.54	31,014.54	31,014.54	31,014.54
Restricted Funds - Susan Tricker Outreach	112,398.28	112,398.28	112,398.28	112,398.28	112,398.28	112,398.28
Restricted Funds - Endowment	117,721.00	117,721.00	117,721.00	117,721.00	117,721.00	117,721.00
Restricted Funds - Loan Security	31,347.00	31,347.00	31,347.00	31,347.00	31,347.00	31,347.00
Restricted Funds - Mobile Library Reserve	54,479.91	54,479.91	54,479.91	54,479.91	54,479.91	54,479.91
Restricted Funds - Vehicle Reserve	128,236.14	128,236.14	128,236.14	128,236.14	128,236.14	128,236.14
Restricted Funds - Gates Grant	19,819.47	19,819.47	19,819.47	19,819.47	19,819.47	19,819.47
Restricted Funds - Crow Wing Co	183,381.85	183,381.85	183,381.85	183,381.85	183,381.85	183,381.85
Restricted Funds - Health Insurance	60,397.52	60,397.52	60,397.52	60,397.52	60,397.52	60,397.52
Restricted Funds- RLTA	297,918.92	297,918.92	297,918.92	297,918.92	297,918.92	297,918.92
Fund Balance	3,949,355.61	3,949,355.61	3,949,355.61	3,949,355.61	3,949,355.61	3,949,355.61
Excess (Deficit) Over Expenses	(241,819.41)	(203,114.74)	(539,419.95)	(539,419.95)	(71,037.20)	208,101.52
<b>TOTAL LIABILITY AND FUND BALANCE</b>	<b>6,613,831.23</b>	<b>6,652,535.90</b>	<b>6,315,879.36</b>	<b>6,315,887.36</b>	<b>6,784,232.81</b>	<b>7,063,475.56</b>

REVENUE

Kitchigami Regional Library  
2020 Financial Statement-Revenue

	January	February	March	April	May	June	Jan - June	2020 Budget	Budget Balance	Annual % of Budget
<b>State &amp; Federal Funds:</b>										
State RLBSS		196,495.67					196,495.67	654,986.00	458,490.33	30.00%
State RLTA		12,010.49					12,010.49	39,900.00	27,889.51	30.10%
State RLTA Category 3					41,670.62		41,670.62			
State M/JN Link Fund										
Federal Covid-19 Retention Funds						28,710.60	28,710.60			
Misc. State Funds										
Legacy Funds	10,887.46	10,887.46	10,887.46	10,887.47	10,887.46		54,437.31	105,100.00	50,662.69	51.80%
Total State & Federal Funds	10,887.46	219,393.62	10,887.46	10,887.47	52,558.08	28,710.60	333,324.69	799,986.00	537,042.53	38.08%
<b>County Governments:</b>										
Beltrami County					206,193.00		206,193.00	412,386.00	206,193.00	50.00%
Cass County					190,241.50		190,241.50	381,380.00	191,138.50	49.88%
Crow Wing County						254,563.50	254,563.50	509,127.00	254,563.50	50.00%
Hubbard County						107,984.00	107,984.00	215,968.00	107,984.00	50.00%
Wadena County					49,700.50		49,700.50	99,401.00	49,700.50	50.00%
Total County Governments	-	-	-	-	446,135.00	362,547.50	808,682.50	1,618,262.00	809,579.50	49.97%
<b>City Governments:</b>										
Bemidji					71,581.00		71,581.00	143,162.00	71,581.00	50.00%
Blackduck					8,247.00		8,247.00	16,494.00	8,247.00	50.00%
Brainerd						43,586.50	43,586.50	87,173.00	43,586.50	50.00%
Cass Lake					8,400.00		8,400.00	8,400.00	-	100.00%
Longville					4,855.00		4,855.00	9,710.00	4,855.00	50.00%
Park Rapids						26,454.00	26,454.00	52,908.00	26,454.00	50.00%
Pine River					6,616.50		6,616.50	13,233.00	6,616.50	50.00%
Wadena					35,472.50		35,472.50	70,945.00	35,472.50	50.00%
Walker					7,558.50		7,558.50	15,117.00	7,558.50	50.00%
Total City Governments	-	-	-	-	142,730.50	70,040.50	212,771.00	417,142.00	204,371.00	51.01%

REVENUE

Kitchigami Regional Library  
2020 Financial Statement-Revenue

	January	February	March	April	May	June	Jan - June	2020 Budget	Budget Balance	Annual % of Budget
<b>Interest Income:</b>										
Restricted Interest - CD	735.66	707.03	757.13	734.09	759.94	736.81	4,430.66	5,000.00	569.34	88.61%
Non-Restricted Int - CD	231.52	216.99	232.37	225.30	233.23	226.13	1,365.54	2,000.00	634.46	68.28%
Non-Rest'd Interest - Money Mkt	2,479.48	2,204.59	2,171.40	1,892.49	2,107.38	2,162.23	13,017.57	12,500.00	(517.57)	104.14%
Special MM Interest	488.52	391.10	391.32	456.81	365.69	365.89	2,459.33	5,000.00	2,540.67	49.19%
PRSB Checking Interest	34.29	34.76	41.58	42.08	45.32	44.59	242.62	500.00	257.38	48.52%
<b>Total Interest</b>	<b>3,969.47</b>	<b>3,554.47</b>	<b>3,593.80</b>	<b>3,350.77</b>	<b>3,511.56</b>	<b>3,535.65</b>	<b>21,515.72</b>	<b>25,000.00</b>	<b>3,484.28</b>	<b>86.06%</b>
<b>Other Income:</b>										
Gifts & Memorials - E Materials										
Gifts & Memorials - Books										
Endowment Income MNCF	2,390.00	8,303.45	4,939.92	3.00	200.00	300.00	4,939.92	17,459.00	4,914.55	100.00%
Donations			1,095.00				12,291.45	8,000.00	2,116.00	38.57%
Gates Reserve								5,000.00	2,358.56	57.68%
Automation Repair & Replacement					9,199.00	8,260.00	17,459.00	1,000.00	636.00	36.40%
Photocopy Sales	742.50	1,211.10	828.20	303.65			3,085.45	8,000.00	4,914.55	100.00%
Overdue Notice Fees	629.00	988.00	707.00	475.00	57.00	28.00	2,884.00	5,000.00	2,116.00	38.57%
Lost and Damaged	390.00	701.44	555.00	520.00	431.00	44.00	2,641.44	5,000.00	2,358.56	52.83%
Library Cards Income	80.00	148.00	80.00	56.00			364.00	1,000.00	636.00	36.40%
Miscellaneous Income		24.85	15.50	40,037.73			40,078.08	1,000.00	683.60	31.64%
Fax Income	48.00	112.00	106.00	50.40			316.40	1,000.00	683.60	31.64%
Summer Reading Program	529.69		1,118.86		70.31		1,718.86	5,000.00		100.00%
Winter Reading Program				5,000.00			5,000.00	5,000.00		100.00%
NLLN-E-Audio Grant							50.00			
ILL Income	20.00	30.00					50.00			
Over/Short	10.85	10.16	35.95	(0.01)			56.95			
<b>Total Other Income</b>	<b>4,840.04</b>	<b>11,529.00</b>	<b>9,481.43</b>	<b>46,445.77</b>	<b>9,957.31</b>	<b>8,632.00</b>	<b>90,885.55</b>	<b>42,459.00</b>	<b>10,708.71</b>	<b>214.05%</b>
<b>REVENUE EARNED</b>	<b>19,696.97</b>	<b>234,477.09</b>	<b>23,962.69</b>	<b>60,684.01</b>	<b>654,892.45</b>	<b>473,466.25</b>	<b>1,467,179.46</b>	<b>2,902,849.00</b>	<b>1,464,380.14</b>	<b>49.55%</b>
Transfer from Reserves								221,821.00		
Transfer for Covid-19								25,000.00		
<b>TOTAL REVENUE</b>								<b>3,149,670.00</b>	<b>1,464,380.14</b>	<b>45.67%</b>

EXPENSES

Kitchigami Regional Library  
2020 Financial Statement-Expenses

	January	February	March	April	May	June	Jan - June	2020 Budget	Budget Balance	Annual % of Budget
<b>Library Materials</b>										
Collections	26,088.37	9,728.80	28,160.55	19,302.15	22,377.59	19,582.67	125,240.13	302,312.00	177,071.87	41.43%
Periodicals and Papers		4,766.69		83.00	11,736.54	616.50	17,202.73	15,998.00	(1,204.73)	107.53%
E-Materials	2,028.72		8,837.72	18,224.92	9,004.34	7,517.43	45,613.13	77,000.00	31,386.87	59.24%
Data Base Platforms		8,155.26					8,155.26	18,200.00	10,044.74	44.81%
<b>Total Library Materials</b>	<b>28,117.09</b>	<b>22,650.75</b>	<b>36,998.27</b>	<b>37,610.07</b>	<b>43,118.47</b>	<b>27,716.60</b>	<b>196,211.25</b>	<b>413,510.00</b>	<b>217,298.75</b>	<b>47.45%</b>
<b>Library Operations</b>										
ILL Expense	126.28	22.99	10.00				159.27		(159.27)	
Postage & Meter Rental	256.62	1,000.00	97.49	240.00	12.12	26.18	1,632.41	11,860.00	10,227.59	13.76%
Mobile Library - Remote Access	65.02	50.02	50.02	50.02	50.02	50.02	315.12	624.00	308.88	50.50%
Phones-HQ, ML & Delivery	601.86	590.93	619.79	616.68	514.63	495.74	3,439.63	7,876.00	4,436.37	43.67%
Phones-Branches	805.41	804.38	813.40	806.10	852.93	794.81	4,877.03	9,843.00	4,965.97	49.55%
Data Lines NW Links	8,596.24			8,596.24			17,192.48	50,000.00	32,807.52	34.38%
Library Supplies-Branches	898.02	1,937.67				664.40	2,835.69	12,523.00	9,687.31	22.64%
Library Supplies-HQ		1,206.68		28.33	97.69		1,899.41	10,000.00	8,100.59	18.99%
Office Supplies-HQ	927.95	632.01	1,580.52	947.63	48.05	2,375.60	6,561.40	10,000.00	3,438.60	65.61%
Covid-19 Supplies				48.05	384.61	4,020.56	4,453.22	25,000.00	20,546.78	17.81%
Winter Reading Program										
Summer Reading Program	140.60						140.60		(140.60)	
<b>Technical Services:</b>										
Contracted Network Support	12,244.16	6,122.08	6,462.42	6,122.08		12,398.60	43,349.34	142,323.00	98,973.66	30.46%
ILS Maintenance Expense	43,435.04						43,435.04	70,000.00	26,564.96	62.05%
Processing/Records/Cataloging	1,517.25	414.12	1,908.41	1,193.32	1,820.88	1,187.84	8,041.82	23,153.00	15,111.18	34.73%
Supplies/Licenses/Materials				4,997.80		6,256.40	4,997.80	6,000.00	1,002.20	83.30%
Automation R&R		1,705.00					7,961.40	17,959.00	9,997.60	44.33%
Gates Reserves Expense										
<b>Total Library Expenses</b>	<b>69,614.45</b>	<b>14,485.88</b>	<b>11,542.05</b>	<b>23,646.25</b>	<b>3,732.88</b>	<b>28,270.15</b>	<b>151,291.66</b>	<b>397,161.00</b>	<b>245,869.34</b>	<b>38.09%</b>

EXPENSES

Kitchigami Regional Library  
2020 Financial Statement-Expenses

	January	February	March	April	May	June	Jan - June	2020 Budget	Budget Balance	Annual % of Budget
<b>Vehicle Expenses/Delivery &amp; Staff</b>										
Gas and Oil	671.14	758.70	760.99	284.58	353.72	466.17	3,295.30	7,500.00	4,204.70	43.94%
Repairs & Maintenance Insurance	85.45		181.99			46.98	314.42	2,880.00	2,565.58	10.92%
						2,255.99	2,255.99	3,000.00	744.01	75.20%
<b>Total Vehicle Expenses</b>	<b>756.59</b>	<b>758.70</b>	<b>942.98</b>	<b>284.58</b>	<b>353.72</b>	<b>2,769.14</b>	<b>5,865.71</b>	<b>13,380.00</b>	<b>7,514.29</b>	<b>43.84%</b>
<b>Mobile Library/Outreach Expenses:</b>										
Gas and Oil	314.70	394.82	395.61	197.75			1,302.88	4,000.00	2,697.12	32.57%
Repairs & Maintenance Insurance	19.25		7,779.06				7,798.31	9,500.00	1,701.69	82.09%
						2,427.52	2,427.52	2,500.00	72.48	97.10%
<b>Total Mobile Library Expense</b>	<b>333.95</b>	<b>394.82</b>	<b>8,174.67</b>	<b>197.75</b>	<b>-</b>	<b>2,427.52</b>	<b>11,528.71</b>	<b>16,000.00</b>	<b>4,471.29</b>	<b>72.05%</b>
<b>HQ Building Expenses:</b>										
HQ Heat	371.55		192.51	243.34	61.84		869.24	2,600.00	1,730.76	33.43%
HQ Electricity	409.57	397.86	407.57	361.86	311.96	308.81	2,197.63	6,000.00	3,802.37	36.63%
HQ Garbage	73.53	73.53	73.53	72.05	71.31	71.31	435.26	1,000.00	564.74	43.53%
HQ Water	28.00	28.00	28.00	28.00	28.00	37.72	177.72	350.00	172.28	50.78%
HQ Sewer	42.00	42.00	42.00	42.00	42.00	42.00	252.00	600.00	348.00	42.00%
HQ Insurance-Contents & Liability	356.89	3,687.70	101.29	615.84	8.00	6,444.00	6,444.00	4,500.00	(1,944.00)	143.20%
HQ Building & Property R&M	1,281.54	4,229.09	844.90	1,363.09	523.11	110.93	4,880.65	5,450.00	569.35	89.55%
<b>Total HQ Building Expenses</b>	<b>1,281.54</b>	<b>4,229.09</b>	<b>844.90</b>	<b>1,363.09</b>	<b>523.11</b>	<b>7,014.77</b>	<b>15,256.50</b>	<b>20,500.00</b>	<b>5,243.50</b>	<b>74.42%</b>
<b>KRLS Admin &amp; Board Expenses:</b>										
Board Meetings	373.75					96.60	470.35	7,650.00	7,179.65	6.15%
Legacy Fund Expenses	893.96	1,148.00	16,921.49	2,550.32			21,513.77	105,100.00	83,586.23	20.47%
Strategic Planning		1,500.00					1,500.00	20,000.00	18,500.00	7.50%
Covid-19 Special							522.46		(522.46)	
Membership Dues	148.00			522.46			148.00		(148.00)	
Professional Fees-Audit							-	11,000.00	11,000.00	0.00%
Admin Software & Fees		332.78					332.78	(332.78)		
Statewide Travel							-	8,000.00	8,000.00	0.00%
Board Insurance							-	3,000.00	3,000.00	0.00%
<b>Total KRL Board Expense</b>	<b>1,415.71</b>	<b>2,980.78</b>	<b>16,921.49</b>	<b>3,072.78</b>	<b>-</b>	<b>96.60</b>	<b>24,487.36</b>	<b>154,750.00</b>	<b>130,262.64</b>	<b>15.49%</b>

EXPENSES

Kitchigami Regional Library  
2020 Financial Statement-Expenses

	2019												Annual % of Budget				
	January	February	March	April	May	June	Jan - June	Budget	Budget Balance								
Agency Salaries:																	
Bemidji Branch	21,337.84	21,482.73	19,406.04	20,879.30	18,915.76	14,982.36	117,004.03	258,222.50	141,218.47	45.31%							
Bemidji Substitutes	996.51	1,623.82	1,689.38	159.11			4,468.82	45,430.05	40,961.23	9.84%							
Blackduck Branch	3,133.46	3,406.77	2,926.39	3,221.89	3,228.07	2,943.28	18,859.86	37,744.78	18,884.92	49.97%							
Blackduck Substitutes	56.70	148.75	152.36				357.81	8,629.29	8,271.48	4.15%							
Brainerd Branch	25,768.45	25,371.70	22,724.66	25,935.13	22,839.43	20,240.87	142,880.24	304,738.39	161,858.15	46.89%							
Brainerd Substitutes	634.49	539.86	1,075.42	92.63		426.68	2,769.08	34,016.91	31,247.83	8.14%							
Brainerd Custodial	531.50		560.00				1,091.50	(1,091.50)									
Cass Lake Branch	2,511.98	2,784.75	2,261.60	2,649.81	2,741.59	2,390.03	15,339.76	31,681.57	16,341.81	48.42%							
Cass Lake Substitutes	275.38	177.21	139.44	40.67		34.86	667.56	7,320.65	6,653.09	9.12%							
Longville Branch	3,034.93	3,142.87	2,849.70	3,210.69	3,393.57	3,331.46	18,963.22	36,835.48	17,872.26	51.48%							
Longville Substitutes	46.48	46.48					92.96	4,854.31	4,761.35	1.91%							
Park Rapids Branch	11,278.10	10,829.12	9,945.86	10,687.86	9,956.04	10,495.23	63,192.21	128,623.61	65,431.40	49.13%							
Park Rapids Substitutes	1,069.55	789.02	566.18	423.53	563.65	192.47	3,604.40	17,102.48	13,498.08	21.08%							
Pine River Branch	4,709.66	5,120.24	4,788.22	5,509.29	5,407.31	4,418.03	29,952.75	60,841.73	30,888.98	49.23%							
Pine River Substitutes	258.37	162.68	168.49	75.53	395.08	499.66	1,559.81	5,937.96	4,378.15	26.27%							
Wadena Branch	5,656.62	6,141.80	6,088.35	6,561.23	6,672.46	6,312.53	37,432.99	77,400.92	39,967.93	48.36%							
Wadena Substitutes	862.43	638.74	120.27			294.12	1,915.56	8,503.56	6,588.00	22.53%							
Walker Branch	5,217.67	4,830.28	4,090.84	5,605.73	5,281.20	4,723.97	29,749.69	64,958.31	35,208.62	45.80%							
Walker Substitutes	185.96	489.42	530.46		23.24	223.72	1,452.80	11,462.35	10,009.55	12.67%							
Total Agency Salaries	87,566.08	87,726.24	80,083.66	85,052.40	79,417.40	71,509.27	491,355.05	1,144,304.85	652,949.80	42.94%							
Regional Salaries:																	
Administration	15,517.73	15,953.51	13,263.75	13,658.47	14,015.33	13,313.25	85,722.04	162,916.42	77,194.38	52.62%							
Delivery	2,106.09	2,182.98	1,903.89	2,123.95	1,912.97	2,016.35	12,246.23	28,622.69	16,376.46	42.79%							
Delivery Substitutes	397.31	-	180.96		62.40	96.72	737.39	4,687.21	3,949.82	15.73%							
Interlibrary Loan	2,448.93	2,334.24	2,139.72	2,480.13	2,334.24	2,253.19	13,990.45	27,794.96	13,804.51	50.33%							
Interlibrary Loan Substitutes	352.25	110.06	100.18				562.49	3,062.77	2,500.28	18.37%							
Mobile/Outreach Library	3,052.43	2,887.37	2,670.40	3,121.03	2,887.37	2,820.61	17,439.21	34,688.50	17,249.29	50.27%							
Mobile/Outreach Library Substitutes	278.16	-	450.18				728.34	638.58	(89.76)	114.06%							
Technical Services	4,063.79	3,835.83	3,532.42	4,261.03	3,915.74	3,851.61	23,460.42	97,442.15	73,981.73	24.08%							
Technical Services Substitutes							-	425.38	425.38	0.00%							
Miscellaneous Salaries																	
Total Regional Salaries	28,216.69	27,303.99	24,241.50	25,644.61	25,128.05	24,351.73	154,886.57	360,278.66	205,392.09	42.99%							

EXPENSES

Kitchigami Regional Library  
2020 Financial Statement-Expenses

	January	February	March	April	May	June	Jan - June	2020 Budget	Budget Balance	Annual % of Budget
<b>Benefits:</b>										
PEIP Health Insurance	13,296.96	13,296.96	13,296.96	13,296.96	13,296.96	13,296.96	79,781.76	216,000.00	136,218.24	36.94%
KRL Insurance Stipend	1,470.50	1,688.00	2,088.00	2,088.00	2,088.00	2,088.00	11,510.50	34,000.00	22,489.50	33.85%
Bank Fees	50.00	5.00	5.00	5.00	5.00	5.00	75.00		(75.00)	
FICA Taxes	8,929.24	8,928.97	8,097.76	8,627.98	8,157.53	7,493.07	50,234.55	118,527.84	68,293.29	42.38%
PERA Payroll Tax	8,031.56	8,158.64	7,421.74	8,131.13	7,681.38	7,010.65	46,435.10	112,538.90	66,103.80	41.26%
Training and Development	362.25	1,165.20	44.85		(272.88)	169.00	1,468.42	13,245.00	11,776.58	11.09%
Unemployment Compensation					313.98		313.98		(313.98)	
Workers Comp Insurance		1,973.00			2,030.00		4,003.00	12,318.75	8,315.75	32.50%
<b>Total Benefits</b>	<b>32,140.51</b>	<b>35,215.77</b>	<b>30,954.31</b>	<b>32,149.07</b>	<b>33,299.97</b>	<b>30,062.68</b>	<b>193,822.31</b>	<b>506,630.49</b>	<b>312,808.18</b>	<b>38.26%</b>
<b>Personnel Expenses:</b>										
Interview & Hiring	1,975.17	26.40	673.00	304.50	927.50		3,906.57	10,000.00	6,093.43	39.07%
<b>Other Expenses:</b>										
Travel, Director			86.25				86.25	5,500.00	5,413.75	1.57%
Travel, Admin Employees	98.60		32.20			71.30	202.10	800.00	597.90	25.26%
Service - CrossLake	5,000.00						5,000.00	10,525.00	5,525.00	47.51%
Service - Pequot Lakes	5,000.00		46.48			37.77	5,000.00	10,525.00	5,525.00	47.51%
Miscellaneous Expense			59.75	25.30	8.60		84.25		(84.25)	
Fines & Penalties			224.68	25.30	8.60	109.07	93.65		(93.65)	
<b>Total Other Expenses</b>	<b>10,098.60</b>	<b>-</b>	<b>224.68</b>	<b>25.30</b>	<b>8.60</b>	<b>109.07</b>	<b>10,466.25</b>	<b>27,350.00</b>	<b>16,883.75</b>	<b>38.27%</b>
<b>Total Expenses w/o Capital Projects</b>	<b>261,516.38</b>	<b>195,772.42</b>	<b>211,601.51</b>	<b>209,350.40</b>	<b>186,509.70</b>	<b>194,327.53</b>	<b>1,259,077.94</b>	<b>3,063,865.00</b>	<b>1,804,787.06</b>	<b>41.08%</b>
<b>Capital Projects</b>										
<b>Total Expenses with Capital Projects</b>										
<b>Total Revenue Earned</b>	<b>19,696.97</b>	<b>234,477.09</b>	<b>23,962.69</b>	<b>60,684.01</b>	<b>654,892.45</b>	<b>473,466.25</b>	<b>1,467,179.46</b>	<b>2,902,849.00</b>	<b>1,435,669.54</b>	<b>50.54%</b>
<b>Reserve Transfers</b>										
<b>Total Revenue</b>	<b>19,696.97</b>	<b>234,477.09</b>	<b>23,962.69</b>	<b>60,684.01</b>	<b>654,892.45</b>	<b>473,466.25</b>	<b>1,467,179.46</b>	<b>3,149,670.00</b>	<b>1,682,490.54</b>	<b>46.58%</b>
<b>Excess (Deficit)</b>	<b>(241,819.41)</b>	<b>38,704.67</b>	<b>(187,638.82)</b>	<b>(148,666.39)</b>	<b>468,382.75</b>	<b>279,138.72</b>	<b>208,101.52</b>			

**KITCHIGAMI REGIONAL LIBRARY  
CHECK REGISTER  
May 8, 2020**

Check #	Vendor	GL Account Title	Amount
22060	ARVIG	Phones, CL, LG, WD & WK	169.74
22061	BRAINERD DISPATCH	Periodicals, Pine River Library	191.88
22062	CENTURY LINK	Phones, Administration, Brainerd and Wadena	354.32
22063	CITY OF PINE RIVER	HQ Water	28.00
22064	GARDINER HARDWARE	Covid-19 Supplies (Gloves)	2.99
22065	JOBSEQ	Interview & Hiring for Wadena & Park Rapids	927.50
22066	MN PEIP	Health Insurance for full time employees	13,296.96
22067	NAPA BARNUM'S AUTO PARTS	Covid-19 Supplies (Gloves)	14.98
22068	NCPERS	PERA Group Life Insurance	208.00
22069	PARK RAPIDS ENTERPRISE	Periodicals, Pine River Library	81.12
22070	PAUL BUNYAN COMMUNICATIONS	Phones for Blackduck & Bemidji	77.80
22071	PINE RIVER SANITARY DIST	HQ Sewer	42.00
22072	ROCHESTER TELEPHONE SYSTEMS	Phones, Long distance for entire region	131.67
22073	RODENBURG LAW FIRM	Garnishment	100.00
22074	SFM - STATE FUND MUTUAL	Worker's Comp	2,030.00
22075	ULVERSCROFT LARGE PRINT	Shared Collections	64.48
22076	VERIZON WIRELESS	Cell phones for Admin, ML & Delivery	253.91
22077	WASTE PARTNERS, INC	HQ Garbage	71.31
			<b>\$ 18,046.66</b>

**KICHIGAMI REGIONAL LIBRARY SYSTEM  
Payroll for April (16th - 30th) 2020**

PAY DAY	Check Numbers	Account	Amount
5/8/2020	41434-41491	Direct Deposits	42,827.91
		Paper Checks	745.17
	Deposit on MN E-Service	Minnesota Withholding Tax	2,066.19
	Deposit on EFTPS	Federal Withholding Tax	12,352.52
	Deposit on PERA website	PERA-Public Employee Retirement Association	7,697.35
		Total Payroll Expense on 5/8/2020	<b>\$ 65,689.14</b>
	Deposit on MN UI	MN Unemployment for reduced hours in March	<b>\$ 313.98</b>

<b>AMOUNT EXPENSED PAGE 1</b>	<b>\$ 84,049.78</b>
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**KITCHIGAMI REGIONAL LIBRARY SYSTEM  
CHECK REGISTER  
May 21, 2020**

Check Number	Vendor	GL Account Title	Amount
22078	3M BIBLIOTHECA, LLC	E-Materials	9,004.34
22079	AMAZON.COM	Collections	63.83
22080	ARVIG	Phones, Park Rapids	44.53
22081	BAKER & TAYLOR L0433642	Collections & Processing	19,243.27
22082	BAKER & TAYLOR L4068832	Collections & Processing	989.04
22083	BAKER & TAYLOR L4068842	Collections & Processing	255.84
22084	BAKER & TAYLOR L4068862	Collections & Processing	7.20
22085	CHASE CREDIT CARD	See distribution report	554.27
22086	EBSCO	Periodicals for Branches	11,492.84
22087	GALE, CENGAGE LEARNING INC.	Collections	3,071.17
22088	KIMBER CREEK	Oil change for Delivery Van	46.95
22089	MIDWEST TAPE	Collections & Processing	4,149.12
22090	MINNESOTA POWER	HQ Electric	311.96
22091	OFFICE SHOP	Supplies	166.40
22092	TDS TELECOM	Phones, Administration & Pine River Library	335.59
22093	VERIZON WIRELESS	Mobil Library remote access	50.02
22094	XCEL ENERGY	HQ Heat	61.84
			<b>\$ 49,848.21</b>

**KITCHIGAMI REGIONAL LIBRARY SYSTEM  
Payroll for May (1st - 15th) 2020**

PAY DAY	Check Numbers	Account	Amount
5/22/2020	41492-41548	Direct Deposits	37,021.58
		Paper Checks	628.54
	Deposit on MN E-Service	Minnesota Withholding Tax	1,665.33
	Deposit on EFTPS	Federal Withholding Tax	10,526.57
	Deposit on PERA website	PERA-Public Employee Retirement Association	6,641.25
			<b>\$ 56,483.27</b>
			Total Payroll Expense on 5/22/2020

**SUPPLEMENTAL INFORMATION  
May 2020**

**CHASE CREDIT CARD**

Account #	Vendor
5310.020	STATION 371, PINE RIVER
5214.040	POSTMASTER
5252.000	ZOOM, TARGET.COM AND WALMART.COM
6390.000	CHASE CREDIT CARD

**INVOICE DISTRIBUTION REPORT**

GL Account Title	Amount
Delivery Van - Gas & Oil	306.77
Postage for Mobile Library	12.12
Covid-19 Supplies	226.78
Interest charge on purchases	8.60
	<b>\$ 554.27</b>

**OFFICE SHOP, INC.**

Account #	Vendor
5252.000	OFFICE SHOP, INC.
5250.000	OFFICE SHOP, INC.

**INVOICE DISTRIBUTION REPORT**

GL Account Title	Amount
Covid-19 Supplies	68.71
Office Supplies	97.69
	<b>\$ 166.40</b>

<b>AMOUNT EXPENSED PAGE 1</b>	<b>\$ 84,049.78</b>
<b>AMOUNT EXPENSED PAGE 2</b>	<b>\$ 106,331.48</b>
<b>TOTAL AMOUNT EXPENSED IN MAY</b>	<b>\$ 190,381.26</b>

**KITCHIGAMI REGIONAL LIBRARY  
CHECK REGISTER  
June 9, 2020**

Check #	Vendor	GL Account Title	Amount
22095	ARVIG	Phones, CL, LG, WD & WK	169.74
22096	AUTO OWNERS INSURANCE	Insurance for Staff, Delivery & ML Vehicles	4,683.51
22097	BAKER & TAYLOR L4068842	Collections and Processing	67.67
22098	BREKKEN, BILL - BOARD MEMBER	KRLS Board meeting travel expense	25.30
22099	CENTURY LINK	Phones, Administration, Brainerd and Wadena	344.99
22100	CITY OF PINE RIVER	HQ Water	37.72
22101	EBSCO	Periodicals, BR & PR	468.52
22102	FAMILY MARKET	Library Supplies HQ	35.64
22103	GARDINER'S HARDWARE	Building and Property R&M	9.99
22104	KOEP, MARY - BOARD MEMBER	KRLS Board meeting travel expense	36.80
22105	KRUEGER, THOMAS - BOARD MEMBER	KRLS Board meeting travel expense	34.50
22106	LAKES COUNTRY SERVICE COOP	Contracted Network Support and ARR for Branche	12,532.93
22107	NCPERS	PERA Group Life Insurance	208.00
22108	OCELCO	Corvid-19 Supplies	675.00
22109	OFFICE SHOP	Office supplies, Corvid-19 supplies, Copy Contract	3,336.98
22110	PAUL BUNYAN COMMUNICATIONS	Phones, Blackduck & Bemidji	11.27
22111	PENWORTHY	Collections, Park Rapids	2,272.21
22112	ROCHESTER TELEPHONE SYSTEMS	Long distance for entire region	135.52
22113	RODENBURG LAW FIRM	Garnishment	100.00
22114	VERIZON WIRELESS	Cell phones for Admin, ML & Delivery	248.91
22115	WASTE PARTNERS, INC	HQ Garbage	71.31
			<b>\$ 25,506.51</b>

**KITCHIGAMI REGIONAL LIBRARY SYSTEM  
Payroll for May (16th - 30th) 2020**

PAY DAY	Check Numbers	Account	Amount
6/10/2020	41549-41606	Direct Deposits	34,611.31
		Paper Checks	335.86
	Deposit on MN E-Service	Minnesota Withholding Tax	1,492.42
	Deposit on EFTPS	Federal Withholding Tax	9,629.96
	Deposit on PERA website	PERA-Public Employee Retirement Association	6,147.41
			<b>\$ 52,216.96</b>

<b>AMOUNT EXPENSED PAGE 1</b>	<b>\$ 77,723.47</b>
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**KITCHIGAMI REGIONAL LIBRARY SYSTEM  
CHECK REGISTER  
June 18, 2020**

Check Number	Vendor	GL Account Title	Amount
22116	3M BIBLIOTHECA, LLC	E-Materials	7,517.43
22117	AMAZON.COM	Collections	504.38
22118	ARVIG	Phones, Park Rapids	44.53
22119	BAKER & TAYLOR L0433642	Collections & Processing	11,779.58
22120	BAKER & TAYLOR L4068832	Collections & Processing	568.57
22121	CHASE BANK	Gas for Delivery Van & Mobile Library	3,775.23
22122	CONTINENTAL WESTERN GROUP	Insurance, Contents & Liability	6,444.00
22123	GALE, CENGAGE LEARNING INC.	Collections	1,993.42
22124	J.D. POWER	Periodicals, BJ	172.62
22125	KLIMBER CREEK	Delivery Van Oil Change	46.98
22126	LAKES COUNTRY SERVICE COOPERATIVE	Technical Service Monthly Contract	6,122.07
22127	MIDWEST TAPE	Collections & Processing	4,812.15
22128	MINNESOTA POWER	HQ Electricity	308.81
22129	MN PEIP	Employee Health Insurance	13,296.96
22130	PINE RIVER SANITARY DIST	HQ Sewer	42.00
22131	TDS TELECOM	Phones, Administration & Pine River Library	335.59
22132	VERIZON WIRELESS	Mobil Library remote access	50.02
			<b>\$ 57,814.34</b>

**KITCHIGAMI REGIONAL LIBRARY SYSTEM  
Payroll for June (1st - 15th) 2020**

PAY DAY	Check Numbers	Account	Amount
6/25/2020	41607-41672	Direct Deposits	39,298.52
		Paper Checks	701.24
	Deposit on MN E-Service	Minnesota Withholding Tax	1,746.65
	Deposit on EFTPS	Federal Withholding Tax	11,167.44
	Deposit on PERA website	PERA-Public Employee Retirement Association	6,939.20
			<b>\$ 59,853.05</b>
			Total Payroll Expense on 6/25/2020

**SUPPLEMENTAL INFORMATION  
June 2020**

**CHASE CREDIT CARD**

Account #	Vendor
5214.040	POSTMASTER
5310.020	STATION 371, PINE RIVER
5235.000	BRODART, DEMCO
5250.000	BRODART, WALMART
5582.000	GLOBAL
5252.000	PIPETTE, MONOPRICE, CHEMICAL, GLOBAL, ZOOM
6222.050	AMERICA LIBRARY ASSOCIATION

**INVOICE DISTRIBUTION REPORT**

GL Account Title	Amount
Postage for Mobile Library mailing	26.18
Delivery Van - Gas & Oil	466.17
HQ Library Supplies	628.76
Office Supplies	26.89
Building R&M	100.94
Covid-19 Supplies	2,357.29
Training & Development for Tech Services	169.00
	<b>\$ 3,775.23</b>

**OFFICE SHOP, INC.**

Account #	Vendor
5252.000	OFFICE SHOP, INC.
5238.000	OFFICE SHOP, INC.
5250.000	OFFICE SHOP, INC.

