



AGENDA

Blackduck City Council - Work Session Meeting

6:00 PM - Monday, September 21, 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.	OLD BUSINESS	
a.	City Building Remodeling & Rebuilding	
b.	Golf Course Cart Shed	2
	Golf Course cart shed budget	
c.	Public Works Trucks	
d.	Council Vacancy	
e.	Equity Awareness Training - October 9th 2-5pm & October 10th 10am-1pm - Virtual Event	
f.	Collaborative Services from League of MN Cities - Pamela Whitmore	3 - 32
	Collaboration-Services-Flyer	
	Good start good governance New Logo	
	Elected Official Roles and best practices	
	Making Meetings Work (with Summary of Motions) FINAL - Copy	
g.	Blackduck Beach	
h.	2021 Budget Planning Process - Updates	33 - 43
	2021 BUDGET WORK SESSION PRESENTATION	
i.	Pine Tree Park Renovations	
j.	Blackduck Hot Water AIS Station -	
k.	CARES Funding update	44 - 45
	COVID Expenses	
	Blackduck CARES Press release final	
l.	Deputy Clerk / Administrative Assistant Position - update	
4.	NEW BUSINESS	
5.	ADJOURNMENT	

Golf Course Cart Shed Costs

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

COLLABORATION SERVICES



For more information, contact:

Pam Whitmore
League of Minnesota Cities
Insurance Trust Collaboration
& Mediation Manager
(651) 281-1224 (office)
(612) 816-7386 (cell)
(800) 925-1122 (toll free)
pwhitmore@lmc.org



Working collaboratively helps bridge divides.

Get the help you need to work together, understand roles, be transparent, and avoid conflict in your city.

Strong opinions can lead to lively discussions and promote the exchange of new ideas and creative solutions. However, when those discussions start to lead to conflict, where can your city turn for help? As a member of LMCIT, you can receive free guidance from a qualified neutral and experienced facilitator who will meet with your city to provide personalized workshops and facilitated discussions as a part of LMCIT's Collaboration Services.

When should your city call LMCIT Collaboration Services?

- **If your city has a conflict.** When your city is having issues with communication and trust, problems understanding roles and responsibilities, or struggling with complex topics like the Open Meeting Law or data practices, you can work with LMCIT's Collaboration Services to learn how to work together, engage more respectfully, and get the tools you need to govern more effectively.
- **If your city wants to prevent conflicts from forming.** When your city needs some extra help understanding tricky topics, wants to proactively learn communication skills to better engage in discussions, needs to get a leg-up on good governance, or wants to avoid conflict before it starts, LMCIT's Collaboration Services offers tools to help everyone work toward an integrative solution. Workshops can cover a wide range of topics that will keep your city running effectively.
- **If your city needs assistance with specific issues.** Cities sometimes experience conflict when a lack of understanding or new and difficult issues cause distrust. LMCIT's Collaboration Services can provide your city with needed assistance, such as finding a mentor, getting referrals, sharing written resources, and mediation.

For more information visit www.lmc.org/collabservicesinfo

LMCIT is a self-insured membership cooperative that was formed by Minnesota's cities, with the assistance of the League of Minnesota Cities. In addition to providing workers' compensation and property/casualty coverage, LMCIT provides a comprehensive loss control program to reduce the risk of employee injuries and the volume of costly claims.

COLLABORATION SERVICES



When to Use LMCIT's Collaboration Services

If you're saying:

- We've got to get everybody discussing the issues, not each other
- Our councilmembers really do not understand their roles
- Our council meetings run too long
- We don't completely understand the Open Meeting Law
- Where can we find training on good governance
- How can we learn more about data practices law
- I wish our council could get things done efficiently
- We need a third party to come in and help us communicate better

...then you can get help from LMCIT's Collaboration Services!

Some common offerings include:

- Problem solving
- Working together within conflict
- Good governance & understanding council roles
- Respectful communication & working collaboratively
- Data practices & Open Meeting Law pitfalls
- Meeting & public comment management
- Formal qualified neutral services

Additional resources to help your city:

- www.lmc.org/goodstartpdf
- www.lmc.org/conflictresolutionpdf
- www.lmc.org/conflictinterestpdf
- www.lmc.org/councilauthoritypdf

You can find more resources at www.lmc.org/collabservicesinfo



A Good Start to Good Governance

**Guidance for Newly Elected City Officials
from the League of Minnesota Cities**

Congratulations on your election! Serving a city says a lot about a person’s sense of public responsibility, but being on city council isn’t easy. The League of Minnesota Cities offers guidance to elected officials across the state on a variety of topics and we’re here to help. Here’s just a sample:

- **Can I re-hash the city council meeting with my colleagues at the café after we adjourn?**
Find out if council can talk about city business outside of a public meeting—see page 11.

- **Can I talk to the public works director about some department performance problems I’ve identified?**
Find out what power a single councilmember has to make changes—see page 2.

- **Can I improve the efficiency of our city government by using e-mail to communicate among councilmembers?**
Find out if it’s a problem that the public can’t see and participate in these discussions—see page 12.

Comprehensive
resources for new
city officials like you at:
www.lmc.org/goodstart

Don't think twice about turning to the League of Minnesota Cities for answers!

This booklet represents just a sample of the governance information and resources the League offers. When you need to know more, turn to the League!

- Contact the League anytime with any questions at (800) 925-1122 or research@lmc.org.
- Check out more great resources for new city officials at www.lmc.org/goodstart.

League of Minnesota Cities

145 University Avenue West

St. Paul, MN 55103-2044

(651) 281-1200 • (800) 925-1122

TDD: (651) 281-1290 • Fax (651) 281-1299

www.lmc.org

The information below on elected officials and council structure and role is an excerpt from Chapter 6 of the League's Handbook for Minnesota Cities.

The *Handbook* is available FREE on the League's website at www.lmc.org. It has information for city councils on:

- the form and structure of Minnesota Cities;
- elections, elected officials, and council meetings;
- regulatory and development functions of cities, liability, finance, budgeting and debt, and more.

Elected officials and council structure and role

The cornerstone of city government in Minnesota is the elected city council. The city council fashions the policies that determine a community's present and future well-being. Because people look to their local government for leadership, much of the responsibility for community development falls on the shoulders of city councilmembers.

Although the mayor is a member of the council in statutory cities and the clerk is a member of the council in Standard Plan cities, the mayor and clerk in all cities have some special duties. This document will discuss the special aspects of these positions and the city council's role in city governance.

■ Terms of office

All terms of office in statutory cities begin on the first Monday of January following the election. The terms of the old officers end at this time, or as soon after that as the newly elected officers qualify by taking an oath and filing a bond, if one is required. If the newly elected officer refuses or fails to qualify, the incumbent officer continues to hold office until the council declares the office vacant and appoints a successor. The length of the various terms of office is provided by statute.

■ Oath of office

Whether or not officials need a bond, they must take and sign an oath of office before exercising any of their powers. This includes members of councils, boards, commissions, and administrative officers. This applies to appointed as well as to elected officials. The oath is as follows:

"I, (name) do solemnly swear to support the Constitution of the United States, the Constitution of the State of Minnesota, and to discharge faithfully the duties of the office of (insert brief description of office) of the city of (insert city), Minnesota, to the best of my judgment and ability, so help me God."

If the officer objects to an oath on religious grounds, the word "affirm" can substitute for the word "swear," and the phrase "and this I do under the penalties of perjury" can substitute for the phrase "so help me God."

Any person with authority to take and certify acknowledgments may administer the oath, including the city clerk, a justice of the peace, a notary public or a register of deeds. The candidate taking the oath must lift his or her hand while reciting the oath. The candidate qualifying for office must take the oath and sign a copy of the oath in the presence of the administering official.

The signed copy should go to the city clerk for filing. City assessors should file their copy with the county auditor. If an officer must also submit a bond, the oath should be attached to the bond and both documents should go to the city council for approval and then to the clerk for filing.

City council and its powers

It is the duty of the mayor, clerk, and councilmembers to ensure the city is fulfilling its duties under the law and lawfully exercising its powers.

City officials can sometimes be held personally liable for failing to act or for taking unauthorized actions on the part of the city. To avoid personal-liability lawsuits, city officials should gain a working knowledge of the laws that regulate city government. Whenever there is any doubt about the validity of an action or procedure, city officials should consult their city attorney.

■ Role of the individual councilmember

Councilmembers' statutory duties are to be performed, almost without exception, by the council as a whole. For example, the council, not individual councilmembers, must supervise administrative officers, formulate policies, and exercise city powers.

Councilmembers should devote their official time to problems of basic policy and act as liaisons between the city and the general public. Councilmembers should be concerned, not only with the conduct of daily affairs, but also with the future development of the city.

The most important single responsibility of a councilmember is participation at council meetings. In statutory cities, each councilmember, including the mayor, has full authority to make and second motions, participate in discussions, and vote on every matter before the council.

In a statutory city, any two councilmembers of a five-member council or any three members of a seven-member council may call a special meeting. Care should be exercised to give proper notice, however.

As individuals, councilmembers have no administrative authority. They cannot give orders or otherwise supervise city employees unless specifically directed to do so by the council. The council, however, has complete authority over all administrative affairs in the city. In Plan B cities, this authority is generally restricted to conducting investigations and establishing policies to be performed by the manager.

YOU'LL
WANT
TO
KNOW
THIS

■ The council's authority

The city council is a continuing body. New members have no effect on the body except to change its membership. This means that all ordinances and resolutions remain in effect until the council alters or rescinds them, or until they expire through their own terms. At any time, the council can change any resolution, ordinance or administrative order whether or not the individuals presently on the council are the same as those serving when the council originally took action.

There are exceptions to this rule. For example, the council cannot dissolve a perpetual-cemetery-maintenance fund. In addition, the council cannot rescind or unilaterally alter any valid contracts. This means the law of contracts applies to the council as it does to any other party. Whether a contract was validly made is a question of fact.

The following information outlines the major areas of council authority and responsibility.

1. Judging the qualification and election of its own members

The council evaluates the credentials of individuals who are, or who claim to be, members of the council. This power includes certifying election results, determining whether an individual has the necessary qualifications to hold office, and deciding whether a council vacancy has occurred.

2. Setting and interpreting rules governing its own proceedings

The council has the following powers:

- To preserve order during its own meetings.
- To establish rules of procedure.
- To compel the attendance of members at meetings and to punish nonattendance. The council does not have the power to remove members from office, but it may punish members by fines or by deducting a part of the absentee's compensation for failure to comply with attendance orders.

3. Exercising all the powers of cities that the law does not delegate to others

Except for powers that the statutes delegate to a specific official or independent board or commission, the council has the authority to exercise all powers given to the city.

4. Legislating for the city

The council may enact ordinances by a majority vote of all its members except where a larger number is required by law. The power to legislate also includes setting administrative policies and otherwise establishing public policy for the city.

The council has the power to declare that violations of any ordinance are a crime and may prescribe penalties for ordinance violations. The statutory city code limits the penalty for ordinance violations to a fine of up to \$1,000 or 90 days in jail, or both.

5. Directing the enforcement of city ordinances

The council directs the enforcement of city ordinances by determining the level of law enforcement, setting qualifications for the police chief and police officers, purchasing certain types of equipment for police use, and by directing and supervising the work of police officers indirectly, through the police chief. The city council also directs all departments and employees responsible for the administration of its policies and ordinances in the general administration of their duties. The city council generally should not direct the enforcement efforts of its employees as to particular situations.

6. Appointing administrative personnel

In Standard Plan and Plan A cities, the council has the sole authority to appoint all city employees.

In Plan B cities, the council appoints a city manager, who in turn appoints all city employees.

The council may not dictate that the city manager appoint a particular person to city employment.

Additionally, the council may not give any orders to any subordinate of the manager, either publicly or privately.

7. Transacting city business

The transaction of city business includes a wealth of activities, such as purchasing, executing legal papers, taking bids, letting contracts, making discretionary administrative decisions, and evaluating the work of the administrative departments and personnel.

8. Managing the city's financial operations

The council has full authority over the city's financial affairs, including but not limited to:

- Levying taxes.
- Adopting a budget.
- Auditing and settling accounts.
- Safekeeping and disbursement of public monies.
- Borrowing money.
- Designating depositories.

Councils should seek the advice of their staff and of consultants in making many of these decisions.

9. Appointing members of the boards

The council may create departments and advisory boards and appoint officers, employees, and agents for the city as deemed necessary for the proper management and operation of the city.

10. Conducting the city's intergovernmental affairs

The council may make agreements for the joint exercise of powers through agreements with other units of government, appoint people to serve on intergovernmental bodies, conduct city business with state and federal agencies, and participate in intergovernmental programs and the work of municipal associations such as the League of Minnesota Cities.

11. Protecting the welfare of the city and its inhabitants

Elected officials must formulate policies that will help the city solve anticipated problems and adjust to social and economic trends. This requires long-range planning regarding city facilities and needs.

12. Providing community leadership

In addition to participating in civic events, city officials provide leadership by promoting new ideas and suggesting new programs to improve the community and its surrounding areas.

Mayor

As the head of the city, the mayor officially speaks for both the government and the community as a whole. In all statutory cities and in most charter cities, the mayor is the presiding officer and a regular member of the city council. The mayor has all the powers and duties for the office of councilmember in addition to those of mayor.

