

**CITY OF MILACA  
CITY COUNCIL MEETING  
COUNCIL AGENDA  
JANUARY 19, 2022**

1. Call Meeting to Order 6:30 p.m.
2. Pledge of Allegiance
3. Roll Call
4. Approval of Agenda
5. Approval of Minutes 12-15-2021
6. Approval of Bills
7. Public Hearing-none
8. Open Forum (5 minute limit, must request to be on the agenda- fill out form)
9. Requests, Communications, Petitions and Complaints (request to be on the agenda)**Trever Harting**
  - (a) Update State
  - (b) Update County
  - (c) Update Township

**Ordinances and Resolutions**

- (a) Resolution 22-01 Donations- Veterans Memorial
- (b) Resolution 22-02 Annual Appointments
- (c) Resolution 22-03 Donation from ECE \$4,200 to the Fire Department
- (d)

**10. Reports of Departments**

- (a) City Manager-
- (b) Police-Activity Report- Final Union Contract
- (c) Parks-
- (d) Public Works-Agreement for the division of grading responsibilities for Township Roadway
- (e) Public Works- Activity report- Approve Plans and Specifications -2022 Street Project
- (f) Public Works- 2021 Street Project Payment No. 4 –Kuechle Underground \$39,334.29
- (g) Liquor Store-
- (h) Fire Department-
- (i) Planning & Zoning- Industrial lots- Memo from Phil Carlson
- (j) Airport-

11. Committees

- (a) Personnel-
- (b) Budget-
- (c) Tourism-

12. Unfinished Business

- (a) Fairview update-
- (b) Covid

14. New Business

- (a) DAC Cleaning Services Contract- Gorecki Center, Fire Hall, Library and City Hall
- (b)
- (c)
- (d)

15. Miscellaneous

16. Council Comments

17. Adjournment \_\_\_\_\_p.m.

**CITY OF MILACA  
COUNCIL MINUTES  
December 15, 2021**

**Call to Order Roll Call**

Mayor Pedersen called the regular meeting of the Milaca City Council to order at 6:30 p.m.

Upon roll call, the following council members were present: Mayor Pedersen, Councilors: Cory Pedersen, Dave Dillan, Norris Johnson, and Lindsee Larsen. Councilors Absent:

**Staff Present:** City Manager Tammy Pfaff, City Attorney Damien Toven, Police Chief Quinn Rasmussen, City Treasurer Jessica Humphreys, Fire Chief Jesse Gerads, Liquor Store Manager Vicki Jays, and Administrative Assistant Mary Mickelson.

**Others Present:** Rob Droogsma – Milaca Township and Terry Ash – Borgholm Township.

**Approval of the Agenda**

Mayor Pedersen called for a motion to approve the agenda. The City Manager stated that the closed meeting for the contract and evaluation would be open to the public. Motion by Johnson to approve the agenda and C. Pedersen seconded the motion. Motion carried unanimously upon roll call of all council members. Johnson suggested we move the airport under 9c. Mayor Pedersen commented to place township on the agenda permanently. Mayor Pedersen added to the agenda under Unfinished Business: land purchase and COVID. Mayor Pedersen called for a motion to amend the agenda. Motion by Johnson and seconded by Dillan. Motion carried unanimously upon roll call of all council members.

**Approval of the Minutes – November 18, 2021 and December 6, 2021**

Mayor Pedersen called for a motion to approve the minutes. Motion by C. Pedersen for approval of minutes. Johnson seconded the motion. Motion carried unanimously upon roll call of all council members. Mayor Pedersen stated on the November 18<sup>th</sup> minutes under parks that the minutes did not state what fund to use. The fence for the railroad bridge would come out of fund 216 as stated by the city manager. Mayor Pedersen stated on the December 6<sup>th</sup> minutes ordinance 491 was approved for the first reading. Motion by Johnson for the amendments to the minutes. Dillan seconded the motion. Motion carried unanimously upon roll call of all council members.

**Approval of Bills**

Mayor Pedersen called for a motion to approve the bills. Motion by Johnson for approval of the bills. Dillan seconded the motion. Motion carried unanimously upon roll call of all council members.

**Public Hearing- Truth and Taxation**

Mayor Pedersen announced to close the regular meeting at 6:39 p.m. and open the public hearing. Mayor Pedersen asked if anyone had sent in comments. The city manager stated she did not receive any comments. Mayor Pedersen asked if anyone here tonight had comments on truth and taxation. No comments were received. Mayor Pedersen called for a motion to close the public hearing at 6:41p.m. Motion by Dillan and seconded by C. Pedersen. Motion carried unanimously upon roll call of all council members. Mayor Pedersen announced to open the regular meeting at 6:41p.m.

**Open Forum**

**Requests, Communications, Petitions and Complaints**

*Update State –*

*Update County –*

*Update Townships –* Rob Droogsma from Milaca Township and Terry Ash from Borgholm Township were present to discuss with council the airport road and if the city would enter into an agreement to help grade the road. Rob stated it gets graded by each township and with the additional traffic it gets bad. The council's consensus is to enter into an agreement with the townships to help grade the road. The city attorney will write up the agreement.

**Ordinances and Resolutions**

**Ordinance No. 491 Title III Amending Chapter 34 Charges, Rates and Fees – Water Rates: Second Reading.** Mayor Pedersen called for a motion on the second reading. Motion by Johnson and seconded by Dillan. Mayor Pedersen called for council discussion. Mayor Pedersen called for a vote. Larsen-yes, C. Pedersen-yes, Dillan-yes, Mayor Pedersen-no, and Johnson-yes. Motion passed.

**Resolution 21-57 – Donations Veterans Memorial.** Mayor Pedersen called for a motion for approval. Motion by C. Pedersen to approve Veterans Memorial Donations. Larsen seconded the motion. Motion carried unanimously upon roll call of all council members.

**Resolution 21-58 – Adopting an Expense Report for Costs Incurred for Hazard Property 355 3<sup>rd</sup> Ave SE.** Mayor Pedersen called for a motion for approval. Motion by Larsen for approval. Johnson seconded the motion. Motion carried unanimously upon roll call of all council members.

**Resolution 21-59 – Assessing Hazardous Building Expense for Property at 355 3<sup>rd</sup> Ave SE.** Mayor Pedersen called for a motion for approval. Motion by Johnson for approval. Larsen seconded the motion. Motion carried unanimously upon roll call of all council members.

**Resolution 21-60 – Assessing Unpaid Charges for Services.** Mayor Pedersen called for a motion for approval. Motion by Larsen for approval. Dillan seconded the motion. Motion carried unanimously upon roll call of all council members.

**Resolution 21-61 – Accepting Donations for Water and Sewer.**

Mayor Pedersen called for a motion for approval. Motion by Johnson for approval. C. Pedersen seconded the motion. Motion carried unanimously upon roll call of all council members.

**Resolution 21-62 – Approval Liquor and Tobacco Licenses for 2022.** Mayor Pedersen called for a motion for approval. Motion by Johnson for approval. Larsen seconded the motion. Motion carried unanimously upon roll call of all council members.

**Resolution 21-63 Approving the 2022 Final Budget and Tax Levy.** Mayor Pedersen questioned the step plan and stated it was only proposed. Council corrected him and that it was voted on for the step plan and it was approved. Mayor Pedersen called for a motion to approve the levy. Motion by Johnson and seconded by Dillan. Mayor Pedersen called for discussion. Mayor Pedersen asked about the excess in the general fund. Jessica said it went up approximately \$25,000. Mayor Pedersen stated he would like to decrease the levy. Jessica said it was around \$29,000 and explained the debt for the water meters was removed and there were other adjustments in the budget. Dillan stated to take \$25,000 off the levy. This would reduce the levy to \$950,000. Discussion about the park attendant regarding the need to track and collect services that people use to get a good idea as to what the position requires. Council would like to see more events in the park. Cory and Dave asked who, what and how will we firm up plans. Mary will work with the parks commission to discuss this process. Mayor Pedersen asked about reservations and scheduling. Mary is currently looking at scheduling programs. C. Pedersen recommended to pass the final levy and budget. Mayor Pedersen called for an amendment to the levy for the amount to be \$950,000,

Motion by Johnson to reduce the levy to \$950,000. Larsen seconded the motion. The city attorney called for clarification on the motion. The city attorney stated to be on record that city council passed the Resolution 21-63 adopting the final budget and final levy and amended the final levy to \$950,000.

### **Reports of Departments, Boards and Commissions**

**City Manager** – Request from the liquor store to remove from Personnel Policy the prohibition of hiring family members. Council discussed the issue and due to the difficulty in hiring staff at this time, Council was in agreement that Section 4 Subsection 2 of the Personnel Policy be suspended. Mayor Pedersen called for a motion to suspend this section of the Personnel Policy. Motion by Johnson for approval. Larsen seconded the motion. Motion carried unanimously upon roll call of all council members.

**Police** – Activity report. Quinn explained to council that the computer system is down so he has been doing a different report and that they had 300 calls for the month.

**Parks Commission** – Pete brought up the archery costs and wants the expenses come to council for approval. Jessica will code these costs as they come in, keeping track of expenditures to avoid overruns.

**Public Works** – Activity report included in packet.

**Liquor Store** – Vicki stated that sales are at \$2,735,820 and up 1% over last year. The beer cave delivery will be at the end of February.

**Fire Department** – Jesse stated the Fire Department officers will stay the same and they intend to do interviews and hire after the first of the year. Mayor Pedersen instructed Jesse to get the list to the City Manager.