**INVOICE DISTRIBUTION REPORT**

GL Account Title	Amount
Covid-19 Supplies	988.27
Copier Contract	34.41
Office Supplies	2,314.30
	<b>\$ 3,336.98</b>

<b>AMOUNT EXPENSED PAGE 1</b>	<b>\$ 77,723.47</b>
<b>AMOUNT EXPENSED PAGE 2</b>	<b>\$ 117,667.39</b>
<b>TOTAL AMOUNT EXPENSED IN JUNE</b>	<b>\$ 195,390.86</b>

## KRLS Checkouts

January - June

Location	2019	2020	Percent Change
Bemidji	75,033	<b>38,450</b>	-48.76%
Blackduck	7,423	<b>4,326</b>	-41.72%
Brainerd	124,965	<b>61,585</b>	-50.72%
Cass Lake	3,242	<b>2,108</b>	-34.98%
Longville	6,876	<b>3,943</b>	-42.66%
Park Rapids	36,503	<b>19,282</b>	-47.18%
Pine River	12,748	<b>7,452</b>	-41.54%
Wadena	27,838	<b>17,425</b>	-37.41%
Walker	12,567	<b>7,022</b>	-44.12%

### Mobile Locations

Backus	662	<b>277</b>	-58.16%
Laporte	129	<b>75</b>	-41.86%
Nisswa	690	<b>349</b>	-49.42%
Hackensack	181	<b>63</b>	-65.19%
Nimrod	344	<b>202</b>	-41.28%
Leader	641	<b>541</b>	-15.60%
Menahga	2,430	<b>1,492</b>	-38.60%
Nevis	2,258	<b>758</b>	-66.43%
Garrison	664	<b>282</b>	-57.53%
Bay Lake	204	<b>73</b>	-64.22%
Becida	550	<b>237</b>	-56.91%
Remer	1,056	<b>250</b>	-76.33%
Sebeka	574	<b>435</b>	-24.22%

### Associate Locations

Crosslake	522	<b>288</b>	-44.83%
Pequot Lakes	1,380	<b>1,201</b>	-12.97%

<b>TOTAL</b>	<b>319,480</b>	<b>168,116</b>	<b>-47.38%</b>
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**Electronic Resources  
January-June 2020**

**2019      2020**

**2019      2020**

**Cloud Library**

Checkouts: eBooks	30,737	37,994
Checkouts: eAudio	16,715	20,410
New Patrons	457	640

**ELM: EBSCO**

Sessions	420	114
Searches	1173	316

**Ancestry Library**

Searches	2351	1863
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**ELM: Britannica**

Sessions	615	457
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**Flipster**

Sessions	534	650
Searches	484	549
Online View	858	887
Downloads	1840	2114

**ELM: ProQuest**

Searches	21	13
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STATE OF MINNESOTA - MN Department of Education  
SFY 2020

Grantee: Kitchigami Regional Library System  
Fund Source: Arts & Cultural Heritage - Library Legacy  
Project Title:

Return/Mail To: Deb Rose  
MN Department of Education  
Grant Services Division

Grant ID: 4942

Grant Period: 9/1/2019-6/30/2022

Grant Total: \$108,874.63

Expenditures Through: 3/31/2020

Claim Number:

2

Current Reimbursement Period Dates

04/01/2020

Thru

06/30/2020

1500 Highway 36 W  
Roseville, MN 55113

Phone: (651) 582-8853

Email: debrose@state.mn.us

Financial Reporting Form

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

Code\Description	Budget		Expended		Grants		New Balance
					Cur. Expended		
Administration (up to 5%)	\$5,443.73	\$0.00	\$0.00	\$5,443.73	\$0.00	\$5,443.73	
Statewide Initiative (up to 10%)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Other (estimate of expenses are in application)	\$103,430.90	\$989.72	\$102,441.18	\$2,550.32	\$99,890.86	\$105,334.59	
	\$108,874.63	\$989.72	\$107,884.91	\$2,550.32			

Amount To Be Paid \$2,550.32  
Apply To Advance \$0.00  
Remaining Amount To Be Paid \$2,550.32  
Outstanding Advance Amount \$0.00

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

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

Completed By Carol Christensen 7/9/2020 Date  
Authorized By Stephanie Johnson 7/9/2020 Date

Notes:

## **5e Hot Spot Grant FY20 FRF**

**Action Request:** For Board information

Purpose of grant:

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

The first batch of hot spots have been ordered and received from Verizon to distribute to KRLS branch libraries. Laptops have also been ordered, but not yet received. Invoices for both of these grant expenses have not been received yet, which is why the FRF shows no expense yet. Invoices will be coming through later in July so the next FRF will reflect these purchases.

STATE OF MINNESOTA - MN Department of Education

SFY 2020

Grantee: Kitchigami Regional Library System  
 Fund Source: Hot Spot and/or Mobile Device Loan Program  
 Project Title:  
 Grant ID: 5219  
 Grant Period: 5/11/2020-9/30/2020 Grant Total: \$7,000.00  
 Expenditures Through: 1/1/1901 Claim Number: 0  
 Current Reimbursement Period Dates 05/11/2020 Thru 06/30/2020

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

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

Financial Reporting Form

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

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

Amount To Be Paid \$0.00  
 Apply To Advance \$0.00  
 Remaining Amount To Be Paid \$0.00  
 Outstanding Advance Amount \$0.00

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

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

Completed By Stephanie Johnson 7/16/2020 Date

Authorized By Stephanie Johnson 7/16/2020 Date

Notes:

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

**Action Request:** For Board information

### **Director Meetings**

A significant amount of time has been spent attending virtual meetings with state, regional and branch managers in the past few weeks along with continuing to plan and provide guidance for phased re-opening during these challenging times.

Staff members from the Bemidji, Park Rapids, Pine River and I attended a virtual training titled, "Angry Patrons: Defusing, De-escalating, and Improving Outcomes," on June 24<sup>th</sup>, 2020.

### **Audit 2019**

Auditors have completed a virtual field day working with the Director, Bookkeeper-Pat Kline, and Payroll Clerk-Terria Rohloff. The 2019 audit will be presented at the September 2020 Regional Board meeting with an Audit committee meeting taking place before the September meeting.

### **Staffing**

Two longtime Library Assistants at the Park Rapids library have resigned in the past month as well as two part-time Library Assistants at the Brainerd library, and a Custodian at the Walker library. We are in the process of advertising for the Walker Custodian position and the Branch Managers at the Park Rapids and Brainerd libraries are evaluating any possible adjustments for the current vacancies before starting the advertising process.

### **MN Link**

MN Link, the interlibrary loan service provider for Minnesota, reopened their building for staff members on June 22<sup>nd</sup>. They are currently working on catching up with materials from around the state that were in circulation when public libraries and MN Link began shutting down. As of now, there is no set date for when full interlibrary loan services will begin, but the planning process has begun.

### **One Book One Minnesota**

The Friends of the Saint Paul Public Library Friends has chosen a title for the "One Book, One Minnesota" program. The chosen title is "A Good Time for the Truth: Race in Minnesota" edited by Sun Yung Shin.

"One Book | One Minnesota is a statewide book club that invites Minnesotans of all ages to read a common title and come together virtually to enjoy, reflect, and discuss.

Libraries are essential for connection, and through One Book | One Minnesota, libraries across the state will connect their communities through stories. The program aims to bring Minnesotans closer together during this time of distance and adversity."

## **6a Pandemic Response and Planning: COVID-19**

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

### **Phased Re-opening**

All branches are continuing to offer contactless curbside service in addition to beginning their phased re-opening processes. Each branch will be offering, at minimum, limited computer usage by July 16<sup>th</sup>. Branch managers have been in contact and are working with their city administration and local boards while putting together their re-opening plans to insure that procedures and plans follow any additional local guidelines.

Branches have each filled out “Phased Opening Procedure Analysis for COVID-19” forms detailing procedures they are taking in order to mitigate COVID-19 risk for staff and patrons while following local, state, and federal guidelines.

The Mobile Library should be able to resume its normal routes with necessary procedure changes when the final barriers are received.

### **Supplies**

All branches have received physical Plexiglas barriers for their circulation desks. However, the mobile library still needs an additional barrier that is still in the ordering process. Book trucks for quarantining materials have been received by most branches, as well as sufficient masks, hand sanitizer, and other necessary supplies needed in response to COVID-19. Face shields donated by Sourcewell have been received and sent out to branches which are much appreciated.

Ordering of supplies will continue as needed PPE and miscellaneous items are requested from branch managers that have a noticeable and justifiable use for protecting staff and the public during the pandemic.

### **Staffing**

All staff members, except one, are back at regular hours as every branch within KRLS begins a phased reopening process. As branches begin to reopen their buildings for limited public use, staff members are being very flexible with new tasks and procedures they are being asked to perform.

## **6b Strategic Planning**

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

Library Strategies will be meeting virtually with Board and Staff members of the strategic planning committee at 4:30pm on July 16<sup>th</sup> before the full board meeting. Updates, information, and next steps will be shared at the full board meeting.

**6c 2021 Operating Budgets: Cities and Counties 2<sup>nd</sup> Drafts**

**Action request:** That the board review, amend as necessary, and approve for distribution to the cities and counties.

The 2<sup>nd</sup> drafts of the city and county budgets are attached. They have been amended to make informational and grammatical changes noted at the June meeting. The Joint Powers Agreement requires that these be sent to the cities and counties before July 31<sup>st</sup>.

## 2021 Operating Budget Beltrami County: 2nd Draft

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

	2020	2021
	Approved	Proposed
<b>Expense</b>		
KRL Board	\$ 850	\$ 850

<b>Outreach</b>		
Operating	\$ -	\$ -
Capital	\$ -	\$ -
<b>Total:</b>	<b>\$ -</b>	<b>\$ -</b>

Branch Libraries (Bemidji and Blackduck)			
Personnel	\$ 469,039	\$ 472,100	
Communications	\$ 4,570	\$ 4,850	
Materials	\$ 87,265	\$ 88,581	
Technical Services	\$ 24,286	\$ 24,775	
Delivery	\$ 3,315	\$ 3,315	
City KRL Board	\$ 1,700	\$ 1,700	
<b>Total:</b>	<b>\$ 590,175</b>	<b>\$ 595,321</b>	
<b>County Total:</b>	<b>\$ 591,025</b>	<b>\$ 596,171</b>	

Revenue			
City Levy Requests			
Bemidji	\$ (143,162)	\$ (143,800)	
Blackduck	\$ (16,494)	\$ (16,600)	
<b>City Levy Request Total</b>	<b>\$ (159,656)</b>	<b>\$ (160,400)</b>	

Transfers from reserves	\$ (9,600)	\$ (12,000)	KRLS health insurance carryover reserve
	\$ (9,384)	\$ (9,384)	KRLS RLTA reserve to offset Technical Services expense

<b>County Levy Request:</b>	<b>\$ 412,385</b>	<b>\$ 414,387</b>	\$ 2,002	0.5%
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## 2021 Operating Budget Bemidji: 2nd Draft

**Highlights:** The Bemidji branch library will continue to be open to the public 56 hours per week. In 2019 there were 163,410 public visits and 143,672 items were borrowed.

Expense  
 2020  
 Approved

2021  
 Proposed

### Personnel

Wages	\$ 351,849	\$ 354,000	5FT and 6 PT staff = 7FTE. Includes steps and 2% COLA
Health Plan and Supplement	\$ 58,800	\$ 58,800	5 FT health plans and 2 PT health supplements
Training and Development	\$ 1,300	\$ 1,500	
<b>Personnel Total:</b>	<b>\$ 411,949</b>	<b>\$ 414,300</b>	

### Communications

Postage	\$ 1,450	\$ 1,500	
Telecommunications	\$ 2,184	\$ 2,300	
Data Lines	\$ -	\$ -	
<b>Communications Total:</b>	<b>\$ 3,634</b>	<b>\$ 3,800</b>	NW Links membership costs

### Materials

Books	\$ 40,406	\$ 40,406	
Audio/visual	\$ 11,191	\$ 11,191	DVD/CD/Audiobook
Periodicals	\$ 3,900	\$ 3,900	Newspapers/Magazine
Database platforms	\$ -	\$ -	Currently covered by HQ
Shared Collections	\$ 15,995	\$ 8,459	Rotating large print and audiobooks
E-materials	\$ -	\$ 7,734	eMaterial platform and portion of audio
Supplemental processing	\$ 1,000	\$ 1,000	To catalog and process donated and misc. materials.
Supplies	\$ 2,252	\$ 2,800	Library supplies
Software and licenses	\$ -	\$ -	
<b>Total Materials</b>	<b>\$ 74,744</b>	<b>\$ 75,490</b>	

### Technical Services

Technical Support	\$ 19,713	\$ 20,166	
<b>Technical Services Total:</b>	<b>\$ 19,713</b>	<b>\$ 20,166</b>	

### Delivery

Thursday delivery route	\$ 1,875	\$ 1,875	
Operating	\$ 320	\$ 320	
Capital (van replacement)	\$ 400	\$ 400	
<b>Total Delivery:</b>	<b>\$ 2,595</b>	<b>\$ 2,595</b>	
<b>Branch TOTAL</b>	<b>\$ 513,485</b>	<b>\$ 517,201</b>	

### Revenue

City Levy Request	\$ 143,162	\$ 143,800	
City ARR Reserve	\$ 5,647	\$ 5,647	
	\$ (9,600)	\$ (12,000)	Transfer from KRLS health insurance carryover reserve
	\$ (7,109)	\$ (7,109)	Transfer from KRLS RLTA reserve to offset Technical Support.
	\$ 638	\$ 638	0.4%
	\$ 5,647	\$ 5,647	Automation Reserve and Replacement

County Levy Requirement \$ 353,614 \$ 354,292

**2021 Operating Budget Blackduck: 2nd Draft**

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

2020 Approved      2021 Proposed

City KRL Board	\$ 850	\$ 850
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**Personnel**

Wages	\$ 53,790	\$ 54,500	3 PT staff = 1 FTE, Includes steps and 2% COLA
Health Plan and Supplement	\$ 2,400	\$ 2,400	1 PT staff health supplement
Training and Development	\$ 900	\$ 900	
<b>Personnel Total:</b>	<b>\$ 57,090</b>	<b>\$ 57,800</b>	

**Communications**

Postage	\$ 300	\$ 350	
Telecommunications	\$ 636	\$ 700	
Data Lines	\$ -	\$ -	
<b>Communications Total:</b>	<b>\$ 936</b>	<b>\$ 1,050</b>	NW Links membership costs

**Materials**

Books	\$ 7,115	\$ 7,500	
Audio/visual	\$ 2,450	\$ 2,500	DVD/CD/Audiobook
Periodicals	\$ 360	\$ 360	Newspapers/Magazine
Database platforms	\$ -	\$ -	Currently covered by HQ
Shared Collections	\$ 1,796	\$ 904	Rotating large print and audiobooks
E-materials	\$ -	\$ 827	eMaterial platform and portion of eAudio
Supplemental processing	\$ 500	\$ 500	To catalog and process donated and misc. materials.
Supplies	\$ 300	\$ 500	Library supplies
Software and licences	\$ -	\$ -	
<b>Total Materials</b>	<b>\$ 12,521</b>	<b>\$ 13,091</b>	

Technical Support	\$ 4,573	\$ 4,609
<b>Technical Services Total:</b>	<b>\$ 4,573</b>	<b>\$ 4,609</b>

**Delivery**

Operating	320	320
Capital	400	400
<b>Delivery Total:</b>	<b>720</b>	<b>720</b>
<b>Branch TOTAL</b>	<b>\$ 76,690</b>	<b>\$ 78,120</b>

**Revenue**

	\$ (2,275)	\$ (2,275)	Transfer from KRLS RLTA reserve to offset Technical Support.
City Levy Request	\$ 16,494	\$ 16,600	
City ARR Reserve	\$ 289	\$ 289	106 1%
			Automation Reserve and Replacement

County Levy Requirement \$ 57,921 \$ 59,245

**2021 Operating Budget Cass County: 2nd Draft**

**Highlights:** Cass County residents receive 108 hours each week of library service from branch libraries in Cass Lake, Longville, Pine River and Walker. Outreach services will be delivered via bookmobile to Backus, Remer, Leader and Hackensack.

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

Outreach	2020		2021	
	Approved		Proposed	
Operating	\$	23,517	\$	26,262
Capital	\$	-	\$	-
<b>Total:</b>	<b>\$</b>	<b>23,517</b>	<b>\$</b>	<b>26,262</b>

Bookmobile service in 4 locations

Branch Libraries (Cass Lake, Longville, Pine River, Walker)				
Personnel	\$	285,963	\$	292,740
Communications	\$	4,521	\$	4,850
Materials	\$	100,939	\$	100,700
Technical Services	\$	20,247	\$	20,452
Delivery	\$	2,880	\$	2,880
City KRL Board	\$	3,400	\$	3,400
<b>Total:</b>	<b>\$</b>	<b>417,950</b>	<b>\$</b>	<b>425,022</b>

County Total:	\$	441,467	\$	452,134
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Revenue				
City Levy Requests				
Cass Lake	\$	(8,400)	\$	(8,500)
Longville	\$	(9,710)	\$	(10,100)
Pine River	\$	(13,233)	\$	(13,900)
Walker	\$	(15,117)	\$	(15,600)
<b>City Levy Request Total</b>	<b>\$</b>	<b>(46,460)</b>	<b>\$</b>	<b>(48,100)</b>

Transfers from reserves				
	\$	(4,800)	\$	(4,800)
	\$	(9,677)	\$	(9,677)
				KRLS health insurance carryover reserve
				KRLS RLTA reserve to offset Technical Services expense

County Levy Request:	\$	380,530	\$	389,557
				\$ 9,027
				2%

## 2021 Operating Budget Cass Lake 2nd Draft

Highlights: The Cass Lake library will continue to be open 20 hours per week at the 2020 staffing level. In 2019 there were 6,578 patron visits and had 8,520 items circulated.

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

Personnel	2020	Proposed	2021
Wages	\$ 45,306	\$	45,705
Health Plan and Supplement	\$ 2,800	\$	2,400
Training and Development	\$ 535	\$	550
<b>Personnel Total:</b>	<b>\$ 48,641</b>	<b>\$</b>	<b>48,655</b>

Communications	2020	Proposed	2021
Postage	\$ 165	\$	200
Telecommunications	\$ 580	\$	600
Data Lines	\$ -	\$	-
<b>Communications Total:</b>	<b>\$ 745</b>	<b>\$</b>	<b>800</b>

Materials	2020	Proposed	2021
Books	\$ 12,179	\$	12,179
Audiovisual	\$ 4,978	\$	4,978
Periodicals	\$ 300	\$	300
Database platforms	\$ -	\$	-
Shared Collections	\$ 1,701	\$	745
Shared eMaterials	\$ -	\$	874
Supplemental processing	\$ 50	\$	50
Supplies	\$ 552	\$	650
<b>Total Materials</b>	<b>\$ 19,760</b>	<b>\$</b>	<b>19,773</b>

Technical Services	2020	Proposed	2021
Technical Support	\$ 4,157	\$	4,128
<b>Technical Services Total:</b>	<b>\$ 4,157</b>	<b>\$</b>	<b>4,128</b>

Delivery	2020	Proposed	2021
Thursday delivery route	\$ 320	\$	320
Operating	\$ 400	\$	400
Capital (van replacement)	\$ 720	\$	720
<b>Total Delivery:</b>	<b>\$ 720</b>	<b>\$</b>	<b>720</b>

Revenue	2020	Proposed	2021
Branch TOTAL	\$ 74,873	\$	74,926
City Levy Request	\$ 8,400	\$	8,500
City ARR Reserve	\$ 245	\$	245

County Levy Requirement \$ 64,473 \$ 64,426

Transfer from KRLS health insurance carryover reserve  
 Transfer from KRLS RL TA reserve to offset Technical Support.

**2021 Operating Budget Longville 2nd Draft**

Highlights: The Margaret Welch Memorial Library will continue to be open to the public 20 hours per week at the 2020 staffing level. In 2019 there were 13,936 patron visits and 13,381 items were borrowed.

2020 **Proposed** 2021

City KRL Board Draft \$ 850 \$ 850

**Personnel**

Wages	\$ 48,060	\$ 51,000	3 PT staff= 1FTE, includes steps and 2% COLA
Health Plan and Supplement	\$ -	\$ -	
Training and Development	\$ 500	\$ 500	
<b>Personnel Total:</b>	<b>\$ 48,560</b>	<b>\$ 51,500</b>	

**Communications**

Postage	\$ 320	\$ 350	
Telecommunications	\$ 461	\$ 500	
Data Lines	\$ -	\$ -	NW Links membership costs
<b>Communications Total:</b>	<b>\$ 781</b>	<b>\$ 850</b>	

**Materials**

Books	\$ 13,929	\$ 13,929	DVD/CD/Audiobook
Audiovisual	\$ 4,676	\$ 4,676	Newspapers/Magazine
Periodicals	\$ 600	\$ 600	Currently covered by HQ
Database platforms	\$ -	\$ -	Rotating large print and audiobooks
Shared Collections	\$ 1,949	\$ 953	eMaterial platform and portion of eAudio
Supplemental processing	\$ 200	\$ 200	To catalog and process donated and misc. materials.
Supplies	\$ 600	\$ 650	Library supplies
Software and licences	\$ -	\$ -	
<b>Total Materials</b>	<b>\$ 21,954</b>	<b>\$ 21,879</b>	

Technical Support	\$ 4,660	\$ 4,640
<b>Technical Services Total:</b>	<b>\$ 4,660</b>	<b>\$ 4,640</b>

**Delivery**

Operating	320	320
Capital	400	400
<b>Delivery Total:</b>	<b>720</b>	<b>720</b>

Branch TOTAL \$ 77,525 \$ 80,439

**Revenue**

City Levy Request	\$ 9,710	\$ 10,100	\$ 390 4%
City ARR Reserve	\$ 289	\$ 289	Automation Reserve and Replacement
<b>Revenue</b>	<b>\$ (2,275)</b>	<b>\$ (2,275)</b>	Transfer from KRLS RLTA reserve to offset Technical Support.

County Levy Requirement \$ 65,540 \$ 68,064

**2021 Operating Budget Pine River: 2nd Draft**

**Highlights:** The Pine River library will continue to be open to the public 33 hours per week at the 2020 staffing level. In 2020 there were 15,418 patron visits and 30,923 items were borrowed.

2020      2021  
Draft      Proposed

City KRL Board      \$ 850      \$ 850

**Personnel**

Wages	\$ 77,198	\$ 81,000	1 FT and 3 PT staff = 1.8FTE, includes steps and 2% COLA
Health Plan and Supplement	\$ 10,800	\$ 10,800	1 FT health insurance plan
Training and Development	\$ 635	\$ 635	
<b>Personnel Total:</b>	<b>\$ 88,633</b>	<b>\$ 92,435</b>	

**Communications**

Postage	\$ 575	\$ 600	
Telecommunications	\$ 1,318	\$ 1,400	
Data Lines	\$ -	\$ -	
<b>Communications Total:</b>	<b>\$ 1,893</b>	<b>\$ 2,000</b>	NW Links membership costs

**Materials**

Books	\$ 15,662	\$ 15,000	
Audiovisual	\$ 6,733	\$ 6,733	DVD/CD/Audiobook
Periodicals	\$ 1,582	\$ 1,582	Newspapers/Magazine
Database platforms	\$ -	\$ -	Currently covered by HQ
Shared Collections	\$ 3,219	\$ 1,684	Rotating large print and audiobooks
Shared eMaterials	\$ -	\$ 1,541	eMaterial platform and portion of eAudio
Supplemental processing	\$ 450	\$ 450	To catalog and process donated and misc. materials.
Supplies	\$ 800	\$ 1,000	Library supplies
Software and licences	\$ -	\$ -	
<b>Total Materials</b>	<b>\$ 28,446</b>	<b>\$ 27,990</b>	

Technical Support	\$ 5,744	\$ 5,842
<b>Technical Services Total:</b>	<b>\$ 5,744</b>	<b>\$ 5,842</b>

**Delivery**

Operating	320	320
Capital	400	400
<b>Delivery Total:</b>	<b>720</b>	<b>720</b>

<b>Branch TOTAL</b>	<b>\$ 126,286</b>	<b>\$ 129,837</b>
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Revenue	\$ (2,400)	\$ (2,400)	Transfer from Health Insurance Carryover
	\$ (2,843)	\$ (2,843)	Transfer from KRLS RLTA reserve to offset Technical Support.

City Levy Request	\$ 13,233	\$ 13,900	\$ 667      5%
City ARR Reserve	\$ 255	\$ 255	Automation Reserve and Replacement

County Levy Requirement \$ 107,810      \$ 110,694

**2021 Operating Budget Walker: 2nd Draft**

**Highlights:** The Walker library will continue to be open to the public 35 hours per week at the 2020 staffing level. In 2020 there were 18,674 patron visits and 25,306 items were borrowed.

2020                      2021  
Approved                      Proposed

City KRL Board	\$ 850	\$ 850
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**Personnel**

Wages	\$ 88,129	\$ 88,150	1 FT and 3 PT staff = 1.8 FTE, Includes steps and 2% COLA
Health Plan and Supplement	\$ 10,800	\$ 10,800	1 health insurance plan
Training and Development	\$ 1,200	\$ 1,200	
<b>Personnel Total:</b>	<b>\$ 100,129</b>	<b>\$ 100,150</b>	

**Communications**

Postage	\$ 500	\$ 550	
Telecommunications	\$ 602	\$ 650	
Data Lines	\$ -	\$ -	
<b>Communications Total:</b>	<b>\$ 1,102</b>	<b>\$ 1,200</b>	NW Links membership costs

**Materials**

Books	\$ 16,825	\$ 16,825	DVD/CD/Audiobook
Audiovisual	\$ 7,247	\$ 7,247	Newspapers/Magazine
Periodicals	\$ 1,583	\$ 1,583	Currently covered by HQ
Database platforms	\$ -	\$ -	Rotating large print and audiobooks
Shared Collections	\$ 3,505	\$ 1,804	eMaterial platform and portion of eAudio
Shared eMaterials	\$ -	\$ 1,649	To catalog and process donated and misc. materials.
Supplemental processing	\$ 350	\$ 350	Library supplies
Supplies	\$ 1,269	\$ 1,600	
Software and licences	\$ -	\$ -	
<b>Total Materials</b>	<b>\$ 30,779</b>	<b>\$ 31,058</b>	

Technical Support	\$ 5,686	\$ 5,842
<b>Technical Services Total:</b>	<b>\$ 5,686</b>	<b>\$ 5,842</b>

**Delivery**

Operating	320	320
Capital	400	400
<b>Delivery Total:</b>	<b>720</b>	<b>720</b>

<b>Branch TOTAL</b>	<b>\$ 139,266</b>	<b>\$ 139,820</b>
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**Revenue**

City Levy Request	\$ 15,117	\$ 15,600	\$ 483      3%
City ARR Reserve	\$ 255	\$ 255	Automation Reserve and Replacement
	\$ (2,400)	\$ (2,400)	Transfer from Health Insurance Carryover
	\$ (2,559)	\$ (2,559)	Transfer from KRLS RLTA reserve to offset Technical Support.

County Levy Requirement \$ 119,190 \$ 119,261

**2021 Operating Budget Crow Wing County: 2nd Draft**

**Highlights:**

County residents have access to public library services 58 hours per week at Brainerd Public Library. Outreach services will be available at bookmobile stops in Nisswa, Garrison and Bay Lake. KRLS also provides funding and services to the community libraries in Crosslake in Pequot Lakes for the benefit of KRLS cardholders.

	2020	2021
	Approved	Proposed
<b>Expense</b>		
<b>KRL Board</b>	\$ 850	\$ 850

	2020	2021
<b>Outreach</b>		
Operating	\$ 17,316	\$ 17,894
Capital	\$ -	\$ -
<b>Total:</b>	<b>\$ 17,316</b>	<b>\$ 17,894</b>

**Branch Library: Brainerd**

Personnel	\$ 455,918	\$ 456,200
Communications	\$ 4,088	\$ 4,400
Materials	\$ 108,372	\$ 109,183
Technical Services	\$ 25,988	\$ 26,345
Delivery	\$ 2,595	\$ 2,595
City KRL Board	\$ 850	\$ 850
<b>Total:</b>	<b>\$ 597,811</b>	<b>\$ 599,573</b>
<b>County Total:</b>	<b>\$ 615,977</b>	<b>\$ 618,317</b>

**Revenue**

<b>City Levy Requests</b>	
Brainerd	\$ (87,173)    \$ (88,653)
<b>City Levy Request Total</b>	<b>\$ (87,173)    \$ (88,653)</b>

<b>Transfers from reserves</b>	
\$ (12,000)	\$ (12,000) KRLS health insurance carryover reserve
\$ (7,677)	\$ (7,677) KRLS RLTA reserve to offset Technical Services expense

<b>County Levy Request:</b>	<b>\$ 509,127</b>	<b>\$ 509,987</b>	\$ 860	0.2%
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## 2021 Operating Budget Brainerd 2nd Draft

Highlights: The Brainerd Public Library will continue to be open 58 hours per week. In 2019 there were 142,740 public visits and 240,579 items borrowed.

### Expense

2020                      2021  
Draft                      Proposed

#### KRL Board

	2020	2021
	\$ 850	\$ 850

#### Personnel

Wages	\$ 393,218	\$ 393,500	5 FT staff and 7 PT staff = 8.5 FTE. Includes steps and 2% COLA
Health Plan and Supplement	\$ 61,200	\$ 61,200	5 FT health plans and 3 PT health supplements
Training and Development	\$ 1,500	\$ 1,500	
<b>Personnel Total:</b>	<b>\$ 455,918</b>	<b>\$ 456,200</b>	

#### Communications

Postage	\$ 2,000	\$ 2,200	
Telecommunications	\$ 2,088	\$ 2,200	
Data Lines	\$ -	\$ -	
<b>Communications Total:</b>	<b>\$ 4,088</b>	<b>\$ 4,400</b>	NW Links membership costs

#### Materials

Books	\$ 57,500	\$ 57,500	DVD/CD/Audiobook
Audiovisual	\$ 17,535	\$ 17,535	Newspapers/Magazine
Periodicals	\$ 4,750	\$ 4,750	Currently covered by HQ
Database Platforms	\$ -	\$ -	Rotating large print and audiobooks
Shared Collections	\$ 23,587	\$ 12,327	Material platform and portion of eAudio
E-materials	\$ -	\$ 11,271	To catalog and process donated and misc. materials.
Supplemental processing	\$ 1,000	\$ 1,000	Library supplies
Supplies	\$ 4,000	\$ 4,800	
Software and licences	\$ -	\$ -	
<b>Total Materials</b>	<b>\$ 108,372</b>	<b>\$ 109,183</b>	

#### Technical Services

Technical Support	\$ 25,988	\$ 26,345	
<b>Technical Services Total:</b>	<b>\$ 25,988</b>	<b>\$ 26,345</b>	

#### Delivery

Thursday delivery route	\$ 1,875	\$ 1,875	
Operating	\$ 320	\$ 320	
Capital (van replacement)	\$ 400	\$ 400	
<b>Total Delivery:</b>	<b>\$ 2,595</b>	<b>\$ 2,595</b>	

#### Revenue

<b>Branch TOTAL</b>	<b>\$ 597,811</b>	<b>\$ 599,573</b>	
	\$ (12,000)	\$ (12,000)	Transfer from KRLS health insurance carryover reserve
	\$ (7,677)	\$ (7,677)	Transfer from KRLS RLTA reserve to offset Technical Support.
<b>City Levy Request</b>	<b>\$ 87,173</b>	<b>\$ 88,653</b>	\$ 1,480                      2%
<b>City ARR Reserve</b>	<b>\$ 4,659</b>	<b>\$ 4,659</b>	Automation Reserve and Replacement

County Levy Requirement \$ 490,961 \$ 491,243

## 2021 Operating Budget Hubbard County: 2nd Draft

**Highlights:** Hubbard County residents receive access to library service through the Park Rapids Area Library and outreach services from bookmobile stops in Nevis, Laporte and Bécida.