In a home rule charter city, the charter spells out the duties and responsibilities of the mayor. This chapter, however, deals with mayors of statutory cities.

Many mayors belong to the Minnesota Mayor's Association (MMA), which is affiliated with the League and holds an annual conference on issues of interest to mayors. Contact the League for more information about the MMA.

■ Official head of the city

As the official head of the city, the mayor has three important responsibilities:

First, the mayor usually serves as the city's representative before the Minnesota Legislature, federal agencies, and other local governments.

Second, the mayor performs ceremonial duties on behalf of the community. The mayor usually greets important visitors, gives formal and informal talks, and takes part in public events. Because local civic groups frequently ask the mayor to speak, the mayor must be prepared to explain city problems and defend city programs.

A third responsibility is to exert leadership in city affairs. Because the mayors of statutory cities lack significant individual authority, this responsibility frequently calls for tact rather than overt acts of direction or supervisory control.

■ Executing official documents

The mayor of a statutory city must sign ordinances, contracts authorized by the council, and written orders for payment of claims that have been audited and allowed by the council. These are ministerial duties, and the mayor may not refuse to sign if the purpose, approval, and form are legally correct and complete.

■ Power to make some appointments

The power to appoint usually resides in the council. The mayor has authority to make the following appointments, however, subject to council approval:

- Park board members.
- Public library board members.
- Emergency management director.
- Hospital board members.
- Some police civil service commission members.
- HRA members.
- EDA members.

The mayor has authority to make the following appointments without needing council approval:

- City art commission members (First Class cities).
- The mayor also appoints to fill vacancies in elective offices if the council vote to fill the vacancy is tied.

■ Presiding officer at council meetings

Plan A and Plan B statutory city councils are usually composed of five members consisting of the mayor and four councilmembers. In a Standard Plan city, the council consists of the mayor, the clerk, and three councilmembers. Any statutory city, however, may adopt a council size of seven following a council ordinance and voter approval at the next general city election.

The mayor serves as presiding officer at council meetings. The mayor generally recognizes speakers for debate and motions, and rules on questions of council procedure. The power to rule on council procedure is especially significant because once rulings are made they are binding on the council, unless the council votes to challenge them.

A statutory city mayor can vote on all motions put before the council, but does not have the right to veto council actions. The right of the mayor to make and second motions is implied from the mayor's privilege of voting and taking part in regular council deliberations. The mayor has an obligation to be impartial and objective in conducting the meeting. Mayors may also call special meetings.

■ Declaring local emergencies

Only the mayor can declare a local emergency. A local emergency cannot last for more than three days except with the consent of the city council. A local emergency must receive prompt and general publicity. The clerk must promptly file any order or proclamation declaring, continuing or terminating the emergency.

A declaration of a local emergency invokes the response and recovery aspects of any local or interjurisdictional disaster plans and may authorize aid and assistance. No interjurisdictional agency or official may declare a local emergency unless expressly authorized by an agreement. An interjurisdictional disaster agency must provide aid and services in accordance with the agreement.

The information below on meetings and hearings is an excerpt from the League's Governing and Managing Information Memo on "Meetings of City Councils." The section on the open meeting law applies to all city councils, city boards, commissions, and other public bodies.

The League has many Information Memos on topics for city councils such as:

- Securing Payment of Utility Charges;
- Acquisition and Maintenance of City Streets;
- Liquor Licensing and Regulation, and more.

You can find these memos on the League's website at www.lmc.org. Or to get a FREE copy of any memo or to ask a question about city government, contact the League's Research Service at (800) 925-1122 or research@lmc.org.

Meetings and hearings

■ Meetings

A meeting is a gathering of a quorum of public officials to discuss, decide or receive information on matters over which they have authority. The members of the public usually do not speak at a meeting, although some city councils will occasionally recognize a member of the audience.

1. Types of meetings

There are basically two different types of meetings:

- **Regular meetings.** Regular meetings of a statutory city council are held at times established by council rules. A council will typically meet once a month on a particular day, although some councils may have regular meetings scheduled more frequently. Home rule charter cities should consult their charters and any council rules concerning the scheduling of regular meetings.
- **Special meetings.** Special meetings are meetings held at times or places that are different from the regularly scheduled meetings. These are often scheduled to deal with specific items that need to be addressed before the next regular meeting. Generally, any matter can be addressed at a special meeting that can be addressed at a regular meeting. There are different types of special meetings, such as emergency meetings and continued meetings, which are discussed in more detail in a later section of this memo.

2. First meeting of the year

There is no date set by statute for the first meeting of the year. In most statutory cities, the date is set by an ordinance establishing rules of procedure for the council. A home rule charter city should consult both its charter and any procedural rules the council has adopted.

The term of office for new statutory city councilmembers begins on the first Monday in January. The first meeting is usually held on or shortly after this date. In the meantime, all previously chosen and qualified councilmembers shall serve until their successors qualify. The first day of a new term in a home rule charter city is generally set by the charter.

The following must be done at the first meeting of the year:

- Appoint an acting mayor.
- Select an official newspaper.
- Select an official depository for city funds. (This must be done within 30 days of the start of the city's fiscal year.)

In addition, although not required by statute, many city councils will also do the following at the first meeting of the year:

- Review council's bylaws and make any needed changes.
- Assign committee duties to members.
- Approve official bonds that have been filed with the clerk.

Home rule charter cities may have additional requirements for their first meeting of the year in their charters.

■ Hearings

A public hearing is a meeting that is held where members of the public can express their opinions. The council is there to regulate the hearing and make sure that people who want to speak on the issue get the opportunity. The council does not deliberate or discuss matters during the public-hearing portion of this type of meeting; instead, it listens to the public. Once the public-comment period is finished, the council will often wrap up the meeting.

In order to recess or continue a meeting of this sort, the council should not formally end the public-comment part of the hearing.

There are two types of hearings, those that are discretionary and those that are required by a specific statute, ordinance or charter provision.

1. Discretionary hearings

Many city councils will hold public hearings even when not legally required to do so. Generally, hearings of this type are for the purpose of allowing the public to comment on a specific issue. Such hearings can be helpful in raising concerns about an issue that the council may not have considered.

2. Required hearings

When a specific statute, ordinance or charter provision requires that the council hold a public hearing, the notice requirements must be followed carefully. Often there are special notice requirements that are more substantial than the notice that is needed for a simple special meeting. For example, hearings required for zoning ordinance amendments and special assessments have special notice requirements.

Following are several of the more common matters that require public hearings:

- Street vacation.
- Annexation by ordinance.
- Local improvement projects that will be paid for with special assessments.
- When special assessments are made to property.
- Storm sewer improvement district purchases and improvements of waterworks, sewers, drains, and storm sewers.
- Adoption of a housing redevelopment authority (HRA) resolution.
- Adoption of an economic development authority (EDA) enabling resolution.
- Sale of port authority land.
- Sale of EDA land.
- Increase of levy for an EDA.
- Continuation of a municipal liquor store after a net loss for two of three consecutive years.
- Adoption or amendment of a zoning ordinance.
- Subdivision applications.
- Granting of a conditional use permit.
- Adoption of a charter amendment by ordinance.

There are other situations that may require public hearings. Contact the League's Research Department at (651) 281-1200 or (800) 925-1122 for further information if you are unsure about a particular situation.

The open meeting law

The Minnesota open meeting law generally requires that all meetings of public bodies be open to the public. This presumption of openness serves three basic purposes:

- To prohibit actions from being taken at a secret meeting where it is impossible for the interested public to become fully informed concerning decisions of public bodies or detect improper influences.
- To ensure the public's right to be informed.
- To afford the public an opportunity to present its views to the public body.

The open meeting law also contains some specific notice and record-keeping requirements, which are discussed in detail in later sections of this document.

■ Groups to which the law applies

The open meeting law applies to all governing bodies of any school district, unorganized territory, county, city, town or other public body, and to any committee, sub-committee, board, department or commission of a public body.

Thus, the law applies to meetings of all city councils, planning commissions, advisory boards, firefighter relief associations, economic development authorities, and housing redevelopment authorities, among others.

The Minnesota Supreme Court has held, however, that the governing body of a municipal power agency, created under Minn. Stat. §§ 453.51-453.62, is not subject to the open meeting law because the Minnesota Legislature granted these agencies authority to conduct their affairs as private corporations.

■ What is a meeting?

There is no statutory definition of the term “meeting” for the purpose of the open meeting law. Minnesota courts have generally ruled that a meeting is a gathering of a quorum of public officials to discuss, decide or receive information on matters over which they have authority.

Because the term “meeting” has not been clearly defined, the issue of whether or not a meeting has been held must be decided on a case-by-case basis. Some examples of cases are discussed in further detail in a later section of this memo.

■ Gatherings to which the law applies

The open meeting law applies to any gathering of a quorum or more of public officials where the members discuss, decide or receive information as a group on issues relating to the official business of the public body.

A “quorum” is a majority of the members of a statutory city council. A majority of the qualified members of any board or commission also constitutes a quorum. Home rule charter cities may have different quorum requirements in their charters.

Thus, the open meeting law would apply to any of the following types of gatherings:

- Regular and special meetings.
- Public hearings.
- Executive sessions.
- Work sessions.
- Retreats.

■ Exceptions and the procedures to use them

There are some exceptions to the open meeting law. Under certain circumstances, some meetings may be closed. There are also some meetings that must be closed. Before a meeting can be closed under any of the exceptions, the council must state on the record the specific grounds permitting the meeting to be closed and describe the subject to be discussed. All closed meetings, except those closed as permitted by the attorney-client privilege, must be electronically recorded at the expense of the public body. Unless otherwise provided by law, the recordings must be preserved for at least three years after the date of the meeting.

1. Meetings that may be closed

The public body may choose to close certain meetings. The following types of meetings may be closed:

- ***Meetings to consider strategies for labor negotiations under PELRA.*** Although a meeting to consider strategies for labor negotiations may be closed, the actual negotiations must be done at an open meeting if a quorum of the council is present.

Procedure. The following must be done to use this exception:

- Before closing the meeting, the council must decide to close the meeting by a majority vote at a public meeting.
- Before closing the meeting, the council must state on the record the specific grounds permitting the meeting to be closed and describe the subject to be discussed.
- A written roll of all people present at the closed meeting must be available to the public after the closed meeting.
- The meeting must be tape-recorded.
- The recording must be kept for two years after the contract is signed.
- The recording becomes public after all labor agreements are signed by the city council for the current budget period.

If an action claiming that other public business was transacted at the closed meeting is brought during the time the tape is not public, the court will review the recording privately. If it finds no violation of the open meeting law, the action will be dismissed and the recording will be preserved in court records until it becomes available to the public. If the court determines there may have been a violation, the entire recording may be introduced at the trial. However, the court may issue appropriate protective orders requested by either party.

- ***Meetings to evaluate the performance of an individual subject to the public body's authority.***

Procedure. The following must be done to use this exception:

- The public body must identify the individual to be evaluated prior to closing the meeting.
- The meeting must be open at the request of the individual who is the subject of the meeting, so some advance notice to the individual is needed in order to allow the individual to make an informed decision.
- Before closing the meeting, the council must state on the record the specific grounds permitting the meeting to be closed and describe the subject to be discussed.
- The meeting must be electronically recorded, and the recording must be preserved for at least three years after the meeting.
- At the next open meeting, the public body must summarize its conclusions regarding the evaluation. The council should be careful not to release private or confidential data in its summary.

- ***Attorney-client privilege.*** Meetings between the governing body and its attorney to discuss active, threatened, or pending litigation may be closed when the balancing of the purposes served by the attorney-client privilege against those served by the open meeting law dictates the need for absolute confidentiality. The need for absolute confidentiality should relate to litigation strategy, and will usually arise only after a substantive decision on the underlying matter has been made. This privilege may not be abused to suppress public observations of the decision-making process, and does not include situations where the council will be receiving general legal opinions and advice on the strengths and weaknesses of a proposed underlying action that may give rise to future litigation.

Procedure. The following must be done to use this exception:

- Before closing the meeting, the council must state on the record the specific grounds permitting the meeting to be closed and describe the subject to be discussed. The council should also describe how a balancing of the purposes of the attorney-client privilege against the purposes of the open meeting law demonstrates the need for absolute confidentiality.
- The council must actually communicate with its attorney at the meeting.

- ***Purchase or sale of property.*** A public body may close a meeting to: determine the asking price for real or personal property to be sold by the public body; review confidential or nonpublic appraisal data; develop or consider offers or counteroffers for the purchase or sale of real or personal property.

Procedure. The following must be done to use this exception:

- Before closing the meeting, the public body must state on the record the specific grounds for closing the meeting, describe the subject to be discussed, and identify the particular property that is the subject of the meeting.
- The meeting must be tape-recorded and the property must be identified on the tape. The recording must be preserved for eight years, and must be made available to the public after all property discussed at the meeting has been purchased or sold or after the public body has abandoned the purchase or sale.
- A list of councilmembers and all other persons present at the closed meeting must be made available to the public after the closed meeting.
- The actual purchase or sale of the property must be approved at an open meeting, and the purchase or sale price is public data.

- ***Security Briefings.*** A meeting may be closed to receive security briefing and reports, to discuss issues related to security systems, to discuss emergency-response procedures and to discuss security deficiencies in or recommendations regarding public services, infrastructure, and facilities— if disclosure of the information would pose a danger to public safety or compromise security procedures or responses. Financial issues related to security matters must be discussed, and all related financial decisions must be made at an open meeting.