**Planning Commission** –

**Personnel** –

**Airport** –

**Budget Committee** –

**Tourism** –

### **Unfinished Business**

**Fairview Update** – Mayor Pedersen commented that Carvin Buzzell purchased the Fairview clinic. Mayor Pedersen commented on the next meeting with Fairview on December 22 and that they plan on placing a Community Health Resource person in Milaca and are looking for space.

**Land Purchase** – Counter offer was denied. The property has been listed.

### **New Business**

**Great Northern Trail Partnership** – Council discussed the trails and it was the consensus of the council to remain as stakeholders.

**Contract for Services City Attorney** – Damien explained that the amount of the contract will be the same as previous years. Mayor Pedersen called for a motion for approval. Motion for approval by Johnson. Larsen seconded the motion. Motion carried unanimously upon roll call of all council members.

**City Manager's Contract Amendment and Performance Evaluation** – Mayor Pedersen wanted to table the item. The council would not agree to table the item. Dillan stated we have the evaluations. Motion by Johnson to untable the item from the previous council meeting. Larsen seconded the motion. Mayor wanted to review resume and employment history. Larsen commented why are we going backwards. The city manager stated her employment history with the cities of Hinckley, Isle, Aitkin and here. Dillan stated that is irrelevant and we are evaluating the last year and that other cities place administrators on the step plan. Johnson commented that half of the responses exceeds expectations,

2% were below expectations, 90% were positive and 10% negative and that she is doing an excellent job and recommended increasing the pay even more as she is below. Johnson stated the morale is so good and that comes from above. Dillan agreed with Johnson and that he has talked to different staff and they feel morale is good and he got good feedback. Johnson stated he has seen the improvements. Mayor Pedersen asked about grants. The city manager stated she has done nine grants to Woodcraft Industries, Thrifty White, Hardees, Walmart, MDU, ECE, Kwik Trip, Coborn's, and is working on the tenth grant for the mural. Johnson made a motion to approve the city manager's contract amendment. Larsen seconded the motion. Johnson stated she is 10% below where she should be. Johnson called the question to vote on the contract. Mayor Pedersen voted no. Council members Dillan, Larsen, C. Pedersen, and Johnson voted yes. Motion passed.

### Miscellaneous

#### Council Comments

Johnson – none

Larsen – none

C. Pedersen – none

Dillan – none

Mayor Pedersen – wants Damien to look at what parts of the Personnel Policy affect Tammy.

#### Adjourn

With no other business presented before the council, motion by Johnson to adjourn. Dillan seconded the motion. Motion carried unanimously upon roll call of all council members. Meeting adjourned at 8:31 p.m.

ATTEST:

\_\_\_\_\_  
Mayor Harold Pedersen

\_\_\_\_\_  
City Manager Tammy Pfaff

Report Criteria:

Report type: GL detail  
 Check,Check number = 47782-47888,821146-821159  
 Check.Type = {<>} "Adjustment"

Check Issue Date	Check Number	Payee	Invoice Number	In S	Invoice GL Account	Invoice Amount	Check Amount	Description	Void/Manual
<b>47793</b>									
12/23/21	47793	AMAZON	4569346333	1	101-41940-217	66.75	66.75	TOILET PAPER - CITY HALL	
12/23/21	47793	AMAZON	4569846996	1	101-41940-201	58.93	58.93	STAPLES/STAPLER-CITY	
12/23/21	47793	AMAZON	4675385883	1	609-49750-217	34.34	34.34	PRICE TAG REFILLS-LIQUOR	
12/23/21	47793	AMAZON	4978446889	1	101-42110-201	34.99	34.99	SHIPPING LABELS-POLICE	
12/23/21	47793	AMAZON	5863977744	1	208-49020-406	82.32	82.32	MAILBOXES-TRAILS	
12/23/21	47793	AMAZON	6993865448	1	609-49750-217	29.52	29.52	GUN LABELS - LIQUOR	
Total 47793:							308.85		
<b>47794</b>									
12/23/21	47794	CIVIC SYSTEMS, LLC	CVC21232	2	101-41940-309	413.00	413.00	PRORATED ANNUAL SUPPORT FOR CIVIC - DECEMBER 2021	
12/23/21	47794	CIVIC SYSTEMS, LLC	CVC21232	3	602-49400-309	103.25	103.25	PRORATED ANNUAL SUPPORT FOR CIVIC - DECEMBER 2021	
12/23/21	47794	CIVIC SYSTEMS, LLC	CVC21232	4	603-49450-309	103.25	103.25	PRORATED ANNUAL SUPPORT FOR CIVIC - DECEMBER 2021	
12/23/21	47794	CIVIC SYSTEMS, LLC	CVC21232	5	609-49750-309	103.25	103.25	PRORATED ANNUAL SUPPORT FOR CIVIC - DECEMBER 2021	
Total 47794:							722.75		
<b>47795</b>									
12/23/21	47795	DAHLHEIMER DISTRIBUTING C	1504474	1	609-49750-251	38.30	38.30	LIQUOR	
12/23/21	47795	DAHLHEIMER DISTRIBUTING C	1504474	2	609-49750-254	18.40	18.40	NA	
12/23/21	47795	DAHLHEIMER DISTRIBUTING C	1504474	3	609-49750-252	7,980.28	7,980.28	BEER	
12/23/21	47795	DAHLHEIMER DISTRIBUTING C	1504463	1	609-49750-252	240.65	240.65	BEER	
Total 47795:							7,798.33		
<b>47796</b>									
12/23/21	47796	DELTA DENTAL OF MN	CNS0000833	1	101-21712	1,342.51	1,342.51	DENTAL PREMIUMS	
12/23/21	47796	DELTA DENTAL OF MN	CNS0000855	1	101-21712	1,377.28	1,377.28	DENTAL PREMIUMS	
Total 47796:							2,719.79		
<b>47797</b>									
12/23/21	47797	GRANITE CITY JOBBING	258836	1	609-49750-256	39.78	39.78	TOBACCO	

M = Manual Check, V = Void Check

Check Issue Date	Check Number	Payee	Invoice Number	In S	Invoice GL Account	Invoice Amount	Check Amount	Description	Void/Manual
12/23/21	47797	GRANITE CITY JOBBING	260179	1	609-49750-256	951.20	951.20	TOBACCO	
12/23/21	47797	GRANITE CITY JOBBING	260179	2	609-49750-259	462.60	462.60	OTHER FOR RESALE	
12/23/21	47797	GRANITE CITY JOBBING	260179	3	609-49750-333	4.25	4.25	DELIVERY	
12/23/21	47797	GRANITE CITY JOBBING	260438	1	609-49750-259	42.00	42.00	OTHER FOR RESALE	
12/23/21	47797	GRANITE CITY JOBBING	261081	1	609-49750-256	173.76	173.76	TOBACCO	
12/23/21	47797	GRANITE CITY JOBBING	261081	2	609-49750-259	307.83	307.83	OTHER FOR RESALE	
12/23/21	47797	GRANITE CITY JOBBING	261081	3	609-49750-333	4.25	4.25	DELIVERY	
Total 47797:							1,822.11		
<b>47798</b>									
12/23/21	47798	HEAT MIZER GLASS INC	HM24729	1	609-49750-520	6,430.00	5,430.00	DOOR CLOSER	
Total 47798:							5,430.00		
<b>47799</b>									
12/23/21	47799	HJORT EXCAVATING	2021.2576	1	609-49750-520	9,120.00	9,120.00	BUILDING ADDITION	
Total 47799:							9,120.00		
<b>47800</b>									
12/23/21	47800	JOHNSON BROTHERS LIQUOR	1944650	1	609-49750-253	128.00	128.00	WINE	
12/23/21	47800	JOHNSON BROTHERS LIQUOR	1944650	2	609-49750-333	8.26	8.26	DELIVERY	
12/23/21	47800	JOHNSON BROTHERS LIQUOR	1946050	1	609-49750-251	3,225.80	3,225.80	LIQUOR	
12/23/21	47800	JOHNSON BROTHERS LIQUOR	1946050	2	609-49750-253	1,439.04	1,439.04	WINE	
12/23/21	47800	JOHNSON BROTHERS LIQUOR	1946050	3	609-49750-333	106.45	106.45	DELIVERY	
12/23/21	47800	JOHNSON BROTHERS LIQUOR	1946051	1	609-49750-251	576.00	576.00	LIQUOR	
12/23/21	47800	JOHNSON BROTHERS LIQUOR	1946051	2	609-49750-333	4.95	4.95	DELIVERY	
12/23/21	47800	JOHNSON BROTHERS LIQUOR	1951191	1	609-49750-253	1,827.21	1,827.21	WINE	
12/23/21	47800	JOHNSON BROTHERS LIQUOR	1951191	2	609-49750-251	133.25	133.25	LIQUOR	
12/23/21	47800	JOHNSON BROTHERS LIQUOR	1951191	3	609-49750-333	60.47	60.47	DELIVERY	
12/23/21	47800	JOHNSON BROTHERS LIQUOR	1951192	1	609-49750-251	8,044.00	8,044.00	LIQUOR	
12/23/21	47800	JOHNSON BROTHERS LIQUOR	1951192	2	609-49750-333	108.89	108.89	DELIVERY	
12/23/21	47800	JOHNSON BROTHERS LIQUOR	1954898	1	609-49750-253	390.20	390.20	WINE	
12/23/21	47800	JOHNSON BROTHERS LIQUOR	1954898	2	609-49750-333	14.66	14.66	DELIVERY	
12/23/21	47800	JOHNSON BROTHERS LIQUOR	1955958	1	609-49750-253	456.90	456.90	WINE	
12/23/21	47800	JOHNSON BROTHERS LIQUOR	1955958	2	609-49750-251	675.85	675.85	LIQUOR	
12/23/21	47800	JOHNSON BROTHERS LIQUOR	1955958	3	609-49750-333	26.43	26.43	DELIVERY	
12/23/21	47800	JOHNSON BROTHERS LIQUOR	1855957	1	609-49750-251	574.00	574.00	LIQUOR	