	2020	2021
	Approved	Proposed
<b>Expense</b>		
<b>KRL Board</b>	\$ 850	\$ 850

<b>Outreach</b>		
Operating	\$ 18,494	\$ 20,553
Capital	\$ -	\$ -
<b>Total:</b>	<b>\$ 18,494</b>	<b>\$ 20,553</b>

Bookmobile service for 3 locations

<b>Branch Library: Park Rapids</b>		
Personnel	\$ 188,067	\$ 188,550
Communications	\$ 1,797	\$ 2,025
Materials	\$ 51,084	\$ 51,419
Technical Services	\$ 12,089	\$ 12,172
Delivery	\$ 2,595	\$ 2,595
City KRL Board	\$ 850	\$ 850
<b>Total:</b>	<b>\$ 256,482</b>	<b>\$ 257,611</b>
<b>County Total:</b>	<b>\$ 275,826</b>	<b>\$ 279,014</b>

<b>Revenue</b>		
<b>City Levy Requests</b>		
Park Rapids	\$ (50,873)	\$ (51,500)
<b>City Levy Request Total</b>	<b>\$ (50,873)</b>	<b>\$ (51,500)</b>

<b>Transfers from reserves</b>		
KRLS health insurance carryover reserve	\$ (2,400)	\$ (2,400)
KRLS RLTA reserve to offset Technical Services expense	\$ (3,601)	\$ (3,601)

<b>County Levy Request:</b>	<b>\$ 218,952</b>	<b>\$ 221,513</b>	\$ 2,561      1%
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## 2021 Operating Budget Park Rapids 2nd Draft

**Highlights:** The Park Rapids Area Library will continue to have 44 open public hours per week at the 2020 staffing levels. In 2019 there were 52,494 patron visits and 77,537 items were borrowed.

	2020	2021
Expense	Approved	Proposed

KRL Board	\$ 850	\$ 850
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Personnel	\$ 169,017	\$ 169,500
Wages	\$ 18,000	\$ 18,000
Health Plan and Supplement	\$ 1,050	\$ 1,050
Training and Development	\$ 188,067	\$ 188,550
<b>Personnel Total:</b>	<b>\$ 188,067</b>	<b>\$ 188,550</b>

Communications	\$ 1,200	\$ 1,400
Postage	\$ 597	\$ 625
Telecommunications	\$ -	\$ -
Data Lines	\$ 1,797	\$ 2,025
<b>Communications Total:</b>	<b>\$ 1,797</b>	<b>\$ 2,025</b>

Materials	\$ 26,866	\$ 26,866
Books	\$ 12,628	\$ 12,628
Audiovisual	\$ 2,000	\$ 2,000
Periodicals	\$ -	\$ -
Database platforms	\$ 8,167	\$ 4,373
Shared Collections	\$ -	\$ 3,999
E-materials	\$ 453	\$ 453
Supplemental processing	\$ 950	\$ 1,100
Supplies	\$ -	\$ -
Software and licenses	\$ 51,084	\$ 51,419
<b>Total Materials</b>	<b>\$ 51,084</b>	<b>\$ 51,419</b>

Technical Services	\$ 12,089	\$ 12,172
Technical Support	\$ 12,089	\$ 12,172
<b>Technical Services Total:</b>	<b>\$ 12,089</b>	<b>\$ 12,172</b>

Delivery	\$ 1,875	\$ 1,875
Thursday delivery route	\$ 320	\$ 320
Operating	\$ 400	\$ 400
Capital (van replacement)	\$ 2,595	\$ 2,595
<b>Total Delivery:</b>	<b>\$ 2,595</b>	<b>\$ 2,595</b>
<b>Branch TOTAL</b>	<b>\$ 256,482</b>	<b>\$ 257,511</b>

Revenue	\$ (2,400)	\$ (2,400)
City Levy Request	\$ (3,601)	\$ (3,601)
City ARR Reserve	\$ 50,873	\$ 51,500
	\$ 3,601	\$ 3,601
	\$ 627	1%
	\$ 199,608	\$ 200,110

County Levy Requirement \$ 199,608 \$ 200,110

Transfer from KRLS health insurance carryover reserve  
 Transfer from KRLS RLTA reserve to offset Technical Support.  
 Automation Reserve and Replacement

**2021 Operating Budget Wadena County: 2nd Draft**

**Highlights:** Wadena County residents receive library service through the Wadena City Library and outreach services through bookmobile stops in Nimrod, Sebeka and Menahga.

	<b>2020</b>	<b>2021</b>
	Approved	Proposed

<b>Expense</b>		
<b>KRL Board</b>	<b>\$ 850</b>	<b>\$ 850</b>

**Outreach**

Operating	\$ 23,830	\$ 24,468	Bookmobile service for 3 locations
Capital	\$ -	\$ -	
<b>Total:</b>	<b>\$ 23,830</b>	<b>\$ 24,468</b>	

**Branch Library: Wadena**

Personnel	\$ 110,533	\$ 114,700
Communications	\$ 1,977	\$ 2,050
Materials	\$ 27,899	\$ 28,432
Technical Services	\$ 8,763	\$ 8,998
Delivery	\$ 2,595	\$ 2,595
City KRL Board	\$ 850	\$ 850
<b>Total:</b>	<b>\$ 152,617</b>	<b>\$ 157,625</b>

<b>County Total:</b>	<b>\$ 177,297</b>	<b>\$ 182,943</b>
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**Revenue**

<b>City Levy Requests</b>		
Wadena	\$ (70,945)	\$ (73,945)
<b>City Levy Request Total</b>	<b>\$ (70,945)</b>	<b>\$ (73,945)</b>

<b>Transfers from reserves</b>			
	\$ (2,400)	\$ (2,400)	KRLS health insurance carryover reserve
	\$ (4,550)	\$ (4,550)	KRLS RLTA reserve to offset Technical Services expense

<b>County Levy Request:</b>	<b>\$ 99,402</b>	<b>\$ 102,048</b>	\$ 2,646	3%
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## 2021 Operating Budget Wadena: 2nd Draft

**Highlights:** The City of Wadena Library will continue to provide 40 open hours per week with a 2.5 hour increase to staffing hours. In 2019 there were 25,480 library user visits and 51,611 items were borrowed.

2020                      2021  
Approved                      Proposed

**KRL Board**                      \$ 850                      \$ 850

**Personnel**

Wages	\$ 99,108	\$ 101,000	
Health Plan and Supplement	\$ 10,800	\$ 13,200	1 FT and 3 PT staff = 2 FTE includes steps and 2% COLA
Training and Development	\$ 625	\$ 500	1 FT staff health insurance and 1 PT insurance stipend
<b>Personnel Total:</b>	<b>\$ 110,533</b>	<b>\$ 114,700</b>	Staff hours added in response to move to larger building.

**Communications**

Postage	\$ 600	\$ 650	
Telecommunications	\$ 1,377	\$ 1,400	
Data Lines	\$ -	\$ -	
<b>Communications Total:</b>	<b>\$ 1,977</b>	<b>\$ 2,050</b>	NW Links membership costs

**Materials**

Books	\$ 16,176	\$ 15,500	
Audiovisual	\$ 6,831	\$ 6,000	DVD/CD/Audiobook
Periodicals	\$ 923	\$ 923	Newspapers/Magazine
Database platforms	\$ -	\$ -	Currently covered by HQ
Shared Collections	\$ 3,219	\$ 2,695	Rotating large print and audiobooks
E-materials	\$ -	\$ 2,464	Material platform and portion of eAudio
Supplemental processing	\$ 150	\$ 150	To catalog and process donated and misc. materials.
Supplies	\$ 600	\$ 700	Library supplies
Software and licences	\$ -	\$ -	
<b>Total Materials</b>	<b>\$ 27,899</b>	<b>\$ 28,432</b>	

**Technical Services**

Technical Support	\$ 8,763	\$ 8,998	
<b>Technical Services Total:</b>	<b>\$ 8,763</b>	<b>\$ 8,998</b>	

**Delivery**

Thursday delivery route	\$ 1,875	\$ 1,875	For delivery to 4 largest branches once a week
Operating	\$ 320	\$ 320	
Capital (van replacement)	\$ 400	\$ 400	
<b>Total Delivery:</b>	<b>\$ 2,595</b>	<b>\$ 2,595</b>	
<b>Branch TOTAL</b>	<b>\$ 152,617</b>	<b>\$ 157,625</b>	

**Revenue**

City Levy Request	\$ 70,945	\$ 73,945	
City ARR Reserve	\$ 1,374	\$ 1,374	\$ 3,000                      4%
			Automation Reserve and Replacement
	\$ (2,400)	\$ (2,400)	Transfer from KRLS health insurance carryover reserve
	\$ (4,550)	\$ (4,550)	Transfer from KRLS RLTA reserve to offset Technical Support.

County Levy Requirement    \$ 74,722                      \$ 76,730

2021 Mobile Library Operating Budget: 2nd draft

Expense Area	2020	2021	NOTES
Branch Descriptor	The Mobile Library provides service to Cass, Crow Wing, Hubbard, and Wadena counties within the KRLS Region at 13 different stops per month.		
	2020	2021	
	Approved	Proposed	
<b>Personnel</b>			
Wages and Benefits	\$ 43,645	\$ 49,500	2% COLA + Step
Health Plan + Supplement	\$ 10,800	\$ 10,800	Group health insurance for 1 FT position
<b>Personnel Total</b>	<b>\$ 54,445</b>	<b>\$ 60,300</b>	
<b>Telecommunications</b>			
Voice	\$ -	\$ -	
Data	\$ -	\$ -	
<b>Materials</b>			
Books	\$ 14,149	\$ 14,149	
Video/DVD/Sound	\$ 7,236	\$ 7,236	
Shared collections	\$ 2,047	\$ 1,886	Rotating Audiobooks and Large Print + eMaterial platform
Periodicals	\$ -	\$ -	
Library supplies	\$ 1,200	\$ 1,300	
<b>Materials Total:</b>	<b>\$ 24,632</b>	<b>\$ 24,571</b>	
<b>Vehicle operating and maintenance</b>	<b>\$ 9,000</b>	<b>\$ 11,000</b>	
<b>Technical Services</b>			
Technical Support	\$ 2,950	\$ 2,706	
ARR Reserve	\$ 500	\$ 500	
<b>Total Technical Services:</b>	<b>\$ 3,450</b>	<b>\$ 3,206</b>	
<b>Capital Replacement Reserve</b>	<b>\$ -</b>	<b>\$ -</b>	Vehicle replaced in 2015; reserve sufficient for 5 year replacement
Expenses TOTAL:	\$ 91,527	\$ 99,077	
<b>Revenue from County Levies</b>	<b>\$ 9,900</b>	<b>\$ 9,900</b>	From Crow Wing County Reserve
	<b>\$ 81,627</b>	<b>\$ 89,177</b>	

## **6d HQ Building Maintenance**

### **i. Bids for Roofing**

**Action Request:** For Board discussion and approval of one of the bids for roof removal and replacement at KRLS Headquarters

KRLS has received three bids for the removal and replacement of the roof due to damage over the winter. A breakdown of pricing and options will be available at the meeting along with copies of full bids. Updates of any relevant information after initial meeting with a project consultant will also be provided at full board meeting.

### **ii. Landscaping RFP amendment**

**Action Request:** For Board discussion and approval of RFP for landscaping projects at KRLS Headquarters

Several landscaping companies visited KRLS Headquarters before preparing bids for landscaping projects and maintenance in accordance with the previously advertised RFP. After speaking with several different landscaping contractors, it was determined that the most effective way to approach the current landscaping issues would be to amend the RFP to encompass the specific projects that need to be addressed for a one-time expense. The amended RFP is enclosed for the Board's review.

Landscaping projects to be addressed in RFP include the following:

- Removal of overgrown shrubs around the foundation of the building.
- Removal of evergreen shrubs on the west side of the property.
- Removal of shrubs, rock, weeds, and any other material associated with previous landscaping plot on west side of property; and replacement with sod/grass.
- Revitalization and installation of landscaping around KRLS business sign on west side of property.
- Installation of rock bed to continue landscaping around southeast corner of building to encompass gas meter and air conditioning units.

**Kitchigami Regional Library System**



**Kitchigami Regional Library System Headquarters**

**Landscaping**

**Pine River, MN**

**7/8/2020**

## REQUEST FOR PROPOSALS – Kitchigami Regional Library System Headquarters Landscaping

### 1. PURPOSE

The Board of Directors of Kitchigami Regional Library System (KRLS) has directed KRLS administration to obtain bids to fulfill specified landscaping for its Headquarters property located at 310 2<sup>nd</sup> St. N, Pine River, MN 56474.

- a. Removal of overgrown shrubs around the foundation of the building.
- b. Removal of evergreen shrubs on the west side of the property.
- c. Removal of shrubs, rock, weeds and any other material associated with previous landscaping plot on west side of property; and replacement with sod/grass.
- d. Revitalization and installation of landscaping around KRLS business sign on west side of property.
- e. Installation of rock bed to continue landscaping around southeast corner of building to encompass gas meter and air conditioning units.

### 2. DEFINITIONS

The term “owner” means Kitchigami Regional Library Board.

The term “proposer” means the responsible bidder awarded the contract for the work.

### 3. INSTRUCTIONS TO PROPOSERS

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

Bids must be received at Kitchigami Regional Library System Headquarters, 310 2<sup>nd</sup> St. N, PO Box 84, Pine River, MN 56474 no later than August 5<sup>th</sup>, 2020. It is the responsibility of the proposer to ensure that proposals arrive at the correct location and time.

All bids shall include the following information:

- a. Identify your company name, address, city, state, zip code, telephone, and email address.
- b. Identify the name, title, address, phone, and email of the primary contact person.
- c. Include one signed Bid form, Appendix B.
- d. Provide a detailed description of the proposer’s approach to providing the services requested, including labor, material, and disposal costs.

The proposal shall be in a sealed envelope marked “KRLS Headquarters landscaping” and addressed to:

Stephanie Johnson, Director  
Kitchigami Regional Library System  
310 2<sup>nd</sup> St. N

PO Box 84  
Pine River, MN 56474

Bids will be opened on August 10, 2020.

The Notice of Award will be mailed to the selected proposer.

The Kitchigami Regional Library System Board shall consider the following factors for the selection of the proposer:

- a. Relevant experience/references
- b. Demonstrated understanding of requested service and delivery of qualified professional workmanship and materials
- c. Pricing

The proposer is assumed to be familiar with all federal, state, and local laws, ordinances, rules and regulations that in any manner affect the work. Ignorance on the part of the proposer will in no way relieve it from responsibility.

Proposals are valid up to 60 days after the date of submission.

The Kitchigami Regional Library Board reserves the right to reject any and all proposals, to waive informalities or irregularities in the proposals received, and to reject non-conforming, non-responsive, or conditional proposals, and to accept a proposal in whole or in part which, in the library board's judgement, best serves the interests of Kitchigami Regional Library System.

#### 4. INSURANCE REQUIREMENTS

##### Minimum Required

Commercial General Liability:	\$500,000 per occurrence
Aggregate:	\$1,000,000
Commercial Automobile Liability:	\$1,000,000 combined single limit
Workers Compensation:	Minnesota state statute required limit

In the event that the proposer is notified of the award, it shall provide proof of insurance coverage within 14 calendar days after notification or within such approved extended period as the owner may grant. Failure to provide proper proof of insurance coverage shall constitute a default. The minimum requirements outlined above must be maintained during the duration of the contract without exception and failure to do so shall constitute a default.

**Please include the following on the certificate of insurance:**

- a. State additional insured on certificate and mark box with a "Y" for certificate holder as additional insured. *Additional insured: KRLS must be individually listed as additional insured with respect to all overage, except workers compensation and employers liability.*
- b. A 30 days' notice of cancellation is required.
- c. All auto policies need to cover "Hired, Non-Owned and scheduled."
- d. An authorized agent must sign the certificate.

The proposer shall indemnify and hold harmless Kitchigami Regional Library System against and from all liability, claims, damages, demands and costs, including attorney fees of every kind and nature and attributable to bodily injury, sickness, disease or death or to damage or destruction of property resulting from or in any manner arising out of or in connection with, the projects and their performance of the work under the contract.

5. PRICING AND PAYMENT

Pricing shall be provided as on the bid form. The proposer shall submit a single invoice for the project with the exception of approved change orders. Payment shall be made within thirty (30) days of approval of all satisfactorily completed work on the project.

**APPENDIX B**

**BID**

In accordance with the provisions of the proposal, the undersigned hereby proposes to furnish all labor and materials for the specified landscaping for the Kitchigami Regional Library Headquarters building at 310 2<sup>nd</sup> St. N. Pine River, MN 56474.

BID PRICE: \$ \_\_\_\_\_

SIGNED: \_\_\_\_\_

TITLE: \_\_\_\_\_

FULL NAME: \_\_\_\_\_

FIRM NAME: \_\_\_\_\_

FIRM ADDRESS: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

PHONE: \_\_\_\_\_

**REFERENCE 1:**

NAME: \_\_\_\_\_ PHONE: \_\_\_\_\_

**REFERENCE 2:**

NAME: \_\_\_\_\_ PHONE: \_\_\_\_\_

**REFERENCE 3:**

NAME: \_\_\_\_\_ PHONE: \_\_\_\_\_

Please attach your detailed bid.

**APPENDIX A**

**SITE MAP**

**General Information**

Township/City: Pine River City  
Property Address: 310 Second St N  
Pine River, MN 56474

Section: 31  
Township: 138  
Range: 29  
Acres: 3.04



## **7b CARES Grant Application**

**Action Request:** That the Board approves the application for the \$134,000 CARES Act Grant from MDE

The purpose for the CARES grant as stated in the grant application is as follows:

“The COVID-19 pandemic has necessitated expanded access to technology and internet services for Minnesotans in order to undertake educational, job search and career development, small business and other activities. People who experience reduced access to internet services and devices due to the availability and affordability of these technologies often depend on their public libraries for access.”

All branch managers will meet virtually and go over the final CARES budget and application on July 14<sup>th</sup> before bringing completed application to the board meeting on July 16<sup>th</sup>.

## **Application Coversheet**

### **CARES Act – Regional Library Systems**

#### **APPLICANT INFORMATION**

Legal name of applicant organization: Kitchigami Regional Library System

If district or charter school applicant, enter organization number:

Total grant request: \$134,000

#### ***OFFICIAL WITH AUTHORITY***

Name of official with authority to sign: Stephanie Johnson

Title: Director, KRLS

Address: 310 2<sup>nd</sup> St. N.

City, state and zip code + 4: Pine River, MN 56474

Phone number and email: (218)587-2171 x. 222, [johnsons@krls.org](mailto:johnsons@krls.org)

#### ***REQUIRED IDENTIFICATION NUMBERS***

Minnesota SWIFT vendor ID number: 0000193524

Federal DUNS number: 92793827

#### ***PRIMARY PROGRAM CONTACT***

Name of Program Contact: Stephanie Johnson

Title: Director, KRLS

Address: 310 2<sup>nd</sup> St. N.

City, state and zip code: Pine River, MN 56474

Phone number and email: (218)587-2171 x. 222, [johnsons@krls.org](mailto:johnsons@krls.org)

#### ***BUSINESS MANAGER***

Name of business manager: Patricia Kline

Address: 310 2<sup>nd</sup> St. N.

City, state and zip code: Pine River, MN 56474

Phone number and email: (218)587-2171 x.225, [klinep@krls.org](mailto:klinep@krls.org)

### **SIGNATURE AND DATE**

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I certify I have read the application (narrative, assurances, budget and supplemental documents, if applicable) and will comply with the approved application and assurances herein and additional state, local, federal regulations and policies that apply to my organization.

#### **Federal Transparency Financial Reporting**

If single source or targeted grant is federally funded and grant will be \$25,000 or over:

*Respond to the following 2 questions if your grant award will come from **federal funding** and will be \$25,000 or over **and**, if your gross income is \$300,000 or more from all sources for the previous tax year. MDE requires that this information be provided in order for us to meet our reporting requirements under the Federal Funding Accountability and Transparent Act (FFATA).*

1. In your organization's preceding fiscal year, did the organization receive 80% or more of its annual gross revenues in U S federal contracts, subcontracts, loans, grants, sub-grants, and/or cooperative agreements; and \$25,000,000 or more in annual gross revenues from U S federal contracts, subcontracts, loans, grants, sub-grants, and/or cooperative agreements?

Respond here (yes or no): No

2. If you answered yes to the question above, does the public have access to information about the compensation of the executives in your organization through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934?

Respond here (yes or no): NA

If you responded no to question 2, we may need to contact you for additional information.

### **ASSURANCES**

The applicant by signing the coversheet to the application submitted to the state, certifies they have read the application and will comply with the approved application and all federal, state and local laws, ordinances, rules and regulations, public policies herein and others as applicable.

## **1. Survival of Terms**

The following clauses survive the expiration or cancellation of this award: 4) State and Federal Audits; 5) Liability; 6) Ownership of Materials and Intellectual Property Rights; 7) Publicity; 8) Government Data Practices; 9) Data Disclosure; and 12) Governing Law, Jurisdiction and Venue.

## **2. Use of Funds**

The use of funds shall be limited to that portion identified in the application materials and the attached application and by any applicable state or federal laws. Funds may not be used for gifts or novelty items (unless individually and specifically approved by the state) or for payments to vendors displaying exhibits for their profit. Funds may not be used to pay for or support other projects that are not identified in this application. Funds may not be used for the benefit of state employees, which includes, but is not limited to, reimbursement for any of their expenditures, including travel expenses, alcohol purchases, costs of registration fees for training sessions or educational courses presented or arranged, payments to state employees for presentations at workshops, seminars, etc., whether on state time, vacation time, leave of absence or any other non-work time.

A. The grantee, in the conduct of activities under this award, shall submit such reports as may be required by written instructions of the state within the times required by it. The state shall withhold funding if reporting requirements are not met in a complete, accurate and timely manner. The grantee must promptly return to the state any unexpended funds that have not been accounted for in an accepted financial report to the state due at grant closeout.

B. The grantee shall present reports to the Commissioner of the Department of Education (COMMISSIONER) or state's Authorized Representative. At the COMMISSIONER'S discretion, the reports may be presented at departmental, legislative, other state agency or public meetings where the grantee shall be available to explain the project and to respond to questions.

C. Reimbursement for travel and subsistence expenses actually and necessarily incurred by grantee in performance of this project will be paid provided that the grantee shall be reimbursed for travel and subsistence expenses in the same manner and in no greater amount than in the current "Commissioner's Plan," promulgated by the Commissioner of Minnesota Management & Budget (MMB), and grantee will only be reimbursed for travel and subsistence outside the state of Minnesota if it has received prior written approval for such out-of-state travel from the state. Exceptions to these travel rates are those that may be negotiated with the University of Minnesota. The current Commissioner's Plan can be viewed: [Access this link to obtain current maximum expense reimbursement rates](http://www.mmd.admin.state.mn.us/commissionersplan.htm) or at (<http://www.mmd.admin.state.mn.us/commissionersplan.htm>)

## **3. Equipment**

Upon termination of the award, the state shall have the right to require transfer or return of any equipment purchased during the award grant period using these grant funds.

#### **4. Financial and Administrative Provisions**

**A. Allowability of Costs.** The allowability of costs for federal funding incurred under this award shall be determined in accordance with the procedures and principles given in the federal Office of Management and Budget (OMB) circulars relocated to 2 CFR, Part 200 and/or the approved application.

For all funds, no claim for materials purchased in excess of budget categories or program services not specifically provided for in this award by the grantee will be allowed by the state unless approved in writing by the state. Such approval shall be considered to be a modification of the award. There may be additional limitations on allowable costs which shall be noted in the award.

A grantee hosting a meeting or conference may not use federal grant funds to pay for food for attendees unless it is necessary and reasonable to accomplish legitimate meeting, conference business or approved grant activities. Budget allocations for food must be approved by MDE. Example: A working lunch might be allowable to ensure full participation by attendees and if training continues during the lunch. Funds may not be used for entertainment, alcohol purchases or gifts. Refer to the applicable federal uniform guidance for cost principle information.

A meeting or conference hosted by a grantee and charged to the grant must not be promoted as a U S Department of Education conference.

**A. Records.** The grantee shall maintain books, records, documents and other evidence pertaining to the costs and expenses of implementing this application to the extent and in such detail as will accurately reflect all gross costs, direct and indirect, of labor materials, equipment, supplies, services and other costs and expenses of whatever nature. The grantee shall use generally accepted accounting principles. The grantee shall preserve all financial and cost reports, books of account and supporting documents and other data evidencing costs allowable and revenues and other applicable credits under this award which are in the possession of the grantee and relate to this award, for a period of no less than six years and the respective federal requirements where applicable.

All pertinent records and books of accounts related to this award and subsequent awards shall be preserved by the grantee for a period of six years subject to the following criteria:

- 1) The six-year retention period shall commence from the date of submission of the final expenditure report.
- 2) If any litigation, claim or audit is started before the expiration of the six-year period, the records shall be retained until all litigation, claims or audit findings involving the records have been resolved.
- 3) The grantee agrees to cooperate in any examination and audit under the provisions of this paragraph.

**B. Examination.** The state or its representative or the federal administering department (when applicable) shall have the right to examine books, records, documents and other evidence and

accounting procedures and practices, sufficient to reflect properly all direct and indirect costs and the method of implementing the award. The grantee shall make available at its office and at all reasonable times before and during the period of record retention, proper facilities for such examination and audit.

**C. State and Federal Audits.** Under Minnesota Statutes, section 16B.98, Subdivision 8, the grantee's books, records, document, and accounting procedures and practices relevant to this grant are subject to examination by the state and/or the state auditor or legislative auditor, as appropriate, for a minimum of six years from the end of this grant agreement, receipt and approval of all final reports, or the required period of time to satisfy all state retention requirements, whichever is later. If federal funding, all grantees are subject to retention requirements related to audits.

If the grantee (in federal OMB Circular language known as "subrecipient") receives federal assistance from the state of Minnesota, it will comply with the applicable single audit requirements. The grantee will provide copies of the single audit reporting package upon request.

## **5. Liability**

Grantee agrees to indemnify and save and hold the state, its agents and employees harmless from any and all claims or causes of action, including all attorneys' fees incurred by the state arising from the performance of the award by grantees, agents or employees. This clause shall not be construed to bar any legal remedies grantee may have for the state's failure to fulfill its obligations pursuant to the award and subsequent awards.

## **6. Ownership of Materials and Intellectual Property Rights**

### **A. Intellectual Property Rights:**

The state shall own all rights, title and interest in all of the intellectual property rights, including copyrights, patents, trade secrets, trademarks and service marks in the works and documents created and paid for under the award. Works means all inventions, improvements, discoveries (whether or not patentable), databases, computer programs, reports, notes, studies, photographs, negatives, designs, drawings, specifications, materials, tapes and disks conceived, reduced to practice, created or originated by the grantee, its employees, agents and subcontractors, either individually or jointly with others in the performance of this award. Works includes "Documents." Documents are the originals of any databases, computer programs, reports, notes, studies, photographs, negatives, designs, drawings, specifications, materials, tapes, disks or other materials, whether in tangible or electronic forms, prepared by the grantee, its employees, agents or subcontractors in the performance of this award. The documents will be the exclusive property of the state and all such documents must be immediately returned to the state by the grantee upon completion or cancellation of the award. To the extent possible, those works eligible for copyright protection under the United States Copyright Act will be deemed to be "works for hire." The grantee assigns all right, title and interest it may have in the works and the documents to the state. The grantee, at the request of the state, shall execute all papers and perform all other acts necessary to transfer or record the state's ownership interest in the works and documents.

### **B. Obligations:**

**Notification:** Whenever any invention, improvement or discovery (whether or not patentable) is made or conceived for the first time or actually or constructively reduced to practice by the grantee, including its employees and subcontractors, in the performance of the award, the grantee will immediately give the state's authorized representative written notice thereof, and must promptly furnish the authorized representative with complete information and/or disclosure thereon.

**Representation:** The grantee must perform all acts, and take all steps necessary to ensure that all intellectual property rights in the works and documents are the sole property of the state, and that neither the grantee nor its employees, agents, or subcontractors retain any interest in and to the works and documents. The grantee represents and warrants that the works and documents do not and will not infringe upon any intellectual property of other persons or entities. Notwithstanding Liability clause 5, the grantee will indemnify; defend, to the extent permitted by the Attorney General; and hold harmless the state, at the grantee's expense, from any action or claim brought against the state to the extent that it is based on a claim that all or part of the works or documents infringe upon the intellectual property rights of others. The grantee will be responsible for payment of any and all such claims, demands, obligations, liabilities, costs and damages, including but not limited to, attorney fees. If such a claim or action arises, or in the grantee's or the state's opinion is likely to arise, the grantee, must at the state's discretion, either procure for the state the right or license to use the intellectual property rights at issue or replace or modify the allegedly infringing works or documents as necessary and appropriate to obviate the infringement claim. This remedy of the state will be in addition and not exclusive of other remedies provided by law.

## **7. Publicity**

Any publicity given to the program on, publications or services provided resulting from the award, including, but not limited to, notices, informational pamphlets, press releases, research, reports, signs and similar public notices prepared for the grantee or its employees individually or jointly with others or any subrecipients, ***shall publicly identify the state as the sponsoring agency and identify the source of funding including on the grantee's website.*** The publicity described may only be released with the prior approval of the state's authorized representative.

The applicant/awardee must **not** claim that the state or the federal Department of Education **endorses** its products or services. See a sample statement below:

*Example: The contents of this publication, film or conference do not necessarily represent the policy of the federal Department of Education or the state Department of Education and you should not assume endorsement by the federal or state government.*

See the sample publicity statement below for citing the funding source below:

*For example: This training is partially funded with a grant from the Minnesota Department of Education using federal funding, CFDA 45.310, Library Services and Technology Act - CARES Act LS-246541-OLS-20.*

## **8. Government Data Practices and Disclosure of Breach in Security**

The grantee and the state must comply with the Minnesota Government Data Practices Act, Minnesota Statutes, Chapter 13, as it applies to all data provided by the state under the award, and as it applies to all data created collected, received, stored, used, maintained or disseminated by the grantee under the award. The civil remedies of Minnesota Statutes, section 13.08 apply to the release of the data referred to in this paragraph by either the grantee or the state.

If the grantee receives a request to release the data referred to in this paragraph, the grantee must immediately notify the state. The state will give the grantee instructions concerning the release of the data to the requesting party before the data is released.

Effective August 1, 2014, the 2014 Laws of Minnesota, Charter 284, amends Minnesota Statutes, section 13.055, to apply to all government entities in Minnesota, not just state agencies. This applies to all school districts and charter schools. Government entities must notify individual data subjects when nonpublic data about them has been the subject of a breach of security of the data.

## **9. Data Disclosure**

Under Minnesota Statutes, section 270C.65, and other applicable laws, the grantee consents to disclosure of its SWIFT Vendor ID Number, Social Security number, DUNS number, federal employer tax identification number and/or Minnesota tax identification number, already provided to the state, to federal and state tax agencies and state personnel involved in the payment of state obligations. These numbers may be used in the enforcement of federal and state tax laws which could result in action requiring the grantee to file state tax returns and pay delinquent state tax liabilities, if any.

## **10. Worker's Compensation**

Grantee certifies that it is in compliance with Minnesota Statutes, section 176.181, subdivision 2, pertaining to workers' compensation insurance coverage. The grantee's employees and agents will not be considered state employees. Any claims that may arise under the Minnesota Workers' Compensation Act on behalf of these employees and any claims made by any third party as a consequence of any act or omission on the part of these employees are in no way the state's obligation or responsibility. (Exemption/Waiver as allowed under law.)

## **11. Antitrust**

Grantee hereby assigns to the state of Minnesota any and all claims for overcharges as to goods and/or services provided in connection with the award resulting from antitrust violations which arise under the antitrust laws of the United States and the antitrust laws of the state of Minnesota.

## **12. Governing Law, Jurisdiction and Venue**

Minnesota law, without regard to its choice-of-law and provisions, governs the award. Venue for all legal proceedings arising out of the award, or its breach, must be in the appropriate state or federal court with competent jurisdiction in Ramsey County, Minnesota.

### **13. Lobbying**

As required by Section 1352, Title 31 of the U.S. Code, and implemented at 2 CFR, Part 200, the grantee when signing the application, certifies that:

- A. No federally appropriated funds have been paid or will be paid, by or on behalf of organization, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any federal award, and the extension, continuation, renewal, amendment or modification of any federal grant.
- B. If any funds other than federally appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this federal grant award, the applicant/grantee shall complete and submit a Standard Form - LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
- C. The grantee shall require that the language herein shall be included in any award documents for all subawards at all tiers (including subgrants, contracts under award, and subcontracts) and that all subrecipients shall certify and disclose accordingly.

Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

### **14. Debarment, Suspension, and Other Responsibility Matters**

As required by Executive Order 12549, Debarment and Suspension, and implemented at 2 CFR 180.200 or amendments thereto, for prospective participants in primary covered transactions.

A. The grantee when signing this application certifies that it and its principals:

- 1) Are not presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from covered transactions by any federal department or agency;
- 2) Have not within a three-year period preceding this application or award been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state or local) transaction or contract under a public transaction; violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements or receiving stolen property;
- 3) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (federal, state or local) with commission of any of the offenses enumerated in paragraph (2)(b) of this certification; and,

- 4) Have not within a three-year period preceding this application had one or more public transaction (federal, state or local) terminated for cause or default.

**15. Drug-Free Workplace (Awardees Other Than Individuals)**

As required by the Drug-Free Workplace Act of 1988, and implemented at 2 CFR, Part 200,

A. The grantee certifies that it will continue to provide a drug-free workplace by:

- 1) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;

- 2) Establishing an on-going drug-free awareness program to inform employees about:

- (a) The dangers of drug abuse in the workplace;

- (b) The grantee's policy of maintaining a drug-free workplace;

- (c) Any available drug counseling, rehabilitation and employee assistance programs; and

- (d) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;

- 3) Making it a requirement that each employee to be engaged in the performance of the award be given a copy of the statement required by paragraph (1);

- 4) Notifying the employee in the statement required by paragraph (1) that, as a condition of employment under the award, the employee will:

- (a) Abide by the terms of the statement; and,

- (b) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;

- 5) Notifying the agency, in writing, within 10 calendar days after receiving notice under subparagraph (4)(b) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to: Director, Grants Policy and Oversight Staff, U.S. Department of Education, 400 Maryland Avenue, S.W. (Room 3652, GSA Regional Office Building No. 3), Washington, DC 20202-4248. Notice shall include the identification number(s) of each affected award;

- 6) Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (4)(b), with respect to any employee who is so convicted:

- (a) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or,

(b) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, state or local health, law enforcement or other appropriate agency;

7) Making a good faith effort to continue to maintain a drug-free workplace through implementation of Paragraphs (1), (2), (3), (4), (5) and (6).