Procedure. The following must be done to use this exception:

- Before closing the meeting, the public body must state on the record the specific grounds for closing the meeting and describe the subject to be discussed. When describing the subject to be discussed, the public body must refer to the facilities, systems, procedures, services or infrastructure to be considered during the closed meeting.
- The closed meeting must be tape-recorded, and the recording must be preserved for at least four years.

2. Meetings that must be closed

There are some meetings that the law requires to be closed. The following meetings must be closed:

- **Meetings for preliminary consideration of allegations or charges against an individual subject to the public body's authority.** While the law permits the council to announce that it is closing a meeting to consider charges against an individual, it is still the best practice not to refer to that individual by name. The council should state only that it is closing the meeting to give preliminary consideration to allegations against someone subject to its authority. However, if someone requests the name of the employee who is the subject of the closed meeting, the name will probably have to be furnished since the existence and status of any complaints against an employee are public data.

Procedure. The following must be done to use this exception:

- Before closing the meeting, the council must state on the record the specific grounds for closing the meeting and describe the subject to be discussed.
- The meeting must be open at the request of the individual who is the subject of the meeting. Thus, the individual should be given advance notice of the existence and nature of the charges against him or her, so that the individual can make an informed decision.
- The meeting must be electronically recorded and the recording must be preserved for at least three years after the meeting.
- If the public body decides that discipline of any nature may be warranted regarding the specific charges, further meetings must be open.
(Note: There is a special provision dealing with allegations of law enforcement personnel misconduct; see next discussion*.)

- **Portions of meetings at which any of the following data is discussed:**

- Data that would identify alleged victims or reporters of criminal sexual conduct, domestic abuse, or maltreatment of minors or vulnerable adults.
- *Internal affairs data relating to allegations of law enforcement personnel misconduct or active law enforcement investigative data.
- Educational data, health data, medical data, welfare data or mental health data that are not-public data.
- An individual's medical records governed by sections §§ 144.291 to 144.298.

Procedure. Before closing the meeting, the council must state on the record the specific grounds for closing the meeting and describe the subject to be discussed. The meeting must be electronically recorded, and the recording must be preserved for at least three years after the meeting.

■ Notice requirements

Public notice must be given of all meetings of a public body. The notice requirements differ depending on the type of meeting.

However, if a person receives actual notice of a meeting at least 24 hours before the meeting, all notice requirements under the open meeting law are satisfied, regardless of the method of receipt.

It should also be noted that statutory cities have some additional requirements for mailing notice to their councilmembers regarding special meetings. There may also be additional notice requirements for home rule charter cities to consider. These cities should consult their charters for more information.

1. Regular meetings

A schedule of the regular meetings must be kept on file in the city office. If the city decides to hold a meeting at a different time or place, it must give the notice required for a special meeting.

Cities must keep a schedule of the regular meetings of the council on file at the primary office of the council. This requirement can be complied with by posting the regular meeting schedule in a convenient public location.

2. Special meetings

A special meeting is a meeting that is held at a time or location different from that of a regular meeting.

A city must post written notice of a special meeting on its principal bulletin board or on the door of its meeting room if it does not have a bulletin board. If notice is posted on a bulletin board, the bulletin board must be located in a place that is reasonably accessible to the public. The notice must give the date, time, place, and purpose of the meeting. It must also be mailed to each individual who has filed a written request for notice of special meetings. As an alternative to posting the notice, the city can publish notice in the official newspaper at least three days before the meeting.

A city must post written notice of a special meeting on its principal bulletin board or on the door of its meeting room if it does not have a bulletin board at least three days prior to the meeting. In statutory cities, the clerk must mail notice of special meetings to all councilmembers at least one day before the meeting.

In calculating the number of days for providing notice, do not count the first day that the notice is given, but do count the last day. If the last day is a Saturday, Sunday or a legal holiday, that day is omitted from the calculation and the following day is considered the last day (unless, of course, it happens to be a Saturday, Sunday or legal holiday).

3. Emergency meetings

An “emergency meeting” is a special meeting called because of circumstances that, in the judgment of the public body, require immediate consideration by the public body. Posted or published notice of an emergency meeting is not required. However, the city must make a good faith effort to notify each news outlet that has filed a written request for notice. Notice must be given by telephone or any other method to notify members of the public body. The notice must include the subject of the meeting.

4. Recessed or continued meetings

No additional notice is needed for a recessed or continued meeting if all of the following criteria are met:

- The meeting is a recessed or continued session of a previous meeting.
- The time and place of the meeting was established during the previous meeting.
- The time and place of the meeting was recorded in the minutes of the previous meeting.

5. Closed meetings

The same notice requirements apply to closed meetings as to open meetings. Additionally, advance notice to an individual who will be the subject of such a meeting is needed under certain circumstances (such as to employees who are the subject of performance evaluations or disciplinary proceedings).

■ Written materials

At least one copy of the materials related to agenda items that are made available to the council at or before the meeting must also be made available for inspection by the public. However, this does not apply to not-public data or materials relating to the agenda items of a closed meeting.

■ Common problems in applying the law

There are many situations for which the open meeting law is unclear. This section provides an overview of some of the more common situations and how the law may be applied.

1. Data practices

Generally, meetings may not be closed to discuss data that is not public. However, the public body must close any part of a meeting at which certain types of not-public data are discussed (such as active law enforcement investigative data, police internal affairs data, medical records data, and certain victim, health, medical or welfare data).

If not-public data is discussed at an open meeting when the meeting is required to be closed, it is a violation of the open meeting law. Discussions of some types of not-public data may also be a violation of the Minnesota Government Data Practices Act (MGDPA). However, not-public data may generally be discussed at an open meeting without liability or penalty if both of the following criteria are met:

- The disclosure relates to a matter within the scope of the council’s authority.
- The disclosure is necessary to conduct the business or agenda item before the public body.

Data that is discussed at an open meeting retains its original classification under the MGDPA. However, a record of the meeting is public, regardless of the form. It is suggested that not-public data that is discussed at an open meeting not be specifically detailed in the minutes.

2. Executive sessions

The attorney general has advised that executive sessions of a city council must be open to the public.

3. Committees and liaisons

The attorney general has advised that citizen advisory panels that are appointed by a governing body are also subject to the open meeting law.

Many city councils create committees to make recommendations to the council. Commonly, such committees will be responsible for researching a particular area and submitting a recommendation to the council for its approval. Such committees are usually advisory, and the council is still responsible for making the final decision.

City councils routinely appoint individual councilmembers to act as liaisons between the council and particular committees. These types of meetings may also be subject to the open meeting law if the committee contains a quorum or more of the council or has decision-making authority. In addition, notice for a special council meeting may be needed if a quorum of the council will be present at the meeting and participating in the discussion.

For example, when a quorum of a city council attended a meeting of the city’s planning commission, the Minnesota Court of Appeals ruled that there was a violation of the open meeting law, not because of the councilmembers’ attendance at the meeting, but because the councilmembers conducted public business in conjunction with that meeting. Based on that decision, the attorney general has advised that mere attendance by additional councilmembers at a meeting of a council committee held in compliance with the open meeting law would not constitute a special council meeting requiring separate notice. The attorney general warned, however, that the additional councilmembers should not participate in committee discussions or deliberations absent a separate notice of a special city council meeting.

4. Chance or social gatherings

Chance or social gatherings of a quorum are not considered meetings under the open meeting law and are therefore exempt from it. However, a quorum may not, as a group, discuss or receive information on official business in any setting under the guise of a social gathering.

In 1982, the Minnesota Supreme Court held that a conversation between two councilmembers over lunch regarding an application for a special-use permit did not violate the open meeting law because a quorum was not present.

5. Serial gatherings

The Minnesota Supreme Court has noted that meetings of less than a quorum of the public body held serially to avoid public hearings or to fashion agreement on an issue may violate the open meeting law. In short, this type of situation is a circumvention of the statute. As such, councilmembers should avoid this type of practice.

6. Technology trouble

The open meeting law does not address situations that may occur as a result of communication through telephone calls, letters, e-mail or similar technology. The Minnesota Supreme Court found that the open meeting law did not apply to letters or to telephone conversations between less than a quorum. While it is possible that a similar decision might be reached concerning the use of e-mail and other forms of technology, it should be stressed that if a quorum of members is involved in the communication, it would likely be considered to be a violation of the open meeting law.

YOU’LL WANT TO KNOW THIS

YOU’LL WANT TO KNOW THIS

In addition, serial discussions between less than a quorum of the council that are used to deliberate matters that should be dealt with at an open meeting would likely violate the open meeting law. Therefore, city councils and other groups to which the open meeting law applies should not use letters, telephone conversations, e-mail, and other such technology if the following circumstances exist:

- A quorum of the council is involved.
- Information relating to official city business is being discussed.

The use of social media by members of a public body does not violate the open meeting law as long as the social media use is limited to exchanges with all members of the general public. The open meeting law does not define the term “social media,” but this term is generally understood to mean forms of electronic communication, including websites for social networking like Facebook, LinkedIn, as well as blogs and microblogs like Twitter through which users create online communities to share information, ideas, and other content. The personal use of social media by councilmembers could still be used to support other claims such as claims of defamation or of conflict of interest in decision-making. As a result, councilmembers should make sure that any comments they make on social media are factually correct and should not comment on issues that will come before the council in the future for a quasi-judicial hearing and decision, such as the consideration of whether to grant an application for a conditional use permit.

City-owned social media accounts must keep in mind First Amendment protections when considering policies about comment moderation and the blocking of users. Policies that restrict comments to the topic or delete negative comments could face challenges.

Councilmembers unable to make a meeting may ask to attend meetings through technology like Skype. There is an exception to the open meeting law where a member can be in attendance through the use of interactive television. The open meeting law does not define the term “interactive television.” However, the commissioner of the Minnesota Department of Administration has advised that a city council meeting where a city councilmember participated through Skype, while physically present at a remote location outside Minnesota, complied with the statutory authority for conducting meetings through interactive television. The remote location must be a public place unless the councilmember qualifies for the current military service exception. We encourage interested cities to develop a policy for using technology like Skype with the assistance of your city attorney.

■ **Intentional violations of the open meeting law**

A public officer who intentionally violates the open meeting law can be fined up to \$300. This fine may not be paid by the public body. In addition, a court may also award reasonable costs, disbursements, and attorney fees up to \$13,000 to the person who brought the violation to court.

If a plaintiff prevails in a lawsuit under the open meeting law, a court shall award reasonable attorney fees if the court determines the public body was the subject of a prior written advisory opinion from the commissioner of the Department of Administration, and the court finds that the opinion is directly related to the lawsuit and that the public body did not act in conformity with the opinion. A court is also required to give deference to the advisory opinion in a lawsuit brought to determine whether the open meeting law was violated.

If a public official is found to have intentionally violated this chapter in three or more separate actions, the public official must be removed from office and may not serve in any other capacity with that public body for a period of time equal to the term of office the person was serving. However, removal is only required if the conduct constitutes malfeasance or nonfeasance.

The statute does not address whether actions taken at an improper meeting would be invalid. The Minnesota Supreme Court once held that an attempted school district consolidation was fatally defective when the initiating resolution was adopted at a meeting that was not open to the public.

However, in more recent decisions, Minnesota courts have refused to invalidate actions taken at improperly closed meetings. In an unpublished decision, the court stated that “even a violation of the open meeting law will not invalidate actions taken at that meeting.”

A public body may pay any costs, disbursements or attorney fees incurred by or awarded against any of its members for an action under the open meeting law.

Tables of motions

There are three basic types of motions: privileged motions, subsidiary motions, and main motions. Privileged motions take precedence over subsidiary motions; subsidiary motions take precedence over main motions. The following charts of motions are listed in order of precedence and are based upon *Robert's Rules of Order Newly Revised*, 10th Edition (2000):

Privileged motions—A privileged motion is a motion that does not relate to the business at hand. Such a motion usually deals with items that require immediate consideration.

Motion	Requires a second	Can interrupt speaker	Debatable	Amendable	Votes required to pass	Can be reconsidered
Fix a time to adjourn.	✓			✓	Majority	✓
To adjourn.	✓				Majority	
Recess. (A motion to take an intermission.)	✓			✓	Majority	
Raise a question of privilege. (A motion referring to a matter of personal concern to a member, e.g., asking to have the heat turned up, the windows opened, or the motion be stated again.)		✓			Usually, no vote is taken. The chair decides.	
Call for the orders of the day. (Forces the consideration of a postponed motion.)		✓			Usually, no vote is taken. The chair decides.	

Subsidiary motions—A subsidiary motion is a motion that assists the group in disposing of the main motion.

Motion	Requires a second	Can interrupt speaker	Debatable	Amendable	Votes required to pass	Can be reconsidered
Lay on the table. (To postpone discussion temporarily.)	✓				Majority	
Previous question or call for the question. (To stop debate and force an immediate vote.)	✓				2/3	✓
Postpone to a definite time.	✓		✓	✓	Majority	✓
Commit or refer. (A motion to refer to a smaller committee.)	✓		✓	✓	Majority	If group has not begun consideration of a question.
Amend.	✓		✓	✓	Majority	Y
Postpone indefinitely.	✓		✓		Majority	Affirmative vote only

Main motions—A main motion is a formal proposal that is made by a member that brings a particular matter before the group for consideration or action.