M = Manual Check, V = Void Check



Check Issue Date	Check Number	Payee	Invoice Number	In S	Invoice GL Account	Invoice Amount	Check Amount	Description	Void/Manual
12/23/21	47800	JOHNSON BROTHERS LIQUOR	1955957	2	609-49750-333	5.23	5.23	DELIVERY	
Total 47800:							17,805.79		
<b>47801</b>									
12/23/21	47801	M. AMUNDSON LLP	332842	1	609-49750-217	1,243.12	1,243.12	TOBACCO	
12/23/21	47801	M. AMUNDSON LLP	3335533	1	609-49750-217	832.21	832.21	TOBACCO	
Total 47801:							2,075.33		
<b>47802</b>									
12/23/21	47802	MAVERICK WINE COMPANY MI	64889	1	609-49750-251	108.00	108.00	LIQUOR	
12/23/21	47802	MAVERICK WINE COMPANY MI	689652	1	609-49750-251	1,027.98	1,027.98	LIQUOR	
12/23/21	47802	MAVERICK WINE COMPANY MI	689652	2	609-49750-333	20.00	20.00	DELIVERY	
12/23/21	47802	MAVERICK WINE COMPANY MI	694050	1	609-49750-251	108.00	108.00	LIQUOR	
12/23/21	47802	MAVERICK WINE COMPANY MI	694050	2	609-49750-333	5.00	5.00	DELIVERY	
Total 47802:							1,052.98		
<b>47803</b>									
12/23/21	47803	MILACA BLDG CENTER	155008	1	217-45200-520	35.70	35.70	SCREWS-WARMING HOUSE	
12/23/21	47803	MILACA BLDG CENTER	155093	1	216-45200-530	459.95	459.95	LUMBER-ARCHERY	
12/23/21	47803	MILACA BLDG CENTER	155317	1	101-45200-437	74.50	74.50	SCREWS - PARKS	
12/23/21	47803	MILACA BLDG CENTER	155663	1	101-45200-437	14.10	14.10	CONCRETE - PARKS	
12/23/21	47803	MILACA BLDG CENTER	156119	1	217-45200-520	365.70	365.70	INSULATION-WARMING HOUSE	
12/23/21	47803	MILACA BLDG CENTER	156129	1	101-41940-401	64.00	64.00	PINE COVE-CITY	
12/23/21	47803	MILACA BLDG CENTER	158278	1	101-41940-401	4.15	4.15	MISC-CITY	
12/23/21	47803	MILACA BLDG CENTER	20409	1	216-45200-530	262.58	262.58	LUMBER RETURN-ARCHERY	
12/23/21	47803	MILACA BLDG CENTER	20411	1	216-45200-530	362.95	362.95	LUMBER RETURN-ARCHERY	
12/23/21	47803	MILACA BLDG CENTER	20583	1	101-41940-401	64.00	64.00	PINE COVE-CITY	
Total 47803:							328.57		
<b>47804</b>									
12/23/21	47804	MILACA CHAMBER OF COMME	NOVEMBER	1	101-31410	618.28	618.28	NOVEMBER LODGING TAX	
Total 47804:							618.28		

Check Issue Date	Check Number	Payee	Invoice Number	In S	Invoice GL Account	Invoice Amount	Check Amount	Description	Void/Manual
<b>47805</b>									
12/23/21	47805	NCPERS GROUP LIFE INS	6272000120	1	101-21709	112.00	112.00	GROUP LIFE INS - DEC 2021	
Total 47805:							112.00		
<b>47806</b>									
12/23/21	47806	OMANN BROTHERS INC	30713	1	609-49750-530	33,900.00	33,900.00	PARKING LOT-LIQUOR STORE	
Total 47806:							33,900.00		
<b>47807</b>									
12/23/21	47807	PHILLIPS WINE AND SPIRITS	6313594	1	609-49750-251	2,639.80	2,639.80	LIQUOR	
12/23/21	47807	PHILLIPS WINE AND SPIRITS	6313594	2	609-49750-253	128.00	128.00	WINE	
12/23/21	47807	PHILLIPS WINE AND SPIRITS	6313594	3	609-49750-333	52.95	52.95	DELIVERY	
12/23/21	47807	PHILLIPS WINE AND SPIRITS	6314445	1	609-49750-251	622.10	622.10	LIQUOR	
12/23/21	47807	PHILLIPS WINE AND SPIRITS	6314445	2	609-49750-333	10.73	10.73	DELIVERY	
12/23/21	47807	PHILLIPS WINE AND SPIRITS	6318328	1	609-49750-253	755.00	755.00	WINE	
12/23/21	47807	PHILLIPS WINE AND SPIRITS	6318328	2	609-49750-251	98.00	98.00	LIQUOR	
12/23/21	47807	PHILLIPS WINE AND SPIRITS	6318328	3	609-49750-333	34.66	34.66	DELIVERY	
12/23/21	47807	PHILLIPS WINE AND SPIRITS	6321187	1	609-49750-251	199.40	199.40	LIQUOR	
12/23/21	47807	PHILLIPS WINE AND SPIRITS	6321187	2	609-49750-333	3.30	3.30	DELIVERY	
12/23/21	47807	PHILLIPS WINE AND SPIRITS	6321975	1	609-49750-251	420.00	420.00	LIQUOR	
12/23/21	47807	PHILLIPS WINE AND SPIRITS	6321875	2	609-49750-253	241.50	241.50	WINE	
12/23/21	47807	PHILLIPS WINE AND SPIRITS	6321875	3	609-49750-333	18.16	18.16	DELIVERY	
Total 47807:							5,223.60		
<b>47808</b>									
12/23/21	47808	SOUTHERN GLAZERS OF MN	2149048	1	609-49750-253	42.00	42.00	WINE	
12/23/21	47808	SOUTHERN GLAZERS OF MN	2149048	2	609-49750-333	1.55	1.55	DELIVERY	
12/23/21	47808	SOUTHERN GLAZERS OF MN	2151933	1	609-49750-253	342.84	342.84	WINE	
12/23/21	47808	SOUTHERN GLAZERS OF MN	2151933	2	609-49750-333	6.20	6.20	DELIVERY	
12/23/21	47808	SOUTHERN GLAZERS OF MN	2156294	1	609-49750-251	6,943.62	6,943.62	LIQUOR	
12/23/21	47808	SOUTHERN GLAZERS OF MN	2156294	2	609-49750-333	91.58	91.58	DELIVERY	
12/23/21	47808	SOUTHERN GLAZERS OF MN	2156295	1	609-49750-253	488.00	488.00	WINE	
12/23/21	47808	SOUTHERN GLAZERS OF MN	2156295	2	609-49750-333	13.95	13.95	DELIVERY	
12/23/21	47808	SOUTHERN GLAZERS OF MN	2158609	1	609-49750-251	1,002.80	1,002.80	LIQUOR	
12/23/21	47808	SOUTHERN GLAZERS OF MN	2158609	2	609-49750-333	18.60	18.60	DELIVERY	
12/23/21	47808	SOUTHERN GLAZERS OF MN	2158610	1	609-49750-253	126.00	126.00	WINE	

M = Manual Check, V = Void Check

Check Issue Date	Check Number	Payee	Invoice Number	In S	Invoice GL Account	Invoice Amount	Check Amount	Description	Void/Manual
12/23/21	47808	SOUTHERN GLAZERS OF MN	2168610	2	609-49750-333	4.65	4.65	DELIVERY	
12/23/21	47808	SOUTHERN GLAZERS OF MN	9227937	1	609-49750-251	240.00-	240.00-	LIQUOR	
12/23/21	47808	SOUTHERN GLAZERS OF MN	9265924	1	609-49750-333	.13-	.13-	DELIVERY	
12/23/21	47808	SOUTHERN GLAZERS OF MN	9286294	1	609-49750-251	78.00-	78.00-	LIQUOR	
12/23/21	47808	SOUTHERN GLAZERS OF MN	9311805	1	609-49750-251	16.50-	16.50-	LIQUOR	
12/23/21	47808	SOUTHERN GLAZERS OF MN	9311808	1	609-49750-253	14.00-	14.00-	WINE	
Total 47808:							8,733.16		
<b>47809</b>									
12/23/21	47809	ST. CLOUD REFRIGERATION	W71441	1	609-49750-401	3,750.95	3,750.95	REPAIRS/MAINTENANCE BUILDINGS	
Total 47809:							3,750.95		
<b>47810</b>									
12/23/21	47810	VERIZON WIRELESS	9894633248	1	101-42110-321	432.95	432.95	WIRELESS ROUTER/PHONE SVC-POLICE	
12/23/21	47810	VERIZON WIRELESS	9894633248	2	101-42280-321	64.16	64.16	CELL PHONE SVC - FIRE	
12/23/21	47810	VERIZON WIRELESS	9894633248	3	101-43000-321	93.95	93.95	CELL PHONE SVC-PW	
12/23/21	47810	VERIZON WIRELESS	9894633248	4	602-49400-321	80.02	80.02	WIRELESS ROUTER /PHONE SVC - WATER	
12/23/21	47810	VERIZON WIRELESS	9894633248	5	609-49750-321	40.01	40.01	STORE DISPLAY SIGN - LIQUOR	
Total 47810:							711.09		
<b>47811</b>									
12/23/21	47811	WATSON COMPANY	121408	1	609-49750-256	87.98-	87.98-	TOBACCO	
12/23/21	47811	WATSON COMPANY	121464	1	609-49750-256	1,183.75	1,183.75	TOBACCO	
12/23/21	47811	WATSON COMPANY	121484	2	609-49750-333	6.00	6.00	DELIVERY	
12/23/21	47811	WATSON COMPANY	121635	1	609-49750-256	756.15	756.15	TOBACCO	
12/23/21	47811	WATSON COMPANY	121635	2	609-49750-259	262.20	262.20	OTHER FOR RESALE	
12/23/21	47811	WATSON COMPANY	121635	3	609-49750-333	6.00	6.00	DELIVERY	
12/23/21	47811	WATSON COMPANY	121821	1	609-49750-256	323.23	323.23	TOBACCO	
12/23/21	47811	WATSON COMPANY	121821	2	609-49750-259	49.30	49.30	OTHER FOR RESALE	
12/23/21	47811	WATSON COMPANY	121821	3	609-49750-333	6.00	6.00	DELIVERY	
Total 47811:							2,504.65		
<b>47812</b>									
12/28/21	47812	ACCURATE RADAR SPECIALTIE	2928	1	101-42110-437	90.00	90.00	RADAR CALIBRATION	