#### **16. Transferability**

The grantee shall not transfer or assign to any party or parties any right(s), obligation(s) or claim(s) under the award without the prior written consent of the state. It is understood, however, that grantee remains solely responsible to the state for providing the products and services described.

#### **17. Time**

The grantee must comply with the time requirements described in the application and award, in the performance of this award and if inform the grantor of any potential long term delays or changes affecting those timelines.

#### **18. Nondiscrimination**

The grantee will comply with nondiscrimination statutes

- A. Grantees will follow the Civil Rights Act of 1964 and amendments thereto which prohibits discrimination on the basis of race, color, or national origin
- B. Section 504 of the Rehabilitation Act of 1973, and amendments which prohibits discrimination on the basis of disability
- C. Title IX of the Education Amendments of 1972 which prohibits discrimination on the basis of sex in education programs
- D. Age Discrimination in Employment Act of 1975 and amendments.
- E. In addition, per federal CFR 200.415, Agreement of Applicant, which states that prior to the Commissioner's issuance of any commitment or other loan approval, shall agree, by signing the application, (in a form prescribed by the Commissioner), that there shall be no discrimination against anyone who is employed in carrying out work receiving assistance pursuant to this chapter, or against an applicant for such employment, because of race, color, religion, sex, handicap, age or national origin.

#### **19. Pre-Award Work and Pre-Award Costs**

The grantee understands that no work should begin and no pre-award costs would be covered under this award until all required signatures have been obtained; an Official Grant Award Notification (OGAN) has been issued or other award documentation has been received and the grantee is notified to begin work by the state's program authorized representative or their designee. If an exception to this is determined necessary by MDE, the grantee would be informed in writing or email by the state's program authorized representative or designee.

## **20. Grantee's Grant Program Representative**

The applicant's Program Contact Representative will be named on the OGAN or other award information. If the Program Contact Representative or official with authority to sign changes at any time during the grant award period, the applicant/grantee must immediately notify the state.

## **21. Delinquent State or Federal Debt**

As an applicant, you are not delinquent on the repayment of any federal debt. If delinquent in state debt, payments shall not be made by the state agency to the vendor until the commissioner notifies the agency the vendor is no longer a delinquent taxpayer or as otherwise indicated under Minnesota Statutes, section 270C.65, Subdivision 3.

## **22. Cancellation With or Without Cause**

An award contract may be cancelled by the state at any time, with or without cause, upon thirty (30) days' written notice to the Grantee. Upon termination, the Grantee will be entitled to payment, determined on a pro rata basis, for services satisfactorily performed and for approvable expenditures.

## **23. Cancellation Due to Discontinued or Insufficient Funding**

It is expressly understood and agreed that in the event the funding to the state from Federal sources or appropriations by the Minnesota Legislature are not obtained and/or continued at an aggregate level sufficient to allow for the grantee's program to continue operating, the grant shall immediately be terminated upon written notice by the state to the grantee. The state is not obligated to pay for any services that are provided after notice and effective date of termination. However, the grantee will be entitled to payment, determined on a pro-rata basis, for services satisfactorily performed and approvable expenditures incurred prior to termination to the extent that funds are available. The state will not be assessed any penalty if the grant is terminated because of a decision of the Minnesota Legislature, or other funding source, not to appropriate funds. The state must provide the grantee notice within a reasonable time of the state receiving notice.

## **24. Cancellation Due to Failure to Comply**

The state may cancel an award contract immediately if the state finds that there has been a failure to comply with the provisions of an award, that reasonable progress has not been made or that the purposes for which the funds were awarded/granted have not been or will not be fulfilled. The state may take action to protect the interests of the state of Minnesota, including the refusal to disburse additional funds and requiring the return of all or part of the funds already disbursed.

## **25. Salaries - Supplanting**

Grant funds shall not be used to supplant salaries and wages normally budgeted for an employee of the applicant/agency. Total time for each staff position paid through various funding streams financed in part or whole with grant funds shall not exceed one Full Time Equivalent (FTE) except in certain situations. The grantee may allow staff to work on extended day assignments such as after school programs, special education services or other projects, if necessary, or allowable under funding. The grantee must be prepared to disclose all required supporting documentation for salaries paid for their employees.

## **26. Conflict of Interest**

In accordance with the Minnesota Office of Grants Management Policy 08-01, the grantee will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or present the appearance of personal or organizational conflicts of interest, or personal gain.

## **27. Voter Registration Services**

The commissioner or chief administrator officer of each state agency or community-based public agency or nonprofit corporation that contracts with the state agency to carry out obligations of the state agency shall provide voter registration services for employees and the public. Refer to Minnesota Statutes, section 201.162, Duties of State Agencies for the complete statute.

## **28. Minimizing State Funded Administrative Costs**

Under Minnesota Statutes, section 16B.98, Grants Management Process, a grant from an appropriation of state funds, the recipient of the grant must agree to minimize administrative costs.

## **29. Uniform Municipal Contracting Law – Counties, Schools, Cities – Supplies/Construction**

Per Minnesota Statutes, section 471.345, grantees that are municipalities as defined in Subdivision 1 must follow service contracting and bidding requirements as stated including prevailing wage rules for construction work of \$25,000 or more. Support documentation for the procurement processes must be retained.

Support document for the procurement processes must be retained regardless of the source of funding.

## **30. Contracting – Nongovernmental Entities**

Any grant-funded services and/or materials that are expected to cost:

- \$100,000 or more must undergo a formal notice and bidding process.
- Between \$25,000 and \$99,999 must be competitively awarded based on a minimum of three (3) verbal quotes or bids.
- Between \$10,000 and \$24,999 must be competitively awarded based on a minimum of two (2) verbal quotes or bids or awarded to a targeted vendor.

For grant-funded projects that include construction work of \$25,000 or more, prevailing wage rules apply per; [Minn. Stat. §§177.41](#) through [177.44](#). The bid request must state the project is subject to *prevailing wage*. These rules require that the wages of laborers and workers should be comparable to wages paid for similar work in the community as a whole. A prevailing wage form should accompany these bid submittals.

The grantee must take all necessary affirmative steps to assure that targeted vendors from businesses with active certifications through these entities are used when possible:

- [State Department of Administration's Certified Targeted Group, Economically Disadvantaged and Veteran-Owned Vendor List](#)
- Metropolitan Council's Targeted Vendor list: [Minnesota Unified Certification Program](#)
- Small Business Certification Program through Hennepin County, Ramsey County, and City of St. Paul: [Central Certification Program](#)

The grantee must maintain:

- Written standards of conduct covering conflicts of interest and governing the actions of its employees engaged in the selection, award and administration of contracts.
- Support documentation of the purchasing and/or bidding process utilized to contract services in their financial records, including support documentation justifying a single/sole source bid, if applicable.

The grantee must not contract with vendors who are suspended or debarred in MN:

<http://www.mmd.admin.state.mn.us/debarredreport.asp>

### **31. Other Provisions**

- A. Any amendment to an award must be in writing and will not be effective until it has been executed and approved by the same parties who executed and approved the original grant award, or their successors in office.
- B. When a grant includes the production of a report or other publication and this publication may be posted on the MDE Website, that document must adhere to all MDE Communication's policies, available upon request from the Communication's Division.
- C. The grantee assures that if the award involves federal funding the reimbursement of expenditures is in compliance with all program provisions, relevant provisions of the Cash Management Improvement Act of 1990 (Public Law 101-453) as amended by the CMIA of 1992 (Public Law 102-589), codified at 31 U.S.C. 6501 and 31 U.S.C. 6503; all current Office of Management and Budget circulars and cost principles principles, with the current Federal Education Department General Uniform Administrative Regulations, Part 200 or other applicable code of federal regulations applicable to this federal reimbursement request.
- D. Grantee if a political subdivision of the state and funded with federal dollars, will consider the federal Resource Conservation and Recovery Act of 1976 in all procurement transactions. The objectives of the Resource Conservation and Recovery Act (RCRA) are to protect human health and the environment from the potential hazards of waste disposal, to conserve energy and

natural resources, to reduce the amount of waste generated, and to ensure that wastes are managed in an environmentally sound manner.

- E. Federal grant recipients, subrecipients and their grant personnel are prohibited from text messaging while driving a government owned vehicle, or while driving their own privately owned vehicle during official grant business, or from using government supplied electronic equipment to text message or email when driving. Recipients must comply with these conditions under Executive Order 13513, "Federal Leadership on Reducing Text Messaging While Driving", October 1, 2009.
- F. The grantee shall also cooperate with the state when the state is enforcing applicable Minnesota Office of Grants Management policies.
- G. Grantees funded with federal funding must follow 200.308, Revision of Budget and Program or as approved in the Official Grant Award Notification (OGAN).
- H. Non-federal entities with federal grants must implement internal control processes as referenced in CFR 200.61 and 200.62.
- I. Non-federal entities with federal grants will take reasonable measures to safeguard protected personally identifiable information as well as any information that the federal awarding agency or pass-through designates as sensitive. Refer to federal regulation 200.303, Protected Personally Identifiable Information means as individual's first name or first initial and last name in combination with any one or more types of information such as social security number, credit card numbers, place of birth.
- J. The non-federal entity using federal funding when contracting must take all necessary affirmative steps to assure that minority businesses, women's business enterprises and labor surplus area firms are used when possible. Refer to 200.321 for more information.
- K. Grantee and their subrecipients of federal grant funds will adopt the requirements in the Code of Federal Regulations at, CFR 175.15 (b) pertaining to Trafficking in Persons. These requirements are incorporated into this grant award. A grant may be terminated for any violation of these provisions by the grantee, its employees or its subrecipients.
- L. Grantees and subcontractors receiving federal grants exceeding \$100,000 must comply with all applicable standards, orders, or requirements under Section 306 of the Clean Air Act, Section 508 of the Clean Water Act and Environmental Protection Agency regulations (40 CFR, part 15).
- M. The non-federal entity or applicant for a federal award must disclose, in a timely manner, in writing to the federal awarding agency or pass-through entity all violations of federal criminal law involving fraud, bribery, or gratuity violations potentially affecting the federal award. Failure to make required disclosures can result in any of the remedies described in 200.338 Remedies for noncompliance, including suspension and debarment.

- N. If the initiative is federally funded with an award from the federal Office of Education, grantees must follow all other applicable uniform guidance under 2 CFR, Part 200 as applicable and 76.500 – 76.910.
- O. The grantee must promptly return to the state any unexpended funds that have not been accounted for in a financial report to the state due at grant closeout.
- P. The grantee shall comply with any and all provisions of the Family Educational Rights to Privacy Act of 1974 (FERPA).
- Q. Grantees will provide information to MDE, upon request and in a timely fashion to accommodate MDE’s reporting under the Federal Funding Accountability and Transparency Act. Prior to an award, propose grantees must provide, upon request any documentation necessary for MDE to conduct their risk assessment.
- R. Grantees must follow the reporting requirements and terms outlined in the Official Grant Award Notification (OGAN) or other award documentation.

**SINGLE SOURCE, TARGETED OR CONTINUATION GRANT PROJECT- FEDERAL FUNDS**

**PURPOSE, FUNDING AND GRANT PERIOD**

The Minnesota Department of Education makes this federal funding available for the purpose of expanding access to the internet, supporting digital inclusion, educational activities, providing job search and career development and other resources for public libraries and public library patrons during the COVID-19 pandemic.

The grant award may not exceed \$134,000. Funding is available from CFDA 45.310.

The term of the grant period is anticipated to run from July 1, 2020 until September 30, 2021.

The application must contain all required application components including a budget and any other required supplemental components.

The application must be reviewed and approved before an award may be made.

**TITLE OF PROJECT: CARES Act – Regional Library Systems**

**APPLICATION NARRATIVE SECTION**

*Please develop the narrative below within each of the required elements. Attach supplemental documents including the budget as required when you return your signed application to MDE.*

## **STATEMENT OF NEED AND PURPOSE**

The COVID-19 pandemic has necessitated expanded access to technology and internet services for Minnesotans in order to undertake educational, job search and career development, small business and other activities. People who experience reduced access to internet services and devices due to the availability and affordability of these technologies often depend on their public libraries for access.

This project will: (Please describe major goal(s) and activities for the project that address digital inclusion and respond to a pandemic.)

- Bring technology within the KRLS region up to current standards and practices in order to offer our service population access to necessary internet services.
- Provide hot spot devices and service to branch libraries within KRLS to make available for patron checkout to increase accessibility to internet services within our service population.
- Enhance services related to job search and career development at branch libraries throughout KRLS through programming and access to technology to complete these tasks.
- Provide more technology devices to branch libraries for patron usage to meet demands of communities.

## **BUDGET NARRATIVE JUSTIFICATION WORKSHEET**

The budget Excel worksheet is attached and must be completed and submitted as part of the signed application. The worksheet should be completed based on the anticipated grant period and award amount.

Please provide clear descriptions for each amount entered into each budget object code line. The budget must align with the work plan activities and reflect necessary and reasonable proposed expenditures. Necessary means it adds value to the project and reasonable means you have done some type of market comparison to determine the cost is reasonable.

If subcontracting is approved, MDE expects grantees to select responsible vendors who are not debarred or suspended, who have not engaged in unlawful practices and are qualified to perform the services. Grantees must follow applicable federal or state procurement practices.

Complete the Budget for this Grant Period: 07/01/2020 – 9/30/2021

UFARS Finance Code: 499

Source of Funding- Federal (CFDA and title, award number): CFDA 45.310, CARES Act Grant, LS-246541-OLS-20.

Return the completed and signed application by email in a pdf format to:

Hannah Buckland

Minnesota Department of Education 1500 Highway 36 West, Roseville MN 55113

*2020 CFDA 45.310, Library Services and Technology Act - CARES Act LS-246541-OLS-20*

651-582-8792

[hannah.buckland@state.mn.us](mailto:hannah.buckland@state.mn.us)

Grantee resources are available below. Applicants do not need to return the resources with their application.

## RESOURCES

The applicant may delete the resources below before submitting their application.

### UFARS Reporting

Minnesota school districts and charter schools must report their expenditures under the guidelines in the Uniform Financial Accounting and Reporting System.

<http://education.state.mn.us/MDE/dse/schfin/fin/UFARS/>

### Capital Assets

[Read the Capital Assets Guide.](#)

([http://www.osa.state.mn.us/other/GASBTools/capital\\_asset\\_guide.pdf](http://www.osa.state.mn.us/other/GASBTools/capital_asset_guide.pdf))

### Federally Funded Grants

#### *Federal Guidance*

Please refer to Code of Federal Regulations (CFR) Title 2, Parts 200, for new uniform guidance, crosswalks and cost principles for state, local and indian tribal governments, institutions of higher ed and nonprofit organizations. Information can be accessed below at the electronic code of federal regulations,

[The federal office of management and budget and uniform guidance](#)

([http://www.whitehouse.gov/omb/grants\\_docs#final](http://www.whitehouse.gov/omb/grants_docs#final)) or [this is the link to the electronic code of federal regulations for searching a specific section](#)

#### *Indirect Rates for Minnesota Public Schools plus Charter Schools and Education Cooperatives*

Information on school district and local education agency (LEA) current fiscal year federal indirect cost rates, please visit <http://w20.education.state.mn.us/MDEAnalytics/Data.jsp>

And under School Finance Spreadsheets click on indirect reports.

### State Travel Plan

Commissioner's Travel Reimbursement Plan: [Access current mileage rates and reimbursement rates for lodging](#) (Chapter 15 and Appendix H) (<http://www.mmd.admin.state.mn.us/commissionersplan.htm>)

### Minnesota Office of Grant Management Policies

Policies are available [to view](#) or (<http://mn.gov/admin/government/grants/policies-statutes-forms>).

## REQUIRED I.D. NUMBERS

*Your organization may already have these numbers; check with your business office.*

1. Minnesota Statewide Integrated Financial Tool System (SWIFT) Vendor Number (*required for all applicants*).

If you are a fiscal agent applicant, your SWIFT vendor number must be for the fiscal agent who will be receiving and administering the grant funds.

To get a SWIFT Vendor Number access the vendor site at :

[https://supplier.swift.state.mn.us/psp/fmssupap/SUPPLIER/ERP/h/?tab=SUP\\_GUEST](https://supplier.swift.state.mn.us/psp/fmssupap/SUPPLIER/ERP/h/?tab=SUP_GUEST)

2. Data Universal Numbering System (DUNS) number.

All organizations applying for **federal funding** must have a Data Universal Numbering System (DUNS). A DUNS is a unique nine-character I.D. number that is used to track how the federal grant is allocated.

To verify or register for a DUNS number, access [the Dun and Bradstreet website](#).

3. MDE Organization Site Number (*required for school districts and charter schools. Not required for private, non-profit, or non-governmental entities unless you are submitting the application in the MDE SERVS system*).

To obtain an MDE organization number, <http://education.state.mn.us/MDE/dse/datasub/SiteVerif/>

Scroll down and download the Site Change Request Form.

Email the completed form to [mde.school-verify@state.mn.us](mailto:mde.school-verify@state.mn.us).

## GENERAL EXPECTATIONS OF GRANTEES

When awarded a grant, you will be required to submit both interim and final expenditure and program progress reports by the timeframe indicated in the Official Grant Award Notification (OGAN) or other award documentation. An annual program report is the minimum required.

If subcontracting with grant funds is approved, MDE expects grantees to select "responsible vendors" who are not currently debarred or suspended, have not engaged in unlawful practices, lack of delinquent tax liability and qualifications to provide the services. Grantees must follow applicable procurement laws and retain documentation related to procurements.

## PRE-AWARD RISK ASSESSMENT OF PROPOSED GRANTEES

All proposed grantees receiving grants over \$25,000 must be capable of administering a grant successfully. MDE may need to conduct a pre-award risk assessment prior to execution of a grant award and consider the proposed grantee's financial status and prior performance.

## MONITORING GRANTEES

A Financial reconciliation or desk review is required for grants over \$50,000. The desk review may be conducted on at least two budget object code line items for one reimbursement period. In addition, a monitoring visit may also be necessary. If you are contacted for a desk review or reconciliation, you will be sent a MDE Fiscal Monitoring Tool that will need to be completed and returned. A general ledger plus all source documents to support the budget line item expenses may also need to be provided to the grant specialist.

Please be reminded that all grantees must have a conflict of interest policy.

**7c Arts and Cultural Heritage Fund (ACHF) FY 2019 Final Report**

**Action Request:** That the Board discuss and approve submission of the report with the necessary signatures.

We have finished expending the FY 2019 Legacy funds and the final report is due at the end of this month.



## ARTS AND CULTURAL HERITAGE FUND (ACHF)

### Completion Report – Executive Summary

State Fiscal Year 2019: July 1, 2018–June 30, 2019

A Completion Report, due 90 days after the completion of state fiscal year 2019 allocation spending, includes three parts – two required and one optional:

**Required:**

- 1) This completed and signed Executive Summary form. (.pdf)
- 2) A spreadsheet with details about each of the projects paid for with funds from the state fiscal year 2019 allocation. The spreadsheet includes all reporting elements required by the Legislative Coordinating Commission (LCC) and the data is uploaded to the LCC's ACHF website. The total of funds spent should add up to your regional library system's allocation for this fiscal year. The spreadsheet may be created through an export of information entered via the online reporting form created by MDE or through another MDE-approved reporting mechanism. If you do not have access to the MDE-created online reporting form or are having trouble using it, please contact **Ashley Bieber** at [ashley.bieber@state.mn.us](mailto:ashley.bieber@state.mn.us).

**Optional:**

- 3) Selected promotional materials and high-resolution event photos in electronic format. The LCC may use these materials to illustrate ACHF projects in public libraries on its website. While optional, these help to convey the value of your work.

Please submit one PDF of the signed Executive Summary and all other components of your Completion Report to **Ashley Bieber**, [ashley.bieber@state.mn.us](mailto:ashley.bieber@state.mn.us).

### Grantee Information

Regional library system name and address:

Kitchigami Regional Library System, 310 2<sup>nd</sup> St. N, Pine River, MN 56474

Name, phone, and email address of regional library system administrator:

Stephanie Johnson, 218-587-2171 x222, [johnsons@krls.org](mailto:johnsons@krls.org)

Name, phone, and email address of regional library system ACHF program coordinator:

Carol Christensen, 218-587-2171 x224, [christensenc@krls.org](mailto:christensenc@krls.org)

Name, phone, and email address of regional library system finance manager:

Patricia Kline, 218-587-2171 x225, [klinep@krls.org](mailto:klinep@krls.org)

## Authorized Signatures

*The information in the report documents are true and correct to the best of our knowledge.*

Signature \_\_\_\_\_

Printed Name **Neal Gaalswyk**

Chair, Regional Library System Governing Board

Date **7/16/20**

Signature \_\_\_\_\_

Printed Name **Stephanie Johnson**

Regional Library System Administrator

Date **7/16/20**

## FY 2019 ACHF Project Highlights

### Summary Data:

Total number of activities, programs, and/or events: 82

Total participation/attendance: 1931

Total number of partnerships: [Click here to enter text.](#)

Total FTE (funded by ACHF): \$106,787.09

Total value of in-kind contributions: \$5,925

Total administrative costs (funded by ACHF): \$5,341.00

### Highlights:

*Briefly describe two to three ACHF-funded projects that are models of the work done with ACHF funding by your regional library system. Please list outcomes, partnerships, unique locations, great stories, anecdotes, etc.*

Arn Kind, a historical presenter and teacher of over 40 years, brought a multimedia historical experience, "Minnesota in the Vietnam War", to 10 of our regional communities. The program described the increasing commitment of each of five American presidents, the rising antiwar protests at home and eventual U.S. withdrawal from Vietnam, and the lingering tragic effects of a war that had never been declared. 389 people attended his presentation that used power-point, video, music, drama, authentic reproductions, and role-playing. Over 99% of survey participants agreed they left the program with increased knowledge of the Vietnam War. Multiple libraries hosted the program at local VFW and American Legion posts where Vietnam veterans were present in the audience and invited to share their first hand experiences; one commenting "I learned a lot I never knew". This "outstanding" and "heart-wrenching" presentation was hugely popular in our region.

Twin Cities based musician Laura MacKenzie hosted a delightful program of traditional wind-powered music enjoyed by an audience of all ages at 10 of our regional libraries. Using an array of instruments, including wooden flutes, whistles, concertina, bagpipes, gemshorn, and voice, she gave the 294 attendees the chance to hear and learn about the rich heritage of Celtic music. Our survey results showed 90% of respondents rated the program as excellent, one participate that had travelled to the area from Winnipeg. "Laura was delightful,

talented and knowledgeable” was also a regular comment among audience members. Her program was a cultural experience enjoyed by our communities.

Project Title	FY Project	Project Start Date	Project End Date	Funding Year	Locations	Funding Amount	In Kind	Proposed Measurement	Measured Results	Attendance	Status	Activity Type	Courtesy	
MN Author: David Housewright	Kitchigami Regional Library System Legacy Grant SFY 2016-2019	3/1/2019	5/31/2019	2019	Brannan Public Library, Brannan Community Library, Margaret Welch Memorial Library, Pine River Public Library, Walker Public Library	\$ 5,039.62	\$ 500.00	KRLS \$500	A paper survey was available for attendees at all events to fill out to determine if the event was enjoyable and educational.	Over 90% of respondents indicated that they had an enjoyable experience and that their knowledge was furthered about MN authors.	84	Completed	Education/Outreach/Engagement	Beltram, Cass, Crow Wing, Hubbard, Wadena
MN Author: Allen Eskens	Kitchigami Regional Library System Legacy Grant SFY 2016-2019	5/1/2019	5/17/2019	2019	Bendigo Public Library, Brannan Public Library, Cass Lake Community Library, Margaret Welch Memorial Library, Pine River Public Library, Wadena Public Library	\$ 5,369.90	\$ 500.00	KRLS \$500	A paper survey was available for attendees at all events to fill out to determine if the event was enjoyable and educational.	Over 90% of respondents indicated that they had an enjoyable experience and that their knowledge was furthered about MN authors.	152	Completed	Education/Outreach/Engagement	Beltram, Cass, Crow Wing, Hubbard, Wadena
MN Authors: Jill and Deane Johnson - Little Minneds in WWII	Kitchigami Regional Library System Legacy Grant SFY 2016-2019	6/15/2019	10/30/2019	2019	Blackduck Public Library, Brannan Public Library, Cass Lake Community Library, Margaret Welch Memorial Library, Pine River Public Library, Wadena Public Library, Walker Public Library	\$ 3,946.82	\$ 625.00	KRLS \$625	A paper survey was available for attendees at all events to fill out to determine if the event was enjoyable and educational.	Over 90% of respondents indicated that they had an enjoyable experience and that their knowledge was furthered about MN authors and MN history.	147	Completed	Education/Outreach/Engagement	Beltram, Cass, Crow Wing, Hubbard, Wadena
Musicians: Ralph Covert - Ralph's Word	Kitchigami Regional Library System Legacy Grant SFY 2016-2019	6/19/2019	1/22/2019	2019	Brannan Public Library, Brannan Public Library, Pine River Public Library, Walker Public Library, Pequet Lakes Library	\$ 5,270.00	\$ 250.00	KRLS \$250	A paper survey was available for attendees at all events to fill out to determine if the event was enjoyable and educational.	Over 90% of respondents indicated that they had an enjoyable experience and that they furthered their musical experiences.	273	Completed	Education/Outreach/Engagement	Beltram, Cass, Crow Wing, Hubbard, Wadena
Bendigo Speaks Series: Local Author: Keith Winger	Kitchigami Regional Library System Legacy Grant SFY 2016-2019	4/8/2019	4/9/2019	2019	Bendigo Public Library	\$ 500.00	\$ 100.00	KRLS \$100	A paper survey was available for attendees at all events to fill out to determine if the event was enjoyable and educational.	Attendees reported that they had an enjoyable experience and furthered their knowledge of local MN authors and the writing process.	26	Completed	Education/Outreach/Engagement	Beltram
Bendigo Speaks Series: Cate Bolander	Kitchigami Regional Library System Legacy Grant SFY 2016-2019	5/14/2019	5/14/2019	2019	Bendigo Public Library	\$ 650.00	\$ 100.00	KRLS \$100	A paper survey was available for attendees at all events to fill out to determine if the event was enjoyable and educational.	Attendees reported that they had an enjoyable experience and they learned something more about local history.	37	Completed	Education/Outreach/Engagement	Beltram
Bendigo Speaks Series: Local Author: Wendell Afteld	Kitchigami Regional Library System Legacy Grant SFY 2016-2019	6/11/2019	6/11/2019	2019	Bendigo Public Library	\$ 150.00	\$ 100.00	KRLS \$100	A paper survey was available for attendees at all events to fill out to determine if the event was enjoyable and educational.	Attendees reported that they had an enjoyable experience and their knowledge of writing and local culture was furthered.	17	Completed	Education/Outreach/Engagement	Beltram
Pine River: Aris DeB Bowers - Guide to My Art Painting	Kitchigami Regional Library System Legacy Grant SFY 2016-2019	6/14/2019	6/14/2019	2019	Pine River Public Library	\$ 720.00	\$ 100.00	KRLS \$100	A paper survey was available for attendees at all events to fill out to determine if the event was enjoyable and educational.	Attendees reported that they had an enjoyable experience and furthered their learning of painting techniques.	20	Completed	Education/Outreach/Engagement	Cass
Administration	Kitchigami Regional Library System Legacy Grant SFY 2016-2019	5/7/2019	6/30/2019	2019		\$ 5,341.00	NA	NA	NA	NA	In Progress	Education/Outreach/Engagement	Cass	
Region Wide Presentation	Kitchigami Regional Library System Legacy Grant SFY 2016-2019	5/10/2019	6/30/2019	2019		\$ 26,000.00	NA	NA	NA	NA	In Progress	Education/Outreach/Engagement	Beltram, Cass, Crow Wing, Hubbard, Wadena	
Historical Experience Minnesota in the Vietnam War	Kitchigami Regional Library System Legacy Grant SFY 2016-2019	2/19/2020	7/29/2020	2019	Cass Lake Community Library, Margaret Welch Memorial Library, Brannan Public Library, Pine River Public Library, Blackduck Community Library, Blackduck Area Library, Brannan Public Library, Pine River Public Library, Pequet Lakes Community Library, Pequet Lakes Memorial Building, 4285 Tower Square, Pequet Lakes, MN 56472	\$ 8,263.85	\$ 500.00	KRLS \$500	A paper survey was available for attendees at all events to fill out to determine if the event was enjoyable and educational.	Attendees responded that they had an enjoyable experience and that their knowledge of the Vietnam War was furthered.	389	Completed	Education/Outreach/Engagement	Beltram, Cass, Crow Wing, Hubbard, Wadena
Steamroller Art	Kitchigami Regional Library System Legacy Grant SFY 2016-2019	6/13/2019	8/29/2019	2019	Bendigo Public Library, Brannan Public Library, Margaret Welch Memorial Library, Park Rapids Public Library, Pine River Public Library, Walker Public Library, Pequet Lakes Community Library	\$ 20,234.30			A paper survey was available for attendees at all events to fill out to determine if the event was enjoyable and educational.	Attendees responded that they had an enjoyable experience and their knowledge of art techniques was furthered.	TBA	Completed	Education/Outreach/Engagement	Beltram, Cass, Crow Wing, Hubbard, Wadena

Kichigami Regional Library System Legacy Grant SFY 2016-2019	9/24/2019	3/7/2020	2019	Bemidji Public Library, Bemidji Public Library, Bemidji Public Library, Crow Wing Community Library, Lakes Community Library, Margaret Welch Memorial Library, Park Rapids Public Library, Pine River Public Library, Wadena Public Library, Wadena Public Library, 31069 Co Rd 112, Pequot Lakes, MN 56472	\$ 7,051.96	\$ 1,300.00	KRIS \$1,300	A paper survey was available for attendees at all events to fill out to determine if the event was enjoyable and educational.	Over 90% of respondents indicated that they had an enjoyable experience and would attend future events.	13	Completed	Education/Outreach/Engagement	Bellamy, Crow Wing, Hubbard
Kichigami Regional Library System Legacy Grant SFY 2016-2019	8/51/2019	9/4/2019	2019	Bemidji Public Library, Bemidji Public Library, Bemidji Public Library, Crow Wing Community Library, Lakes Community Library, Margaret Welch Memorial Library, Park Rapids Public Library, Pine River Public Library, Wadena Public Library, Wadena Public Library, 31069 Co Rd 112, Pequot Lakes, MN 56472	\$ 307.98	\$ 150.00	KRIS \$150	A paper survey was available for attendees at all events to fill out to determine if the event was enjoyable and educational.	Attendees reported that they had an enjoyable experience and that their knowledge of the writing process and MN culture and experiences was furthered.	58	Completed	Education/Outreach/Engagement	Bellamy, Crow Wing
Kichigami Regional Library System Legacy Grant SFY 2016-2019	3/3/2020	3/7/2020	2019	Bemidji Public Library, Bemidji Public Library, Bemidji Public Library, Crow Wing Community Library, Lakes Community Library, Margaret Welch Memorial Library, Park Rapids Public Library, Pine River Public Library, Wadena Public Library, Wadena Public Library, 31069 Co Rd 112, Pequot Lakes, MN 56472	\$ 5,211.16	\$ 500.00	KRIS \$500	A paper survey was available for attendees at all events to fill out to determine if the event was enjoyable and educational.	Attendees reported that they had an enjoyable experience and that their knowledge of the writing process and MN culture and experiences was furthered.	294	Completed	Education/Outreach/Engagement	Bellamy, Crow Wing, Hubbard, Wadena
Kichigami Regional Library System Legacy Grant SFY 2016-2019	2/11/20	2/11/2020	2019	Bemidji Public Library	\$ 400.00	\$ 100.00	KRIS \$100	A paper survey was available for attendees at all events to fill out to determine if the event was enjoyable and educational.	Attendees reported that they had an enjoyable experience and that their knowledge of the writing process and MN culture was furthered.	28	Completed	Education/Outreach/Engagement	Bellamy
Kichigami Regional Library System Legacy Grant SFY 2016-2019	9/16/2019	9/16/2019	2019	Bemidji Public Library	\$ 504.00	\$ 100.00	KRIS \$100	A paper survey was available for attendees at all events to fill out to determine if the event was enjoyable and educational.	Attendees reported that they had an enjoyable experience and that their knowledge of jazz music was furthered.	17	Completed	Education/Outreach/Engagement	Bellamy
Kichigami Regional Library System Legacy Grant SFY 2016-2019	9/10/2019	9/10/2019	2019	Bemidji Public Library	\$ 804.00	\$ 100.00	KRIS \$100	A paper survey was available for attendees at all events to fill out to determine if the event was enjoyable and educational.	Attendees reported that they had an enjoyable experience and that their knowledge of the writing process and MN culture was furthered.	34	Completed	Education/Outreach/Engagement	Bellamy
Kichigami Regional Library System Legacy Grant SFY 2016-2019	9/10/2019	9/10/2019	2019	Bemidji Public Library	\$ 300.00	\$ 100.00	KRIS \$100	A paper survey was available for attendees at all events to fill out to determine if the event was enjoyable and educational.	Attendees reported that they had an enjoyable experience and that their knowledge of the writing process and MN culture was furthered.	29	Completed	Education/Outreach/Engagement	Bellamy
Kichigami Regional Library System Legacy Grant SFY 2016-2019	1/11/2020	1/11/2020	2019	Bemidji Public Library	\$ 568.96	\$ 100.00	KRIS \$100	A paper survey was available for attendees at all events to fill out to determine if the event was enjoyable and educational.	Over 65% of respondents had an enjoyable experience and indicated they would attend future library events.	61	Completed	Education/Outreach/Engagement	Bellamy
Bellamy Historical Society	9/1/2019	8/8/2019	2019	Bemidji Public Library	\$ 3,000.00	\$ 100.00	KRIS \$100	Accidental responses are being gathered from patrons as they view the displays.	To be presented at close of program in FY20	NA	In Progress	Education/Outreach/Engagement	Bellamy
Bemidji Speaks Series, Local Author, Leo Soukup	9/10/2019	9/10/2019	2019	Bemidji Public Library	\$ 300.00	\$ 100.00	KRIS \$100	A paper survey was available for attendees at all events to fill out to determine if the event was enjoyable and educational.	Over 98% of respondents had an enjoyable experience and plan on attending future legacy presentations.	22	Completed	Education/Outreach/Engagement	Bellamy
Bemidji Speaks Series, Local Author, Christopher Ingraham	1/11/2020	1/11/2020	2019	Bemidji Public Library	\$ 1,689.76	\$ 100.00	KRIS \$100	A paper survey was available for attendees at all events to fill out to determine if the event was enjoyable and educational.	Attendees indicated that they enjoyed the classes and that they gained new knowledge of Bemidji techniques.	36	Completed	Education/Outreach/Engagement	Crow Wing
Bemidji Speaks Series, Local Author, Debbe Blowers and Pat Linner	1/25/2020	2/2/2020	2019	Bemidji Public Library	\$ 245.70	\$ 100.00	KRIS \$100	Accidental responses along with a paper survey were available for attendees at all events to fill out to determine if the event was enjoyable and educational.	Attendees indicated that they enjoyed the classes and that their knowledge of writing and the writing process was furthered.	80	Completed	Education/Outreach/Engagement	Crow Wing
Bemidji Speaks Series, Local Author, Barbara Schlichting	11/1/2018	6/27/2019	2019	Bemidji Public Library	\$ 2,000.00	\$ 100.00	KRIS \$100	A paper survey was available for attendees at all events to fill out to determine if the event was enjoyable and educational.	Attendees indicated that they had an enjoyable experience and that their knowledge of local Bemidji history and painting techniques was furthered.	27	Completed	Education/Outreach/Engagement	Crow Wing

Historical Notes: Songs of America's Heritage by Mark Bridge	Kichigami Regional Library Grant SFY 2018 SFY 2019	2/20/2020 - 2/20/2020	2019 Pine River Public Library	\$ 857.00	\$ 100.00	KRI \$100	A paper survey was available for attendees at all events to fill out to determine if the event was enjoyable and educational.	Respondents indicated that they had an enjoyable experience and that their knowledge of historical events and place instruments was furthered.	34	Completed	Education/Outreach/Entertainment	Hubbard
Pine River Local Clay Creations with Anissa Mc Creations	Kichigami Regional Library Grant SFY 2018 SFY 2019	7/17/2019 - 7/17/2019	2018 Pine River Public Library	\$ 725.00	\$ 100.00	KRL \$100	A paper survey was available for attendees at all events to fill out to determine if the event was enjoyable and educational.	Respondents indicated that they had an enjoyable experience and that they learned new skills for using clay as art.	15	Completed	Education/Outreach/Entertainment	Clats
Pine River Local Sun Catchers with Shari Krar	Kichigami Regional Library Grant SFY 2018 SFY 2019	7/20/2019 - 7/20/2019	2019 Pine River Public Library	\$ 420.00	\$ 100.00	KRI \$100	A paper survey was available for attendees at all events to fill out to determine if the event was enjoyable and educational.	Respondents indicated that they had an enjoyable experience and that they learned new skills and techniques for using air materials.	15	Completed	Education/Outreach/Entertainment	Clats
				\$ 106,787.09	\$ 5,925.00					1931		

Total Programs 82  
Total Attendance 1931  
Total Program Expense \$ 106,787.09

52 Regional Programs  
30 Local Programs

## **7d Arts and Cultural Heritage Fund (ACHF) FY 2021 Application**

**Action Request:** That the Board approve submission of the ACHF FY 2021 application with the necessary signatures.

The application for FY21 ACHF funding is attached. Allotments for FY21 will be reduced from the previous scheduled allotment due to the current pandemic situation; however, the new amount is not available at this time. It has been requested to submit the budget narrative based on FY20's figures and amend once the updated figures are released.