Motion	Requires a second	Can interrupt speaker	Debatable	Amendable	Votes required to pass	Can be reconsidered
Any general motion, resolution, or ordinance.	✓		✓	✓	Majority	✓
Take from the table.	✓				Majority	
Reconsider. (To reconsider a motion already passed/defeated.)	✓	✓	✓		Majority	
Appeal or challenge a ruling of the chair.	✓	✓	Depends		Majority	✓
Rescind. (A motion to strike out a previously adopted motion, resolution, bylaw, etc.)	✓		✓	✓	Varies, based on motion	Negative vote only



League of Minnesota Cities
145 University Avenue West
St. Paul, MN 55103-2044
(651) 281-1200 • (800) 925-1122
TDD: (651) 281-1290 • Fax (651) 281-1299
www.lmc.org

What's my role as an elected official?



Steering the Ship

In city hall and in local government, you have to get things done without drama

- Jim Gray

Passion: The Leader's Role

As a leader in local government, make it part of your approach to recognize what is important to others and to admit your own self-interest as well. Trying to hide self-interest or being evasive about it is what makes us targets of suspicion. By admitting your self-interest, recognizing others and developing an integrative approach or solution, the public benefits. On the other hand, trying to reduce someone else's power, ignoring conflicts, and avoiding difficult discussions and decisions thwarts true collaboration.

Power: The Leader's Role

As a leader in local government, the council, not an individual, has authority to govern. Because of the process of group decision making, leaders acknowledge conflict, listen, share perspectives and focus on policy, not personal. People naturally avoid the difficult discussions and dialogues that true change engenders. Specific action plans emerge as conflicts are resolved. Organizations make real headway when they start responding to the plans by changing individual policies and procedures.

Council Conduct with City Staff, the Public, Each Other

Council role in public meetings

1. Use formal titles.

It is preferred that Council refer to one another formally during public meetings as Mayor, or Council Member followed by the individual's last name.

2. Be intentional about WANTING to understand others' perspectives.

Listen with curiosity. Each elected official brings a unique perspective and represents a different part of their residents. Truly doing what is best for the city is to understand others perspective and come up with integrative solutions to address the diverse needs.

3. Practice civility and decorum in discussions and debate.

Difficult questions, different points of view, and varying degrees of information represent the unique qualities of democracy in action. However, when participating in this process, making personal, slanderous, threatening, abusive, or disparaging comments is not productive and benefits no one.

4. Honor the role of the Chair in maintaining order and help, when appropriate.

It is the responsibility of the Chair to keep the comments of all participants on track during public meetings, including abiding by public comment rules. The mayor should do so, but the other members can help. Council Members should honor efforts by the Chair to focus discussion on current agenda items. If there is disagreement about the agenda or the Chair's actions, those objections should be voiced politely and following adopted procedures.

5. View staff as part of your team.

Staff's role is to run the day-to-day and provide Council with information to help council make policy decisions. Understand communication practices or policies in place for getting information from staff. Ask your questions about agenda items before meetings or, in the alternative, give staff a "heads-up" that you will be asking questions about a certain agenda item even if you reserve the right to ask the question at the meeting. Listen to residents, but do not make promises to residents or badmouth staff or other council. Refer residents to staff when appropriate.

6. Role model effective problem-solving approaches.

Council Members have a public stage to show how individuals with disparate points of view can find common ground and understanding, that leads to decisions which benefit the community.

Council role in private encounters

1. *Continue respectful behavior in private.*

2. *Be aware of the insecurity of written notes, voicemail messages, and e-mail.*

Technology allows words written or said without much forethought to be easily distributed. How would you feel if this voicemail message was played on a speakerphone in a full office? What would happen if this email message was forwarded to others?

3. *Even private conversations can have a public presence.*

Elected officials are always on display – their actions, mannerisms, and language are monitored by people around them that they may or may not know. Lunch table conversations can be eavesdropped upon, parking lot debates may be watched, and casual comments between individuals before and after public meetings noted. Remember, the public assumes comments made by an elected official are made in their role as an official.

Council role with city staff

Governance of a City relies on the cooperative efforts of elected officials, who set policy, and the City Manager/City Administrator and staff, who implement and administer the Council's policies.

Therefore, every effort should be made to be cooperative and show mutual respect for the contributions made by everyone for the good of the community.

1. *Treat all staff as professionals.*

Clear, honest communication that respects the abilities, experience, and dignity of everyone is expected. Don't assume that staff is doing anything other than their best efforts at their job. Remember to show appreciation.

2. *Direct staff issues and assignments to the City Manager/City Administrator.*

Assignments for City staff and/or requests for additional information should be directed to the City Manager/City Administrator as a best practice. Materials supplied to a Council Member in response to a request should be made available to all members of the Council so that all have equal access to information.

3. *Ask questions before the meeting of staff or, if want to ask at the meeting, give staff a heads up about the question or topic you plan to address.*

4. *Never publicly criticize an individual employee.*

Council should never express concerns about the performance of a City employee in public, or to the employee directly. Comments about staff performance should only be made pursuant to city policy.

5. Allow staff to handle administrative functions.

Avoid any attempt to influence City staff on the making of appointments, awarding of contracts, selecting of consultants, processing of development applications, or granting of City licenses and permits.

6. Check with the City Manager/City Administrator on correspondence before taking action.

Before sending correspondence, Council Members should check with the City Manager/City Administrator and City Council to see if an official City response has already been sent or is in progress.

7. Do not solicit political support from staff or expect Staff to play favorites.

Council Members should not solicit any type of political support (financial contributions, display of posters or lawn signs, name on support list, etc.) from City staff. City staff may, as private citizens with constitutional rights, support political candidates but all such activities must be done away from the workplace.

Council with public

Council members should avoid signs of partiality, prejudice or disrespect toward an individual participating in a public forum. Every effort should be made to be fair and impartial in listening to public during comment time.

1. Be welcoming to speakers.

Negative body language can make people feel unacknowledged or defensive. Speaking in public can feel intimidating by itself, so be thoughtful about listening to speakers. It is disconcerting to speakers to have Council Members not look at them when they are speaking. It is fine to look down at the documents or to make notes, but reading for a long period of time, gazing around the room, or entering prolonged dialogue with adjacent Council Members or staff gives the appearance of disinterest. Be aware of facial expressions, especially those that could be interpreted as “smirking,” disbelief, anger or boredom.

2. Adopt and follow a clear public comment policy that is well posted.

Established procedure for public comment that is accessible and well posted decreases confusion to all – council, staff and public – about parameters of comment. Suggested best practices include a sign-up sheet for comment, time limits on speakers, and policy directives that council will listen, but likely will not ask questions during public comment. Efficient councils do not engage the public, but rather, refer follow up to staff or a designated council member.

3. Be fair and equitable in enforcing public comment policy, including allocating time to individual speakers.

4. Ask for clarification but avoid debate and argument with the public.

Only the Chair – not individual Council Members – can interrupt a speaker during a presentation. However, a Council Member can ask the Chair for a point of order if the speaker is off the topic or exhibiting behavior or language the Council Member finds disturbing. Council Members should

merely listen and refrain from questions other than in limited circumstances to seek to clarify or expand information. It is never appropriate to belligerently challenge or belittle the speaker.

5. ***Do NOT undertake personal attacks of any kind, under any circumstance.***
6. ***Follow parliamentary procedure in conducting public meetings.***

Council in unofficial settings

1. ***Make no promises on behalf of the Council.***

Council Members will frequently be asked to explain a Council action or to give their opinion about an issue as they meet and talk with the public. It's appropriate to give a brief overview of City policy and to refer to City staff for further information or appropriate action. It is inappropriate to overtly or implicitly promise Council action, or to promise City staff will do something specific (fix a pothole, remove a library book, plant new flowers in the median, etc.)

2. ***Make no personal comments about other Council Members.***

It is acceptable to publicly disagree about an issue, but it is unacceptable to make derogatory comments about other Council Members, their opinions and actions.

3. ***Remember that Council Members are always on display.***

Council Members are constantly being observed by the community every day that they serve in office. Their behaviors and comments serve as models for proper deportment in their city. Honesty and respect for the dignity of everyone should be reflected in every word and action taken by Council Members, 24 hours a day, seven days a week. It is a serious and continuous responsibility.

4. ***Remember that City Council and City Commissions serve the community, not individual interests.***

The City Council appoints individuals to serve on City Commissions, and it is the responsibility of City Commissions to follow policy established by the Council. But City Commission members do not report to individual Council Members, nor should Council Members feel they have the power or right to threaten City Commission members with removal if they disagree about an issue.

5. ***Be respectful of diverse opinions.***

6. ***Don't talk over others and be mindful of wanting to learn others' perspectives.***

Tips for Success

The difference of perspective between elected officials and staff

Elected officials and staff bring important but different perspectives to their respective roles as part of a democratic institution at the local level.

- **Elected officials** focus on what their constituents' value and need;
and
- **Staff** has technical expertise in policy areas and what can work, given their day-to-day experiences with implementing agency policies, practices and service delivery that can help inform the decision-making process. Both perspectives are important in making decisions in the community's interests.

Clear goals and priorities

A key task is for the governing body and staff together to assure staff have clear direction on the city's goals and priorities. Goal setting workshops can be useful forums for establishing governing board and organizational priorities. This includes holding annual workshops in which goals are set, reviewed, updated and/or retained, as well as direction on how the group wants to be kept updated on progress, goals and priorities. Follow up, of course, is critical to maximizing a goal setting session's value.

Capacity building

The entire community benefits from well-prepared and knowledgeable local officials. Some tools for assisting with this goal include:

- Candidate orientations that provide information about agency functions, pending policy issues, including budget issues, and any regulations that apply to the campaigning process.
- Newly elected official orientations conducted as soon as possible after election results are certified. Content should include the nuts and bolts of how to accomplish objectives in their new role, as well as briefings on current issues the city faces, the status of long-range plans and capital projects, and the budget process.
- Engaging in ongoing education through local workshops, references to helpful information about local governance and policy issues, and conference attendance.

Credit for commitment to elective office

One dimension of staff's role is to help governing board members receive the recognition they deserve for their actions as public servants. As media opportunities occur, ensure the electeds are aware so they may receive recognition for their service on community issues.

Role clarity

A shared understanding of the staff's role and the governing board's expectations optimize the working relationship.

A sustained effort by both Electeds and Staff

Successful relationships require ongoing effort and attention. Communication is a central element of this effort.

- Staff's role is to present information and analysis objectively, fairly and without spin. This includes willingness, when necessary, to deliver unwelcome information and minimize surprises for the governing board.
- Professionals recognize smart, conscientious and reasonable people can disagree on the best course of action (particularly given the differing perspectives that staff and elected contribute to the analysis of what best serves the community's interests).
- Such disagreements are not and should not be taken personally.
- All governing board decisions must be faithfully implemented, even those which differed from what staff recommended.
- Staff should never speak ill of elected officials, even to seemingly sympathetic and discreet listeners. Word of what was said inevitably seems to get back.

Attention to detail

Doing the small things well helps governing board members trust staff on the big items.

Board/executive staff communication strategies

- Establish communication priorities at the beginning of the relationship.
- Work on ongoing communication/no surprises. A mutual goal in executive/board member communications is for each to keep the other informed of developments relevant to the others' roles and responsibilities. Another important goal is to avoid situations in which either elected officials or the chief executives are surprised.

Board workshops

A board workshop, or series of workshops, can help to set goals and priorities for the city. Workshops and communicating about decorum are key tools for the governing body. Such workshops enable the board to establish overall goals and priorities the community and objectives for the chief executive to pursue. Workshops can also create mutual expectations among board members on how they will work together to achieve goals. Take the time to map this out early – it will be worth it in the long run.

Tailored communication methodologies

On a more day-to-day basis, regular communications between the chief staff person and elected officials are advisable. How those communications occur will vary according to the preferences and styles of the individuals involved.

Regular in-person meetings

Experts suggest that one-on-one meetings between the chief staff person and each governing body member should occur frequently-- if not weekly, then biweekly or monthly.

- Regular meetings with governing board are especially important when the body is divided. If the chief executive meets only with members of the majority, the executive may undermine perceptions of staff objectivity and neutrality.

- Although staff is bound to implement the policy adopted by the majority, the relationship the chief executive develops must be with the body as a whole as well as with each individual who makes up the body.

Weekly updates

Some cities find a weekly newsletter/email from the chief executive to governing body is helpful practice.

- These should be informational only—not an effort to achieve consensus among decision-makers outside open and publicized meetings.
- Executives and governing board members also need to be aware that such communications are public documents subject to disclosure to the media or in litigation.

Voice-to-voice for sensitive matters

Communications relating to confidential or sensitive matters are best accomplished in person or by telephone.

Newly elected official orientations

A helpful practice is for each newly-elected governing board member and the chief executive to meet individually early on. The meeting can include a tour of agency facilities and a briefing on key issues, as well as a preview of issues to be covered in any additional orientation sessions planned. It also offers elected officials the opportunity to get their most pressing questions answered.

Staff reports

Another form of communication between staff and elected officials (and others) are the staff reports received in preparation for meetings. As a general matter, the following are recognized as good practices.