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Check Issue Date	Check Number	Payee	Invoice Number	In S	Invoice GL Account	Invoice Amount	Check Amount	Description	Void/Manual
Total 47812:							90.00		
47813									
12/28/21	47813	BENTON TROPHY & AWARDS, I	163993	1	218-49000-530	283.99	283.99	ALUM CASTING- VETS MEMORIAL	
Total 47813:							283.99		
47814									
12/28/21	47814	LEAF'S TOWING & RECOVERY	35977	1	101-42110-310	320.39	320.39	TOW - PD	
Total 47814:							320.39		
47815									
12/28/21	47815	OEHMEN, PAMELA	11-2000-00	1	602-37100	116.25	116.25	CREDIT ON FINAL BILL	
Total 47815:							116.25		
47816									
12/28/21	47816	U.S. POSTMASTER	12282021	1	602-49400-322	192.56	192.56	DECEMBER WATER BILLS - WATER	
12/28/21	47816	U.S. POSTMASTER	12282021	2	603-49450-322	192.57	192.57	DECEMBER WATER BILLS - SEWER	
Total 47816:							385.13		
47817									
01/07/22	47817	AMERICAN BOTTLING CO.	3566314629	1	609-49750-252	177.50	177.50	NA	
Total 47817:							177.50		
47818									
01/07/22	47818	ANDERSON TECHNOLOGY	1513	1	101-45200-221	425.00	425.00	CAMERA REPAIR	
Total 47818:							425.00		
47819									
01/07/22	47819	AW RESEARCH LABORATORIE	45770	1	602-49400-310	87.00	87.00	WATER TESTING - WATER	
01/07/22	47819	AW RESEARCH LABORATORIE	45977	1	603-49450-310	89.00	89.00	SEWER WATER TESTING - PW	
01/07/22	47819	AW RESEARCH LABORATORIE	45881	1	603-49450-310	465.00	465.00	SEWER TESTING	
01/07/22	47819	AW RESEARCH LABORATORIE	45890	1	602-49400-310	65.00	65.00	ANNUAL FEE	

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Check Issue Date	Check Number	Payee	Invoice Number	In S	Invoice GL Account	Invoice Amount	Check Amount	Description	Void/Manual
Total 47818:							686.00		
<b>47820</b>									
01/07/22	47820	BELLBOY CORP.	0092788200	1	609-49750-251	2,969.25	2,969.25	LIQUOR	
01/07/22	47820	BELLBOY CORP.	0092788200	2	609-49750-253	144.00	144.00	WINE	
01/07/22	47820	BELLBOY CORP.	0104409400	1	609-49750-254	48.60	48.60	NA	
Total 47820:							3,181.85		
<b>47821</b>									
01/07/22	47821	BERNICKS	284845	1	609-49750-254	15.16	15.16	NA	
01/07/22	47821	BERNICKS	284846	1	609-49750-252	1,096.25	1,096.25	BEER	
01/07/22	47821	BERNICKS	286926	1	609-49750-252	174.40	174.40	BEER	
01/07/22	47821	BERNICKS	286927	1	609-49750-254	128.59	128.59	NA	
01/07/22	47821	BERNICKS	286928	1	609-49750-252	1,916.30	1,916.30	BEER	
01/07/22	47821	BERNICKS	286928	2	609-49750-253	64.60	64.60	WINE	
01/07/22	47821	BERNICKS	286768	1	609-49750-254	26.66	26.66	NA	
01/07/22	47821	BERNICKS	286769	1	609-49750-252	1,026.50	1,026.50	BEER	
Total 47821:							4,099.66		
<b>47822</b>									
01/07/22	47822	BILLINGS SERVICE	123121	1	101-42280-212	622.59	622.59	GAS-FIRE	
01/07/22	47822	BILLINGS SERVICE	123121	2	101-43000-212	2,906.08	2,906.08	GAS-PW	
01/07/22	47822	BILLINGS SERVICE	123121	3	208-49020-406	24.95	24.95	GAS-TRAILS	
Total 47822:							3,553.62		
<b>47823</b>									
01/07/22	47823	BREAKTHRU BEVERAGE MN	342216005	1	609-49750-251	191.62	191.62	LIQUOR	
01/07/22	47823	BREAKTHRU BEVERAGE MN	342216005	2	609-49750-333	1.86	1.86	DELIVERY	
01/07/22	47823	BREAKTHRU BEVERAGE MN	342241368	1	609-49750-254	45.32	45.32	NA	
01/07/22	47823	BREAKTHRU BEVERAGE MN	342241368	2	609-49750-251	1,150.05	1,150.05	LIQUOR	
01/07/22	47823	BREAKTHRU BEVERAGE MN	342241368	3	609-49750-333	13.10	13.10	DELIVERY	
01/07/22	47823	BREAKTHRU BEVERAGE MN	342322767	1	609-49750-253	160.00	160.00	WINE	
01/07/22	47823	BREAKTHRU BEVERAGE MN	342322767	2	609-49750-251	4,332.71	4,332.71	LIQUOR	
01/07/22	47823	BREAKTHRU BEVERAGE MN	342322767	3	609-49750-333	63.98	63.98	DELIVERY	
01/07/22	47823	BREAKTHRU BEVERAGE MN	409300782	1	609-49750-251	235.90	235.90	LIQUOR	

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01/07/22	47823	BREAKTHRU BEVERAGE MN	409300782	2	609-49750-333	1.85-	1.85-	DELIVERY	
01/07/22	47823	BREAKTHRU BEVERAGE MN	409300783	1	609-49750-253	112.00-	112.00-	WINE	
01/07/22	47823	BREAKTHRU BEVERAGE MN	409300783	2	609-49750-333	1.85-	1.85-	DELIVERY	
Total 47823:							5,607.04		
<b>47824</b>									
01/07/22	47824	BROTHERS FIRE & SECURITY	C001214	1	101-41940-310	300.00	300.00	ANNUAL MONITORING FEE - CITY HALL	
01/07/22	47824	BROTHERS FIRE & SECURITY	C001215	1	101-45500-310	300.00	300.00	ANNUAL MONITORING FEE - LIBRARY	
01/07/22	47824	BROTHERS FIRE & SECURITY	W16049	1	101-41940-310	86.00	86.00	FIRE EXTINGUISHER INSP - CITY HALL	
01/07/22	47824	BROTHERS FIRE & SECURITY	W16050	1	208-45600-401	100.00	100.00	FIRE EXTINGUISHER INSP - MUSEUM	
01/07/22	47824	BROTHERS FIRE & SECURITY	W18051	1	101-43000-310	297.80	297.80	FIRE EXTINGUISHER INSP -PW	
01/07/22	47824	BROTHERS FIRE & SECURITY	W18052	1	602-49400-310	161.40	161.40	FIRE EXTINGUISHER INSPECTION - WATER	
01/07/22	47824	BROTHERS FIRE & SECURITY	W16054	1	101-42280-310	874.80	874.80	FIRE EXTINGUISHER INSP - FIRE	
01/07/22	47824	BROTHERS FIRE & SECURITY	W16055	1	101-45200-310	46.00	46.00	FIRE EXTINGUISHER INSP - PARKS	
Total 47824:							2,166.00		
<b>47825</b>									
01/07/22	47825	C & L DISTRIBUTING CO.	1281705	1	609-49750-252	54.00-	54.00-	BEER	
01/07/22	47825	C & L DISTRIBUTING CO.	1281706	1	609-49750-253	116.00	116.00	WINE	
01/07/22	47825	C & L DISTRIBUTING CO.	1281706	2	609-49750-254	176.81	176.81	NA	
01/07/22	47825	C & L DISTRIBUTING CO.	1281706	3	609-49750-252	8,916.80	8,916.80	BEER	
01/07/22	47825	C & L DISTRIBUTING CO.	1281707	1	609-49750-251	112.50-	112.50-	LIQUOR	
01/07/22	47825	C & L DISTRIBUTING CO.	1282053	1	609-49750-252	74.00	74.00	BEER	
01/07/22	47825	C & L DISTRIBUTING CO.	1282053	2	609-49750-254	113.55	113.55	NA	
01/07/22	47825	C & L DISTRIBUTING CO.	1286082	1	609-49750-252	654.00-	654.00-	BEER	
01/07/22	47825	C & L DISTRIBUTING CO.	1286083	1	609-49750-254	32.40	32.40	NA	
01/07/22	47825	C & L DISTRIBUTING CO.	1286083	2	609-49750-251	58.50	58.50	LIQUOR	
01/07/22	47825	C & L DISTRIBUTING CO.	1286083	3	609-49750-253	242.30	242.30	WINE	
01/07/22	47825	C & L DISTRIBUTING CO.	1286083	4	609-49750-252	7,274.15	7,274.15	BEER	
01/07/22	47825	C & L DISTRIBUTING CO.	1290358	1	609-49750-252	738.60-	738.60-	BEER	
01/07/22	47825	C & L DISTRIBUTING CO.	1290360	1	609-49750-254	175.00	175.00	NA	
01/07/22	47825	C & L DISTRIBUTING CO.	1290360	2	609-49750-252	4,506.95	4,506.95	BEER	
01/07/22	47825	C & L DISTRIBUTING CO.	1384739	1	609-49750-252	963.20	963.20	BEER	
01/07/22	47825	C & L DISTRIBUTING CO.	1794000006	1	609-49750-252	8.33-	8.33-	BEER	
Total 47825:							21,082.23		