Purpose:

“The purpose of the grant is to provide educational opportunities in the arts, history, literary arts, and cultural heritage in order to expand arts, arts education, and arts access and to preserve Minnesota's history and cultural heritage.”



## ARTS AND CULTURAL HERITAGE FUND (ACHF) Regional Library System Application Narrative Form State Fiscal Year 2021 (July 1, 2020 – June 30, 2021)

The regional library system named below applies for funds as authorized and provided for in [2019 Minnesota Special Session Laws, Chapter 2—SF.No 3, Article 4, Section 1, Subdivision 5.](#)

A completed application, due July 20, 2020, 4:30 p.m., includes:

- This narrative form including assurances with signature(s) (pdf)
- Completed budget form (Excel spreadsheet)

Please submit the signed original application documents to [Ashley Bieber](#) at State Library Services.

Regional library system name and address:

Kitchigami Regional Library System

310 2<sup>nd</sup> St. N.

Pine River, MN 56474

Name, phone, and email address of regional library system administrator:

Stephanie Johnson, (218)587-2171 x.222, [johnsons@krls.org](mailto:johnsons@krls.org)

Name, phone, and email address of regional library system ACHF program coordinator:

Carol Christensen, (218)587-2171 x.224, [christensenc@krls.org](mailto:christensenc@krls.org)

Name, phone, and email address of regional library system finance manager:

Patricia Kline, (218)587-2171 x. 225, [klinep@krls.org](mailto:klinep@krls.org)

Regional library system DUNS Number:

92793827

### AUTHORIZED SIGNATURES

*The information in this application is true and correct to the best of our knowledge. We understand and agree to comply with the Arts and Cultural Heritage Fund grant program assurances and all other applicable state policies.*

Signature \_\_\_\_\_

Printed Name **Neal Gaalswyk**

Chair, Regional Library System Governing Board

Date **7/16/2020**

Signature \_\_\_\_\_

Printed Name **Stephanie Johnson**

Regional Library System Administrator

Date **7/16/2020**

## **ARTS AND CULTURAL HERITAGE FUND**

### **Regional Library System Grant Program Assurances**

*The regional library system assures that it will comply with the following:*

1) **Use of Funds** - Funds shall be used only for purposes specified in the approved grant application or approved by the director of State Library Services in an amendment to the original application submitted under provisions of Minnesota Rules, [Chapter 3530](#). The purpose of the grant is to provide educational opportunities in the arts, history, literary arts, and cultural heritage in order to expand arts, arts education, and arts access and to preserve Minnesota's history and cultural heritage. These funds may be used to sponsor projects provided by regional public libraries, or to provide grants to local arts and cultural heritage programs for projects in partnership with regional public libraries. A recipient may not incur expenses on the grant award prior to the execution of the grant agreement.

Funds may not be used for the benefit of state employees, which includes, but is not limited to, reimbursement for any of their expenditures, including travel expenses, alcohol purchases, costs of registration fees for training sessions or educational courses presented or arranged, payments to state employees for presentations at workshops, seminars, etc., whether on state time, vacation time, leave of absence or any other non-work time.

Reimbursement for travel and subsistence expenses actually and necessarily incurred by grantee in performance of this project will be paid provided that the grantee shall be reimbursed for travel and subsistence expenses in the same manner and in no greater amount than in the current "[Commissioner's Plan](#)," promulgated by the Commissioner of Minnesota Management & Budget (MMB).

2) **Terms of Acceptance** - These funds are granted to the Regional Library System under (session law) and in accordance with Minnesota Statutes [16B.97](#) Grants Management and [16B.98](#) Grants Management Process requirements. By accepting an award the Grantee agrees to comply with all provisions of the award including all assurances and certifications made in this application and in the executed Official Grant Award Notification (OGAN), and all applicable state or federal statutes, regulations, and guidelines. The Grantee agrees to administer the program in accordance with the approved application, budget, timelines, and other supplemental information submitted in support of the approved application. Grant goals and objectives should be carried out in accordance with the guidelines established by the Minnesota Department of Education. The Constitutional Amendment (Article XI, section 15) of the Minnesota Constitution that established the grant program states that ACHF must supplement traditional sources of funding, and may not be used as a substitute or to supplant existing funding sources.

3) **Grant Agreement Components** - The grant agreement between the regional library system and MDE consists of the signed application and budget (including assurances), Official Grant Award Notification (OGAN), and the MDE Arts and Cultural Heritage Fund Grant Guidelines. The Grantee shall comply with all required grants management policies and procedures under Minnesota Statutes, [Chapter 16B.97](#) except when superseded by specific instructions contained herein.

4) **Payments** - Payments will be distributed in ten equal payments beginning in Fall 2020.

5) **Program Reporting** - Reports summarizing grant activities and outcomes, including any data collected, requested or related to the grant program are due to MDE as follows:

a) **Interim Progress Reports** including 1) an executive summary of accomplishments, and 2) a spreadsheet with details about each of the projects paid for with funds from state fiscal year 2021 are due to MDE by September 30 of each year of the grant.

b) A **Completion Report** must be submitted within 90 days of fully expending your state fiscal year 2020 allocation or by July 30, 2022, whichever comes first. A Completion Report includes but is not limited to 1) a final executive summary of accomplishments, including any data requested; 2) a spreadsheet with details about each of the projects paid for with funds from the identified fiscal year; and 3) other materials as requested by MDE program staff or required by the state funding source.

c) Information in the Completion Report is cumulative with Interim Progress Reports. A Completion Report updates and adds to previously submitted Interim Progress Reports, and closes out the spending of the state fiscal year 2021 allocation by itemizing, on a project by project basis, how the total allocation was spent.

6) **Financial Reporting - Financial Reporting Forms** summarizing grant expenditures shall be submitted in the form and manner prescribed by MDE, as follows:

a. Financial Reporting Forms shall be submitted quarterly and separately for each grant year until all funds are expended through the end of grant term, as follows:

Time period	Due date
September 1, 2020 – December 31, 2020	January 31, 2021
January 1, 2021 – March 31, 2021	April 30, 2021
April 1, 2021 – June 30, 2021	July 31, 2021
July 1, 2021 – September 30, 2021	October 30, 2021
October 1, 2021 – December 31, 2021	February 1, 2022
January 1, 2022 – March 31, 2022	April 30, 2022
April 1, 2022 – June 30, 2021	July 30, 2022

b. The Grantee must track the ACHF grant budget and expenditures separately from other organization budgets.

7) **Budget Revisions** - The Grantee must receive prior written approval from MDE for any budgetary changes of approved line item amounts greater than 10% of the total grant award available for expenditure during the grant period. Total budget line item deviations exceeding 10% of the total award must be approved in writing by MDE prior to incurring the expenditure. In its request for approval, the Grantee must include supporting information to justify why the change is necessary. MDE is not legally obligated to approve expenditures incurred on budget line item changes that exceed 10% of the total award for which prior approval has not been granted. The Grantee may not incur expenditures within a budget line item that is not included in the approved budget without the written approval of MDE.

8) **Continuation of Future Funding** - Continuation of future funding is contingent upon satisfactory performance. The Grantee is responsible for:

- Submitting statutorily-compliant reports in a timely manner.
- Ensuring all ACHF-funded projects comply with ACHF intent, goals and desired outcomes.
- Satisfying all applicable ACHF requirements.
- Submitting an application with work plan and budget for Fiscal Year 2021 ACHF funds.

9) **Discontinuation of Participation** - If participation by a regional library system or a member local governmental unit is discontinued, ownership of the discontinuing system's or unit's assets purchased with Arts and Cultural Heritage Funds, including cash or the fair market value of such assets, cannot be transferred by the applicant and shall revert to the Minnesota Department of Education (MDE) for reassignment for library services elsewhere. (Minnesota Rules, [Chapter 3530.0200](#), Subp. 4(C).

#### 10) **Cancellation**

- a) **Cancellation With or Without Cause.** An award contract may be cancelled by the state at any time, with or without cause, upon thirty (30) days' written notice to the Grantee. Upon termination, the Grantee will be entitled to payment, determined on a pro rata basis, for services satisfactorily performed and for approvable expenditures.
- b) **Cancellation Due to Discontinued or Insufficient Funding.** It is expressly understood and agreed that in the event the funding to the state from appropriations by the Minnesota Legislature is not obtained and/or continued at an aggregate level sufficient to allow for the Grantee's program to continue operating, the grant shall immediately be terminated upon written notice by the state to the Grantee. The state is not obligated to pay for any services that are provided after notice and effective date of termination. However, the Grantee will be entitled to payment, determined on a pro-rata basis, for services satisfactorily performed and approvable expenditures incurred prior to termination to the extent that funds are available. The state will not be assessed any penalty if the grant is terminated because of a decision of the Minnesota Legislature not to appropriate funds. The state must provide the Grantee notice within a reasonable time of the state receiving notice.
- c) **Cancellation Due to Failure to Comply.** The state may cancel an award contract immediately if the state finds that there has been a failure to comply with the provisions of an award, that reasonable progress has not been made, or that the purposes for which the funds were awarded/granted have not been or will not be fulfilled. The state may take action to protect the interests of the state of Minnesota, including the refusal to disburse additional funds and requiring the return of all or part of the funds already disbursed.
- d) **In the event of any cancellation,** the state will recover any unexpended funds that have not been accounted for in an accepted financial report to the State.

#### 11) **Conditions of Payment**

- a) The Grantee must comply with the Minnesota Constitution, [article XI](#), section 15, and may not substitute money received from the Arts and Cultural Heritage Fund for a traditional source of funding.
- b) The Grantee must promptly return to the state any unexpended funds that have not been accounted for annually in a financial report to the state due at grant closeout.
- c) **Payments to individuals:** The Grantee must ensure that every individual receiving money from this grant in exchange for work, services, performances or participation, complete IRS form W-4, W-8 or W-9, depending upon the individual's employment or citizenship status. All payments to individuals must comply with federal and state tax laws and reporting requirements.

12) **Amendments** - Any amendments to this award shall be in writing and shall be executed by the same parties who executed the original award, or their successors. An amendment must be requested 45 days prior to the end date of the award period and is valid and effective upon written approval from the MDE Authorized Representative or their delegate. No amendments will be considered on expired grant awards.

13) **Civil Rights Act** - The provisions of Title VI of the Civil Rights Act of 1964, (42 USC Sec. 2000d et seq.), its regulations and all other applicable federal and state laws, rules and regulations. (Minnesota Rules, [Chapter 3530.0200](#), Subp. 4(D).

14) **Internet Safety** - The regional library system and its members/branches are in compliance with *Minnesota Laws 2000, Chapter 489, Article 6, Section 27*, section (a) so that all public library computers with access to the Internet available for use by children under the age of 17 restrict, including by use of available software filtering technology or other effective methods, all access by children to material that is reasonably believed to be obscene or child pornography or material harmful to minors under federal or state law, and section (c) so that the library prohibits, including through the use of available software filtering technology or other effective methods, adult access to material that under federal or state law is reasonably believed to be obscene or child pornography.

The regional library system and its members/branches are in compliance with *Minnesota Laws 2000, Chapter 492, Article 1, Section 49, Subd. 5A*, and has adopted a policy to prohibit library users from using the library's Internet access workstations to view, print, or distribute material that is obscene within the meaning of *Minnesota Statutes 2018 Chapter 617, Article 241*.

15) **Audits** - An independent auditor's report of the regional library system's general purpose financial statements in accordance with generally accepted auditing standards and the standards applicable to financial audits contained in Government Auditing Standards, issued by the Comptroller General of the United States shall include audit of the Arts and Cultural Heritage funds as a unique categorical fund account. The audit shall be submitted no later than 180 days after the close of the system's fiscal year. (Minnesota Rules, [Chapter 3530.1200](#)).

#### **Financial Reconciliations/Monitoring and Supporting Documentation**

- a) **A financial reconciliation or desk review** of reported expenditures to supporting documentation will occur at least once during the award period on grants that exceed \$50,000. MDE will request supporting documentation for review and reconciliation of at least two (2) budget line item expenditures based on a Financial Reporting Form submitted by the Grantee.
- b) In the event a **monitoring visit(s)** is required by MDE, the Grantee shall cooperate with MDE and shall comply with MDE's requests for documentation and other information, before, during and/or after the visit(s).
- c) Financial documentation to support expenditures incurred under this award must be maintained by the Grantee and provided to MDE upon request. The Grantee's books, records, documents and accounting procedures and practices of the Grantee or other party that are relevant to the grant or transaction are subject to examination by the granting agency and either the legislative auditor or the state auditor, as appropriate, for a minimum of six years from the grant agreement end date. (Minnesota Statutes §16B.98, Subdivision 8)

**State and Federal Audits** The books, records, documents and accounting procedures and practices of the Grantee shall be subject to examination by state or federal auditors, as authorized by law. Minnesota Statutes, [Chapter 16C.05](#), subd. 5, requires the state audit clause be in effect for a minimum of six years. Federal audits shall be governed by requirements of federal regulations.

- a) Under Minnesota Statutes, [Chapter 16B.98](#), Subd. 8, the Grantee's books, records, documents, and accounting procedures and practices relevant to this grant contract are subject to examination by the State and/or the State Auditor or Legislative Auditor, as appropriate, for a minimum of six years from the end of the grant contract end date, receipt and approval of all final reports, or the required period of time to satisfy all state and program retention requirements, whichever is later.
- b) If the Grantee (in federal OMB Circular language known as "subrecipient") receives federal assistance from the state of Minnesota, it will comply with the Single Audit Act of 1984 as amended and [OMB circular A-133](#), "Audits of States, Local Governments and Non-Profit Organizations" for audits of fiscal years beginning after June 30, 1996; or,
- c) The Grantee will provide copies of the single audit reporting package (as defined in A-133 section 320(c)), financial statement audits, management letters and corrective action plans to the state, the Office of the State Auditor, Single Audit Division or Federal Audit Clearinghouse, in accordance with [OMB A-133](#).

**Examination and Audit of Accounts and Records** The state or its representative shall have the right to examine books, records, documents and other evidence and accounting procedures and practices, sufficient to reflect properly all direct and indirect costs and the method of implementing the award. The Grantee shall make available at its office and at all reasonable times before and during the period of record retention, proper facilities for such examination and audit.

**16) Subgrantees/Subcontractor/Consultant Services** - If the Grantee deems it necessary to contract with outside resources for service delivery, consulting services or technical assistance, a formal agreement must be drawn. The negotiated fees should be reasonable and align with current costs for similar work. The contract executed with each contractor should not allow for work or obligations to begin before the executed date of this grant project and the contract should not extend beyond the end date of the grant project. The work duties should be clearly defined and should explain what initiative the work is related to and the outcome expected from the contractor including due dates for drafts, etc. The contract should outline the payment and invoicing terms. If travel expenses are included as part of the contract terms, maximum travel reimbursement costs should not exceed the [Commissioner's Plan](#). Receipts for travel reimbursements should be submitted along with expense reimbursement requests and invoices prior to reimbursements. The inclusion of a cancellation clause in contracts is recommended. A copy of the contract agreement is to be retained by the Grantee.

The grant agreement for local units of government incorporates the requirements of Minnesota Statutes, [Section 471.345](#).

The grant agreement for nongovernmental organizations incorporates these best practices:

- a) Any services and/or materials that are expected to cost \$20,000 or more must undergo a formal notice and bidding process.
- b) Any services and/or materials that are expected to cost between \$10,000 and \$19,999 must be scoped out in writing and offered to a minimum of three (3) bidders.

- c) Any services and/or materials that are expected to cost between \$5,000 and \$9,999 must be competitively based on a minimum of three (3) verbal quotes.
- d) Support documentation of the bidding process utilized to contract services must be included in the Grantee's financial records, including support documentation justifying a single/sole source bid, if applicable.
- e) For projects that include construction work of \$25,000 or more, prevailing wage rules apply per Minnesota Statutes, [Chapters 177.41](#) through [177.44](#) consequently, the bid request must state the project is subject to *prevailing wage*. These rules require that the wages of laborers and workers should be comparable to wages paid for similar work in the community as a whole. A prevailing wage form should accompany these bid submittals.

17) **Liability** - Grantee agrees to indemnify and save and hold the State, its agents and employees harmless from any and all claims or causes of action, including all attorneys' fees incurred by the State arising from the performance of the award by Grantees, agents or employees. This clause shall not be construed to bar any legal remedies Grantee may have for the state's failure to fulfill its obligations pursuant to the award and subsequent awards.

18) **Use of Works and Documents** - Grantee owns any works or documents developed by the Grantee, its employees, agents, subcontractors, either individually or jointly with others in the performance of this contract unless otherwise negotiated by the Grantee with its subcontractor(s). The State will have royalty free, non-exclusive, and irrevocable right to reproduce, publish, or otherwise use, and to authorize others to use, the works or documents for government purposes.

Definitions. *Works* means all inventions, improvements, discoveries (whether or not patentable or copyrightable), databases, computer programs, reports, notes, studies, photographs, negatives, designs, drawings, specifications, materials, tapes, and disks conceived, reduced to practice, created or originated by the Grantee, its employees, agents, and subcontractors, either individually or jointly with others in the performance of this contract. *Works* includes "*Documents*." *Documents* are the originals of any databases, computer programs, reports, notes, studies, photographs, negatives, designs, drawings, specifications, materials, tapes, disks or other materials, whether in tangible or electronic forms, prepared by the Grantee, its employees, agents or subcontractors, in the performance of this contract.

19) **Publicity** - Any publicity regarding the subject matter of this grant contract must comply with Minnesota Laws, 2011, 1st Special Session, [Chapter 6](#), Article 5, Section 5 which amended Minnesota Statutes, [Chapter 129D.17](#) subd. 2(g) to require use of the Arts and Cultural Heritage Fund logo when practicable. All projects funded by the ACHF must publicly credit the fund, including on the Grantee's website when practicable. Publicity and logo guidelines are detailed on the [Legacy website](#). The Grantee must not claim that the State endorses its products or services.

20) **Conflict of Interest** - In accordance with the Minnesota Office of Grants Management [Policy 08-01](#), the Grantee will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or present the appearance of personal or organizational conflicts of interest, or personal gain.

21) **Government Data Practices** - The Grantee and the State must comply with the Minnesota Government Data Practices Act, Minnesota Statutes, [Chapter 13](#), as it applies to all data provided by the State under the award, and as it applies to all data created collected, received, stored, used, maintained or disseminated by the Grantee under the award. The civil remedies of Minnesota Statutes, [Chapter 13.08](#) apply to the release of the data referred to in this paragraph by either the Grantee or the State. If the Grantee receives a request to release the data referred to in this paragraph, the Grantee must immediately notify the State. The State will give the Grantee instructions concerning the release of the data to the requesting party before the data is released.

22) **Data Disclosure** - Under Minnesota Statutes, [Chapter 270C.65](#), and other applicable law, the Grantee consents to disclosure of its SWIFT Vendor ID Number, Social Security number, DUNS number, federal employer tax identification number and/or Minnesota tax identification number, already provided to the State, to federal and state tax agencies and state personnel involved in the payment of state obligations. These identification numbers may be used in the enforcement of federal and state tax laws which could result in action requiring the Grantee to file state tax returns and pay delinquent state tax liabilities, if any.

23) **Worker's Compensation** - Grantee certifies that it is in compliance with Minnesota Statutes, [Chapter 176.181](#), subd. 2, pertaining to workers' compensation insurance coverage. The Grantee's employees and agents will not be considered state employees. Any claims that may arise under the Minnesota Workers' Compensation Act on behalf of these employees and any claims made by any third party as a consequence of any act or omission on the part of these employees are in no way the State's obligation or responsibility. (Exemption/Waiver as allowed under law.)

24) **Governing Law, Jurisdiction and Venue** - Minnesota law, without regard to its choice-of-law and provisions, governs the award. Venue for all legal proceedings arising out of the award, or its breach, must be in the appropriate state or federal court with competent jurisdiction in Ramsey County, Minnesota.

25) **Pre-Award Work and Pre-Award Costs** - The grantee understands that no work should begin and no pre-award costs would be covered under this award until all required signatures have been obtained; an Official Grant Award Notification (OGAN) has been issued or other award documentation has been received and the grantee is notified to begin work by the state's program authorized representative or their designee. If an exception to this is determined necessary by MDE, the grantee would be informed in writing or email by the state's program authorized representative or designee.

26) **Grantee's Grant Program Representative** - The applicant's Program Contact Representative will be named on the OGAN or other award information. If the Program Contact Representative or official with authority to sign changes at any time during the grant award period, the applicant/grantee must immediately notify the state.

## ARTS AND CULTURAL HERITAGE FUND

### Regional Library System Grant Program Application

1. Please describe how your regional library system anticipates using its state fiscal year 2021 ACHF allocation to achieve the goals of the [ACHF legislation](#), which are to provide educational opportunities in the arts, history, literary arts and cultural heritage of Minnesota.

KRLS plans to use ACHF funding to provide educational and cultural programs throughout the Region in three main categories: History Alive, Words and Music, and Kitchi Reads, Kitchi Writes. There will be Region Wide tours of some programs which will visit four or more of our locations and also some programs which will be done locally and be put on at one to three locations. These programs will provide a quality experience for members of our Region who may not be able to experience these types of programs otherwise due to our rural location. Some of the programs may be hosted at local schools, community centers, or senior centers to better serve a community's needs. These programs will allow our communities to learn and interact through various cultural programs and experiences.

2. Will your organization use ACHF funds for administrative costs? Please check yes or no.

Yes       No

If yes, please identify the amount you anticipate spending on administration on the budget form. Please briefly describe how your organization's ACHF administrative funds are used:

Administrative costs will go towards our Bookkeeper who maintains and keeps track of the accounting for ACHF and staff other than the Legacy Coordinator involved in overseeing programs and writing applications for programming.

3. Does your organization intend to subgrant ACHF Funds? Please check yes or no.

Yes       No

If yes, please identify the amount you anticipate subgranting under "Other" on the budget form. Please briefly describe your organization's subgranting process(es).

4. Authorizing legislation requires recipients to measure the outcomes of ACHF projects. Expected outcomes are described in the [Legislative Guide](#). These include, but are not limited to:

- Arts, culture and history will be interwoven into every facet of community life.
- Increased Minnesotans of all ages, ethnicities, abilities and incomes who participate in the arts, culture and history.
- Increased student exposure to professional performing arts, and the work of professional artists.
- Increased knowledge and awareness of the way that history affects people's lives and how that knowledge can help people make informed decisions for the future.

Outcomes of ACHF projects must be reported to the Legislative Coordinating Commission for inclusion on the [Legacy website](#). Required reporting asks for both proposed and realized outcomes as well as participation/attendance.

Briefly describe how you plan to establish, track and measure outcomes for ACHF projects based on reporting requirements. Indicate how you will evaluate success in achieving ACHF outcomes as described on page 11 of the ACHF [Legislative Guide](#).

The number of attendees will be recorded for each event. Paper surveys will be at each event for attendants to rate their experience, quality of the program, and if they gained any knowledge from attending. They can also leave comments if desired. Staff observation of programs and projects will also be taken into account. Survey results will be collected, compiled, and analyzed to ensure that programs were educational for our communities.

5. Please share any additional information about how the Arts and Cultural Heritage Fund will contribute to your capacity to offer arts, history, literary arts and cultural heritage learning experiences to Minnesotans.

Our capacity to provide arts, history, literary arts and cultural heritage learning experiences to Minnesotans is greatly expanded because of ACHF. Our Region is very rural, so having the funding to provide high quality cultural programming allows to increase the cultural awareness throughout our communities. These funds allow us to bring local and professional artists, musicians, historians, authors, and much more to our communities that may not have access to this kind of programming otherwise. This funding enables KRLS to provide much needed and much appreciated high-quality, educational programming and experiences to communities throughout the five counties.

*Thank you for completing the FY2021 ACHF application.*

**ARTS AND CULTURAL HERITAGE FUND (ACHF)  
REGIONAL LIBRARY SYSTEM  
BUDGET APPLICATION FORM**

State Fiscal Year 2021 (July 1, 2020-June 30, 2021)



Regional library system name:

Full-time equivalents (FTE) funded with ACHF :  
Use the total FTE represented by all regional library system staff--both program administration and other--who will be paid using ACHF. Calculated as total # hours planned divided by 2,080.

Budget items (used to create Financial Reporting Form	FY20 Estimated Expenditures	Notes
Administration (up to 5%)	\$5,443.73	
Statewide initiative (up to 10%)	\$0.00	
Other (auto sums from info entered below)	\$103,430.90	
<b>TOTAL</b>	<b>\$108,874.63</b>	

Other estimated expenses (will be included above)	FY20 Estimated Expenditures	Notes
Contracted services	\$76,212.90	
Personnel	\$27,218.00	
Subgrants	\$0.00	
<i>(Other--please specify; insert rows as needed)</i>	\$0.00	
<b>Total Other</b>	<b>\$103,430.90</b>	



# BLACKDUCK PLANNING MEETING

WEDNESDAY July 22, 2020 @ 2pm

REGULAR MEETING MINUTES –

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**CALL TO ORDER:** Commission Klug called the meeting to order @ 2:08pm.

**ROLL CALL:**

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

**Commissioners Absent:** Curt Cease

**Staff Present:** City Administrator Christina Regas

**Others Present:** none

**Approval of Minutes** – Moved by Commissioner Tindell and seconded by Commissioner Benson to approve the minutes from June 17, 2020. Motion carried unanimously.

**Old Business**

Permits Issued since last meeting –

1. Variance 2020-01 – Carl & Deane Adams – Timberline Sports Inc. – no action needed as variance was requested to be included at May 20<sup>th</sup> meeting with Permit #2020-07. Nothing further.

**New Business –**

Small Engine Repair in R-1 – Regas stated the City had a request to allow small engine repair business in a residential property on 4<sup>th</sup> Street SW. Regas stated the concern for the home-based business not being located in home. Regas further stated another resident is providing maintenance repair on a residential parcel and it has cause for concern for a public nuisance. Regas brought the topics to the planning board for feedback. Rockis asked how a small business like small engine repair could be allowed on a residential lot. Regas stated that if the repairs are out in the open and not screened by either a structure like a garage or by a fence then that would be a violation of zoning. Regas further stated neither property owner have requested permission by permit to provide the service on the properties. Benson stated that the ordinance is very clear on blight and if the cars are there for too long they have to be moved. Benson further stated it has no issue for the planning board and a violation letter should be sent to the property owner. Nothing further.

Concern for blight & increase to fines – Regas stated her wish to increase the fine for not upholding the zoning ordinances and for public nuisances. Benson asked for the amount. Regas stated it is \$50 after a violation letter. Benson agreed it should be increased since the time that is spent on the process. Regas stated she will speak to the City Attorney and begin moving forward with increasing the fine with the City Council. Regas further stated she is looking for compliance from property owners simply and wishes not to send violation letters.

**Other New Business** – Nothing discussed.

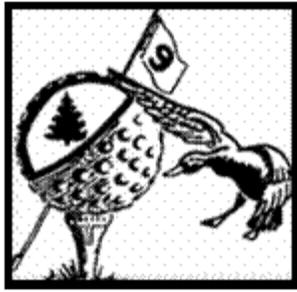
**ADJOURN THE PLANNING MEETING** – Moved by Commissioner Benson and seconded by Commissioner Tindell to adjourn the planning meeting at 2:24pm. Motion carried unanimously.

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Christina Regas, City Administrator

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Bob Klug Sr., Chairperson



## GOLF BOARD MEETING

BLACKDUCK GOLF COURSE CLUB HOUSE

THURSDAY, JULY 23, 2020 @ 1:30PM

Christina Regas, Pam Exner, Jim Anderson, Kevin Erpelding, Lauren Schaser met at clubhouse.

### **CART SHED –**

City Council approved additional 12k for finishing work.

Golfers (guys) have volunteered time to install bumper boards inside cart shed; Kevin has supplied additional lumber so that it can be completed soon.

Keith Anderson offered to pay for keyless entry pads for the large garage doors. Kevin will assist with the purchase and installation.

Golfers (ladies) have offered to contribute \$1500 toward timber purchase and landscaping (either grass seed or ornamental landscaping once seeding is done; this will be determined after ladies league meet) They also applied for and received a \$250 grant from Thrivent. The dollars are to be used for a project that the ladies can assist with – and in order to “enhance the landscaping” around the Cart Shed.

Gutters are now on the building; Kevin will work with vendor regarding proper downspouts.

Gerit Hanson will trench and install drain tile pipe this week or next.

After drain tile, Kevin will repair runoff damage and level site.

Timbers (5in x 6in x 8ft treated) for retaining wall have been ordered and delivered from Northwoods Lumber.

Price of \$15.50 per timber x 50 timbers for a total of \$775. Plans to get volunteers to build retaining wall when site is ready will reduce costs.

Estimate was received and approved for TG Sales & Service to deliver black dirt, spread dirt and plant grass seed after retaining wall is built.

Christina distributed cart shed budget. It is very important to stay at or under the new budget with this finishing work.

### **ACTION:**

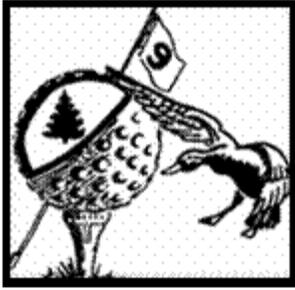
- **KEVIN** – will purchase and install keyless entries on large garage doors, invoicing Keith Anderson who will donate the funds to cover the keyless entries
- **KEVIN** - will work with Ropp Seamless to get proper gutter downspouts
- **KEVIN** - will repair and level site after Gerit installs drain tile
- **KEVIN** - will recruit volunteers and lead retaining wall construction
- **CHRISTINA** – will communicate with TG Sales & Service regarding bid and plan for dirt/seed
- **CHRISTINA & PAM** – will revise release form from keys to keyless entry
- **PAM** – will communicate with renters regarding new keyless entry

### **COURSE POLICIES**

#### **CLUBHOUSE**

Gigazone has been installed by Paul Bunyan. TV installation is complete. Still waiting on credit card installation which will allow staff to run a credit card while talking on the phone.