- *Complete Staff Work.* Staff reports that contain all the information necessary to make an informed decision. This includes options and alternatives when appropriate, as well as anticipating questions and concerns.
- *Usability.* Complete information is useful only if it is in useable form. Executive summaries, graphics, tables and decision-trees are ways to summarize complex information in an easier-to-understand manner.
- *Plain Language.* Acronyms, jargon and technical language should be avoided. Any term that is likely to be unfamiliar to the average resident should be either defined or avoided in favor of more easily understandable wording. Be succinct and prepare executive summaries for the members as often as possible.
- *Analytic Framework.* Use of a consistent framework for presenting policy analyses helps, and often includes sections for definition, options and alternatives, evaluation of options, staff recommendation, implementation and evaluation.



ⁱ See generally, *Your Role as a Local Elected Official*, League of California Cities, New Mayors and Council Members Academy, October 12, 2012, <https://www.cacities.org/Resources-Documents/Education-and-Events-Section/New-Mayors-Council-Members/2017-Handouts/09-Your-Role-as-a-Local-Elected-Official>

Making Meetings Work

Principles:

- Let the presiding officer manage
- Wait to be recognized before speaking
- Be courteous – don't speak over others
- Limit debate to the discussion of ideas
- Avoid personal attacks, focus on policy
- Listen with curiosity, others likely have information you do not
- Avoid side conversations
- Remember it's not a win/lose decision, but what is best policy for the city

Council Values:

- I serve the public interest.
- I fulfill the duties and responsibilities of holding public office.
- I treat staff respectfully and, if I have questions on meeting information from staff, I let staff know ahead of time about my questions.
- I realize my voice is my vote.
- I am professional.
- I communicate and do not attack others.
- I understand there is an Open Meeting Law and a Data Practices Law with which I must comply.

Rules of Decorum:

- Councilmembers shall assist the presiding officer in preserving order and decorum.
- No councilmember shall engage in conduct which delays, interrupts, or hinders honest and respectful discussion or debate.
- Meetings shall be conducted in a courteous manner that recognizes the validity of differing points of view.
- Do not engage in private conversation, pass private messages, or text while in the chamber.
- Do not leave your seat or make any disturbing noise when others are speaking or while voting.
- Do not use profane or obscene words or use language that threatens harm or violence towards another person during the council meeting.
- Do not speak on any subject other than the subject in debate.
- Do not speak without being recognized by the chair.
- Do not interrupt the speech of another.
- Do not disobey the Rules of Order and Procedure or a decision of the presiding officer on questions of order or practice, or upon the interpretation of the rules of council—except by proper appeal.
- When in council discussions remember to: **ask** open ended questions, **listen** to responses, **reflect back** on what you've heard, **find some commonality** with their response, and then **share your perspective**.

Summary of Motions

For use with Minnesota Mayors Association *Rules of Order for City Councils*

 **Means a motion is not subject to debate.**

 **Means that motion may be made during active debate on a main motion.**

 **Means a motion can be made without recognition from the presiding officer or that it can interrupt other speakers.**

1. General motion for all council action:

“I move to _____”

2. Motion to amend the original motion. The maker of the motion does not need to consent to a motion to amend. Only two amendments may be made to an original motion to avoid confusion.



“I move to amend the motion by inserting between . . . and . . .” or “I move to amend the motion by adding after . . .” or “I move to amend the motion by striking out . . .” or “I move to amend the motion by striking out . . . and inserting . . .” or “I move to amend by striking out the motion . . . and substituting the following.”

3. Motion to take a brief recess. A motion to take a brief respite no greater than 20 minutes.



“I move to take a brief recess for ____ minutes.”

4. Motion to withdraw a motion. This can only be made by the motion’s maker before a motion is amended.



“I move to withdraw my motion.”

5. Motion to divide a complex question. This allows questions to be considered in smaller parts.



“I move to divide the question into _____ parts. Part 1 shall be _____. Part 2 shall be _____.”

6. Motion to table or defer consideration to a later date. This may be used to defer consideration.



“I move to defer consideration of the main motion/this item until _____.”

7. Motion to refer an issue to committee. This may be used to refer an issue to a city committee.



“I move to refer the main motion/this issue to the _____ committee for its consideration and recommendation. The committee should report back to the council in ____ days/weeks.”

8. Motion for call of the previous question. This may only be used after at least 20 minutes of debate on a single motion or when all members of the council have been permitted to speak at least once on the motion. If approved by the majority, a vote must be taken on the motion under debate immediately.



“I move to call the previous question” or “I move for an immediate vote on this issue.”

9. Motion to limit debate. This may be used to establish time limits for debate.



“I move to limit debate on this issue to ____ minutes per person” or “I move to limit council debate on this issue to no more than ____ minutes total.”



10. Motion for a call to order. This is used to signal to the presiding officer that the meeting is disorderly.

“I move for a call to order by the presiding officer.”

11. Motion to adjourn. This may be used to suggest a conclusion to the meeting.



“I move to adjourn the meeting.”

12. Motion to go into closed session. This may be used to close the meeting pursuant to the Minnesota Open Meeting Law. **The basis for closing the meeting and the applicable law must be stated into the record.**

“I move to close the meeting in order to consider _____ pursuant to _____ of the Minnesota Open Meeting Law.”

13. Motion to leave a closed session. This may be used to conclude a closed session and return to an open meeting.

“I move to open the meeting.”

14. Motion to revive consideration of an issue. This may be used to request consideration of an issue previously tabled, deferred, or referred to committee at any prior meeting.

“I move to revive consideration of _____ previously tabled/deferred/referred to committee.”

15. Motion to reconsider. This may be made only at the **same** meeting where the issue was originally considered and voted upon.

“I move to reconsider _____.”

16. Motion to rescind or repeal. This may be made at any meeting following the meeting where the issue was originally considered and voted upon.

“I move to rescind/repeal the council’s previous action related to _____ as stated in resolution number _____.”

17. Motion to prevent reintroduction of an issue for ____ months. This may be used to limit discussion.



“I move to prevent reintroduction of this issue for _____ months.”

18. Motion to suspend the rules or to consider a motion informally. This permits informal discussion.

“I move that we suspend the rules and proceed informally in discussing the issue of _____.”



CITY OF BLACKDUCK 2021 GENERAL FUND BUDGET HIGHLIGHTS

GENERAL PROPOSED LEVY WORK SESSION

SEPTEMBER 21, 2020 @ 6:00PM CITY HALL BLACKDUCK, MN

1. REVENUE:

- a. 2021 Property Tax Proposal includes the Levy at: *\$230,114 (increase of \$5,150)*
- b. 2021 Local Government Aid is estimated @ \$278,534 *(increase of \$9,229)*
- c. Contribution from Liquor Fund total to transfer = \$65,000

2. EXPENDITURES:

- a. Payroll & Benefits:
 - i. Recommended 3% Cost of Living Adjustment for Rae, Chris, Andrew, Christina, Deputy Clerk, and Mike
 - ii. Recommended Step Increases:
 1. Jace Grangruth = step 9 = \$30.62 *(+ cola 1.25% cola)*
 2. Andrew Jespersen = step 8 = \$23.53 *(+ 2% cola)*
 3. Deputy Clerk = step 9 = \$21.48 *(+ cola see above)*
 4. Christina Regas = step 9 = \$29.98 *(+ cola see above)*
 5. Mike Schwanke = step 9 = \$29.06 *(+ cola see above)*
 - iii. Health Insurance premium \$617.50 *(no change)*
 - iv. Health Care Savings Account contribution @ \$266.67/month a \$3,200 deductible *(no change)*
 - v. Dental Insurance premium \$28.95 *(change for 2021 = .85)*
 - vi. PERA *(no full-time employee increase for 2021)*
 - vii. PERA Police & Fire 17.7% *(no change for 2021)*
 - viii. PERA part time employees **REMAIN SAME** (base withholding of 6.5% factored for all PT grossing + \$5,100yr)
- b. Fire:
 - i. No municipal contribution to Fire Relief Association *(no change for 2021)*
 - ii. Capital Depreciation for ARMER radio systems *(increase of \$5,000)*
- c. Police:
 - i. *Reduction of overall budget \$4500 to lower levy.*

CITY OF BLACKDUCK 2021 GENERAL FUND BUDGET HIGHLIGHTS



GENERAL PROPOSED LEVY WORK SESSION

SEPTEMBER 21, 2020 @ 6:00PM CITY HALL BLACKDUCK, MN

- d. Street Lighting:
 - i. Recommend to continue plan for replacement of Street Light Heads to LED *(replacement of fixtures @ \$3,500 in 2021)*
- e. Library:
 - i. Automation and Repair for Library – *(no change for 2021)*
 - ii. 2021 Library Levy request \$16,600 *(increase of \$106)*
- f. Streets:
 - i. 2019 PW truck(s) lease payment 2021. *(\$10,000 payment estimated.)*
 - ii. Skid Steer annual payment – *(\$3406)*
 - iii. Tractor payment – *(\$10,822.58)*
 - iv. #2 Part-time employee 2021 - *(increase of \$4960)*
- g. Parks:
 - i. Assessments for 2016-2017 road improvements will affect park budgets *(@ \$2,338)*
 - ii. Building maintenance materials to improve on restroom – *(\$1,500 no change for 2021)*
 - iii. Electricity budget lowered to address heat in restrooms during winter *(decrease of \$2000)*
- h. Other:
 - i. Most Liability, Auto, Workers Compensation, and Property Insurance is estimated to increase 2-5% in 2021
- i. Administration:
 - i. Council Packet Software *(no change - cost \$2600/ annually)*
 - ii. City Website Support *(no change - \$2,820/ annually)*
 - iii. City Council training budget - \$2,000 *(no change)*
 - iv. City Attorney Contract budget - \$1800 *(increase of \$300)*
- j. Buildings:

Minnesota Minimum Wage ***will increase*** for part time employees to **\$10.08** beginning January 1, 2021.

2021 General Fund Revenues

General Fund Revenue	2019 Budget	2019 Amount	2020 Budget	2020 YTD Amount	2021 Budget
R 101-31000 General Property Taxes	\$179,373.00	\$179,566.52	\$224,964.00	\$135,164.42	
R 101-31030 Mobile Home Tax	\$800.00	\$549.43	\$800.00	\$405.13	\$800.00
R 101-31900 Penalties and Interest DelTax	\$1,000.00	\$2,004.59	\$1,000.00	\$1,256.99	\$1,000.00
R 101-32000 Licenses and Permits	\$5,000.00	\$3,490.00	\$10,000.00	\$4,675.00	\$0.00
R 101-32240 Animal Licenses	\$200.00	\$295.00	\$250.00	\$75.00	\$250.00
R 101-33100 Federal Grants and Aids	\$0.00	\$0.00	\$0.00	\$113,286.00	\$0.00
R 101-33130 CDBG	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
R 101-33400 State Grants and Aids	\$0.00	\$1,319.27	\$0.00	\$0.00	\$0.00
R 101-33401 Local Government Aid	\$254,282.00	\$254,282.00	\$269,305.00	\$134,652.50	\$278,534.00
R 101-33403 Market Value Credit-MH	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
R 101-33404 PERA AID	\$1,113.00	\$1,113.00	\$0.00	\$0.00	\$0.00
R 101-33405 Market Value Credit - Real	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
R 101-33406 Market Value Credit-TIF	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
R 101-33407 Market Value Credit-AG	\$0.00	\$46.86	\$0.00	\$0.00	\$0.00
R 101-33416 Police Training Reimbursement	\$1,500.00	\$1,988.35	\$1,500.00	\$1,881.82	\$1,500.00
R 101-33423 State Police Aid	\$14,000.00	\$16,382.41	\$14,000.00	\$0.00	\$14,000.00
R 101-33424 State Fire Aid	\$19,000.00	\$19,445.94	\$19,000.00	\$19,808.26	\$19,000.00
R 101-33620 Other County Grants/Aid	\$70.00	\$0.00	\$0.00	\$0.00	\$0.00
R 101-34000 Charges for Services	\$8,000.00	\$8,375.30	\$8,000.00	\$9,320.00	\$8,000.00
R 101-34103 Zoning and Subdivision Fees	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
R 101-34108 Admin Charges to Other Funds	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
R 101-34110 Sale of Property	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
R 101-34202 Fire Protection Svcs	\$78,979.00	\$78,978.38	\$78,627.00	\$78,627.07	\$83,760.78
R 101-34781 Reservation Fees	\$0.00	\$70.00	\$0.00	\$0.00	\$0.00
R 101-35000 Fines and Forfeits	\$5,000.00	\$491.62	\$3,000.00	\$269.98	\$3,000.00
R 101-35102 Parking Fines	\$0.00	\$100.00	\$100.00	\$25.00	\$100.00
R 101-36100 Special Assessments	\$100.00	\$2.25	\$0.00	\$2.40	\$0.00
R 101-36102 Penalties and Interest	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
R 101-36200 Miscellaneous Revenues	\$4,000.00	\$222.24	\$3,000.00	\$1,346.61	\$3,000.00
R 101-36210 Interest Earnings	\$700.00	\$3,295.67	\$3,000.00	\$2,086.37	\$3,000.00
R 101-36220 Other Rents and Royalties	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
R 101-36230 Contributions and Donations	\$2,000.00	\$0.00	\$0.00	\$0.00	\$0.00
R 101-36231 Community Development Grants	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
R 101-36240 Reimbursements	\$250.00	\$14,554.38	\$250.00	\$12,383.28	\$250.00
R 101-39101 Sales of General Fixed Assets	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
R 101-39200 Interfund Transfer	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
R 101-39203 Transfer from Other Fund	\$0.00	\$4,000.00	\$0.00	\$0.00	\$0.00
R 101-39204 Intrafund Transfer	\$0.00	\$10,000.00	\$0.00	\$49,613.00	\$0.00
R 101-39269 Transfer from Liquor Fund	\$65,000.00	\$65,000.00	\$75,000.00	\$20,000.00	\$65,000.00
R 101-39282 Transfer fm Debt Service Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
R 101-39300 Proceeds-Gen Long-term Debt	\$0.00	\$0.00	\$0.00	\$30,000.00	\$0.00
R 101-39330 Inception-Capital Lease Aamt	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
R 101-39331 Insurance Proceeds	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	\$640,367.00	\$665,573.21	\$711,796.00	\$614,878.83	\$481,194.78