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<b>47826</b>									
01/07/22	47826	CENTERPOINT ENERGY	6402523820-	1	101-49810-381	22.54	22.54	CITY LEASED AIRPORT HANGAR	
Total 47826:							22.54		
<b>47827</b>									
01/07/22	47827	CINTAS	4103484069	1	101-43000-434	81.85	81.85	UNIFORMS - PW	
01/07/22	47827	CINTAS	4103503515	1	809-49750-310	86.14	86.14	OTHER PROFESSIONAL SERVICES	
01/07/22	47827	CINTAS	4104184148	1	101-43000-434	81.65	81.65	UNIFORMS - PW	
01/07/22	47827	CINTAS	4104172468	1	101-45200-310	39.47	39.47	RUGS - GCC	
01/07/22	47827	CINTAS	4104172497	1	101-41940-310	25.22	25.22	RUGS - CITY HALL	
01/07/22	47827	CINTAS	4104172508	1	101-45500-310	38.45	38.45	RUGS - LIBRARY	
01/07/22	47827	CINTAS	4104851050	1	101-43000-434	81.85	81.85	UNIFORMS - PW	
01/07/22	47827	CINTAS	4104859777	1	809-49750-310	86.14	86.14	OTHER PROFESSIONAL SERVICES	
01/07/22	47827	CINTAS	4105503103	1	101-43000-434	90.10	90.10	UNIFORMS - PW	
01/07/22	47827	CINTAS	4105511168	1	101-41940-310	16.20	16.20	RUGS - CITY HALL	
01/07/22	47827	CINTAS	4105511206	1	101-45200-310	39.47	39.47	RUGS - GCC	
01/07/22	47827	CINTAS	4105511208	1	101-46500-310	38.45	38.45	RUGS - LIBRARY	
01/07/22	47827	CINTAS	4106209944	1	101-43000-434	81.85	81.85	UNIFORMS - PW	
01/07/22	47827	CINTAS	4106212182	1	809-49750-310	86.14	86.14	OTHER PROFESSIONAL SERVICES	
Total 47827:							872.38		
<b>47828</b>									
01/07/22	47828	CORE & MAIN LP	0307063	1	602-49400-580	332.80	332.80	WATER METER PARTS	
01/07/22	47828	CORE & MAIN LP	P622116	1	602-49400-580	3,221.18	3,221.18	WATER METER PARTS	
Total 47828:							3,553.98		
<b>47829</b>									
01/07/22	47829	DAHLHEIMER DISTRIBUTING C	1507546	1	609-49750-251	45.00	45.00	LIQUOR	
01/07/22	47829	DAHLHEIMER DISTRIBUTING C	1507546	2	609-49750-253	793.60	793.60	WINE	
01/07/22	47829	DAHLHEIMER DISTRIBUTING C	1507546	3	609-49750-252	5,917.35	5,917.35	BEER	
01/07/22	47829	DAHLHEIMER DISTRIBUTING C	1511397	1	609-49750-253	29.60	29.60	WINE	
01/07/22	47829	DAHLHEIMER DISTRIBUTING C	1511397	2	609-49750-252	4,407.00	4,407.00	BEER	
01/07/22	47829	DAHLHEIMER DISTRIBUTING C	1514538	1	609-49750-252	.01	.01	BEER	
01/07/22	47829	DAHLHEIMER DISTRIBUTING C	1514863	1	609-49750-254	154.00	154.00	NA	
01/07/22	47829	DAHLHEIMER DISTRIBUTING C	1514863	2	609-49750-253	177.60	177.60	WINE	
01/07/22	47829	DAHLHEIMER DISTRIBUTING C	1514863	3	609-49750-251	383.00	383.00	LIQUOR	

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01/07/22	47829	DAHLHEIMER DISTRIBUTING C	1514863	4	609-49750-252	20,836.90	20,836.90	BEER	
01/07/22	47829	DAHLHEIMER DISTRIBUTING C	1514977	1	609-49750-252	106.65-	106.65-	BEER	
Total 47829:							32,547.11		
<b>47830</b>									
01/07/22	47830	DESIGN ELECTRIC INC	15544	1	218-49000-530	2,196.82	2,196.82	VET MEMORIAL IMPROVEMENTS	
Total 47830:							2,196.82		
<b>47831</b>									
01/07/22	47831	FRONTIER	011993-2-1	1	609-49750-321	146.55	146.55	PHONE SVC-LIQUOR STORE	
01/07/22	47831	FRONTIER	032802-2-1	1	101-42280-321	52.78	52.78	PHONE SVC-FIRE	
01/07/22	47831	FRONTIER	072480-2-1	1	602-49400-321	147.72	147.72	PHONE SVC-WATER (6134)	
01/07/22	47831	FRONTIER	082197-2-1	1	602-49400-321	1.80	1.80	PHONE SVC-WATER (0121)	
01/07/22	47831	FRONTIER	082488-2-1	1	101-49810-321	96.71	96.71	PHONE SVC-AIRPORT (2648)	
Total 47831:							445.56		
<b>47832</b>									
01/07/22	47832	GALLS INC	019946794	1	101-42110-434	28.97	28.97	NEW HIRE UNIFORMS - PD	
01/07/22	47832	GALLS INC	19941728	1	101-42110-434	1,308.42	1,308.42	VEST - PD	
Total 47832:							1,337.39		
<b>47833</b>									
01/07/22	47833	GERKING, SPENCER	11-2520-00	1	602-37100	26.56	26.56	CREDIT ON FINAL BILL	
Total 47833:							26.56		
<b>47834</b>									
01/07/22	47834	GK CONSULTING LLC	3122	1	101-41940-309	312.00	312.00	CITY NETWORK	
01/07/22	47834	GK CONSULTING LLC	3122	2	101-42280-309	7.00	7.00	CLOUD BACKUP-FIRE	
01/07/22	47834	GK CONSULTING LLC	3122	3	101-43000-309	48.00	48.00	PW NETWORK	
01/07/22	47834	GK CONSULTING LLC	3122	4	101-42110-309	60.00	60.00	POLICE 365 MAIL	
01/07/22	47834	GK CONSULTING LLC	3122	5	602-49400-309	152.00	152.00	WATER NETWORK	
01/07/22	47834	GK CONSULTING LLC	3122	6	603-49450-309	144.00	144.00	SEWER NETWORK	
01/07/22	47834	GK CONSULTING LLC	3122	8	101-41940-309	70.00	70.00	REMOTE ACCESS & 365 EMAIL	



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Total 47834:							793.00		
<b>47835</b>									
01/07/22	47835	GOPHER STATE ONE CALL	1120587	1	602-49400-310	13.50	13.50	DECEMBER LOCATES	
Total 47835:							13.50		
<b>47836</b>									
01/07/22	47836	GRANITE CITY JOBBING	262019	1	609-49750-266	220.54	220.54	TOBACCO	
01/07/22	47836	GRANITE CITY JOBBING	262019	2	609-49750-259	523.27	523.27	OTHER FOR RESALE	
01/07/22	47836	GRANITE CITY JOBBING	262019	3	609-49750-333	4.25	4.25	DELIVERY	
01/07/22	47836	GRANITE CITY JOBBING	262836	1	609-49750-259	368.36	368.36	OTHER FOR RESALE	
01/07/22	47836	GRANITE CITY JOBBING	262836	2	609-49750-256	378.30	378.30	TOBACCO	
01/07/22	47836	GRANITE CITY JOBBING	262836	3	609-49750-333	4.25	4.25	DELIVERY	
01/07/22	47836	GRANITE CITY JOBBING	263606	1	609-49750-256	716.29	716.29	TOBACCO	
01/07/22	47836	GRANITE CITY JOBBING	263606	2	609-49750-259	236.25	236.25	OTHER FOR RESALE	
01/07/22	47836	GRANITE CITY JOBBING	263606	3	609-49750-217	19.06	19.06	OTHER OPERATING SUPPLIES	
01/07/22	47836	GRANITE CITY JOBBING	263606	4	609-49750-333	4.25	4.25	DELIVERY	
Total 47836:							2,474.82		
<b>47837</b>									
01/07/22	47837	GRANITE ELECTRONICS	164009374-1	1	101-42110-226	216.00	216.00	RADIO PARTS-POLICE	
Total 47837:							216.00		
<b>47838</b>									
01/07/22	47838	GRANITE LEDGE ELECTRIC	F21503	1	217-45200-520	8,495.00	8,495.00	WARMING HOUSE ELECTRICAL	
01/07/22	47838	GRANITE LEDGE ELECTRIC	F21567	1	602-49400-310	2,440.88	2,440.88	IRON DOOR METER INSTALL	
01/07/22	47838	GRANITE LEDGE ELECTRIC	F21572	1	101-43000-403	312.50	312.50	STREET LIGHT REPAIRS	
Total 47838:							11,248.18		
<b>47839</b>									
01/07/22	47839	HAWKINS, INC.	6086685	1	602-49400-216	2,662.48	2,662.48	CHEMICALS	
Total 47839:							2,662.48		