Discussed changes due to state regulation changes as of July 25:

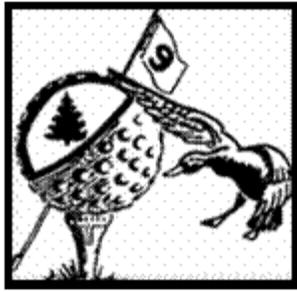


## GOLF BOARD MEETING

BLACKDUCK GOLF COURSE CLUB HOUSE

THURSDAY, JULY 23, 2020 @ 1:30PM

- EVERYONE (staff, patrons, vendors, etc.) must wear a mask/face covering inside the clubhouse (unless staff is alone inside – or unless person is exempt and has a medical release stating as such on file)
- Continue to post and follow all other state guidelines



## GOLF BOARD MEETING

BLACKDUCK GOLF COURSE CLUB HOUSE

THURSDAY, JULY 23, 2020 @ 1:30PM

### **ACTION:**

- **CHRISTINA & PAM** – will update signage to reflect new state guidelines and course policies

### TOURNAMENTS

Christina & Pam generated tournament policies to follow state guidelines. First tournament this season was held last Saturday with 40 golfers and went well!

Next tournament (Hoot n Holler) is scheduled for Wed, July 29

*Minutes taken and submitted by Golf Board Member Christina Regas*



# MINUTES

## Council - Work Session Meeting

6:00 PM - Monday, July 27, 2020

City Hall, 8 Summit Drive, Blackduck MN

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The Council - Work Session of the City of Blackduck was called to order on Monday, July 27, 2020, at 6:00 PM, in the City Hall, 8 Summit Drive, Blackduck MN, with the following members present:

**COUNCILORS PRESENT:** Councilor Jason Kolb, Councilor Maxwell Gullette, and Mayor Paige Moore

**COUNCILORS EXCUSED:** Councilor Sheldon Ostlund

**STAFF PRESENT:** City Administrator Christina Regas, Police Chief Jace Grangruth, Public Works Supervisor Mike Schwanke, and Lead Bartender Melissa Gullette

**OTHERS PRESENT:**

### 1 CALL TO ORDER

- a) Roll Call  
Mayor Moore called the meeting to order at 6:04pm and roll call was taken.
- b) Pledge of Allegiance  
Mayor Moore dispensed with the Pledge of Allegiance.

### 2 APPROVAL OF AGENDA

- a)

Jason Kolb moved to approve the agenda with the addition of Pine Tree Park Renovations to New Business by Mike Schwanke, Maxwell Gullette seconded the motion.

Carried 3 to 0

Jason Kolb	For
Maxwell Gullette	For
Paige Moore	For

### 3 OLD BUSINESS

- a) City Building Remodeling & Rebuilding - updates on funding of bonding  
Regas presented to the board a 5 year projection of the City's bond payments including the potential new bonding for the city buildings project(s) based on the request of council to review how the additional debt would impact the levy and the water and wastewater departments. Regas provided the board with a snapshot of what the volume rates should be for water and wastewater with the additional debt projected from 2021 -2025 for discussion. Regas reported the water rates would need an increase in volume but wastewater would be within the current budget. In

summary Regas reported to the City Council that from the financial study completed the general fund, water and wastewater could afford the additional debt. Schwanke stated with the study provided only current operating budgets from 2020 are reflected which could require a rate increase if the budget(s) need to increase in the 5 years. Councilor Gullette agreed the budgets could handle the debt without raising the levy. In closing Regas stated Todd Haugen will provide a closer bond schedule and a resolution for the council to approve and order a public hearing within 30 days. Regas further stated that the process could take the City into October for approving the bonding and moving forward with the building process. Nothing further.

b) Golf Course Cart Shed - budget revision and update on finishing work

Regas provided the City Council with an updated budget review of the construction for the cart shed stating the golf board met recently and it was expressed the importance to stay under budget. Regas further stated seasonal storage has been sold to 1 other golfer and the course has been very busy. Gullette complimented the golf course on how well the course looked.

c) Donation Request - Blackduck After Prom

At this time the City Council has requested the donation request to be left on the agenda through the August Council meeting. Nothing further.

d) Public Works Trucks - updates -  
Open bids for old vehicles

Schwanke provided to the board an update on the public works trucks stating hoping the City is on track for October receiving. Chief Grangruth requested the City approve places both of the current trucks on public bidding instead of a trade-in option. Schwanke stated he is fine with doing a public bid as long there is a stipulation that the new owner could not take ownership until the new trucks are received. Mayor Moore was in favor of the public bid option. Regas stated she will work with the department to start the process as soon as possible. Nothing further.

e) Public Works / Streets Equipment Quotes for Tractor & Dump Truck - Updates  
Tractor -

Schwanke provided updated information on the used tractor discussed at the June council meeting. Schwanke stated the unit is company owned; has 878 hours is a 2015 model; all the maintenance records are available; warranty options on the used unit includes either a 2 year 1000 hour power-train and full hydraulic for \$1500 and a 3 year power-train and full hydraulic for \$1870. Schwanke further stated leasing to own the unit is available and after the trade-in of the existing tractor the monthly payment for 5-years @ 3.35% would be \$1174. Regas asked if the lease on the used unit would be \$14,000 annually what would the finance rate be on the new unit. *Schwanke requested the rate from the representative during the meeting and found it to be the same rate of 3.35% resulting in an additional \$5,000 in interest.* Councilor Gullette requested Schwanke provide to the board the final paperwork to approve the purchase of the used unit at the next council meeting in August. Councilor Kolb agreed to work to secure the unit before winter.

Plow Truck -

Schwanke reported at the request of the City Council he received notice the motor on the plow truck is beyond repair and would need replacing which could run up to \$12,000 for the part without labor. Schwanke stated the repairs could run up to \$25,000 after all the repairs are completed which does not make good financial sense. Schwanke stated he has no quotes on used or new machines at this point to present to council. Schwanke stated a used unit can cost up to \$80-\$90,000 however he may be able to use a smaller unit as long as the box is large enough to haul snow and sand. The City Council agreed Schwanke should look for another used unit compared to the tractor from a dealer that can be leased to own and provide the information at the next meeting.

f) Council Vacancy

Nothing to update at this time.

- g) Equity Awareness Training - updates  
Regas could not provide updates on a date at this time. Nothing further.
- h) Collaborative Services - feedback from City Council  
Regas requested feedback from the board on topics they would like to have Pamela Whitmore cover. Councilor Gullette stated he would like more insight on data practices and council member roles. Councilor Kolb stated he would like insight on how to entice public comment. Nothing further.
- i) Speed Limit Signs on CSAH 30 & MnDot 71 & 72 - updates  
Regas stated since the regular council meeting the CSAH 30 orange warning sign was installed and she found a contact for MnDot to request the speed limit signs to move out further out of the city limits. Nothing further.
- j) Blackduck Beach Project  
Grangruth stated the beach is going well, a few safety items need to be installed and some dividers installed, but the beach should be usable very soon.

#### **4 NEW BUSINESS**

- a) Public Review & Feedback invited for Beltrami County's Multi-Hazard Mitigation Plan  
Regas provided the press release notice to the board to review and provide feedback on Beltrami County Multi-Hazard Mitigation Plan and encouraged feedback to Emergency Manager Chris Muller be sent on the City of Blackduck's portion. Nothing further.
- b) Backwoods Bash - Unbashed Parade - August 15, 2020 from noon - 1pm  
Regas reported on a few virtual events happening on what is typically Backwoods Bash on August 15th due to COVID-19. Nothing further.
- c) 2021 Budget Planning Process - Request for Finance Committee meeting July 30, 2020  
Regas requested a finance meeting for the 2021 budget. Councilor Gullette and Schwanke agreed to meet July 30, 2020 @ 2pm at City Hall.
- d) Public Nuisance Administrative Fees/Fines - increase fine or add 2nd offense  
Regas requested the board consider increasing the fine amount for public nuisance offenses or support a 2nd offense fine due to the difficulty gaining compliance of residents with city ordinances. Regas stressed how gaining compliance is the City's first and foremost path as abatement can take up to 2 years. Shwanke recommended the City increase the 1st offense fine and double the 2nd offense. Councilor Gullette suggested the 1st offense be set to \$50 and the 2nd \$100. Councilor Kolb asked what the timeline will be for compliance. Regas stated it depends on the violation. Regas stated when the letter is sent out first she requests a 30 days to take action after which the fines are sent out and each fine provides 15 days to pay plus for the recipient to be in compliance. Mayor Moore recommended validating with the City Attorney the recommended increases to the fines are reasonable and present a revised fines and fees schedule of Resolution 2019-22 for the 2020 year for action at the August 10, 2020 meeting. Nothing further.
- e) MN State Primary Election - August 11, 2020 -  
Regas stated the polls open at 7am and close at 8am. Regas stated additional PPE will be provided due to COVID19 and the election judges will be complying with the mask order. Regas further stated that due to the additional requirements during the November General election Blackduck City Hall will only be open for the election that day. Regas further stated the election judges will be volunteering to assist the County with absentee ballot counting beginning August 4, 2020.
- f) Open Meeting Procedures - Notes from Attorney Joe Langel  
Regas provided feedback from the City Attorney from the July 6, 2020 meeting.

Regas stated that if the City Council wishes to table a item from the approved agenda for later to address another item then the Council should formally move and second on the change. Regas further stated that with the new online streaming of the meetings it is important for the full council to always be in the video at all times. Regas stated that ensures the open meeting law is still in compliance to the public. Regas strongly encouraged the city council to avoid side conversations as well.

- g) Downtown revitalization - potential new building options & bringing visitors to downtown

Regas informed the Council that an organization is looking to purchase some of the older downtown buildings in the City in hopes to remove them to provide new space for future development. Council Kolb asked if any of the downtown buildings are historic and need preserving. Regas stated no.

- h) Pine Tree Park Renovations - Added item from Mike Schwanke

Schwanke reported that he has received estimates on the renovations needed to the restroom and shower house at Pine Tree Park. Schwanke stated the estimates were higher than anticipated but stated the improvements have been needed for sometime. Schwanke stated the estimates exceed the 2020 budget for Pine Tree Park renovations. Schwanke stated if everything is completed it will cost \$43,678. Schwanke reviewed the plans that include replacing the roof, removing skylights that leak, new ADA compliant restrooms, stainless sinks and toilets, updating the showers, updating the flooring, adding ADA compliant cement paths outside, new doors, new lighting and timer switches, updating the plumbing, etc. Regas recommended reviewing the budget prior to the August 10 meeting to provide the Council with a plan to move forward with the renovations this summer. Nothing further.

**5 ADJOURNMENT**

- a)

Jason Kolb moved to adjourn the work session at 8:06pm Paige Moore seconded the motion.

Carried 3 to 0

Jason Kolb	For
Maxwell Gullette	For
Paige Moore	For

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Christina Regas, City Administrator

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Paige Moore, Mayor



# BLACKDUCK FINANCE COMMITTEE MEETING

MONDAY, AUGUST 3, 2020 @ 3PM

BLACKDUCK CITY HALL 8 SUMMIT AVE. E.

**CALL TO ORDER:** The Finance Committee for the City of Blackduck met in a scheduled work session in council chambers at City Hall at 3:00PM on August 3, 2020.

**Roll Call**

**Councilors present:** Councilor Gullette

**Councilors Absent:** none

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

**Others Present:** none

The meeting was called to order at 3:00pm the Pledge of Allegiance was not recited.

Topics covered in the work session were as follows:

General Fund Budget Process – Regas reported additional updates to the committee regarding the highlights for the general fund budgeting process. They are as follows:

REVENUE –

- a. 2021 Local Government Aid is estimated @ \$278,534 certified
- b. 2021 City of Blackduck Debt Schedule and levied taxes needed to pay 2021 principal and interest payments.
- c. Consider reducing liquor store contribution in 2021 due to COVID
- d. Consider all department keep 2021 budgets equal to 2020

EXPENDITURES: Regas provided committee members YTD expenditures for all general fund departments and noted budget meetings with each department were scheduled in the next weeks of August. Nothing further in detail was discussed.

Additional meetings – Regas recommended the committee meet each Friday in August to further discuss the 2021 budget as individual department meetings proceed with administration.

**ADJOURN** – Finance Committee adjourned their work session at 4:00pm.

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Christina Regas, City Administrator

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Paige Moore, Mayor

August 10, 2020

FUND	Deerwood Checking BEGINNING BALANCE	Bill Report through 08/7/2020	Deerwood Checking ENDING BALANCE	Deerwood First Preferred Savings BEGINNING BALANCE	Deerwood First Preferred Savings Bill Report through 08/07/2020	Deerwood First Preferred Savings ENDING BALANCE	Total Balance of all Accounts
GENERAL	\$321,443.99	\$40,150.16	\$281,293.83	\$81,308.16	\$0.00	\$81,308.16	
POLICE RESTRICTED CASH	\$1,129.09	\$0.00	\$1,129.09	\$0.00	\$0.00	\$0.00	
CEMETERY	\$1,650.91	\$182.47	\$1,468.44	\$2,169.01	\$0.00	\$2,169.01	
PERPETUAL CARE	\$8,264.90	\$0.00	\$8,264.90	\$53,418.01	\$0.00	\$53,418.01	
SEWER MAINTENANCE	\$0.00	\$0.00	\$0.00	\$69,337.64	\$0.00	\$69,337.64	
SEWER REPLACE.	\$0.00	\$0.00	\$0.00	\$33,703.38	\$0.00	\$33,703.38	
SCDP REVOLVING LOAN FUND	\$0.00	\$0.00	\$0.00	\$11,928.04	\$0.00	\$4,127.08	
FIRE DEPT RESERVE (TruckFund)	\$0.00	\$0.00	\$0.00	\$227,233.68	\$0.00	\$227,233.68	
PINE TREE PARK	\$87,385.77	\$21,256.25	\$66,129.52	\$0.00	\$0.00	\$0.00	
WATER SINKING FUND	\$0.00	\$0.00	\$0.00	\$150,053.16	\$0.00	\$150,053.16	
PUBLIC WORKS RESERVE FUND	\$0.00	\$0.00	\$0.00	\$17,428.55	\$0.00	\$17,428.55	
Fire Dept Special Equip Fund	\$203,146.53	\$0.00	\$203,146.53	\$26,239.34	\$0.00	\$26,239.34	
2018 Revolving Loan Fund (NEW)	\$0.00	\$0.00	\$0.00	\$100,441.31	\$2,440.82	\$98,000.49	
2006 GO BOND (307)	\$42,051.97	\$0.00	\$42,051.97	\$33,368.75	\$0.00	\$33,368.75	
2009A Refunding Bond (309)	\$42,763.25	\$0.00	\$42,763.25	\$13,942.37	\$0.00	\$13,942.37	
2011 Industrial Lane IntraLoan (311)	\$13,045.10	\$0.00	\$13,045.10	\$0.00	\$0.00	\$0.00	
2014A Disposal System Loan (314)	\$20,547.58	\$0.00	\$20,547.58	\$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 (317)	\$16,790.24	\$0.00	\$16,790.24	\$0.00	\$0.00	\$0.00	
2017 PFA Debt Sys Bond Debt Service (320)	\$39,719.86	\$0.00	\$39,719.86	\$0.00	\$0.00	\$0.00	
2018 Frontage/Pine Ave Internal Loan (325)	\$2,574.10	\$0.00	\$2,574.10	\$0.00	\$0.00	\$0.00	
TAX INCREMENT FINANCING (376)	\$93,730.57	\$0.00	\$93,730.57	\$0.00	\$0.00	\$0.00	
WATER FUND	\$205,489.71	\$7,940.43	\$197,549.28	\$0.00	\$0.00	\$0.00	
SEWER FUND	\$95,690.83	\$14,374.59	\$81,316.24	\$0.00	\$0.00	\$0.00	
LIQUOR FUND	\$313,521.01	\$85,844.21	\$227,676.80	\$0.00	\$0.00	\$0.00	
LIQUOR RENT FUND	\$25,576.90	\$0.00	\$25,576.90	\$0.00	\$0.00	\$0.00	
GOLF COURSE	(\$105,032.92)	\$8,044.07	(\$113,076.99)	\$0.00	\$0.00	\$0.00	
<b>Total:</b>	<b>\$1,469,226.92</b>	<b>\$177,792.18</b>	<b>\$1,291,434.74</b>	<b>\$820,571.40</b>	<b>\$2,440.82</b>	<b>\$818,130.58</b>	<b>\$2,109,565.32</b>

**Transfer Recommended:**

Fund Transfer from:	Fund transfer to:	Reason:	Amount of Transfer:
DW General Fund- Fire Department	DW Fire Department Reserve Fund	Budgeted Depreciation	\$30,000.00
DW General Fund - Police Department	DW Police Restricted Fund	Budgeted Depreciation	\$10,000.00

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

CITY OF BLACKDUCK

Monthly Bills

July 2020

Check Name	Amount		
<b>Fund</b>		<b>Fund 209 PINE TREE PARK FUND</b>	\$21,256.25
Great Plains Fire		<b>Fund 250 2018 REVOLVING LOAN FUND</b>	
<b>Fund</b>		ROPP SEAMLESS GUTTER	\$1,650.00
<b>Fund 101 GENERAL FUND</b>		WALKER PIPE & SUPPLY	\$790.82
Marco Technologies LLC	\$160.54	<b>Fund 250 2018 REVOLVING LOAN F</b>	\$2,440.82
AMERIPRIDE LINEN & APPAREL	\$69.13	<b>Fund 601 WATER FUND</b>	
BELTRAMI COUNTY-AUDITOR/TREAS.	\$210.00	BELTRAMI COUNTY-AUDITOR/TREAS.	\$210.00
BELTRAMI ELECTRIC COOP	\$1,974.13	BELTRAMI ELECTRIC COOP	\$847.45
BLACKDUCK AUTO PARTS, INC	\$106.53	CORE & MAIN	\$5,282.92
BLACKDUCK CO-OP	\$548.34	Gopher State One Call	\$21.60
BLACKDUCK FAMILY FOODS	\$35.44	NORTHWOODS LUMBER CO	\$58.46
BLACKDUCK FIRE & SAFETY EQUIPM	\$363.00	THEIN WELL CO	\$275.00
CARD SERVICE CENTER	\$1,756.18	WIDSETH SMITH NOLTING & ASSOC	\$1,245.00
DIAMOND VOGEL	\$538.20	<b>Fund 601 WATER FUND</b>	\$7,940.43
EVOLVE CREATIVE LLC	\$235.00	<b>Fund 602 SEWER FUND</b>	
FORUM COMMUNICATIONS CO	\$85.12	BELTRAMI COUNTY-AUDITOR/TREAS.	\$210.00
Great Plains Fire	\$776.88	BELTRAMI ELECTRIC COOP	\$3,194.08
LOSSING EXCAVATING	\$4,950.00	BLACKDUCK AUTO PARTS, INC	\$683.56
NORTHERN PAVING	\$26,060.00	BLACKDUCK CO-OP	\$11.95
PAUL BUNYAN COMMUNICATIONS	\$421.25	BOGARTS REPAIR AND RECOVERY	\$372.44
QUILL CORPORATION	\$636.67	MN PUMP WORKS	\$1,243.00
RATWIK, ROSZAK & MALONEY, P.A.	\$150.00	NORTHERN IRRIGATION	\$6,925.00
ROGER'S TWO WAY RADIO	\$87.00	PAUL BUNYAN COMMUNICATIONS	\$34.74
STREICHERS	\$150.00	RMB ENVIRONMENTAL LABORATORIES	\$163.00
TIMBERLINE SPORTS, INC	\$565.81	TIMBERLINE SPORTS, INC	\$291.82
VERIZON WIRELESS	\$270.94	WIDSETH SMITH NOLTING & ASSOC	\$1,245.00
<b>Fund 101 GENERAL FUND</b>	\$40,150.16	<b>Fund 602 SEWER FUND</b>	\$14,374.59
<b>Fund 201 CEMETERY FUND</b>		<b>Fund 609 MUNICIPAL LIQUOR FUND</b>	
CARD SERVICE CENTER	\$182.47	AMERIPRIDE LINEN & APPAREL	\$478.42
<b>Fund 201 CEMETERY FUND</b>	\$182.47	BELTRAMI COUNTY SOLID WASTE	\$633.28
<b>Fund 209 PINE TREE PARK FUND</b>		BELTRAMI COUNTY-AUDITOR/TREAS.	\$210.00
BELTRAMI COUNTY SOLID WASTE	\$140.75	BELTRAMI ELECTRIC COOP	\$2,349.21
BELTRAMI ELECTRIC COOP	\$554.65	BEMIDJI COCA-COLA	\$318.96
CARD SERVICE CENTER	\$136.13	BERNATELLOS	\$246.00
CHRISTIANSSEN INDUSTRIAL DEV	\$2,000.00	Bernick Companies	\$11,631.45
GERIT HANSON CONTRACTING, INC.	\$13,917.00	BLACKDUCK FAMILY FOODS	\$2,203.49
LOSSING EXCAVATING	\$2,730.00	Breakthru Beverage	\$3,212.01
NORTHWOODS LUMBER CO	\$96.44	CARD SERVICE CENTER	\$1,178.98
PHIL PATCH TRUCKING LLC	\$1,000.00	D & D BEVERAGE	\$147.00
QUILL CORPORATION	\$177.99	DICK DISTRIBUTING	\$17,153.50
ROLYAN BUOYS	\$291.90	GUARDIAN PEST CONTROL	\$85.51
WASTE MANAGEMENT OF WI-MN	\$211.39	HEGGIES PIZZA LLC	\$222.60

Check Name	Amount		
HENRYS	\$2,423.09	WASTE MANAGEMENT OF WI-MN	\$62.55
JOHNSON BROTHERS LIQUOR CO.	\$7,989.16	<b>Fund 613 GOLF COURSE</b>	\$8,044.07
MELISSAS CLEANING	\$612.00		
MIKINNON CO., INC	\$11,852.85		
NAYLOR REFRIGERATION & HTG.	\$386.29		
NEI BOTTLING INC	\$1,048.40		
NORTHWOODS ICE, INC	\$856.20		
NORTHWOODS LUMBER CO	\$193.48		
OLD DUTCH	\$38.88		
PAUL BUNYAN COMMUNICATIONS	\$491.89		
Phillips Wine and Spirits	\$7,622.61		
QUILL CORPORATION	\$279.30		
SANFORD OCCUPATIONAL MEDICINE	\$192.00		
Southern Glazer's of MN	\$4,826.52		
TOWN LINK	\$276.00		
US FOODS	\$4,216.17		
VINOCOPIA INC	\$2,233.48		
WASTE MANAGEMENT OF WI-MN	\$235.48		
<b>Fund 609 MUNICIPAL LIQUOR FUN</b>	<b>\$85,844.21</b>		
<b>Fund 613 GOLF COURSE</b>			
AMERIPRIDE LINEN & APPAREL	\$101.57		
BELTRAMI COUNTY SOLID WASTE	\$52.78		
BELTRAMI COUNTY-AUDITOR/TREAS.	\$210.00		
BELTRAMI ELECTRIC COOP	\$336.50		
BEMIDJI COCA-COLA	\$95.64		
Bernick Companies	\$298.05		
BLACKDUCK AUTO PARTS, INC	\$102.92		
BLACKDUCK CO-OP	\$462.18		
BLACKDUCK FAMILY FOODS	\$49.77		
BOGARTS REPAIR AND RECOVERY	\$85.47		
DAWSON BYLER CONSTRUCTION	\$400.00		
Deerwood Bank	\$850.00		
DICK DISTRIBUTING	\$370.00		
HENRYS	\$357.64		
JUELSON PLUMBING & HEATING	\$1,480.00		
MIKINNON CO., INC	\$117.30		
NEI BOTTLING INC	\$486.73		
NORTHWOODS ICE, INC	\$40.80		
NORTHWOODS LUMBER CO	\$721.95		
PAUL BUNYAN COMMUNICATIONS	\$130.26		
QUILL CORPORATION	\$147.41		
ROPP SEAMLESS GUTTER	\$37.00		
SANFORD OCCUPATIONAL MEDICINE	\$96.00		
TIMBERLINE SPORTS, INC	\$626.88		
TITLEIST	\$324.67		

Check Name

Amount

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\$180,233.00

# MINNESOTA Lawful Gambling

## LG216 Worksheet for Calculating Lawful Gambling Monthly Rent

Organization Name **Blackduck Fire Relief** Licence Number **01944**

Site Name **POND** Site Number **001**

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

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

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

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

1 \_\_\_\_\_

2 **20.00%**

3 \_\_\_\_\_

A	B1	B2	C1	C2	D	E1	E2	F	G	H
	Booth Operation		Bar Operation		Rent Limit	Bar Operation Electronic Games		Total Rent	Bar Operation	
Month and Year	Multiply the total of this month's net receipts from paper pull-tabs, electronic pull-tabs, electronic linked bingo, tipboards, and paddletickets by the amount in Box 1.		Multiply the total of this month's net receipts from paper pull-tabs, tipboards, and paddletickets by the amount in Box 2.		If an amount was entered, in Col B, enter the sum of Cols B and C up to a max of \$1750. If Col B is blank, enter Col C.	Multiply the total of this month's net receipts from, electronic pull-tabs and electronic linked bingo by the amount in Box 3.		Add Columns D and E	Enter cash short for games sold from bar-op. Report amount on Sched A, line 22m. In month the Col H is paid.	Subtract Col G from Col F. This is the amount of rent to be paid. The amount is not reported on Sched A.
6/2020			1615.00	323.00	323.00			323.00	(71.00)	252.00

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

10/1 16 2020

**To**

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

**Reference Information**

**Pay Cycle:** DLYEFT  
**Pay Cycle Seq Number:** 2280

**Payment Information**

**Payment Reference:** 0006143710  
**Payment Date:** 07/17/2020  
**Payment Method:** Automated Clearing House

Agency Code / Description	Contact Phone	Voucher ID / Payment Message	Invoice Date	Invoice Number	Customer Account	Paid Amt
G90 / REVENUE/INTERGOVT	651/556-6092	00 08140213	07/20/2020	22116A20402002L00 1	CITY-040200 LOCAL_GOVT_AID	134,652.50
		LOCAL GOVERNMENT AID				
<b>Total:</b>						<b>134,652.50 USD</b>

**To**

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

**Reference Information**

**Pay Cycle:** DLYEFT  
**Pay Cycle Seq Number:** 2287

**Payment Information**

**Payment Reference:** 0006160789  
**Payment Date:** 07/28/2020  
**Payment Method:** Automated Clearing House

Agency Code / Description	Contact Phone	Voucher ID / Payment Message	Invoice Date	Invoice Number	Customer Account	Paid Amt
G90 / REVENUE/INTERGOVT	651/556-6092	00 08162671 CORONAVIRUS RELIEF AID	07/29/2020	22125A20402002C0 01	CITY-040200 COVID19_RELIEF	63,286.00
<b>Total:</b>						<b>63,286.00 USD</b>

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

**Name of Campground:** Pine Tree Park

**Dates of Voluntary Agreement:** 08/04/2020 – 09/30/2020

**Names of Parties to the Agreement:** City of Blackduck & Gail Sutton

**Jobs Performed by Campground Host:**

Public Relations

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

Routine Maintenance

Perform routine maintenance work including:

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

Safety

Inform the Blackduck Police Chief or Beltrami County Sheriff's office if any problems arise in the campground. Use your own good judgment as to when a call is necessary; however, the City of Blackduck stresses the importance of the Host's safety and the safety of the campers first. Do not hesitate to call Law Enforcement if needed. 835-4802 Police Dept.

Communication

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

Remuneration

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

Gail M Sutton  
Host 218-766-4089

08-04-20  
Date

Christina A Regan  
City of Blackduck

08-04-2020  
Date

# BOYER TRUCKS

Boyer Trucks Lauderdale  
2500 Broadway Dr.  
Lauderdale, MN 55113  
651-638-8800

Boyer Trucks Rogers  
21701 Industrial Blvd  
Rogers, MN 55374  
763-428-8660

Boyer Ford Trucks  
2425 Broadway St NE  
Minneapolis, MN 55413  
812-378-6000

Boyer Trucks So. St. Paul  
740 Concord St S  
So. St. Paul, MN 55075  
861-450-1500

Boyer Trucks Sioux Falls  
2101 E Benson Rd  
Sioux Falls, SD 57104  
605-338-8100

Boyer Trucks Duluth-Superior  
1202 Susquehanna Ave  
Superior, MN 54880  
715-394-8852

Boyer Bus & Coach  
743 Taft St NE  
Minneapolis, MN 55413  
612-627-5502

Boyer Trucks Savage  
8025 Highway 101  
Savage, MN 55378

*City of Blackduck*

BUYER (1) \_\_\_\_\_ DATE 8/5/2009

BUYER (1) DRIVERS LIC. # \_\_\_\_\_ DOB \_\_\_\_\_

BUYER (2) \_\_\_\_\_

BUYER (2) DRIVERS LIC. # \_\_\_\_\_ DOB \_\_\_\_\_

STREET ADDRESS 8 Summit Ave NE

CITY, STATE, COUNTY, ZIP Blackduck MN 56630

QUOTATION  ORDER

SALES REP MIKE ENRUM

RESIDENCE PHONE MIKE SCHWANKE

BUSINESS PHONE 28-835-4809

BUSINESS FAX \_\_\_\_\_

PLEASE ENTER MY ORDER FOR \_\_\_\_\_ QUANTITY  NEW  USED  DEMONSTRATOR AS FOLLOWS

YEAR <u>2003</u>	MAKE <u>Steering</u>	MODEL <u>L7501</u>	TYPE <u>Single Axle How</u>	COLOR <u>WH/GRN</u>	LICENSE NO. (USED ONLY)
SERIAL NO. <u>2F2AATK53AL72559</u>	MILEAGE <u>100,178</u>	STOCK NO. <u>W320411A</u>	DELIVER ON OR ABOUT	STATE (USED ONLY)	

2003 Steering	\$39,900	VEHICLE SALE PRICE W/OUT FET	39,900
		TRADE ALLOWANCE	0
		NET DIFFERENCE OR NO TRADE PRICE	39,900.00
		SALES TAX <u>City Purchase</u>	
		FEDERAL EXCISE TAX	20.00
		LICENSE FEE <u>Current</u>	
		D.O.T. NUMBER	
		TRANSFER FEES	68.00
		DOC FEES	135.00
		TOTAL	40,113.00
		LESS DEPOSIT	500.00
		WARRANTY	
		BALANCE DUE	
		CASH ON DELIVERY	
		PAY OFF TRADE-IN	
		FINANCE	

*J-CRAFT 10' Dump Box  
Front Mount Weny  
Belly How  
SS Sander*

*LESS DEPOSIT  
Paid truck, remove from  
AVAILABLE inventory to  
allow for TRAVEL TIME/inspection  
Subject to VINAI Inspection*

UNLESS OTHERWISE STATED, ALL INCENTIVES TO DEALER

TRADE IN TITLE

INSURANCE INFORMATION

POLICY NUMBER \_\_\_\_\_  
COMPANY \_\_\_\_\_  
AGENT \_\_\_\_\_  
ADDRESS \_\_\_\_\_  
PHONE NUMBER \_\_\_\_\_

The following statement is to be signed when the above new truck(s) is (are) under 33,000# G.V.W. and equipped with airbrakes:  
"I certify that the airbrake-equipped truck(s) above will not be completed as a tractor, but will be completed as a straight truck."

Buyer's Signature \_\_\_\_\_

The front and back of this Order comprise the entire agreement affecting this purchase and no other agreement or understanding of any nature concerning same has been made or entered into, or will be recognized. I hereby certify that no credit has been extended to me for the purchase of this motor vehicle except as appears in writing on the face of this agreement. I have read the matter printed on the back hereof and agree to it as a part of this order the same as if it were printed above my signature. I certify that I am 18 years of age, or older, and hereby acknowledged receipt of a copy of this order.

The terms of this contract of sale were agreed upon and the contract signed in this dealership on the date noted at top of form. If credit is involved, this order is not valid in conjunction with a credit sale until a credit disclosure is made as described in regulation "Z", and the buyer accepts the credit extended.  
NOTICE OF SALES REP'S LIMITED AUTHORITY

Accepted  \_\_\_\_\_  
This order is not valid unless signed and accepted by Sales Manager or Officer of Company.

TRADE-IN INFORMATION  
YEAR \_\_\_\_\_ MAKE & MODEL \_\_\_\_\_  
SER. NO. \_\_\_\_\_  
MILEAGE \_\_\_\_\_ LICENSE # \_\_\_\_\_  
I AGREE THAT MY TRADE-IN WILL REMAIN IN THE SAME CONDITION AND WILL RETAIN THE SAME EQUIPMENT AS APPRAISED THIS DATE

BUYER'S SIGNATURE

LIMITED WARRANTY  
NEW VEHICLE OR USED VEHICLE  
WITH REMAINING FACTORY WARRANTY

Any warranties on the products sold hereby are those of the manufacturer. As between this retail seller and buyer, the product is to be sold "AS IS" and the entire risk as to the quality and performance of the product is with the buyer. The seller expressly disclaims all warranties, either express or implied, including any implied warranty of merchantability or fitness for a particular purpose, and the seller neither assumes nor authorizes any other person to assume for it any liability in connection with the sale of said products. This disclaimer by this seller in no way affects the terms of the manufacturer's warranty. The buyer acknowledges being so informed prior to the sale.

Buyer's Signature \_\_\_\_\_

NO DEALER WARRANTY  
USED VEHICLES

No guarantee or warranty, express or implied, including any implied warranty of merchantability or fitness for a particular purpose. This vehicle is being sold on an "As Is Basis with All Faults". The Buyer hereby acknowledges that the entire risk as to the quality and performance of this vehicle is with the Buyer. The Buyer assumes full responsibility for making inspections and repairs as may be necessary before putting this vehicle to use.