General Fund Expenditure Total:	2021 Budget	% +/- 2020	2020 Actual	2020 Budget
Administration & Transfer for Cemetery	\$152,311.00	4.01%	\$164,901.23	\$146,440.00
Police	\$216,616.00	2.33%	\$150,067.12	\$211,686.00
Fire	\$101,400.00	5.19%	\$74,122.18	\$96,400.00
Streets	\$157,748.00	-0.61%	\$249,399.98	\$158,722.00
Wayside Rest Park	\$21,501.00	-2.24%	\$17,584.95	\$21,993.00
Library	\$23,541.00	-6.62%	\$12,973.71	\$25,210.00
Buildings	\$15,017.00	0.13%	\$14,810.73	\$14,998.00
Street Lighting	\$12,500.00	-19.35%	\$5,439.78	\$15,500.00
Planning & Zoning (rental inspections)	\$0.00	-100.00%	\$6,174.30	\$10,000.00
City Council	\$10,675.00	2.64%	\$3,801.95	\$10,400.00
	\$711,309.00	-0.01%	\$699,275.93	\$711,349.00

\$230,114.22

2020 Blackduck Administration Department Budget vs Actual through 09/18/2020

	2020 Budget	2020 Actual Expenditures	2020 Balance	2021 Budget	
E 101-41400-101 Full-Time Employees Regular	\$73,033.00	\$53,204.59	\$19,828.41	\$79,430.00	
E 101-41400-102 Full-Time Employees Overtime	\$0.00	\$0.00	\$0.00	\$0.00	
E 101-41400-103 Part-Time Employees	\$0.00	\$0.00	\$0.00	\$0.00	
E 101-41400-121 PERA	\$5,477.00	\$3,927.98	\$1,549.02	\$5,957.00	
E 101-41400-122 FICA	\$5,587.00	\$4,128.58	\$1,458.42	\$6,076.00	
E 101-41400-131 Employer Paid Health	\$6,683.00	\$4,864.67	\$1,818.33	\$6,687.79	
E 101-41400-200 Office Supplies (GENERAL)	\$1,300.00	\$1,519.67	-\$219.67	\$1,500.00	
E 101-41400-207 Computer Supplies	\$1,000.00	\$2,797.72	-\$1,797.72	\$1,000.00	
E 101-41400-208 Training and Instruction	\$1,000.00	\$45.23	\$954.77	\$1,000.00	
E 101-41400-210 Operating Supplies (GENERAL)	\$600.00	\$602.56	-\$2.56	\$600.00	
E 101-41400-300 Professional Svcs (GENERAL)	\$0.00	\$3.30	-\$3.30	\$0.00	
E 101-41400-301 Auditing and Acct g Services	\$6,000.00	\$6,000.00	\$0.00	\$6,000.00	
E 101-41400-303 Engineering Fees	\$0.00	\$0.00	\$0.00	\$0.00	
E 101-41400-304 Legal Fees	\$1,500.00	\$3,750.00	-\$2,250.00	\$1,800.00	12 meetings @ \$150
E 101-41400-305 Medical Fees	\$0.00	\$0.00	\$0.00	\$0.00	
E 101-41400-310 Other Professional Services	\$5,070.00	\$3,252.00	\$1,818.00	\$5,070.00	website & GASB reporting
E 101-41400-321 Telephone	\$2,250.00	\$3,441.80	-\$1,191.80	\$2,250.00	
E 101-41400-322 Postage	\$500.00	\$503.03	-\$3.03	\$500.00	
E 101-41400-327 Internet Access	\$1,000.00	\$609.55	\$390.45	\$1,000.00	
E 101-41400-331 Travel Expenses	\$2,000.00	\$10.42	\$1,989.58	\$2,000.00	
E 101-41400-351 Legal Notices Publishing	\$200.00	\$1,252.55	-\$1,052.55	\$300.00	
E 101-41400-352 General Notices and Pub Info	\$350.00	\$145.60	\$204.40	\$350.00	
E 101-41400-353 Ordinance Publication	\$150.00	\$0.00	\$150.00	\$150.00	
E 101-41400-355 Election Expense	\$2,500.00	\$1,267.97	\$1,232.03	\$2,000.00	
E 101-41400-366 Workers Compensation Insurance	\$500.00	\$244.56	\$255.44	\$500.00	
E 101-41400-367 Unemployment Paid	\$0.00	\$0.00	\$0.00	\$0.00	
E 101-41400-432 Uncollectable Checks	\$0.00	\$0.00	\$0.00	\$0.00	
E 101-41400-433 Dues and Subscriptions	\$4,640.00	\$5,141.56	-\$501.56	\$4,640.00	Icompass, LMC dues, MIS
E 101-41400-437 Bad Debt Expense	\$0.00	\$738.99	-\$738.99	\$0.00	
E 101-41400-438 Bank Service Charges	\$1,500.00	\$256.00	\$1,244.00	\$1,500.00	
E 101-41400-490 Donations to Civic Org s	\$0.00	\$5,000.00	-\$5,000.00	\$0.00	
E 101-41400-570 Office Equip and Furnishings	\$500.00	\$139.58	\$360.42	\$500.00	
E 101-41400-603 Short-Term Debt Principal	\$2,100.00	\$1,555.06	\$544.94	\$2,000.00	
E 101-41400-786 State Fire Aid	\$19,000.00	\$19,808.26	-\$808.26	\$19,500.00	
	\$144,440.00	\$124,211.23	\$20,228.77	\$152,310.79	

Police Department Budgeted Expenditures for 2020 through 09/18/2020

	2019 Budget	2020 Budget	2020 YTD Expenditures	2020 Actual Balance	2021 Budget
E 101-42110-101 Full-Time Employees Regular	\$100,696.00	\$106,712.00	\$79,352.11	\$27,359.89	\$115,115.00
E 101-42110-102 Full-Time Employees Overtime	\$1,000.00	\$1,155.00	\$2,189.42	-\$1,034.42	\$1,235.37
E 101-42110-103 Part-Time Employees	\$5,300.00	\$5,300.00	\$2,270.00	\$3,030.00	\$5,202.60
E 101-42110-106 School Resource Officer - wage	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
E 101-42110-121 PERA	\$18,128.00	\$19,995.00	\$14,834.66	\$5,160.34	\$21,514.87
E 101-42110-122 FICA	\$1,551.00	\$1,638.00	\$1,155.44	\$482.56	\$1,762.52
E 101-42110-131 Employer Paid Health	\$22,003.00	\$23,191.00	\$17,393.49	\$5,797.51	\$23,211.72
E 101-42110-205 Heating Fuel	\$1,000.00	\$1,000.00	\$710.44	\$289.56	\$1,000.00
E 101-42110-206 Electricity	\$2,000.00	\$2,500.00	\$1,313.58	\$1,186.42	\$2,500.00
E 101-42110-208 Training and Instruction	\$2,000.00	\$2,000.00	\$1,159.75	\$840.25	\$2,000.00
E 101-42110-209 Other Office Supplies	\$500.00	\$500.00	\$315.46	\$184.54	\$500.00
E 101-42110-210 Operating Supplies (GENERAL)	\$1,000.00	\$1,000.00	\$727.96	\$272.04	\$1,000.00
E 101-42110-212 Motor Fuels	\$8,000.00	\$8,000.00	\$3,612.48	\$4,387.52	\$6,000.00
E 101-42110-213 Lubricants and Additives	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
E 101-42110-222 Tires	\$1,000.00	\$1,000.00	\$959.55	\$40.45	\$1,000.00
E 101-42110-223 Building Repair Supplies	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
E 101-42110-230 Equipment	\$3,500.00	\$3,200.00	\$2,054.00	\$1,146.00	\$2,200.00
E 101-42110-233 Uniforms	\$1,500.00	\$1,500.00	\$919.67	\$580.33	\$1,500.00
E 101-42110-305 Medical Fees	\$500.00	\$500.00	\$143.00	\$357.00	\$500.00
E 101-42110-321 Telephone	\$1,500.00	\$1,500.00	\$1,162.08	\$337.92	\$1,500.00
E 101-42110-322 Postage	\$50.00	\$50.00	\$8.30	\$41.70	\$50.00
E 101-42110-331 Travel Expenses	\$500.00	\$500.00	\$0.00	\$500.00	\$500.00
E 101-42110-351 Legal Notices Publishing	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
E 101-42110-361 General Liability Ins	\$5,600.00	\$5,664.00	\$2,911.40	\$2,752.60	\$5,834
E 101-42110-362 Property Ins	\$1,500.00	\$1,411.00	\$686.50	\$724.50	\$1,453
E 101-42110-363 Automotive Ins	\$2,050.00	\$1,250.00	\$1,242.00	\$8.00	\$1,288
E 101-42110-366 Workers Compensation Insurance	\$3,100.00	\$4,320.00	\$2,231.75	\$2,088.25	\$4,450
E 101-42110-401 Repairs/Maint Buildings	\$1,000.00	\$1,000.00	\$125.00	\$875.00	\$1,000.00
E 101-42110-404 Repairs/Maint Machinery/Equip	\$5,000.00	\$5,000.00	\$2,136.00	\$2,864.00	\$2,500.00
E 101-42110-420 Tower Lease	\$500.00	\$500.00	\$0.00	\$500.00	\$500.00
E 101-42110-425 Depreciation	\$10,000.00	\$10,000.00	\$10,000.00	\$0.00	\$10,000.00
E 101-42110-433 Dues and Subscriptions	\$500.00	\$800.00	\$388.08	\$411.92	\$800.00
E 101-42110-436 Towing Charges	\$500.00	\$500.00	\$65.00	\$435.00	\$500.00
E 101-42110-437 Bad Debt Expense	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
E 101-42110-550 Motor Vehicles	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
E 101-42110-580 Other Equipment	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
E 101-42110-700 Inter Fund Transfer	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
E 101-42110-782 Intrafund Transfer	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	\$201,478.00	\$211,686.00	\$150,067.12	\$61,618.88	\$216,616.43

\$4,930.43

2020 Blackduck Fire Department Budget vs. Actual through 9/18/2020

	2020 Budget	2020 YTD Expenditures	Revenue to offset Expenses	2020 Balance	2021 Budget	
E 101-42200-103	Part-Time Employees	\$13,500.00	\$12,297.00	\$0.00	\$1,203.00	\$13,500.00
E 101-42200-122	FICA	\$1,100.00	\$940.78	\$0.00	\$159.22	\$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	\$2,824.29	\$0.00	-\$324.29	\$2,500.00
E 101-42200-206	Electricity	\$5,000.00	\$2,295.92	\$0.00	\$2,704.08	\$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	\$549.04	\$0.00	\$1,450.96	\$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	\$2,000.00	\$0.00	\$0.00	\$2,000.00
E 101-42200-304	Legal Fees	\$0.00	\$945.00	\$0.00	\$0.00	\$0.00
E 101-42200-305	Medical Fees	\$1,200.00	\$1,033.96	\$0.00	\$166.04	\$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	\$527.43	\$0.00	\$272.57	\$800.00
E 101-42200-322	Postage	\$100.00	\$35.65	\$0.00	\$64.35	\$100.00
E 101-42200-323	Radio/Communications Expenses	\$3,500.00	\$3,024.45	\$0.00	\$475.55	\$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	\$0.00
E 101-42200-361	General Liability Ins	\$250.00	\$133.40	\$0.00	\$116.60	\$255.00
E 101-42200-362	Property Ins	\$950.00	\$545.50	\$0.00	\$404.50	\$978.00
E 101-42200-363	Automotive Ins	\$1,300.00	\$698.50	\$0.00	\$601.50	\$1,337.00
E 101-42200-366	Workers Compensation Insurance	\$6,000.00	\$2,781.40	\$0.00	\$3,218.60	\$6,180.00
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	\$4,263.86	\$0.00	\$8,186.14	\$12,250.00
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	\$1,000.00	\$0.00	\$0.00	\$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	\$30,000.00	\$0.00	\$0.00	\$30,000.00
E 101-42200-782	Intrafund Transfer	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
		\$96,400.00	\$74,122.18	\$1,220.00	\$24,442.82	\$101,400.00