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<b>47840</b>									
01/07/22	47840	HJORT EXCAVATING	2021-2578	1	603-48450-560	16,127.04	16,127.04	IRON DOOR MANHOLE	
Total 47840:							16,127.04		
<b>47841</b>									
01/07/22	47841	INITIATIVE FOUNDATION	12352	1	101-49200-450	3,100.00	3,100.00	2022 PLEDGE	
Total 47841:							3,100.00		
<b>47842</b>									
01/07/22	47842	IPRINT TECHNOLOGIES	847240	1	101-41510-201	426.00	426.00	TONER - TREASURER	
01/07/22	47842	IPRINT TECHNOLOGIES	847240	2	101-41310-201	666.00	666.00	TONER - CITY MANAGER	
Total 47842:							1,092.00		
<b>47843</b>									
01/07/22	47843	JAMES, TAMI	7000036	1	218-49810-437	214.64	214.64	PHOTO BOOKS-VETS MEM	
Total 47843:							214.64		
<b>47844</b>									
01/07/22	47844	JENSEN - ANDERSEN	9326	1	101-41940-401	104.00	104.00	VACUUM BREAKER REPAIR KITS	
Total 47844:							104.00		
<b>47845</b>									
01/07/22	47845	JIMS MILLE LACS DISPOSAL	010122	1	609-49750-384	86.58	86.58	REFUSE/GARBAGE DISPOSAL	
01/07/22	47845	JIMS MILLE LACS DISPOSAL	211948-0122	1	101-42280-384	25.00	25.00	GARBAGE-FIRE	
01/07/22	47845	JIMS MILLE LACS DISPOSAL	211948-0122	2	101-41940-310	66.53	66.53	GARBAGE-CITY	
01/07/22	47845	JIMS MILLE LACS DISPOSAL	211948-0122	3	101-45200-384	37.43	37.43	GARBAGE-PARKS	
01/07/22	47845	JIMS MILLE LACS DISPOSAL	212278-0122	1	101-45200-384	62.46	62.46	GARBAGE-PARKS	
01/07/22	47845	JIMS MILLE LACS DISPOSAL	3249517-012	1	101-45200-415	148.39	148.39	CHANGING SHELTER	
Total 47845:							426.39		
<b>47846</b>									
01/07/22	47846	JOHNSON BROTHERS LIQUOR	1956487	1	609-49750-251	313.20	313.20	LIQUOR	
01/07/22	47846	JOHNSON BROTHERS LIQUOR	1956487	2	609-49750-333	4.95	4.95	DELIVERY	

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Check Issue Date	Check Number	Payee	Invoice Number	In S	Invoice GL Account	Invoice Amount	Check Amount	Description	Void/Manual
01/07/22	47846	JOHNSON BROTHERS LIQUOR	1960816	1	609-49750-251	7,922.23	7,922.23	LIQUOR	
01/07/22	47846	JOHNSON BROTHERS LIQUOR	1960816	2	609-49750-253	1,189.85	1,189.85	WINE	
01/07/22	47846	JOHNSON BROTHERS LIQUOR	1960816	3	609-49750-333	172.61	172.61	DELIVERY	
01/07/22	47846	JOHNSON BROTHERS LIQUOR	1960817	1	609-49750-251	6,593.44	6,593.44	LIQUOR	
01/07/22	47846	JOHNSON BROTHERS LIQUOR	1960817	2	609-49750-333	58.75	58.75	DELIVERY	
01/07/22	47846	JOHNSON BROTHERS LIQUOR	1964497	1	609-49750-253	524.12	524.12	WINE	
01/07/22	47846	JOHNSON BROTHERS LIQUOR	1964497	2	609-49750-251	1,215.15	1,215.15	LIQUOR	
01/07/22	47846	JOHNSON BROTHERS LIQUOR	1964497	3	609-49750-333	41.27	41.27	DELIVERY	
Total 47846:							18,035.37		
<b>47847</b>									
01/07/22	47847	JOHNSON, WARNE	01/19/22	1	101-43000-321	75.00	75.00	1ST QTR CELL PHONE REIMB	
Total 47847:							75.00		
<b>47848</b>									
01/07/22	47848	KOCHS HARDWARE HANK	5105185	1	609-49750-217	80.03	80.03	OTHER OPERATING SUPPLIES	
01/07/22	47848	KOCHS HARDWARE HANK	5111435	1	609-49750-217	16.10	16.10	OTHER OPERATING SUPPLIES	
01/07/22	47848	KOCHS HARDWARE HANK	5114754	1	609-49750-217	454.13	454.13	OTHER OPERATING SUPPLIES	
Total 47848:							550.26		
<b>47849</b>									
01/07/22	47849	M. AMUNDSON LLP	333735	1	609-49750-217	519.17	519.17	OTHER OPERATING SUPPLIES	
Total 47849:							519.17		
<b>47850</b>									
01/07/22	47850	MACZIEWSKI, CHASE	01/19/22	1	101-43000-321	75.00	75.00	1ST QTR CELL PHONE REIMBURSEMENT	
Total 47850:							75.00		
<b>47851</b>									
01/07/22	47851	MID-MN INSPECTIONS LLC	1089	1	101-42400-300	1,054.06	1,054.06	CONTRACTED BLDG OFFICIAL	
Total 47851:							1,054.06		

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Check Issue Date	Check Number	Payee	Invoice Number	In S	Invoice GL Account	Invoice Amount	Check Amount	Description	Void/Manual
<b>47852</b>									
01/07/22	47852	MILACA BLDG CENTER	157177	1	217-45200-520	26.19	26.19	SCREWS-WARMING HOUSE	
01/07/22	47852	MILACA BLDG CENTER	157194	1	217-45200-520	3.65	3.65	SCREWS-WARMING HOUSE	
01/07/22	47852	MILACA BLDG CENTER	157203	1	217-45200-520	35.70	35.70	SCREWS-WARMING HOUSE	
01/07/22	47852	MILACA BLDG CENTER	157284	1	217-45200-520	105.30	105.30	SCREWS-WARMING HOUSE	
01/07/22	47852	MILACA BLDG CENTER	157544	1	217-45200-520	1,171.80	1,171.80	PLYWOOD - WARMING HOUSE	
01/07/22	47852	MILACA BLDG CENTER	157671	1	217-45200-520	134.70	134.70	BLDG SUPPLIES - WARMING HOUSE	
01/07/22	47852	MILACA BLDG CENTER	157672	1	217-45200-520	173.75	173.75	SCREWS-WARMING HOUSE	
01/07/22	47852	MILACA BLDG CENTER	157931	1	217-45200-520	481.20	481.20	BLDG SUPPLIES - WARMING HOUSE	
01/07/22	47852	MILACA BLDG CENTER	158011	1	217-45200-520	23.90	23.90	BLDG SUPPLIES - WARMING HOUSE	
01/07/22	47852	MILACA BLDG CENTER	158075	1	217-45200-520	214.50	214.50	BLDG SUPPLIES - WARMING HOUSE	
01/07/22	47852	MILACA BLDG CENTER	20410	1	216-45200-530	1,233.54	1,233.54	LUMBER RETURN-ARCHERY	
01/07/22	47852	MILACA BLDG CENTER	20906	1	217-45200-520	36.70	36.70	SCREWS-WARMING HOUSE	
Total 47852:							1,100.45		
<b>47853</b>									
01/07/22	47853	MILLER TRUCKING	6316	1	609-49750-333	93.10	93.10	DELIVERY	
01/07/22	47853	MILLER TRUCKING	6340	1	609-49750-333	153.90	153.90	DELIVERY	
01/07/22	47853	MILLER TRUCKING	6351	1	609-49750-333	39.90	39.90	DELIVERY	
01/07/22	47853	MILLER TRUCKING	FC328	1	609-49750-437	2.00	2.00	OTHER MISC - FINANCE CHARGE	
01/07/22	47853	MILLER TRUCKING	FC331	1	609-49750-437	3.77	3.77	OTHER MISC - FINANCE CHARGE	
Total 47853:							292.67		
<b>47854</b>									
01/07/22	47854	MINNESOTA POLLUTION CONT	01032022	1	602-48400-433	45.00	45.00	WASTEWATER CERTIFICATION-TROY ROELOFS	
Total 47854:							45.00		
<b>47855</b>									
01/07/22	47855	MN COMPUTER SYSTEMS INC	332924	1	101-41940-310	128.12	128.12	COPIER MAINTENANCE-CITY HALL	
Total 47855:							128.12		
<b>47856</b>									
01/07/22	47856	OLDENBURG, JOHN	01/18/22	1	101-43000-321	75.00	75.00	1ST QTR CELL PHONE REIMBURSEMENT	