The above warranty information was explained to me prior to the sale.

Buyer's Signature \_\_\_\_\_

IMPORTANT: THIS MAY BE A BINDING CONTRACT AND YOU MAY LOSE ANY DEPOSITS IF YOU DO NOT PERFORM ACCORDING TO ITS TERMS. UNLESS OTHERWISE STATED, ALL INCENTIVES TO DEALER.

Buyer's Signature \_\_\_\_\_



**BOYER FORD TRUCKS, INC**

2500 BROADWAY DR.  
LAUDERDALE, MN 55113  
612-378-6000

← mail to  
Here

Attn Mike Elvrum

**2003 STERLING L7501**

**Comment:** Fresh Paint on Underbody and wheel ends. 10'Dump Box.  
\$500. Deposit to hold for Blackduck City Council Approval, "Subject to Customers final inspection".

**Vehicle Details**

**WS20411A**

Odometer 40212  
VIN 2FZAATAK53AL72559



**\$39,900.**

City of Blackduck

Request for a No thru traffic alley between 1<sup>st</sup> nw and 2<sup>nd</sup> st nw

We as a neighborhood are requesting that the alley be closed to through traffic. Year after year the traffic gets worse and worse with no regard to the children, pets and people in the neighborhood. For some reason traffic uses this alley as a speed way between Morris and Northern ave and it is totally unnecessary for them to do so. Also every spring and fall they use this alley when it is falling apart because of frost and destroy it. The main reason to stop the general public from using this alley as a main road is to protect the people in our neighborhood.

We hope you will follow through and post this alley as a no threw alley like others in the area.

Thank you for your consideration,  
The Neighborhood of the Morris addition.

Inoy Habelich  
Kelly Habelich  
Ben Gibson

Chris  
Chris Jensen

Doug Ferwerda  
Gloria Ferwerda  
Mary Sunderland

Todd Hundvall  
Leah Shaw  
Donna Bodin

JUL 31 2020



A GREAT PLACE FOR FAMILIES

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

August 7, 2020

Dear Township/City Clerks and Board Members:

Please note on your 2020 Calendars the following date to discuss the 2021 Fire Department Budget:

- **Thursday, August 20, 2020 at Blackduck City Hall at 6:00pm**

Please encourage all interested parties from your township or city to attend this meeting. If you have questions please contact me, my office phone number is 218-835-4810.

*Enclosed is:*

- 1. 2020 YTD Expenditures***
- 2. 2021 Proposed Budget***
- 3. Proposed Payment for 2021***
- 4. Market Value of Structures report***
- 5. Listing of Fire Calls YTD 2020***
- 6. February 13, 2020 Annual Meeting Minutes***

In accordance with Governor Walz Executive Order 20-81 face coverings are required inside Blackduck City Hall.

Once again, mark your calendars with the 2020 meeting date and please contact myself or Chief Larson with questions.

Sincerely,

Christina Regas  
City Administrator, City of Blackduck

[www.blackduckmn.com](http://www.blackduckmn.com)

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

***"The City Of Blackduck Is An Equal Opportunity Provider"***

2020 Blackduck Fire Department Budget vs. Actual through 8/01/2020

	2020 Budget	2020 YTD Expenditures	Revenue to offset Expenses	2020 Balance	2021 Budget	
E 101-42200-103	Part-Time Employees	\$13,500.00	\$11,717.00	\$0.00	\$1,783.00	\$13,500.00
E 101-42200-122	FICA	\$1,100.00	\$896.40	\$0.00	\$203.60	\$1,100.00
E 101-42200-124	Fire Pension Contributions	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
E 101-42200-200	Office Supplies (GENERAL)	\$0.00	\$0.48	\$0.00	-\$0.48	\$0.00
E 101-42200-205	Heating Fuel	\$2,500.00	\$0.00	\$0.00	\$2,500.00	\$2,500.00
E 101-42200-206	Electricity	\$5,000.00	\$2,061.54	\$0.00	\$2,918.46	\$5,000.00
E 101-42200-207	Computer Supplies	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
E 101-42200-208	Training and Instruction	\$2,000.00	\$1,585.40	\$1,220.00	\$1,634.60	\$2,000.00
E 101-42200-210	Operating Supplies (GENERAL)	\$1,000.00	\$644.67	\$0.00	\$355.33	\$1,000.00
E 101-42200-211	Cleaning Supplies	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
E 101-42200-212	Motor Fuels	\$2,000.00	\$442.51	\$0.00	\$1,557.49	\$2,000.00
E 101-42200-221	Equipment Parts	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
E 101-42200-222	Tires	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
E 101-42200-223	Building Repair Supplies	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
E 101-42200-233	Uniforms	\$5,000.00	\$656.43	\$0.00	\$4,343.57	\$5,000.00
E 101-42200-240	Small Tools and Minor Equip	\$2,000.00	\$0.23	\$0.00	\$1,999.77	\$2,000.00
E 101-42200-304	Legal Fees	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
E 101-42200-305	Medical Fees	\$1,200.00	\$806.00	\$0.00	\$394.00	\$1,200.00
E 101-42200-307	Management Fees	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
E 101-42200-310	Other Professional Services	\$0.00	\$1,218.25	\$0.00	-\$1,218.25	\$0.00
E 101-42200-321	Telephone	\$800.00	\$405.90	\$0.00	\$394.10	\$800.00
E 101-42200-322	Postage	\$100.00	\$19.65	\$0.00	\$80.35	\$100.00
E 101-42200-323	Radio/Communications Expenses	\$3,500.00	\$2,500.35	\$0.00	\$999.65	\$3,500.00
E 101-42200-331	Travel Expenses	\$250.00	\$250.00	\$0.00	\$0.00	\$250.00
E 101-42200-351	Legal Notices Publishing	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
E 101-42200-352	General Notices and Pub Info	\$50.00	\$0.00	\$0.00	\$50.00	\$50.00
E 101-42200-361	General Liability Ins	\$250.00	\$133.40	\$0.00	\$116.60	\$250.00
E 101-42200-362	Property Ins	\$950.00	\$545.50	\$0.00	\$404.50	\$950.00
E 101-42200-363	Automotive Ins	\$1,300.00	\$698.50	\$0.00	\$601.50	\$1,300.00
E 101-42200-366	Workers Compensation Insurance	\$6,000.00	\$2,752.07	\$0.00	\$3,247.93	\$6,000.00
E 101-42200-367	Unemployment Paid	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
E 101-42200-401	Repairs/Maint Buildings	\$3,750.00	\$3,837.52	\$0.00	-\$87.52	\$3,750.00
E 101-42200-404	Repairs/Maint Machinery/Equip	\$12,450.00	\$2,293.41	\$0.00	\$10,156.59	\$12,450.00
E 101-42200-420	Tower Lease	\$500.00	\$0.00	\$0.00	\$500.00	\$500.00
E 101-42200-425	Depreciation	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
E 101-42200-433	Dues and Subscriptions	\$200.00	\$33.25	\$0.00	\$166.75	\$200.00
E 101-42200-436	Towing Charges	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
E 101-42200-437	Bad Debt Expense	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
E 101-42200-500	Capital Outlay (GENERAL)	\$0.00	\$0.00	\$0.00	\$0.00	\$5,000.00
E 101-42200-520	Buildings and Structures	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
E 101-42200-550	Motor Vehicles	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
E 101-42200-580	Other Equipment	\$1,000.00	\$231.34	\$0.00	\$768.66	\$1,000.00
E 101-42200-701	Transfer to General Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
E 101-42200-708	Transfer to Fire Dept Reserve	\$30,000.00	\$0.00	\$0.00	\$30,000.00	\$30,000.00
E 101-42200-782	Intrafund Transfer	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
		\$96,400.00	\$33,749.80	\$1,220.00	\$63,870.20	\$101,400.00

## 2021 Proposed Budget

Government Unit	2021 Proposed Budget	2020 Market Value of Structures	Percentage of Total Evaluation	Annual Charge
Hines	\$101,400.00	\$42,480,700.00	25.93%	\$26,296.12
Hornet	\$101,400.00	\$9,585,100.00	5.85%	\$5,933.30
Birch	\$101,400.00	\$7,760,000.00	4.74%	\$4,803.54
Summit	\$101,400.00	\$12,196,100.00	7.45%	\$7,549.55
Taylor	\$101,400.00	\$9,121,400.00	5.57%	\$5,646.27
Hagali	\$101,400.00	\$28,479,700.00	17.39%	\$17,629.31
O'Brien	\$101,400.00	\$3,083,300.00	1.88%	\$1,908.60
Tenstrike	\$101,400.00	\$10,019,400.00	6.12%	\$6,202.14
Funkley	\$101,400.00	\$264,700.00	0.16%	\$163.85
Langor	\$101,400.00	\$9,709,700.00	5.93%	\$6,010.43
Moose Park	\$101,400.00	\$2,613,300.00	1.60%	\$1,617.67
Blackduck	\$101,400.00	\$28,495,700.00	17.40%	\$17,639.22
	\$101,400.00	\$163,809,100.00	100.00%	\$101,400.00

City/Township	Estimated Market Value (Buildings) - Payable 2020 R & P & M Total	Estimated Market Value (Buildings) - Payable 2020 R & P & M Less Exempt
City of Blackduck	\$48,006,800.00	\$28,495,700.00
City of Funkley	\$264,700.00	\$264,700.00
City of Tenstrike	\$11,864,200.00	\$10,019,400.00
Birch	\$7,789,500.00	\$7,760,000.00
Hagali	\$28,985,300.00	\$28,479,700.00
Hines	\$43,618,300.00	\$42,480,700.00
Hornet	\$9,631,200.00	\$9,585,100.00
Langor	\$9,743,300.00	\$9,709,700.00
Moose Park		\$2,613,300.00
O'brien	\$3,083,300.00	\$3,083,300.00
Summit	\$12,260,000.00	\$12,196,100.00
Taylor	\$9,167,500.00	\$9,121,400.00
<b>Total</b>	<b>\$184,414,100.00</b>	<b>\$163,809,100.00</b>

## 2020 Fire Department Incident Report

Incident #	DOI	Address - Name - Location	Postal Code	City or Township	Description	Fire/Accident	Action
2001	1/4/2020	Nebish	56630	Blackduck	medical assist, assist EMS crew	assist others, traffic control	
2002	1/4/2020	41 Railroad	56630	Blackduck	carbon dioxide activation		ventilate, investigate
2003	1/15/2020	27175 Haiby	56630	Blackduck	electrical wiring	electrical wiring / equipment problem, other	establish safe area, investigate
2004	2/23/2020	28767 4th	56630	Funkley	Brush fire	brush or brush and grass mixture fire	fire control or extinguish, other
2005	3/4/2020	41 Railroad	56630	Blackduck	smoke	smoke or odor removal	assistance, other
2006	3/16/2020	26141 O'Brien Creed Road	56647	Hines	Chimney fire	chimney or flue fire , confined to chimney or flue	fire control or extinguish, other
2007	3/18/2020	25360 Jackpine Cutoff	56630	Blackduck	medical assist, assist EMS crew	assist others	provide manpower
2008	4/8/2020	19162 Cobo Loop NE	56647	Hines	rescue	rescue, EMS standby	standby
2009	4/12/2020	Alwood Road	56630	Blackduck	grass fire	grass fire	fire control or extinguish, other
2010	4/19/2020	23488 Pass Road	56647	Hines	Vegetation fire	natural vegetation fire, other	extinguishment by fire service personnel
2011	4/21/2020	Railroad tressel	56630	Blackduck	Special type of incident, other	assist, other	assist, other
2012	4/24/2020	21 Oscar Ave	56630	Blackduck	Dumpster fire	dumpster or other outside trash receptacle fire	extinguishment by fire service personnel
2013	4/25/2020	23867 Evert Road	56683	City of Tenstrike	Brush fire	brush or brush and grass mixture fire	provide water
2014	4/25/2020	12215 Sharp Rock Road	56683	City of Tenstrike	Brush fire	brush or brush and grass mixture fire	Assist, other
2015	5/5/2020	Scenic Highway	56630	Blackduck	Vehicle fire	passenger vehicle fire	extinguishment by fire service personnel
2016	5/30/2020	152 Margaret	56630	Blackduck	Alarm	unintentional transmission of alarm, other	restore fire alarm system
2017	5/31/2020	Hwy 72	56630	Blackduck	assist police	assist police or other governmental agency	assist, other
2018	6/2/2020	35656 Hwy 72	56630	Blackduck	medical assist, assist EMS crew	assist other, assist EMS crew	assistance, other, control traffic
2019	6/3/2020	Fire Tower Road	56647	Hines	dispatched, cancelled en route		cancelled en route
2020	6/16/2020	Blackduck Lake	56647	Hines	passenger vehicle fire	vehicle fire	extinguishment by fire service personnel
2021	7/1/2020	20857 N Blackduck Lake Rd	56647	Hines	oil or other combustible spill	spill	hazardous materials spill control and confinement, traffic control
2022	7/2/2020	80 Oscar Avenue	56630	Blackduck	Gas leak	gas leak (natural gas or LPG)	hazard materials leak control and containment

TOWNSHIP ANNUAL MEETING BLACKDUCK CITY HALL THURSDAY, FEB. 13, 2020 6:00PM

**MEETING MINUTES**

The Blackduck Fire Department Chief Brian Larson held the Annual Meeting of Parties in City Hall on February 13, 2020 at 6:00pm.

The Annual Meeting was called to order at 6:00pm.

**Roll Call** was taken by City Administrator Christina Regas those present included: Fire Chief Brian Larson; City of Blackduck Administrator Christina Regas; Terry Frenzel of Langor Township; Milo Barclay & Bill Rabe of Hines Township; Jerome Geerdes & Scott Burns of Birch Township; and Gerald Sizer of Taylor Township

**City/Townships Absent:** Hornet, Summit, Hagali, O'Brien, Tenstrike, Funkley, and Moose Park Township

**1. OLD BUSINESS –**

- a. **2019 ACTUAL EXPENDITURES** – Fire Chief Larson requested questions on the 2019 actual expenditures line items. Regas reported an update of expenditures was updated prior to the meeting and should be closer to the year-end budget.
- b. **2020 BUDGET –**
  - i. **Turn-out Gear** – Larson reported the remaining turnout gear that hasn't been turned over will be completed in 2020.
  - ii. **SCBA's** – Regas reported the AFG grant timeline has opened up and the grant writer is working on the narrative and financial requirements. Larson stated that AFG is focusing on PPE in 2020 and the current department owned SCBA's are 2 cycles out before needing to be replaced. Larson stated he is hoping the federal government will take that into consideration on the grant request. Larson stated if funded @ 82% the department match would not need to be funded until 2021.
  - iii. **Radios** - Larson stated although complicated the department is continuing to work on a plan to acquire the much needed ARMER radios required by Beltrami County. Regas reported there is another grant being processed at this time.
- c. **2020 KOPP** – Regas asked if there were further questions regarding the formula.
- d. **YTD 2019 FIRE DEPT. INCIDENT REPORT** – Regas & Larson asked for questions on the incident report. Larson stated the current report provided the City/Township tagged on an incident only reports by postal code and the Fire reports Larson supplies to the state does not allow for an accurate reporting of the actual township. After much discussion it was discussed to add another column that reports township and city/postal code moving forward. Larson stated the number of calls in 2019 (32) was average based on recent years. Larson further stated there were several grass fires in the Spring and the county decided mutual aid (every department responding) will respond to those fires so they do not get out of hand.

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TOWNSHIP ANNUAL MEETING    BLACKDUCK CITY HALL    THURSDAY, FEB. 13, 2020 6:00PM

MEETING MINUTES

**2. NEW BUSINESS –**

- a. **New Contract** – Rabe asked if the City wanted to begin working on the details of the next contract. Regas stated she would like to begin working on the contract 2 years out from expiration. Rabe stated at this time he did not see any needed details on the new contract. Nothing further.

**3. OTHER BUSINESS –**

- a. **Charging for vehicle calls** – Geerdes asked if the City will be charging for calls that involve vehicles. Larson stated no. Burns asked if the department has the Jaws of Life. Frenzel stated yes and all firefighters are trained to administer them. Burns asked if there is a policy against charging for calls that involve vehicles and if other departments charge what that amount is. Larson stated if an insurance company is charged just for the basis that the owner has insurance the department/city would be called on for fraud. Larson further commented the department cannot pick and chose who/what calls are charged. Larson stated that by charging the owners/insurance companies the department is basically 'taxing' or charging them twice since the costs associated with running a fire department are funded by the tax payer. Burns asked if dispatch is sending out volunteers differently now then in the past. Burns stated in the past volunteer fire fighters would only be dispatched for fires, now it appears the departments are being dispatched for more. Burns stated he thought there is something different to the calls that are deemed 'all response'. Frenzel stated when the department took on the jaws of life it evolved into fire and rescue. Larson stated that there are less fires no due in part to education and training and technology. Burns stated that the townships marry up with the department due in part their insurance companies state they need fire coverage, but on an education level it is good to note the department is more than fire. Burns further stated when noting the calls and seeing less fire calls and more rescue calls it becomes a need for the towns to understand there is more to the department than before. Larson reported that even Bemidji doesn't charge for response calls now. Larson further stated the department volunteers are all trained to Firefighter I level trained. Frenzel stated the townships in most cases are not supporting the funding that goes with the firefighter I training or the jaws of life for instance as most of the funding for that has come from a federal grant. Frenzel stated that although the calls that come in may not be fire based the department is still required to have certain equipment for when other calls come in. Burns stated that the knowledge on the township level to understand the department has evolved to this level is good and should be shared with the taxpayers. Burns further stated everyone wants the responders to have the right equipment when the calls come out. Geerdes stated he just thought the volunteers could get more of a 'kick-back' if the department could charge for the vehicle calls. Geerdes stated he thinks that would be nice and could further assist the department. Frenzel stated that if you would ask the volunteers on the department why they are serving on the fire department they would most likely tell you it isn't about the money. Frenzel stated if there was more of a revenue stream then the volunteers could be paid more however, even after the state created a stipend to reward retention it didn't work well for the departments of Beltrami County.

TOWNSHIP ANNUAL MEETING BLACKDUCK CITY HALL THURSDAY, FEB. 13, 2020 6:00PM

**MEETING MINUTES**

- b. **Responding to Calls** – Larson stated that in 2018 the county created a new policy for response and in 2019 it worked really well. Larson reported the responses from a department like Bemidji assisted in a call when it would have been just the Feds or DNR that should report. Larson stated this process provides a quicker response with this type of PSA to respond to a fire. Burns again stated it is nice to see something new that is working and the department is receiving funding. Barclay stated he is very appreciative for his township to have the ability to come to a fire protection meeting that is civil and the parties learn and work well together. Frenzel further stated that all the funds for home owners insurance paid 2% of those funds go to the state to fund the Fire Aid the department receives and is then paid toward the Fire Relief. Regas further reported that for now there hasn't been a Fire Pension contribution added to the City budget because the Fire Aid is supporting the need. Frenzel stated there is room to raise retirement however there is cause to hold off due to upcoming retirements. Nothing further.

Motion by Terry Frenzel of Langor Township and seconded by Milo Barclay of Hines Township to adjourn the meeting at 7:05pm. Motion passed.

*Meeting minutes submitted by Christina Regas City of Blackduck Administrator.*

# Award Letter

U.S. Department of Homeland Security  
Washington, D.C. 20472

Christina Regas  
BLACKDUCK, CITY OF  
PO BOX 380  
BLACKDUCK, MN 56630



EMW-2019-FG-00050

Dear Christina Regas,

Congratulations on behalf of the Department of Homeland Security. Your application submitted for the Fiscal Year (FY) 2019 Assistance to Firefighters Grant (AFG) Grant funding opportunity has been approved in the amount of \$128,346.67 in Federal funding. As a condition of this grant, you are required to contribute non-Federal funds equal to or greater than 5.00% of the Federal funds awarded, or \$6,417.33 for a total approved budget of \$134,764.00. Please see the FY 2019 AFG Notice of Funding Opportunity for information on how to meet this cost share requirement.

Before you request and receive any of the Federal funds awarded to you, you must establish acceptance of the award through the FEMA Grants Outcomes (FEMA GO) system. By accepting this award, you acknowledge that the terms of the following documents are incorporated into the terms of your award:

- Summary Award Memo - included in this document
- Agreement Articles - included in this document
- Obligating Document - included in this document
- 2019 AFG Notice of Funding Opportunity (NOFO) - incorporated by reference

Please make sure you read, understand, and maintain a copy of these documents in your official file for this award.

Sincerely,

A handwritten signature in black ink, appearing to read "C Logan", with a stylized flourish at the end.

Christopher Logan  
Acting Assistant Administrator  
Grant Programs Directorate

# Summary Award Memo

**Program:** Fiscal Year 2019 Assistance to Firefighters Grant

**Recipient:** BLACKDUCK, CITY OF

**DUNS number:** 120253026

**Award number:** EMW-2019-FG-00050

## Summary description of award

The purpose of the Assistance to Firefighters Grant program is to protect the health and safety of the public and firefighting personnel against fire and fire-related hazards. After careful consideration, FEMA has determined that the recipient's project or projects submitted as part of the recipient's application and detailed in the project narrative as well as the request details section of the application - including budget information - was consistent with the Assistance to Firefighters Grant Program's purpose and was worthy of award.

Except as otherwise approved as noted in this award, the information you provided in your application for FY2019 Assistance to Firefighters Grants funding is incorporated into the terms and conditions of this award. This includes any documents submitted as part of the application.

## Amount awarded

The amount of the award is detailed in the attached Obligating Document for Award.

The following are the budgeted estimates for object classes for this award (including Federal share plus your cost share, if applicable):

<b>Object Class</b>	<b>Total</b>
Personnel	\$0.00
Fringe benefits	\$0.00
Travel	\$0.00
Equipment	\$133,564.00
Supplies	\$0.00
Contractual	\$1,200.00
Construction	\$0.00
Other	\$0.00
Indirect charges	\$0.00
Federal	\$128,346.67
Non-federal	\$6,417.33
<b>Total</b>	<b>\$134,764.00</b>
Program Income	\$0.00

## **Approved scope of work**

After review of your application, FEMA has approved the below scope of work. Justifications are provided for any differences between the scope of work in the original application and the approved scope of work under this award. You must submit scope or budget revision requests for FEMA's prior approval, via an amendment request, as appropriate per 2 C.F.R. § 200.308 and the FY2019 AFG NOFO.

### **Approved request details:**

## **Grant writer fee**

<b>Grant writer fee</b>		
DESCRIPTION Grant writer fee for application preparation.		
QUANTITY	UNIT PRICE	TOTAL
1	\$1,200.00	\$1,200.00
BUDGET CLASS Contractual		

## Personal Protective Equipment (PPE)

<b>Face Pieces (not associated with SCBA requests)</b>				
DESCRIPTION Four (4) additional SCBA face pieces compatible with SCBA units in this request. This will ensure each firefighter on our roster is equipped with his or her own face piece.				
	QUANTITY	UNIT PRICE	TOTAL	BUDGET CLASS
Cost 1	2	\$282.00	\$564.00	Equipment
CHANGE FROM APPLICATION Cost 1 <b>Quantity</b> from 4 to 2				
JUSTIFICATION This reduction is because the number of PPE items requested exceeded the number of personnel necessitating PPE in your department.				

**SCBA: SCBA Unit includes: Harness/Backpack, Face Piece and 2 cylinders**

DESCRIPTION

Twenty-one (21) 4500 psi SCBA units with two (2) thirty-minute carbon cylinders (with snap change valves). Each unit has parachute buckles, a standard belt and harness, buddy-breathe, and PASS with Pak Tracker.

	QUANTITY	UNIT PRICE	TOTAL	BUDGET CLASS
Cost 1	19	\$7,000.00	\$133,000.00	Equipment

CHANGE FROM APPLICATION

Cost 1 **Quantity** from **21** to **19**

Cost 1 **Price** from **\$7,910.00** to **\$7,000.00**

JUSTIFICATION

This reduction is because the cost you requested for SCBA exceeds the average price range calculated from market research and prior awards for the same item. This reduction is because the number of SCBA items requested exceeded the number of seated riding positions in your department.

## **Agreement Articles**

**Program:** Fiscal Year 2019 Assistance to Firefighters Grant

**Recipient:** BLACKDUCK, CITY OF

**DUNS number:** 120253026

**Award number:** EMW-2019-FG-00050

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**Article 1 Assurances, Administrative Requirements, Cost Principles, Representations and Certifications**

DHS financial assistance recipients must complete either the Office of Management and Budget (OMB) Standard Form 424B Assurances – Non-Construction Programs, or OMB Standard Form 424D Assurances – Construction Programs, as applicable. Certain assurances in these documents may not be applicable to your program, and the DHS financial assistance office (DHS FAO) may require applicants to certify additional assurances. Applicants are required to fill out the assurances applicable to their program as instructed by the awarding agency. Please contact the DHS FAO if you have any questions. DHS financial assistance recipients are required to follow the applicable provisions of the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards located at Title 2, Code of Federal Regulations (C.F.R.) Part 200, and adopted by DHS at 2 C.F.R. Part 3002.

**Article 2 DHS Specific Acknowledgements and Assurances**

All recipients, subrecipients, successors, transferees, and assignees must acknowledge and agree to comply with applicable provisions governing DHS access to records, accounts, documents, information, facilities, and staff. 1. Recipients must cooperate with any compliance reviews or compliance investigations conducted by DHS. 2. Recipients must give DHS access to, and the right to examine and copy, records, accounts, and other documents and sources of information related to the federal financial assistance award and permit access to facilities, personnel, and other individuals and information as may be necessary, as required by DHS regulations and other applicable laws or program guidance. 3. Recipients must submit timely, complete, and accurate reports to the appropriate DHS officials and maintain appropriate backup documentation to support the reports. 4. Recipients must comply with all other special reporting, data collection, and evaluation requirements, as prescribed by law or detailed in program guidance. 5. Recipients of federal financial assistance from DHS must complete the DHS Civil Rights Evaluation Tool within thirty (30) days of receipt of the Notice of Award or, for State Administering Agencies, thirty (30) days from receipt of the DHS Civil Rights Evaluation Tool from DHS or its awarding component agency. Recipients are required to provide this information once every two (2) years, not every time an award is made. After the initial submission for the first award under which this term applies, recipients are only required to submit updates every two years, not every time a grant is awarded. Recipients should submit the completed tool, including supporting materials to [CivilRightsEvaluation@hq.dhs.gov](mailto:CivilRightsEvaluation@hq.dhs.gov). This tool clarifies the civil rights obligations and related reporting requirements contained in the DHS Standard Terms and Conditions. Subrecipients are not required to complete and submit this tool to DHS. The evaluation tool can be found at <https://www.dhs.gov/publication/dhs-civil-rights-evaluation-tool>. 6. The DHS Office for Civil Rights and Civil Liberties will consider, in its discretion, granting an extension if the recipient identifies steps and a timeline for completing the tool. Recipients should request extensions by emailing the request to [CivilRightsEvaluation@hq.dhs.gov](mailto:CivilRightsEvaluation@hq.dhs.gov) prior to expiration of the 30-day deadline.

<p><b>Article 3</b></p>	<p><b>Acknowledgement of Federal Funding from DHS</b>  Recipients must acknowledge their use of federal funding when issuing statements, press releases, requests for proposal, bid invitations, and other documents describing projects or programs funded in whole or in part with federal funds.</p>
<p><b>Article 4</b></p>	<p><b>Activities Conducted Abroad</b>  Recipients must ensure that project activities carried on outside the United States are coordinated as necessary with appropriate government authorities and that appropriate licenses, permits, or approvals are obtained.</p>
<p><b>Article 5</b></p>	<p><b>Age Discrimination Act of 1975</b>  Recipients must comply with the requirements of the Age Discrimination Act of 1975, Pub. L. No. 94-135 (1975) (codified as amended at Title 42, U.S. Code, § 6101 et seq.), which prohibits discrimination on the basis of age in any program or activity receiving federal financial assistance.</p>
<p><b>Article 6</b></p>	<p><b>Americans with Disabilities Act of 1990</b>  Recipients must comply with the requirements of Titles I, II, and III of the Americans with Disabilities Act, Pub. L. No. 101-336 (1990) (codified as amended at 42 U.S.C. §§ 12101–12213), which prohibits recipients from discriminating on the basis of disability in the operation of public entities, public and private transportation systems, places of public accommodation, and certain testing entities.</p>
<p><b>Article 7</b></p>	<p><b>Best Practices for Collection and Use of Personally Identifiable Information (PII)</b>  Recipients who collect PII are required to have a publicly available privacy policy that describes standards on the usage and maintenance of the PII they collect. DHS defines personally identifiable information (PII) as any information that permits the identity of an individual to be directly or indirectly inferred, including any information that is linked or linkable to that individual. Recipients may also find the DHS Privacy Impact Assessments: Privacy Guidance and Privacy Template as useful resources respectively.</p>
<p><b>Article 8</b></p>	<p><b>Civil Rights Act of 1964 – Title VI</b>  Recipients must comply with the requirements of Title VI of the Civil Rights Act of 1964 (codified as amended at 42 U.S.C. § 2000d et seq.), which provides that no person in the United States will, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance. DHS implementing regulations for the Act are found at 6 C.F.R. Part 21 and 44 C.F.R. Part 7.</p>

**Article 9 Civil Rights Act of 1968**

Recipients must comply with Title VIII of the Civil Rights Act of 1968, Pub. L. No. 90-284, as amended through Pub. L. 113-4, which prohibits recipients from discriminating in the sale, rental, financing, and advertising of dwellings, or in the provision of services in connection therewith, on the basis of race, color, national origin, religion, disability, familial status, and sex (see 42 U.S.C. § 3601 et seq.), as implemented by the U.S. Department of Housing and Urban Development at 24 C.F.R. Part 100. The prohibition on disability discrimination includes the requirement that new multifamily housing with four or more dwelling units—i.e., the public and common use areas and individual apartment units (all units in buildings with elevators and ground-floor units in buildings without elevators)—be designed and constructed with certain accessible features. (See 24 C.F.R. Part 100, Subpart D.)

**Article 10 Copyright**

Recipients must affix the applicable copyright notices of 17 U.S.C. §§ 401 or 402 and an acknowledgement of U.S. Government sponsorship (including the award number) to any work first produced under federal financial assistance awards.

**Article 11 Debarment and Suspension**

Recipients are subject to the non-procurement debarment and suspension regulations implementing Executive Orders (E.O.) 12549 and 12689, which are at 2 C.F.R. Part 180 as adopted by DHS at 2 C.F.R. Part 3000. These regulations restrict federal financial assistance awards, subawards, and contracts with certain parties that are debarred, suspended, or otherwise excluded from or ineligible for participation in federal assistance programs or activities.

**Article 12 Drug-Free Workplace Regulations**

Recipients must comply with drug-free workplace requirements in Subpart B (or Subpart C, if the recipient is an individual) of 2 C.F.R. Part 3001, which adopts the Government-wide implementation (2 C.F.R. Part 182) of Sec. 5152-5158 of the Drug-Free Workplace Act of 1988 (41 U.S.C. §§ 8101-8106).

**Article 13 Duplication of Benefits**

Any cost allocable to a particular federal financial assistance award provided for in 2 C.F.R. Part 200, Subpart E may not be charged to other federal financial assistance awards to overcome fund deficiencies; to avoid restrictions imposed by federal statutes, regulations, or federal financial assistance award terms and conditions; or for other reasons. However, these prohibitions would not preclude recipients from shifting costs that are allowable under two or more awards in accordance with existing federal statutes, regulations, or the federal financial assistance award terms and conditions.

**Article 14 Education Amendments of 1972 (Equal Opportunity in Education Act) – Title IX**

Recipients must comply with the requirements of Title IX of the Education Amendments of 1972, Pub. L. No. 92-318 (1972) (codified as amended at 20 U.S.C. § 1681 et seq.), which provide that no person in the United States will, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity receiving federal financial assistance. DHS implementing regulations are codified at 6 C.F.R. Part 17 and 44 C.F.R. Part 19.

**Article 15 Energy Policy and Conservation Act**

Recipients must comply with the requirements of the Energy Policy and Conservation Act, Pub. L. No. 94- 163 (1975) (codified as amended at 42 U.S.C. § 6201 et seq.), which contain policies relating to energy efficiency that are defined in the state energy conservation plan issued in compliance with this Act.

**Article 16 False Claims Act and Program Fraud Civil Remedies**

Recipients must comply with the requirements of the False Claims Act, 31 U.S.C. §§ 3729-3733, which prohibits the submission of false or fraudulent claims for payment to the federal government. (See 31 U.S.C. §§ 3801-3812, which details the administrative remedies for false claims and statements made.)

**Article 17 Federal Debt Status**

All recipients are required to be non-delinquent in their repayment of any federal debt. Examples of relevant debt include delinquent payroll and other taxes, audit disallowances, and benefit overpayments. (See OMB Circular A-129.)

**Article 18 Federal Leadership on Reducing Text Messaging while Driving**

Recipients are encouraged to adopt and enforce policies that ban text messaging while driving as described in E.O. 13513, including conducting initiatives described in Section 3(a) of the Order when on official government business or when performing any work for or on behalf of the federal government.

**Article 19 Fly America Act of 1974**

Recipients must comply with Preference for U.S. Flag Air Carriers (air carriers holding certificates under 49 U.S.C. § 41102) for international air transportation of people and property to the extent that such service is available, in accordance with the International Air Transportation Fair Competitive Practices Act of 1974, 49 U.S.C. § 40118, and the interpretative guidelines issued by the Comptroller General of the United States in the March 31, 1981, amendment to Comptroller General Decision B-138942.