SCBA's 5% City Contribution for FEMA grant =
ARMER radio capital replacement

\$6,417.33 2020 budget
\$30,000.00 \$5000 annually

2020 Blackduck Streets Department Budget vs. Actual through 9/18/2020

	2020 Budget	2020 Actual Expenditures	2020 Balance	2021 Budget	
E 101-43100-101 Full-Time Employees Regular	\$48,699.00	\$36,158.07	\$12,540.93	\$51,764.00	
E 101-43100-102 Full-Time Employees Overtime	\$1,000.00	\$3,187.57	-\$2,187.57	\$1,000.00	
E 101-43100-103 Part-Time Employees	\$1,008.00	\$968.19	\$39.81	\$1,700.00	
E 101-43100-121 PERA	\$3,728.00	\$3,013.25	\$714.75	\$3,958.00	
E 101-43100-122 FICA	\$3,802.00	\$3,025.87	\$776.13	\$4,090.00	
E 101-43100-131 Employer Paid Health	\$9,509.00	\$7,315.39	\$2,193.61	\$9,665.00	
E 101-43100-142 Unemployment Benefit Payments	\$0.00	\$0.00	\$0.00	\$0.00	
E 101-43100-200 Office Supplies (GENERAL)	\$400.00	\$181.17	\$218.83	\$400.00	
E 101-43100-205 Heating Fuel	\$2,000.00	\$2,228.88	-\$228.88	\$2,000.00	
E 101-43100-206 Electricity	\$5,300.00	\$2,230.52	\$3,069.48	\$4,300.00	
E 101-43100-208 Training and Instruction	\$0.00	\$0.00	\$0.00	\$0.00	
E 101-43100-210 Operating Supplies (GENERAL)	\$1,600.00	\$1,850.83	-\$250.83	\$1,600.00	
E 101-43100-212 Motor Fuels	\$8,750.00	\$3,900.72	\$4,849.28	\$8,750.00	
E 101-43100-213 Lubricants and Additives	\$1,050.00	\$985.72	\$64.28	\$1,050.00	
E 101-43100-220 Repair/Maint Supply (GENERAL)	\$2,100.00	\$2,130.30	-\$30.30	\$2,100.00	
E 101-43100-221 Equipment Parts	\$750.00	\$293.00	\$457.00	\$750.00	
E 101-43100-222 Tires	\$1,300.00	\$540.32	\$759.68	\$1,000.00	
E 101-43100-223 Building Repair Supplies	\$0.00	\$0.00	\$0.00	\$0.00	
E 101-43100-224 Street Maint Materials	\$40,000.00	\$33,080.00	\$6,920.00	\$20,000.00	
E 101-43100-233 Uniforms	\$1,200.00	\$525.61	\$674.39	\$1,200.00	
E 101-43100-240 Small Tools and Minor Equip	\$1,600.00	\$220.38	\$1,379.62	\$1,600.00	
E 101-43100-303 Engineering Fees	\$525.00	\$4,189.50	-\$3,664.50	\$525.00	
E 101-43100-310 Other Professional Services	\$0.00	\$0.00	\$0.00	\$0.00	
E 101-43100-321 Telephone	\$2,000.00	\$1,441.84	\$558.16	\$2,000.00	
E 101-43100-322 Postage	\$100.00	\$85.85	\$14.15	\$100.00	
E 101-43100-331 Travel Expenses	\$0.00	\$0.00	\$0.00	\$0.00	
E 101-43100-351 Legal Notices Publishing	\$0.00	\$0.00	\$0.00	\$0.00	
E 101-43100-361 General Liability Ins	\$245.00	\$133.40	\$111.60	\$252.00	
E 101-43100-362 Property Ins	\$896.00	\$842.00	\$54.00	\$923.00	
E 101-43100-363 Automotive Ins	\$1,050.00	\$493.50	\$556.50	\$1,081.00	
E 101-43100-366 Workers Compensation Insurance	\$3,410.00	\$1,841.24	\$1,568.76	\$3,512.00	
E 101-43100-387 Snow Removal	\$0.00	\$0.00	\$0.00	\$0.00	
E 101-43100-400 Repairs & Maint Cont (GENERAL)	\$0.00	\$0.00	\$0.00	\$0.00	
E 101-43100-401 Repairs/Maint Buildings	\$1,000.00	\$349.91	\$650.09	\$1,000.00	
E 101-43100-404 Repairs/Maint Machinery/Equip	\$5,700.00	\$5,700.00	\$0.00	\$5,700.00	
E 101-43100-433 Dues and Subscriptions	\$0.00	\$102.35	-\$102.35	\$0.00	
E 101-43100-436 Towing Charges	\$0.00	\$0.00	\$0.00	\$0.00	
E 101-43100-501 Assessment	\$1,500.00	\$1,501.60	-\$1.60	\$1,500.00	
E 101-43100-530 Improvements Other Than Bldgs	\$0.00	\$0.00	\$0.00	\$0.00	
E 101-43100-550 Motor Vehicles	\$8,500.00	\$48,613.00	-\$40,113.00	\$10,000.00	PW trucks
E 101-43100-580 Other Equipment	\$0.00	\$82,270.00	-\$82,270.00	\$14,228.58	Skid Steer & Tractor Payment
E 101-43100-601 Debt Srv Bond Principal	\$0.00	\$0.00	\$0.00	\$0.00	
E 101-43100-610 PFA Debt Srv Interest	\$0.00	\$0.00	\$0.00	\$0.00	
	\$158,722.00	\$249,399.98	-\$90,677.98	\$157,748.58	
			\$31,205.02	-\$973.42	

2020 Blackduck Wayside Park Department Budget vs Actual through 9/18/2020

	2020 Budget	2020 YTD Amount	2020 Balance	2021 Budget
E 101-45200-101 Full-Time Employees Regular	\$3,380.00	\$2,501.77	\$878.23	\$3,518.00
E 101-45200-102 Full-Time Employees Overtime	\$300.00	\$163.90	\$136.10	\$300.00
E 101-45200-103 Part-Time Employees	\$1,680.00	\$3,728.64	-\$2,048.64	\$2,832.00
E 101-45200-106 School Resource Officer - wage	\$0.00	\$0.00	\$0.00	\$0.00
E 101-45200-121 PERA	\$380.00	\$304.09	\$75.91	\$390.00
E 101-45200-122 FICA	\$387.00	\$481.97	-\$94.97	\$486.00
E 101-45200-131 Employer Paid Health	\$691.00	\$519.36	\$171.64	\$695.00
E 101-45200-206 Electricity	\$4,000.00	\$2,510.39	\$1,489.61	\$2,000.00
E 101-45200-208 Training and Instruction	\$0.00	\$0.00	\$0.00	\$0.00
E 101-45200-210 Operating Supplies (GENERAL)	\$900.00	\$352.83	\$547.17	\$900.00
E 101-45200-211 Cleaning Supplies	\$0.00	\$0.00	\$0.00	\$0.00
E 101-45200-212 Motor Fuels	\$1,550.00	\$673.39	\$876.61	\$1,550.00
E 101-45200-221 Equipment Parts	\$0.00	\$0.00	\$0.00	\$0.00
E 101-45200-225 Landscaping Materials	\$1,000.00	\$1,255.00	-\$255.00	\$1,000.00
E 101-45200-240 Small Tools and Minor Equip	\$0.00	\$0.00	\$0.00	\$0.00
E 101-45200-305 Medical Fees	\$50.00	\$48.00	\$2.00	\$50.00
E 101-45200-361 General Liability Ins	\$810.00	\$444.61	\$365.39	\$834
E 101-45200-362 Property Ins	\$2,285.00	\$1,459.50	\$825.50	\$2,354
E 101-45200-366 Workers Compensation Insurance	\$430.00	\$248.10	\$181.90	\$443
E 101-45200-401 Repairs/Maint Buildings	\$1,500.00	\$752.27	\$747.73	\$1,500.00
E 101-45200-430 Miscellaneous (GENERAL)	\$300.00	\$0.00	\$300.00	\$300.00
E 101-45200-433 Dues and Subscriptions	\$0.00	\$0.00	\$0.00	\$0.00
E 101-45200-501 Assessment	\$2,350.00	\$2,141.13	\$208.87	\$2,350.00
E 101-45200-530 Improvements Other Than Bldgs	\$0.00	\$0.00	\$0.00	\$0.00
	\$21,993.00	\$17,584.95	\$4,408.05	\$21,501.75

2020 Blackduck Council Budget vs Actual Expenditures through 09/18/2020

	2020 Budget	2020 Actual Expenditures	2020 Balance	2021 Budget
E 101-41110-101 Full-Time Employees Regular	\$6,500.00	\$1,150.00	\$5,350.00	\$6,800.00
E 101-41110-121 PERA	\$0.00	\$0.00	\$0.00	\$0.00
E 101-41110-122 FICA	\$550.00	\$87.98	\$462.02	\$525.00
E 101-41110-207 Computer Supplies	\$500.00	\$1,426.56	-\$926.56	\$500.00
E 101-41110-208 Training and Instruction	\$2,000.00	\$550.00	\$1,450.00	\$2,000.00
E 101-41110-322 Postage	\$0.00	\$0.00	\$0.00	\$0.00
E 101-41110-331 Travel Expenses	\$700.00	\$541.32	\$158.68	\$700.00
E 101-41110-361 General Liability Ins	\$0.00	\$0.00	\$0.00	\$0.00
E 101-41110-433 Dues and Subscriptions	\$150.00	\$46.09	\$103.91	\$150.00
E 101-41110-437 Bad Debt Expense	\$0.00	\$0.00	\$0.00	\$0.00
	\$10,400.00	\$3,801.95	\$6,598.05	\$10,675.00

2020 Blackduck Street Lighting Budget vs. Actual Expenditures through 9/18/2020

	2020 Budget	2020 Actual Expenditures	2020 Balance	2021 Budget
E 101-43160-206 Electricity	\$11,000.00	\$5,379.78	\$5,620.22	\$8,000.00
E 101-43160-210 Operating Supplies (GENERAL)	\$3,500.00	\$0.00	\$3,500.00	\$3,500.00
E 101-43160-220 Repair/Maint Supply (GENERAL)	\$1,000.00	\$60.00	\$940.00	\$1,000.00
	\$15,500.00	\$5,439.78	\$10,060.22	\$12,500.00

2020 Blackduck Government Bldgs. Budget vs. Actual Expenditures through 09/18/2020

	2020 Budget	2020 Actual Expenditures	2020 Balance	2021 Budget
E 101-41940-206 Electricity	\$8,000.00	\$8,941.32	-\$941.32	\$8,000.00
E 101-41940-210 Operating Supplies (GENERAL)	\$500.00	\$7.96	\$492.04	\$500.00
E 101-41940-211 Cleaning Supplies	\$0.00	\$0.00	\$0.00	\$0.00
E 101-41940-223 Building Repair Supplies	\$400.00	\$0.00	\$400.00	\$400.00
E 101-41940-361 General Liability Ins	\$81.00	\$44.47	\$36.53	\$83.00
E 101-41940-362 Property Ins	\$567.00	\$302.50	\$264.50	\$584.00
E 101-41940-380 Utility Services (GENERAL)	\$450.00	\$479.48	-\$29.48	\$450.00
E 101-41940-401 Repairs/Maint Buildings	\$5,000.00	\$5,035.00	-\$35.00	\$5,000.00
E 101-41940-520 Buildings and Structures	\$0.00	\$0.00	\$0.00	\$0.00
	\$14,998.00	\$14,810.73	\$187.27	\$15,017.00

2020 Blackduck Planning & Zoning Budget vs. Actual Expenditures through 09/18/2020

	2020 Budget	2020 Actual Expenditures	2020 Balance	2021 Budget
E 101-41910-101 Full-Time Employees Regular	\$0.00	\$0.00	\$0.00	\$0.00
E 101-41910-102 Full-Time Employees Overtime	\$0.00	\$0.00	\$0.00	\$0.00
E 101-41910-103 Part-Time Employees	\$0.00	\$0.00	\$0.00	\$0.00
E 101-41910-121 PERA	\$0.00	\$0.00	\$0.00	\$0.00
E 101-41910-122 FICA	\$0.00	\$0.00	\$0.00	\$0.00
E 101-41910-126 Medicare	\$0.00	\$0.00	\$0.00	\$0.00
E 101-41910-131 Employer Paid Health	\$0.00	\$0.00	\$0.00	\$0.00
E 101-41910-300 Professional Svcs (GENERAL)	\$10,000.00	\$6,174.30	\$3,825.70	\$0.00
	\$10,000.00	\$6,174.30	\$3,825.70	\$0.00