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Check Issue Date	Check Number	Payee	Invoice Number	In S	Invoice GL Account	Invoice Amount	Check Amount	Description	Void/Manual
Total 47856:							75.00		
<b>47857</b>									
01/07/22	47857	PFAFF, TAMMY	01/19/22	1	101-41310-321	150.00	150.00	1ST QTR CELL PHONE REIMB	
Total 47857:							150.00		
<b>47858</b>									
01/07/22	47858	PHILLIPS WINE AND SPIRITS	6328358	1	609-49750-251	2,993.15	2,993.15	LIQUOR	
01/07/22	47858	PHILLIPS WINE AND SPIRITS	6328358	2	609-49750-253	221.25	221.25	WINE	
01/07/22	47858	PHILLIPS WINE AND SPIRITS	6328358	3	609-49750-333	64.36	64.36	DELIVERY	
Total 47858:							3,278.76		
<b>47859</b>									
01/07/22	47859	QUADIENT LEASING USA, INC.	N9185823	1	101-41940-240	425.97	425.97	Folder/inserter	
01/07/22	47859	QUADIENT LEASING USA, INC.	N9193553	1	101-41940-240	280.47	280.47	POSTAGE MACHINE 3 MTH LEASE	
Total 47859:							706.44		
<b>47860</b>									
01/07/22	47860	QUILL CORPORATION	21616281	1	101-41940-201	203.33	203.33	OFFICE SUPPLIES - CITY	
01/07/22	47860	QUILL CORPORATION	21650719	1	101-42110-201	10.99	10.99	OFFICE SUPPLIES-PD	
01/07/22	47860	QUILL CORPORATION	21729991	1	603-49400-201	75.96	75.96	ENVELOPES-WATER	
01/07/22	47860	QUILL CORPORATION	21729991	2	603-49450-201	75.96	75.96	ENVELOPES-SEWER	
01/07/22	47860	QUILL CORPORATION	21805484	1	609-49750-201	9.59	9.59	OFFICE SUPPLIES-LIQUOR	
Total 47860:							375.83		
<b>47861</b>									
01/07/22	47861	ROELOFS, TROY	01/19/22	1	101-43000-221	75.00	75.00	1ST QTR CELL PHONE REIMB	
01/07/22	47861	ROELOFS, TROY	121421	1	603-49450-208	126.23	126.23	WASTEWATER TRAINING	
Total 47861:							201.23		
<b>47862</b>									
01/07/22	47862	RUGGED FLEET SERVICE LLC	5085	1	101-43000-221	112.06	112.06	DUMP/PLOW REPAIR - PW	

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Check Issue Date	Check Number	Payee	Invoice Number	In S	Invoice GL Account	Invoice Amount	Check Amount	Description	Void/Manual
Total 47862:							112.06		
<b>47863</b>									
01/07/22	47863	SENTRY SYSTEMS, INC.	772591	1	609-49750-310	593.16	593.16	OTHER PROFESSIONAL SERVICES	
Total 47863:							593.16		
<b>47864</b>									
01/07/22	47864	Southern Glazer's Wine & Spirits	2161244	1	609-49750-251	4,001.28	4,001.28	LIQUOR	
01/07/22	47864	Southern Glazer's Wine & Spirits	2161244	2	609-49750-333	65.10	65.10	DELIVERY	
01/07/22	47864	Southern Glazer's Wine & Spirits	2161245	1	609-49750-253	280.00	280.00	WINE	
01/07/22	47864	Southern Glazer's Wine & Spirits	2161245	2	609-49750-333	9.30	9.30	DELIVERY	
01/07/22	47864	Southern Glazer's Wine & Spirits	2163931	1	609-49750-251	6,290.29	6,290.29	LIQUOR	
01/07/22	47864	Southern Glazer's Wine & Spirits	2163931	2	609-49750-333	63.55	63.55	DELIVERY	
01/07/22	47864	Southern Glazer's Wine & Spirits	2163932	1	609-49750-253	838.00	838.00	WINE	
01/07/22	47864	Southern Glazer's Wine & Spirits	2163932	2	609-49750-333	18.60	18.60	DELIVERY	
Total 47864:							11,576.12		
<b>47865</b>									
01/07/22	47865	ST. CLOUD REFRIGERATION	W71450	1	101-41840-401	963.98	963.98	FURNACE REPAIR - CITY	
Total 47865:							963.98		
<b>47866</b>									
01/07/22	47866	STANTEC	1866608	1	101-43000-303	693.00	693.00	ENGINEERING FEES	
01/07/22	47866	STANTEC	1866609	1	500-43100-303	2,787.80	2,787.80	2021 STREET IMP PROJECT ENGINEER FEES	
01/07/22	47866	STANTEC	1866610	1	500-43100-303	4,456.50	4,456.50	2022 STREET IMP PROJECT ENGINEER FEES	
Total 47866:							7,937.30		
<b>47867</b>									
01/07/22	47867	TAPES PLUS ADVERTISING	12852	1	609-49750-343	275.00	275.00	ADVERTISING	
01/07/22	47867	TAPES PLUS ADVERTISING	13143	1	609-49750-343	275.00	275.00	ADVERTISING	
Total 47867:							550.00		

Check Issue Date	Check Number	Payee	Invoice Number	In S	Invoice GL Account	Invoice Amount	Check Amount	Description	Void/Manual
<b>47868</b>									
01/07/22	47868	THE WINE COMPANY	192012	1	609-49750-253	520.00	520.00	WINE DELIVERY	
01/07/22	47868	THE WINE COMPANY	192012	2	609-49750-333	25.00	25.00		
Total 47868:							545.00		
<b>47869</b>									
01/07/22	47869	TOTAL CONTROL SYSTEMS, IN	10015	1	602-49400-310	1,234.12	1,234.12	WATER PLANT REPAIR	
Total 47869:							1,234.12		
<b>47870</b>									
01/07/22	47870	TRUE FABRICATIONS, INC.	965597	1	609-49750-437	9.62	9.62	FINANCE CHARGE	
01/07/22	47870	TRUE FABRICATIONS, INC.	978432	1	609-49750-437	4.86	4.86	FINANCE CHARGE	
Total 47870:							14.48		
<b>47871</b>									
01/07/22	47871	VERIZON WIRELESS	9896067583	1	602-49400-321	117.47	117.47	PHONE SVC WATER TRMT PLANT	
Total 47871:							117.47		
<b>47872</b>									
01/07/22	47872	VIKING BOTTLING CO.	2834671	1	609-49750-254	142.20	142.20	NA	
01/07/22	47872	VIKING BOTTLING CO.	2834757	1	609-49750-254	254.75	254.75	NA	
01/07/22	47872	VIKING BOTTLING CO.	2843636	1	609-49750-254	195.60	195.60	NA	
Total 47872:							592.55		
<b>47873</b>									
01/07/22	47873	VINOCOPIA	0294015	1	609-49750-251	1,093.00	1,093.00	LIQOUR DELIVERY	
01/07/22	47873	VINOCOPIA	0294015	2	609-49750-333	20.00	20.00	WINE DELIVERY	
01/07/22	47873	VINOCOPIA	0294016	1	609-49750-253	88.00	88.00		
01/07/22	47873	VINOCOPIA	0294016	2	609-49750-333	2.50	2.50		
Total 47873:							1,203.50		
<b>47874</b>									
01/07/22	47874	WATSON COMPANY	121663	1	609-49750-256	24.54	24.54	TOBACCO	

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Check Issue Date	Check Number	Payee	Invoice Number	In S	Invoice GL Account	Invoice Amount	Check Amount	Description	Void/Manual
01/07/22	47874	WATSON COMPANY	122048	1	609-49750-256	525.30	525.30	TOBACCO	
01/07/22	47874	WATSON COMPANY	122048	2	609-49750-259	75.86	75.86	OTHER FOR RESALE	
01/07/22	47874	WATSON COMPANY	122048	3	609-49750-333	6.00	6.00	DELIVERY	
Total 47874:							582.42		
<b>47875</b>									
01/07/22	47875	WEX BANK	78615204	1	101-42110-212	2,614.56	2,614.56	GAS - POLICE	
Total 47875:							2,614.56		
<b>47876</b>									
01/07/22	47876	WINE MERCHANTS	7363008	1	609-49750-253	1,832.00	1,832.00	WINE	
01/07/22	47876	WINE MERCHANTS	7363008	2	609-49750-333	24.75	24.75	DELIVERY	
Total 47876:							1,856.75		
<b>47877</b>									
01/07/22	47877	WUBBEN, MARK	01/19/22	1	101-43000-321	75.00	75.00	1ST QTR PHONE REIMB. 2022	
Total 47877:							75.00		
<b>47878</b>									
01/07/22	47878	ZABINSKI BUSINESS SERVICES	2650	1	609-49750-240	897.94	897.94	MINOR EQUIPMENT - CREDIT CARD MACHINE	
01/07/22	47878	ZABINSKI BUSINESS SERVICES	2651	1	609-49750-240	897.94	897.94	MINOR EQUIPMENT - CREDIT CARD MACHINE	
Total 47878:							1,395.88		
<b>47879</b>									
01/19/22	47879	DOVE FRETLAND PLLP	83725	1	101-41610-304	1,075.00	1,075.00	CIVIL RETAINER	
01/19/22	47879	DOVE FRETLAND PLLP	83726	1	101-41610-304	2,501.59	2,501.59	CRIMINAL RETAINER	
Total 47879:							3,576.59		
<b>47880</b>									
01/19/22	47880	E.C.M. PUBLISHERS, INC.	867264	1	101-41110-351	72.44	72.44	COUNCIL DATE CHANGE NOTICE	
01/19/22	47880	E.C.M. PUBLISHERS, INC.	867265	1	101-41110-351	80.50	80.50	TRUTH & TAXATION AD	
01/19/22	47880	E.C.M. PUBLISHERS, INC.	868528	1	101-41940-437	203.50	203.50	CUSTOMER SERVICE & UTILITY BILLING AD	
01/19/22	47880	E.C.M. PUBLISHERS, INC.	869228	1	101-41110-351	245.52	245.52	BUDGET SUMMARY	