**Article 20 Hotel and Motel Fire Safety Act of 1990**

In accordance with Section 6 of the Hotel and Motel Fire Safety Act of 1990, 15 U.S.C. § 2225a, recipients must ensure that all conference, meeting, convention, or training space funded in whole or in part with federal funds complies with the fire prevention and control guidelines of the Federal Fire Prevention and Control Act of 1974, (codified as amended at 15 U.S.C. § 2225.)

**Article 21 Limited English Proficiency (Civil Rights Act of 1964, Title VI)**  
Recipients must comply with Title VI of the Civil Rights Act of 1964, (42 U.S.C. § 2000d et seq.) prohibition against discrimination on the basis of national origin, which requires that recipients of federal financial assistance take reasonable steps to provide meaningful access to persons with limited English proficiency (LEP) to their programs and services. For additional assistance and information regarding language access obligations, please refer to the DHS Recipient Guidance: <https://www.dhs.gov/guidance-published-help-department-supported-organizations-provide-meaningful-access-people-limited> and additional resources on <http://www.lep.gov>.

**Article 22 Lobbying Prohibitions**  
Recipients must comply with 31 U.S.C. § 1352, which provides that none of the funds provided under a federal financial assistance award may be expended by the recipient to pay any person to influence, or attempt to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with any federal action related to a federal award or contract, including any extension, continuation, renewal, amendment, or modification.

**Article 23 National Environmental Policy Act**  
Recipients must comply with the requirements of the National Environmental Policy Act of 1969 (NEPA), Pub. L. No. 91-190 (1970) (codified as amended at 42 U.S.C. § 4321 et seq.) and the Council on Environmental Quality (CEQ) Regulations for Implementing the Procedural Provisions of NEPA, which require recipients to use all practicable means within their authority, and consistent with other essential considerations of national policy, to create and maintain conditions under which people and nature can exist in productive harmony and fulfill the social, economic, and other needs of present and future generations of Americans.

**Article 24 Nondiscrimination in Matters Pertaining to Faith-Based Organizations**  
It is DHS policy to ensure the equal treatment of faith-based organizations in social service programs administered or supported by DHS or its component agencies, enabling those organizations to participate in providing important social services to beneficiaries. Recipients must comply with the equal treatment policies and requirements contained in 6 C.F.R. Part 19 and other applicable statutes, regulations, and guidance governing the participations of faith-based organizations in individual DHS programs.

**Article 25 Non-supplanting Requirement**  
Recipients receiving federal financial assistance awards made under programs that prohibit supplanting by law must ensure that federal funds do not replace (supplant) funds that have been budgeted for the same purpose through non-federal sources.

**Article 26 Notice of Funding Opportunity Requirements**  
All the instructions, guidance, limitations, and other conditions set forth in the Notice of Funding Opportunity (NOFO) for this program are incorporated here by reference in the award terms and conditions. All recipients must comply with any such requirements set forth in the program NOFO.

**Article 27 Patents and Intellectual Property Rights**

Recipients are subject to the Bayh-Dole Act, 35 U.S.C. § 200 et seq, unless otherwise provided by law. Recipients are subject to the specific requirements governing the development, reporting, and disposition of rights to inventions and patents resulting from federal financial assistance awards located at 37 C.F.R. Part 401 and the standard patent rights clause located at 37 C.F.R. § 401.14.

**Article 28 Procurement of Recovered Materials**

States, political subdivisions of states, and their contractors must comply with Section 6002 of the Solid Waste Disposal Act, Pub. L. No. 89-272 (1965), (codified as amended by the Resource Conservation and Recovery Act, 42 U.S.C. § 6962.) The requirements of Section 6002 include procuring only items designated in guidelines of the Environmental Protection Agency (EPA) at 40 C.F.R. Part 247 that contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition.

**Article 29 Rehabilitation Act of 1973**

Recipients must comply with the requirements of Section 504 of the Rehabilitation Act of 1973, Pub. L. No. 93-112 (1973), (codified as amended at 29 U.S.C. § 794,) which provides that no otherwise qualified handicapped individuals in the United States will, solely by reason of the handicap, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance.

**Article 30 Reporting of Matters Related to Recipient Integrity and Performance**

If the total value of any currently active grants, cooperative agreements, and procurement contracts from all federal awarding agencies exceeds \$10,000,000 for any period of time during the period of performance of this federal award, then the recipients must comply with the requirements set forth in the government-wide Award Term and Condition for Recipient Integrity and Performance Matters located at 2 C.F.R. Part 200, Appendix XII, the full text of which is incorporated here by reference in the award terms and conditions.

**Article 31 Reporting Subawards and Executive Compensation**

Recipients are required to comply with the requirements set forth in the government-wide award term on Reporting Subawards and Executive Compensation located at 2 C.F.R. Part 170, Appendix A, the full text of which is incorporated here by reference in the award terms and conditions.

**Article 32 SAFECOM**

Recipients receiving federal financial assistance awards made under programs that provide emergency communication equipment and its related activities must comply with the SAFECOM Guidance for Emergency Communication Grants, including provisions on technical standards that ensure and enhance interoperable communications.

**Article 33 Terrorist Financing**

Recipients must comply with E.O. 13224 and U.S. laws that prohibit transactions with, and the provisions of resources and support to, individuals and organizations associated with terrorism. Recipients are legally responsible to ensure compliance with the Order and laws.

**Article 34 Trafficking Victims Protection Act of 2000 (TVPA)**

Recipients must comply with the requirements of the government-wide financial assistance award term which implements Section 106(g) of the Trafficking Victims Protection Act of 2000 (TVPA), codified as amended at 22 U.S.C. § 7104. The award term is located at 2 C.F.R. § 175.15, the full text of which is incorporated here by reference.

**Article 35 Universal Identifier and System of Award Management (SAM)**

Recipients are required to comply with the requirements set forth in the government-wide financial assistance award term regarding the System for Award Management and Universal Identifier Requirements located at 2 C.F.R. Part 25, Appendix A, the full text of which is incorporated here by reference.

**Article 36 USA Patriot Act of 2001**

Recipients must comply with requirements of Section 817 of the Uniting and Strengthening America by Providing Appropriate Tools Required to Intercept and Obstruct Terrorism Act of 2001 (USA PATRIOT Act), Pub. L. No. 107-56, which amends 18 U.S.C. §§ 175-175c.

**Article 37 Use of DHS Seal, Logo and Flags**

Recipients must obtain permission from their DHS FAO prior to using the DHS seal(s), logos, crests or reproductions of flags or likenesses of DHS agency officials, including use of the United States Coast Guard seal, logo, crests or reproductions of flags or likenesses of Coast Guard officials.

**Article 38 Whistleblower Protection Act**

Recipients must comply with the statutory requirements for whistleblower protections (if applicable) at 10 U.S.C § 2409, 41 U.S.C. § 4712, and 10 U.S.C. § 2324, 41 U.S.C. §§ 4304 and 4310.

**Article 39 Acceptance of Post Award Changes**

In the event FEMA determines that changes are necessary to the award document after an award has been made, including changes to period of performance or terms and conditions, recipients will be notified of the changes in writing. Once notification has been made, any subsequent request for funds will indicate recipient acceptance of the changes to the award. Please call the FEMA/GMD Call Center at (866) 927-5646 or via e-mail to [ASK-GMD@dhs.gov](mailto:ASK-GMD@dhs.gov) if you have any questions.

**Article 40 Prior Approval for Modification of Approved Budget**

Before making any change to the DHS/FEMA approved budget for this award, you must request prior written approval from DHS/FEMA where required by 2 C.F.R. § 200.308. DHS/FEMA is also utilizing its discretion to impose an additional restriction under 2 C.F.R. § 200.308(e) regarding the transfer of funds among direct cost categories, programs, functions, or activities. Therefore, for awards with an approved budget where the Federal share is greater than the simplified acquisition threshold (currently \$250,000), you may not transfer funds among direct cost categories, programs, functions, or activities without prior written approval from DHS/FEMA where the cumulative amount of such transfers exceeds or is expected to exceed ten percent (10%) of the total budget DHS/FEMA last approved. You must report any deviations from your DHS/FEMA approved budget in the first Federal Financial Report (SF-425) you submit following any budget deviation, regardless of whether the budget deviation requires prior written approval.

**Article 41 Disposition of Equipment Acquired Under the Federal Award**

When original or replacement equipment acquired under this award by the recipient or its subrecipients is no longer needed for the original project or program or for other activities currently or previously supported by DHS/FEMA, you must request instructions from DHS/FEMA to make proper disposition of the equipment pursuant to 2 C.F.R. § 200.313.

**Article 42 Environmental Planning and Historic Preservation**

DHS/FEMA funded activities that may require an EHP review are subject to FEMA's Environmental Planning and Historic Preservation (EHP) review process. This review does not address all Federal, state, and local requirements. Acceptance of Federal funding requires recipient to comply with all Federal, state and local laws. Failure to obtain all appropriate federal, state and local environmental permits and clearances may jeopardize Federal funding. DHS/FEMA is required to consider the potential impacts to natural and cultural resources of all projects funded by DHS/FEMA grant funds, through its EHP Review process, as mandated by the National Environmental Policy Act; National Historic Preservation Act of 1966, as amended; National Flood Insurance Program regulations; and, any other applicable laws and Executive Orders. To access the FEMA's Environmental and Historic Preservation (EHP) screening form and instructions go to the DHS/FEMA website at: <https://www.fema.gov/media-library/assets/documents/90195>. In order to initiate EHP review of your project(s), you must complete all relevant sections of this form and submit it to the Grant Programs Directorate (GPD) along with all other pertinent project information. Failure to provide requisite information could result in delays in the release of grant funds. If ground disturbing activities occur during construction, applicant will monitor ground disturbance, and if any potential archeological resources are discovered, applicant will immediately cease work in that area and notify the pass-through entity, if applicable, and DHS/FEMA.

## Obligating document

<b>1. Agreement No.</b> EMW-2019-FG-00050	<b>2. Amendment No.</b> N/A	<b>3. Recipient No.</b> 416004988	<b>4. Type of Action</b> AWARD	<b>5. Control No.</b> WX02929N2020T		
<b>6. Recipient Name and Address</b> BLACKDUCK, CITY OF 8 SUMMIT AVE E BLACKDUCK, MN 56630		<b>7. Issuing FEMA Office and Address</b> Grant Programs Directorate 500 C Street, S.W. Washington DC, 20528-7000 1-866-927-5646		<b>8. Payment Office and Address</b> FEMA, Financial Services Branch 500 C Street, S.W., Room 723 Washington DC, 20742		
<b>9. Name of Recipient Project Officer</b> Christina Regas		<b>9a. Phone No.</b> 2188354810	<b>10. Name of FEMA Project Coordinator</b> Assistance to Firefighters Grant Program		<b>10a. Phone No.</b> 1-866-274-0960	
<b>11. Effective Date of This Action</b> 07/30/2020	<b>12. Method of Payment</b> OTHER - FEMA GO	<b>13. Assistance Arrangement</b> COST SHARING		<b>14. Performance Period</b> 08/06/2020 to 08/05/2021 <b>Budget Period</b> 08/06/2020 to 08/05/2021		
<b>15. Description of Action a. (Indicate funding data for awards or financial changes)</b>						
<b>Program Name Abbreviation</b>	<b>Assistance Listings No.</b>	<b>Accounting Data(ACCS Code)</b>	<b>Prior Total Award</b>	<b>Amount Awarded This Action + or (-)</b>	<b>Current Total Award</b>	<b>Cumulative Non-Federal Commitment</b>
AFG	97.044	2020-F9-GB01 - P431-xxxx-4101-D	\$0.00	\$128,346.67	\$128,346.67	\$6,417.33
Totals			\$0.00	\$128,346.67	\$128,346.67	\$6,417.33
<b>b. To describe changes other than funding data or financial changes, attach schedule and check here:</b> N/A						
<b>16. FOR NON-DISASTER PROGRAMS: RECIPIENT IS REQUIRED TO SIGN AND RETURN THREE (3) COPIES OF THIS DOCUMENT TO FEMA (See Block 7 for address)</b> This field is not applicable for digitally signed grant agreements						

<b>17. RECIPIENT SIGNATORY OFFICIAL (Name and Title)</b>	<b>DATE</b>
<b>18. FEMA SIGNATORY OFFICAL (Name and Title)</b>	<b>DATE</b>
Christopher Logan, Acting Assistant Administrator Grant Programs Directorate	07/30/2020



A GREAT PLACE FOR FAMILIES

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

August 6, 2020

Dear Blackduck Beach Supporter –

The time has finally come for the Blackduck Beach to officially open to the public and we couldn't be more proud or excited! On behalf of the committee and the City of Blackduck, we would like to take this opportunity to thank you for your support in making this project a huge success for the community.

The committee will be holding a formal 'ribbon cutting' Tuesday, August 18<sup>th</sup>, 2020. You and the public are invited to enjoy our social hour beginning at 6pm, and the ceremony will take place at 7pm. The committee would like you to join us, take pictures and celebrate a destination stop that has been in the making for over 25 years!

Drive-in traffic and Parking will be limited from both the Pine Tree Park Campground entrance (*South*) and the Tepee Hill Road entrance (*North*) so please plan accordingly (*see attached map for reference*). Taking the safety of our community in mind social distancing will be requested and masks are recommended but not required. Pictures and Swimsuits are welcomed and encouraged! Bring your favorite floaty and towel or just join us for a refreshment!

Once again we want to thank you for your support in our efforts to expand the community's healthy activities to Blackduck. We hope Blackduck Beach is a favorite location for families and visitors for years to come.

Sincerely your Blackduck Beach Committee,

Misty Frenzel, Leslie Frosaker, Nate Lien, Jace Grangruth, Christina & Demo Regas

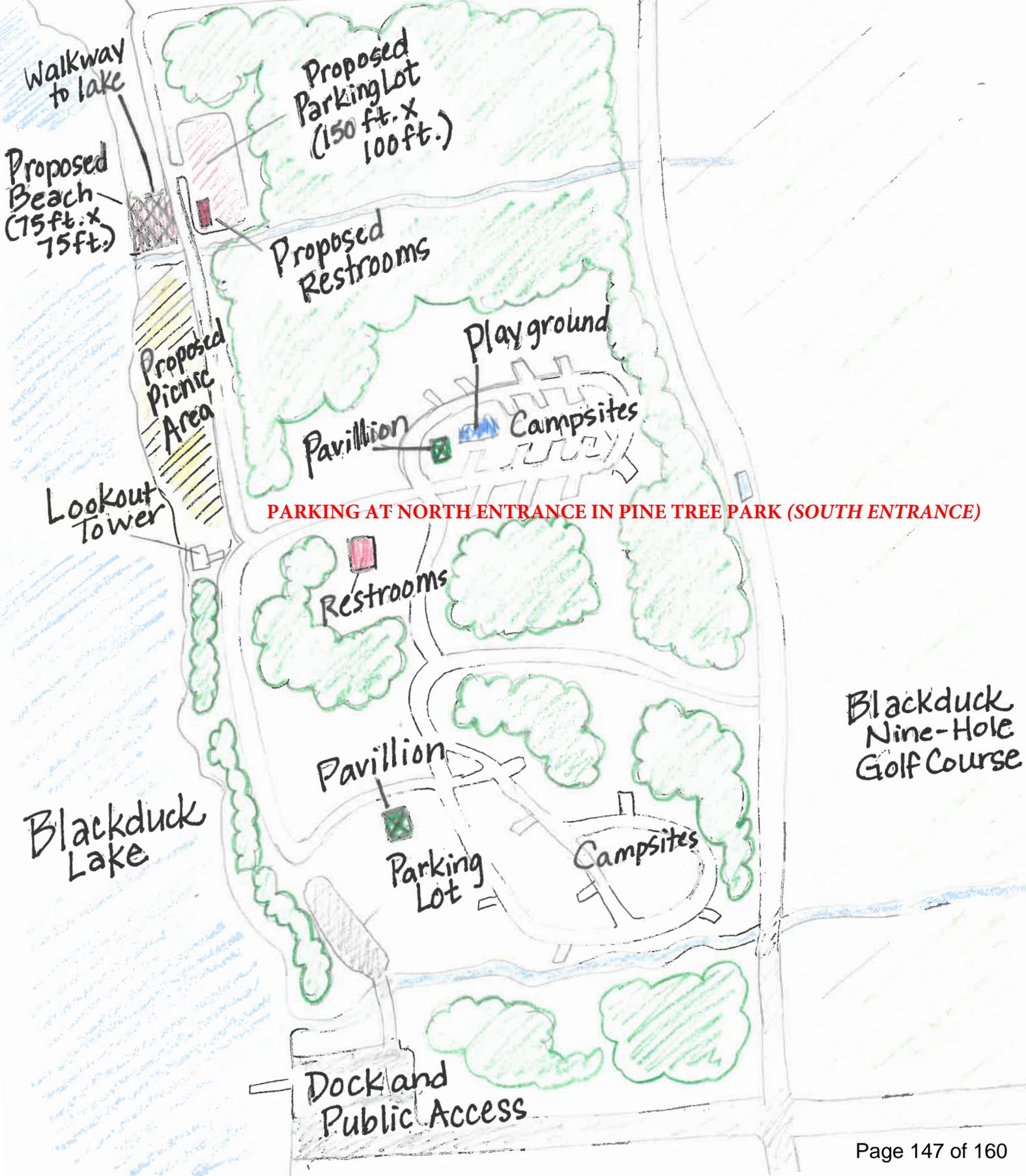
[www.blackduckmn.com](http://www.blackduckmn.com)

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

**"The City Of Blackduck Is An Equal Opportunity Provider"**

# Pine Tree Park Recreational Improvements

## PARKING ON TEPEE HILL RD. (NORTH ENTRANCE)



## PARKING AT NORTH ENTRANCE IN PINE TREE PARK (SOUTH ENTRANCE)

Blackduck  
Nine-Hole  
Golf Course

Blackduck  
Lake

Dock and  
Public Access



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

## RESOLUTION NO: 2020-03

### RESOLUTION APPROVING THE TERMS OF AN INTERNAL LOAN IN CONNECTION WITH CONSTRUCTION OF THE BLACKDUCK GOLF COURSE CART SHED

Be it resolved by the City Council of the City of Blackduck, Minnesota (“City”) as follows:

#### Section 1. Background.

1.01. The City determined a need to incur certain costs in connection with the improvement of the Blackduck Municipal Golf Course Cart Shed (*Project*),

1.02. The City has determined to finance the construction & administration costs for the Project from the New Unrestricted Revolving Loan Fund (*collectively, the “Fund”*), for a total of **\$67,021**, which fund is administered by the City and has a balance that is legally available for such purposes,

1.03. The City intends to reimburse the Fund for the Project from future public financing, or other available City funds -tax levies and/or net revenues- in accordance with the terms of this resolution (*which terms are referred to collectively as the “Internal Loan”*).

#### Section 2. Terms of Internal Loan.

2.01. The City shall repay to the Fund the principal amount of funds advanced for Project together with interest on the principal amount advanced, accruing from the date of each initial expenditure or advance, at the rate of interest specified by the Blackduck City Council. **The first \$50,000 will be classified as a Storefront Rehab loan @ an interest rate of 0.0% for a term of 10 years & the remaining \$17,021 classified as a Commercial development loan @ current prime interest rate of 3.25% for a term of 10 years.** (*which rate shall be generally comparable to the average rate of earnings on investment of City funds or the average rate on general obligation bonds of the City*).

2.02. Principal and interest (“Payments”) shall be paid semi-annually on each August 1 and February 1 (“Payment Dates”), commencing on the first Payment Date after receipt of the first tax levy proceeds after disbursements from the Fund and continuing through the date the principal and accrued interest of the Internal Loans is paid in full.

2.03. The principal sum and all accrued interest payable under this Internal Loan are pre-payable in whole or in part at any time by the City without premium or penalty.

2.04. This Resolution is evidence of an internal borrowing by the City and shall not be deemed to constitute a general obligation of the State of Minnesota or any political subdivision thereof, including, without limitation, the City. Neither the State of Minnesota, nor any political subdivision thereof shall be obligated to pay the principal of or interest on this Internal Loan or other costs, and neither the full faith and credit nor the taxing power of the State of Minnesota or any political



# CITY OF BLACKDUCK RESOLUTION NO: 2020-03

subdivision thereof is pledged to the payment of the principal of or interest on this Internal Loan or other costs incident hereto. The City shall have no obligation to pay any principal amount of the Internal Loan or accrued interest thereon, which may remain unpaid after the final Payment Date.

**2.05.** The City may amend the terms of this Internal Loan at any time by resolution of the City Council, including a determination to forgive the outstanding principal amount and accrued interest to the extent permissible under law.

**Section 3. Effective Date.** This resolution is effective upon the date of its approval.

Adoption this 10<sup>th</sup> day of August 2020.

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Paige Moore, Mayor

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Christina Regas – City Administrator



# CITY OF BLACKDUCK

## RESOLUTION NO: 2020-22

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

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

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

**Section 1.** All fees and charges in effect August 10, 2020 of the city code for the City shall remain in effect unless otherwise modified by the provisions of the ordinance. All citations below are to various sections of the city code unless otherwise indicated.

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

#### General

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

#### Land Use:

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

#### Cemetery:

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



# CITY OF BLACKDUCK

## RESOLUTION NO: 2020-22

19. The fee for conduct violation pursuant to § 600.06 shall be \$25.00

### Rental:

20. The fee for a rental housing license pursuant to § 1150.08 shall be \$30.00.

21. The fee for a single-family rental dwelling inspection pursuant to § 1150.08 shall be \$75.00 for the first inspection and \$50.00 for all follow-up inspections.

22. The fee for a multi-family dwelling inspection pursuant to § 1150.08 shall be \$75.00 per apartment or unit for the first inspection and \$50 for all follow-up inspections.

### Liquor Licensing:

23. The fee for a Club License pursuant to §1560.12 shall be based on club membership as follows: Under 200 members - \$300.00; 201-500 members - \$500.00; 501-1,000 members - \$650.00; 1,000-2,000 members - \$800.00.

24. The fee for an On Sale Intoxicating Liquor License pursuant to §1120.23 shall be \$1700.00

25. The fee for an On Sale 3.2 Beer License pursuant to §1120.23 shall be \$150.00.

26. The fee for an Off-sale 3.2 Beer License pursuant to §1120.23 shall be \$50.00

27. The fee for a Wine Permit pursuant to §1120.23 shall be \$150.00.

28. The fee for a special event On-Sale Liquor shall be \$25.00.

### Water/Sewer:

29. The monthly water base fee for a Residential/ Low Volume User (5/8"-3/4" Meter) shall be \$18.00 .

30. The monthly water base fee for a Multi-Family Dwelling Unit shall be \$13.00 per unit.

31. The monthly water base fee for a Large Volume User shall be \$28.00.

32. The monthly sewer base fee for a Residential/Low Volume User (5/8"-3/4" Meter) shall be \$18.00.

33. The monthly sewer base fee for a Multi-Family Dwelling Unit shall be \$13.00 per unit.

34. The monthly sewer base fee for a Large Volume User shall be \$28.00.

35. The fee for water shall be \$0.0066 per gallon.

36. The fee for sewer shall be \$.0066 per gallon.

37. The fee for bulk water shall be a \$50.00 minimum for each connection to the public water system, which will include 1,000 gallons, thereafter \$20.00 per thousand gallons.

38. The fee for an account setup shall be \$25.00.

39. The fee for reading a meter shall be \$25.00.

40. All water meters shall be reimbursed at cost.

41. The fee for gaskets shall be reimbursed at cost.

42. The fee for labor to replace a water meter shall be \$25.00.

43. The fee for Disconnection shall be \$25.00.

44. The Tap fee for Water connection shall be \$250

45. The fee for Septic Load Discharge will be \$25 per load.

46. The fee for a Sanitary Sewer Discharge Permit shall be \$100.00.

47. Late fee/Penalty Charge shall be \$5.00.

48. Minnesota State Drinking Water Fee shall be \$9.72/annually.



# CITY OF BLACKDUCK

## RESOLUTION NO: 2020-22

### Pine Tree Park Campground:

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

### Additional Ordinance's

55. The fee for Animals Running at Large pursuant to § 920.02 Subd. 1 shall be \$25.00 for the 1<sup>st</sup> offense; \$50 for a 2<sup>nd</sup> offense; & \$60 for a 3<sup>rd</sup> offense.
56. The fee for Dangerous Animals pursuant to §920.11 shall be \$60.
56. The fee for Habitual Barking Dog pursuant to § 920.07 Subd. 1 shall be \$25.00.
57. The fee for Failure to License Dogs pursuant to § 920.02 Subd. 2 shall be \$25.00.
58. The fee for Lurking or Loitering pursuant to § 209 shall be \$50.00.
59. The fee for Curfew Violation pursuant to § 27.00 shall be \$50.00.
60. The fee for Public Nuisance – pursuant to § 900.15 shall be ~~\$25.00~~ \$50.00 for the 1<sup>st</sup> offense and \$100 for the 2<sup>nd</sup> offense.
61. The fee for Public Nuisances Affecting Peace & Safety pursuant to §900.18 V.(1) Noises prohibited shall be \$60
62. The fee for Parking Violations pursuant to §710.01 shall be \$25.00
63. The fee for Impeding Snow Removal pursuant to § 710.07 shall be \$25.00
64. The fee for Time Limitations on Parking Restriction pursuant to § 710.05 shall be \$20.00.
65. The fee for Snow Removal Parking Restriction pursuant to §710.06 shall be \$20.00.
66. The fee for Snow Emergency pursuant to § 710.08 shall be \$25.00.
67. The fee for Material on the Sidewalk pursuant to § 930.03 shall be \$25.00.
68. The fee for Obstruction of Streets pursuant to § 930.02 shall be \$50.00.
69. The fee for Failure to Obtain Permit to Excavate in Street, Etc. pursuant to § 930.22 Subd. 1 shall be \$75.00
70. The fee for Failure to Stop at Intersections pursuant to §700.03 shall be \$75.00.
71. The fee for Excessive Noise pursuant to § 700.07 Subd 1&2 shall be \$50.00.
72. The fee for U-Turns pursuant to § 700.06 shall be \$60.00
73. The fee for Exhibition Driving pursuant to §700.08 shall be \$60.00
74. The fee for Cruising pursuant to § 700.09 shall be \$60.00.
75. The fee for Motor Vehicle Noise pursuant to §700.10 shall be \$60.00/
76. The fee for Snow Mobile and ATV Restriction pursuant to § 720.05 shall be \$60.00.
77. The fee for Persons under 18 – Snowmobile pursuant to § 720.06 shall be \$60.00.
78. The fee for failing to Stop or Yield pursuant to §720.07 shall be \$60.00.
79. The fee for Unauthorized Use of Motor Vehicle on Trail pursuant to §740.03 Subd 1 shall be \$60.00.
80. The fee for Unauthorized Use of Snowmobile on Trail pursuant to § 740.03 Subd 2 shall be \$60.00.



# CITY OF BLACKDUCK RESOLUTION NO: 2020-22

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

**Other Miscellaneous Fees:**

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

Revised & Adopted by the City Council of the City of Blackduck on August 10, 2020.

Approved:

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Paige Moore, Mayor

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Christina Regas – City Administrator



City of Blackduck, Minnesota  
 Pre-Sale Schedule dated July 30, 2020  
 For the Sale of G.O. Capital Improvement Plan Bonds  
 (Financing Public Works/Public Safety Building)

The City Council must take the following actions before Bonds can be issued:

- City Council directs preparation of a 5-Year Capital Improvement Plan.
- City Council conducts a Public Hearing on issuance of Bonds and Capital Improvement Plan.
- City Council approves Bonds and Capital Improvement Plan by at least a 3/5ths vote of the governing body membership.

The table below lists the steps in the issuing process:

8/10	City Council adopts Resolution calling for Public Hearing on issuance of Bonds and on Capital Improvement Plan.
8/26 @ 12p	Close date to get Notice of Public Hearing on issuance of Bonds and on Capital Improvement Plan to official newspaper for publication.
8/29	Publish Notice of Public Hearing on issuance of Bonds and on Capital Improvement Plan (publication no more than 28 days and no less than 14 days prior to hearing date).
9/14 @ 6:00p	City Council holds Public Hearing on Bonds and on Capital Improvement Plan and adopts Resolution giving preliminary approval for their issuance and approving Capital Improvement Plan by at least a 3/5ths vote of the governing body membership.
TBD	City Council provides for sale of Bonds.
Week of TBD	Ehlers distributes official statement.
Week of TBD	Conference call with Standard & Poor’s for bond rating.
10/14	Reverse referendum period ends (within 30 days of the public hearing).
TBD	City Council accepts offer for Bonds and adopts Resolution-Approving sale of Bonds.
TBD	Tentative closing/receipt of funds.

Net Debt Limit - EXEMPT		Annual Levy Limit	
Assessor’s Estimated Market Value	30,253,400	Assessor’s Estimated Market Value	30,253,400
Multiply by 3%	0.03	Multiply by .16%	0.0016
Statutory Debt Limit	907,602	Statutory Levy Limit	48,405
Less: Debt Paid Solely from Taxes	NA	Less: Annual Levy under CIP	(45,702)
Unused Debt Limit	907,602	Unused Levy Limit	2,703

\*These values are for Pay 2019/2020

**EXTRACT OF MINUTES OF A MEETING OF THE  
CITY COUNCIL OF THE CITY OF BLACKDUCK, MINNESOTA**

HELD: August 10, 2020

Pursuant to due call and notice thereof, a regular meeting of the City Council of City of Blackduck, Minnesota, was duly called and held at the Blackduck City Hall, 8 Summit Avenue Northeast in Blackduck, Minnesota on August 10, 2020 at 6:00 p.m. for the purpose, in part, of calling a public hearing on the intention to issue general obligation capital improvement plan bonds and the proposal to adopt a capital improvement plan therefor.

The following members were present:

and the following were absent:

Member \_\_\_\_\_ introduced the following resolution and moved its adoption:

STATE OF MINNESOTA  
COUNTY OF BELTRAMI  
CITY OF BLACKDUCK

I, the undersigned, being duly qualified and acting City Administrator of the City of Blackduck, Minnesota, DO HEREBY CERTIFY that I have carefully compared the attached and foregoing extract of minutes with the original thereof on file in my office, and that the same is a full, true and complete transcript of the minutes of a meeting of the City Council of said City, duly called and held on the date therein indicated, insofar as such minutes relate to the City Council calling a public hearing on the intension to issue the City's general obligation capital improvement plan bonds and proposal to adopt the City's capital improvement plan therefor.

WITNESS my hand on this 10<sup>th</sup> day of August, 2020.

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City Administrator

**NOTICE OF PUBLIC HEARING**  
**CITY OF BLACKDUCK, MINNESOTA**  
**CAPITAL IMPROVEMENT PLAN**  
**AND NOTICE OF INTENTION TO ISSUE**  
**CAPITAL IMPROVEMENT BONDS**

**NOTICE IS HEREBY GIVEN** that the City Council of the City of Blackduck, Minnesota (the “City”) will meet on Monday, September 14, 2020, at 6:00 p.m., at the Blackduck City Hall, 8 Summit Avenue Northeast in Blackduck, Minnesota, in part to hold a public hearing concerning (1) the proposal to adopt a capital improvement plan pursuant to *Minnesota Statutes*, Section 475.521; and (2) the proposed issuance of general obligation bonds (the “Bonds”). The Bonds will be in an amount not to exceed \$1,100,000 and will be used to construct a new structure to house the public works and public safety departments for the City.

If a petition requesting a vote on the issuance of the Bonds, signed by voters equal to five percent of the votes cast in the City in the last general election, is filed with the City Administrator within 30 days after the public hearing (i.e., by October 14, 2020), the City may issue the Bonds only after obtaining approval of a majority of voters voting on the question at an election.

A copy of the plan is available for inspection in the City Administrator’s Office, City Hall, 8 Summit Avenue Northeast, Blackduck, Minnesota, 56630. Questions or comments may be directed to the City Administrator’s Office at 218-835-4803.

All interested persons may appear and be heard at the public hearing either orally or in writing or may file written comments with the City Administrator before the hearing.

Dated: August 10, 2020

BY ORDER OF THE CITY COUNCIL OF  
OF THE CITY OF BLACKDUCK, MINNESOTA

/s/ Christina Regas  
City Administrator



# CITY OF BLACKDUCK RESOLUTION NO: 2020-23

## RESOLUTION CALLING PUBLIC HEARING ON THE INTENTION TO ISSUE GENERAL OBLIGATION CAPITAL IMPROVEMENT PLAN BONDS AND THE PROPOSAL TO ADOPT A CAPITAL IMPROVEMENT PLAN THEREFOR

**WHEREAS**, pursuant to Minnesota Statutes, Section 475.521 the City of Blackduck, Minnesota (the “City”) may issue bonds to finance capital expenditures under its capital improvement plan (the “Plan”) without an election provided that, among other things, prior to issuing the bonds the City adopts the Plan after a public hearing thereon and publishes a notice of its intention to issue the bonds and the date and time of a hearing to obtain public comment on the matter; and

**WHEREAS**, the City Council intends to hold a public hearing on its intention to issue general obligation capital improvement plan bonds (the “Bonds”) and to adopt the Plan therefor pursuant thereto on September 14, 2020; and

**NOW, THEREFOR, BE IT RESOLVED** by the City Council of the City of Blackduck, Minnesota, that the City Council hereby calls for a public hearing on its intent to issue the Bonds and to adopt the Plan therefor, such hearing to be held on the date and time set forth in Exhibit A attached hereto. The City Council is hereby directed to cause the notice to be published at least 14 but not more than 28 days before the hearing in the official newspaper of the City or a newspaper of general circulation in the City.

The motion for the adoption of the foregoing resolution was duly seconded by member \_\_\_\_\_ and, after full discussion thereof and upon a vote being taken thereon, the following voted in favor thereof:

and the following voted the same:

Whereupon said resolution was declared duly passed and adopted.

Adopted by the City Council of the City of Blackduck on August 10, 2020.

Approved:

\_\_\_\_\_  
Paige Moore, Mayor

\_\_\_\_\_  
Christina Regas – City Administrator