2020 Blackduck Library Department Budget vs. Actual through 9/18/2020

	2020 Budget	2020 YTD Expenditures	2020 Balance	2021 Budget
E 101-45500-122 FICA	\$0.00	\$0.00	\$0.00	\$0.00
E 101-45500-200 Office Supplies (GENERAL)	\$1,000.00	\$25.00	\$975.00	\$0.00
E 101-45500-206 Electricity	\$3,500.00	\$2,229.91	\$1,270.09	\$3,500.00
E 101-45500-210 Operating Supplies (GENERAL)	\$310.00	\$26.97	\$283.03	\$310.00
E 101-45500-211 Cleaning Supplies	\$0.00	\$0.00	\$0.00	\$0.00
E 101-45500-223 Building Repair Supplies	\$0.00	\$0.00	\$0.00	\$0.00
E 101-45500-330 Transportation (GENERAL)	\$0.00	\$0.00	\$0.00	\$0.00
E 101-45500-331 Travel Expenses	\$210.00	\$0.00	\$210.00	\$210.00
E 101-45500-361 General Liability Ins	\$81.00	\$44.47	\$36.53	\$83.00
E 101-45500-362 Property Ins	\$776.00	\$366.50	\$409.50	\$799.00
E 101-45500-367 Unemployment Paid	\$0.00	\$0.00	\$0.00	\$0.00
E 101-45500-380 Utility Services (GENERAL)	\$750.00	\$692.69	\$57.31	\$750.00
E 101-45500-401 Repairs/Maint Buildings	\$1,800.00	\$1,052.17	\$747.83	\$1,000.00
E 101-45500-404 Repairs/Maint Machinery/Equip	\$0.00	\$0.00	\$0.00	\$0.00
E 101-45500-426 Automation Repair & Replace.	\$289.00	\$289.00	\$0.00	\$289.00
E 101-45500-433 Dues and Subscriptions	\$16,494.00	\$8,247.00	\$8,247.00	\$16,600.00
E 101-45500-580 Other Equipment	\$0.00	\$0.00	\$0.00	\$0.00
	\$25,210.00	\$12,973.71	\$12,236.29	\$23,541.00

2021 GO BONDS
Budgeting 2021 P/I Payments
Utilizing 2020 Special Assessments

	Principle Payments	Interest	County Fees	Specials	Property Tax	Revenue	P & I
GO ImpBond (307)	\$35,000.00	\$2,673.75	\$5,000.00	\$12,945.33	\$31,862.11	\$0.00	\$44,807.44
Refunding (309)	\$15,000.00	\$2,141.26	\$650.00	\$0.00	\$18,680.82	\$0.00	\$18,680.82
Intra Loan (311)	\$9,966.70	\$0.00	\$0.00	\$9,435.56	\$531.14	\$0.00	\$9,966.70
Rural Water (314)	\$10,000.00	\$1,470.00	\$0.00	\$971.61	\$8,186.59	\$3,000.00	\$12,158.20
Intra Loan (325)	\$4,996.78	\$1,391.26	\$0.00	\$7,082.08	\$0.00	\$0.00	\$6,579.68
Revenue GO (601)	\$45,000.00	\$17,107.50	\$0.00	\$0.00	\$0.00	\$62,107.50	\$65,212.88
Revenue Go (320)	\$7,000.00	\$2,120.00	\$0.00	\$15,553.43	\$0.00	-\$6,433.43	\$9,393.60
Rural Water (317 & 602)	\$16,000.00	\$1,405.50	\$0.00	\$8,955.61	\$0.00	\$8,449.89	\$17,927.67
Go Bond 2020A Temporary	\$0.00	\$22,345.83	\$0.00	\$0.00	\$0.00	\$6,703.75	\$23,463.12
Go Bond 2020A USDA	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Revenue GO (613)	\$3,000.00	\$198.00	\$0.00	\$0.00	\$1,857.90	\$1,500.00	\$3,357.90
Revenue GO (613)	\$7,000.00	\$462.00	\$0.00	\$0.00	\$4,335.10	\$3,500.00	\$7,835.10
Revenue Go (613)	\$13,000.00	\$1,537.50	\$0.00	\$0.00	\$10,264.38	\$5,000.00	\$15,264.38
Totals	\$165,963.48	\$52,852.60	\$5,650.00	\$54,943.62	\$75,718.04	\$83,827.71	\$234,647.48

Bond Maturity Dates:	Description:	Balance After 2021 Payments:
2/1/2022	307	\$42,673.75
1/1/2024	309	\$49,035.02
2/1/2022	Industrial Lane Loan (311)	\$4,983.33
2/1/2035	Water Tower (601)	\$873,915.00
8/10/2024	2012 Golf Equip & Club House (613)	\$31,260.00
2/1/2025	4th Street Sewer (314)	\$50,491.00
8/20/2046	Water (Main & Summit) (320)	\$223,540.00
2/1/2024	Sewer (Main & Summit) (602 & 317)	\$41,063.28
2/1/2029	Frontage/Pine Ave (325)	\$47,910.32
2/1/2025	2016 Golf Equipment (613)	\$58,637.50
		\$1,423,509.20

General Fund \$230,114.00

Levy: \$305,832.04 PROPOSED

0.80%

Property Tax Levy History:		
2013	\$206,000.00	Certified
2014	\$206,000.00	Certified
2015	\$210,000.00	Certified
2016	\$210,000.00	Certified
2017	\$209,000.00	Certified
2018	\$221,400.00	Certified
2019	\$252,138.00	Certified
2020	\$303,411.00	Certified
2021	\$305,832.04	Proposed

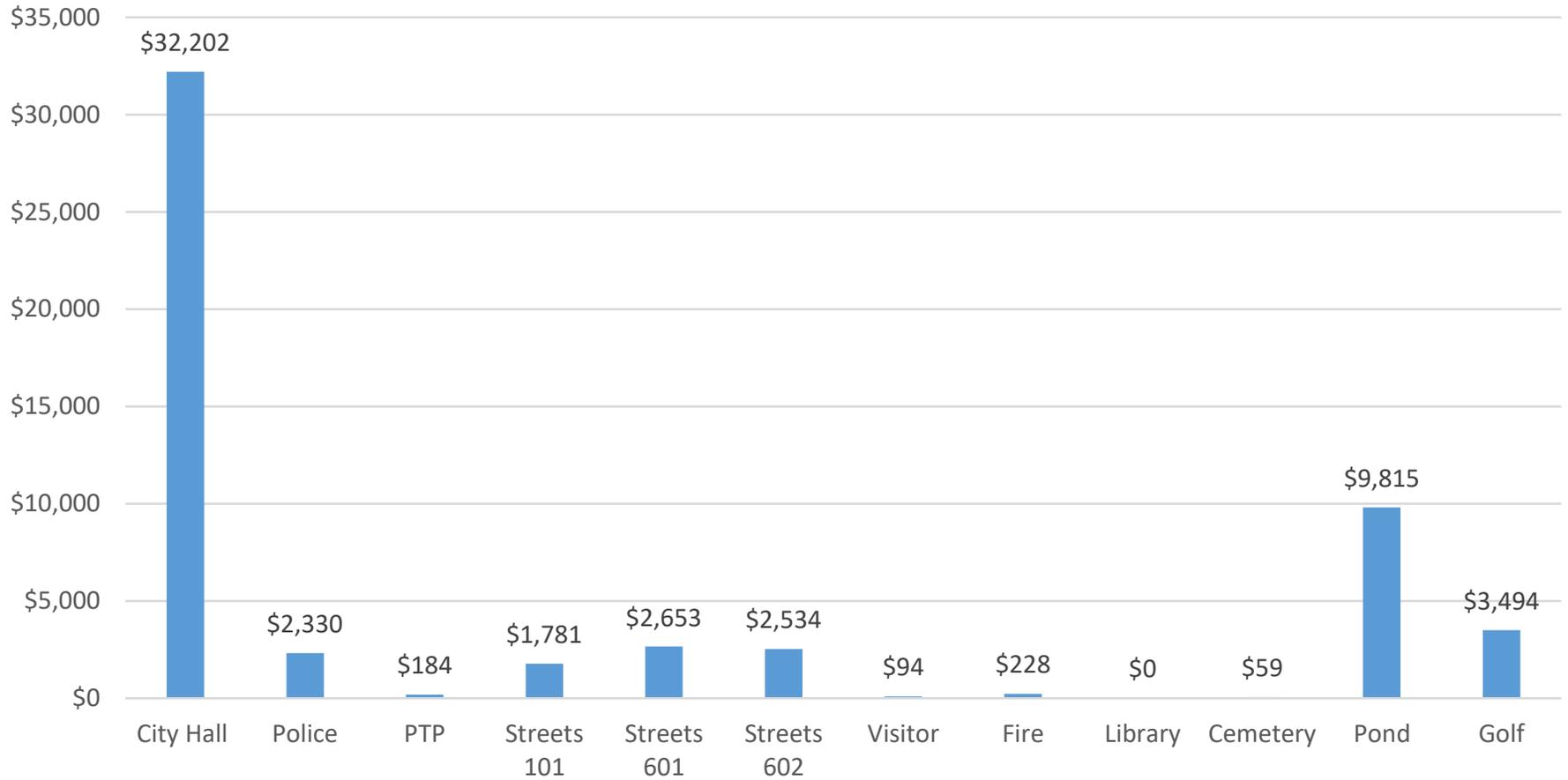
City of Blackduck		
2019 Total Net Tax Capacity:		\$300,416.00
		updated 10/16/18
Levy:		
General Revenue	\$179,372.00	
2006 GO Impv Bond	\$28,505.00	
2009 Refunding	\$19,815.00	
2014A Disp Sys Bond	\$7,906.00	
2012 Go Bond Golf	6,484.00	
2016 Go Bond Golf	9,884.00	
	\$251,966	\$251,966
(Mill) Rate:		84%
Estimated Market Value: \$100,000.00		
Homestead Exclusion:		
1st 76,000 of EMV:	\$76,000.00	
	40%	
	\$30,400	
Remainder	\$24,000	
	9%	
	\$2,160	
Homestead Exclusion:	\$28,240	(28,240)
Taxable Market Value	\$71,760	
Homestead Class Rate	1%	
Net Tax Capacity	\$718	
City of Blackduck Tax		\$602

City of Blackduck		
2020 Total Net Tax Capacity:		\$301,958.00
		update 10/18/2019
Levy:		
General Revenue	\$224,964.00	
2006 GO Impv Bond	\$33,278.00	
2009 Refunding	\$19,263.00	
2011 Ind. Ln Loan	\$351.00	
2014A Disp Sys Bond	\$8,595.00	
2012 Go Bond Golf	6,352.00	
2016 Go Bond Golf	10,605.00	
	\$303,408	\$303,408
(Mill) Rate:		100%
Estimated Market Value: \$100,000.00		
Homestead Exclusion:		
1st 76,000 of EMV:	\$76,000.00	
	40%	
	\$30,400	
Remainder	\$24,000	
	9%	
	\$2,160	
Homestead Exclusion:	\$28,240	(28,240)
Taxable Market Value	\$71,760	
Homestead Class Rate	1%	
Net Tax Capacity	\$718	
City of Blackduck Tax		\$721

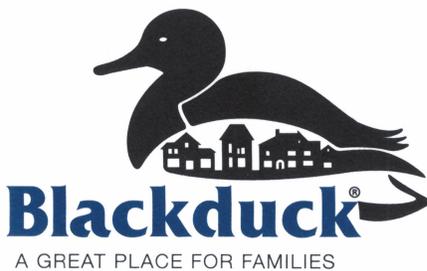
City of Blackduck		
2021 Total Net Tax Capacity:		\$336,639.00
		UPDATED 8/31/2020
Levy:		
General Revenue	\$230,114.00	
2006 GO Impv Bond	\$31,862.00	
2009 Refunding	\$18,681.00	
2011 Ind. Ln Loan	\$531.00	
2014A Disp Sys Bond	\$8,186.00	
2012 Go Bond Golf	6,193.00	
2016 Go Bond Golf	10,264.00	
	\$305,831	\$305,831
(Mill) Rate:		91%
Estimated Market Value: \$100,000.00		
Homestead Exclusion:		
1st 76,000 of EMV:	\$76,000.00	
	40%	
	\$30,400	
Remainder	\$24,000	
	9%	
	\$2,160	
Homestead Exclusion:	\$28,240	(28,240)
Taxable Market Value	\$71,760	
Homestead Class Rate	1%	
Net Tax Capacity	\$718	
City of Blackduck Tax		\$652

Covid Expense Per Fund

Total spent to date: \$55,375



Total \$25,976



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

For immediate Release: September 16th 2020

Contact: Ryan Zemek

rzemek@hrdc.org

218-333-6541

City of Blackduck Announces Small Business Recovery Fund

The City of Blackduck is launching a small business recovery fund to assist small businesses adversely impacted by the COVID-19 pandemic. Businesses located in the City of Blackduck who meet certain criteria may receive assistance of up to \$5,000 to assist with recovery efforts. Funds can be used to assist with critical expenses such as payroll obligations, rent or mortgage payments, utilities, accounts payable, or other critical business expenses as approved by the fund administrator.

To be eligible a small business must demonstrate that its operations have been directly and adversely affected by the COVID-19 pandemic and the State of Minnesota Executive Orders 20-04 and 20-08. Businesses must also have a physical location within the City of Blackduck, and have been operating for at least 12 months prior to March 1, 2020. Visit city website www.blackduckmn.com or contact Ryan Zemek at rzemek@hrdc.org, 218-333-6541 for program guidelines, which include a full list of eligibility requirements.

The application period begins Saturday, September 19th, 2020 and applications will be received through 12:00 PM (noon) on Friday, October 2nd. If applications exceed the funding available, the EDA will select recipients based on the following criteria, % of lost revenue comparing 2020 and 2019, if the business was closed by Executive Orders 20-04 and 20-08, and if the business has been awarded other state or federal assistance. Applicants will be notified by email on or before October 9th, 2020 if they were awarded funding.

The Small Business Recovery Fund is made possible by CARES ACT funds with the authorization of the Blackduck City Council. Questions regarding the program can be directed to Ryan Zemek, Economic Development Director, at rzemek@hrdc.org, or (218) 333-6541.

www.blackduckmn.com

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

"The City Of Blackduck Is An Equal Opportunity Provider"