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01/19/22	47880	E.C.M. PUBLISHERS, INC.	869530	1	101-41940-437	347.50	347.50	CUSTOMER SERVICE & UTILITY BILLING AD	
01/19/22	47880	E.C.M. PUBLISHERS, INC.	870477	1	101-41940-437	144.00	144.00	CUSTOMER SERVICE & UTILITY BILLING AD	
Total 47880:							1,093.46		
<b>47881</b>									
01/19/22	47881	HY-TECH AUTOMOTIVE	46517	1	101-42110-212	465.13	465.13	2016 FORD INTERCEPTOR BRAKES - PD	
01/19/22	47881	HY-TECH AUTOMOTIVE	46659	1	101-42110-212	57.91	57.91	2018 FORD INTERCEPTOR OIL CHANGE	
01/19/22	47881	HY-TECH AUTOMOTIVE	46681	1	101-42110-212	55.99	55.99	2019 FORD INTERCEPTOR OIL CHANGE	
Total 47881:							579.03		
<b>47882</b>									
01/19/22	47882	IPRINT TECHNOLOGIES	853121	1	609-49750-201	129.00	129.00	PRINTER TONER-LIQUOR	
01/19/22	47882	IPRINT TECHNOLOGIES	853833	1	101-41310-201	537.00	537.00	TONER - CITY MANAGER	
Total 47882:							666.00		
<b>47883</b>									
01/19/22	47883	KIRVIDA FIRE INC	10158	1	101-42280-212	2,411.51	2,411.51	ENGINE 2 REPAIR	
01/19/22	47883	KIRVIDA FIRE INC	10167	1	101-42280-212	897.19	897.19	ENGINE 1 REPAIR-FIRE	
Total 47883:							3,308.70		
<b>47884</b>									
01/19/22	47884	KOCHS HARDWARE HANK	123121	1	101-49810-437	78.96	78.96	SHOVEL/MISC-AIRPORT	
01/19/22	47884	KOCHS HARDWARE HANK	123121	2	602-49400-437	94.98	94.98	MISC-WATER	
01/19/22	47884	KOCHS HARDWARE HANK	123121	3	101-43000-240	129.96	129.96	BAR CLAMP & ROTARY TOOL-PW	
01/19/22	47884	KOCHS HARDWARE HANK	123121	4	101-43000-217	86.18	86.18	GLOVES-PW	
01/19/22	47884	KOCHS HARDWARE HANK	123121	5	217-45200-520	42.97	42.97	NAIL PULLER & NAILS-WARMING HOUSE	
01/19/22	47884	KOCHS HARDWARE HANK	123121	6	101-45200-437	5.29	5.29	MISC-PARKS	
01/19/22	47884	KOCHS HARDWARE HANK	123121	7	101-42280-240	2,499.00	2,499.00	14" CUT OFF SAW-FIRE	
Total 47884:							2,937.34		
<b>47885</b>									
01/19/22	47885	LEAGUE OF MINNESOTA CITIE	355887	1	101-42110-309	720.00	720.00	PATROL TRAINING SOFTWARE-PD	

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Check Issue Date	Check Number	Payee	Invoice Number	Invoice S	Invoice GL Account	Invoice Amount	Check Amount	Description	Void/Manual
Total 47885:							720.00		
<b>47886</b>									
01/19/22	47886	MILACA AUTO VALUE	13163437	1	101-43000-217	29.99	29.99	MISC-PW	
Total 47886:							29.99		
<b>47887</b>									
01/19/22	47887	MUNICIPAL BUILDERS	121021	1	602-49400-310	820.00	820.00	WATER TANK LEAK REPAIR-PW	
Total 47887:							820.00		
<b>47888</b>									
01/19/22	47888	PAULSON, ELDRED	114530	1	602-37100	26.56	26.56	CREDIT ON FINAL BILL	
Total 47888:							26.56		
<b>47889</b>									
01/19/22	47889	SUPER X POWER	707486	1	101-45200-221	5.90	5.90	FUEL LINE-PARKS	
Total 47889:							5.90		
<b>821146</b>									
12/27/21	821146	MILACA LOCAL LINK	0239000163-	1	619-49900-321	112.34	112.34	PHONE SERVICE - DEP REG	
12/27/21	821146	MILACA LOCAL LINK	0239000163-	2	101-45500-321	44.19	44.19	ALARM-LIBRARY	
12/27/21	821146	MILACA LOCAL LINK	0239000163-	3	101-43000-321	49.20	49.20	INTERNET - REC PARK	
12/27/21	821146	MILACA LOCAL LINK	0239000163-	4	101-43000-321	90.06	90.06	PHONE/INTERNET PW 6547	
12/27/21	821146	MILACA LOCAL LINK	0239000163-	5	101-42110-321	69.85	69.85	PHONE SERVICE - PD	
12/27/21	821146	MILACA LOCAL LINK	0239000163-	6	101-42110-321	40.00	40.00	PHONE SERVICE-POLICE 5325	
12/27/21	821146	MILACA LOCAL LINK	0239000163-	7	101-42110-321	72.72	72.72	PHONE SERVICE-POLICE 6166	
12/27/21	821146	MILACA LOCAL LINK	0239000163-	8	101-41940-321	64.28	64.28	PHONE SERVICE-CITY 3141	
12/27/21	821146	MILACA LOCAL LINK	0239000163-	9	101-41940-321	87.58	87.58	PHONE SERVICE-CITY 5216	
12/27/21	821146	MILACA LOCAL LINK	0239000163-	10	619-49900-321	100.17	100.17	PHONE SERVICE-DEP REG 3143	
12/27/21	821146	MILACA LOCAL LINK	0239000163-	11	619-49900-321	7.16	7.16	PHONE SERVICE-DEP REG 3449	
12/27/21	821146	MILACA LOCAL LINK	0239001067-	1	101-42280-321	89.95	89.95	PHONE SERVICE - FD	
Total 821146:							827.50		

M = Manual Check, V = Void Check

Check Issue Date	Check Number	Payee	Invoice Number	In S	Invoice GL Account	Invoice Amount	Check Amount	Description	Void/Manual
<b>821147</b>									
12/24/21	821147	MDNR - DEP REG ACH	12212021	1	619-37912	3,679.00	3,679.00	DNR - 12/21/2021	
Total 821147:							3,679.00		
<b>821148</b>									
12/31/21	821148	MDNR - DEP REG ACH	12312021	1	619-37912	3,542.70	3,542.70	DNR - 12/31/2021	M
Total 821148:							3,542.70		
<b>821149</b>									
12/17/21	821149	MDNR - DEP REG ACH	12172021	1	619-37912	2,629.00	2,629.00	DNR - 12/17/2021	
Total 821149:							2,629.00		
<b>821150</b>									
01/12/22	821150	CENTERPOINT ENERGY	10551989-7-	1	101-45200-381	180.28	180.28	NATURAL GAS-COMM CTR	
01/12/22	821150	CENTERPOINT ENERGY	5813915-5-0	1	101-49010-381	236.75	236.75	NATURAL GAS-SR CENTER	
01/12/22	821150	CENTERPOINT ENERGY	5817870-2-0	1	208-46600-381	315.98	315.98	NATURAL GAS-HISTORICAL SOCIETY	
01/12/22	821150	CENTERPOINT ENERGY	5828633-8-0	1	101-43000-381	1,283.09	1,283.09	NATURAL GAS-PW	
01/12/22	821150	CENTERPOINT ENERGY	5831068-1-0	1	101-41940-381	371.33	371.33	NATURAL GAS-CITY HALL	
01/12/22	821150	CENTERPOINT ENERGY	6122593-4-0	1	101-42280-381	538.28	538.28	NATURAL GAS-FIRE	
01/12/22	821150	CENTERPOINT ENERGY	6872186-1-0	1	602-48400-381	612.98	612.98	NATURAL GAS-WATER TRMT	
01/12/22	821150	CENTERPOINT ENERGY	7142283-6-0	1	101-46500-381	897.94	897.94	NATURAL GAS-LIBRARY	
Total 821150:							4,436.63		
<b>821151</b>									
01/12/22	821151	CENTERPOINT ENERGY	5828789-1-1	1	609-49750-381	610.91	610.91	GAS - LIQUOR STORE	
Total 821151:							610.91		
<b>821152</b>									
01/12/22	821152	EAST CENTRAL ENERGY	RLF012022	1	212-49000-603	555.56	555.56	RLF Loan	
Total 821152:							555.56		
<b>821153</b>									
01/12/22	821153	EAST CENTRAL ENERGY	7115200-010	1	609-49750-381	1,805.86	1,805.86	ELECTRIC - LIQUOR	

M = Manual Check, V = Void Check

Check Issue Date	Check Number	Payee	Invoice Number	In S	Invoice GL Account	Invoice Amount	Check Amount	Description	Void/Manual
Total 821153:							1,805.86		
<b>821154</b>									
01/12/22	821154	EAST CENTRAL ENERGY	955	1	101-43000-381	455.82	455.82	ELECTRIC-PW	
01/12/22	821154	EAST CENTRAL ENERGY	955	2	101-49010-381	86.98	86.98	ELECTRIC-SR CENTER	
01/12/22	821154	EAST CENTRAL ENERGY	955	3	101-49810-381	386.69	386.69	ELECTRIC AIRPORT	
01/12/22	821154	EAST CENTRAL ENERGY	955	4	101-45200-381	171.42	171.42	ELECTRIC - PARKS	
01/12/22	821154	EAST CENTRAL ENERGY	955	5	101-43000-380	3,045.63	3,045.63	ELECTRIC - STREET LIGHTS	
01/12/22	821154	EAST CENTRAL ENERGY	955	6	101-42110-487	100.54	100.54	ELECTRIC	
01/12/22	821154	EAST CENTRAL ENERGY	955	7	208-45600-381	174.65	174.65	ELECTRIC - HISTORICAL SOCIETY	
01/12/22	821154	EAST CENTRAL ENERGY	955	8	101-45500-381	650.19	650.19	ELECTRIC - LIBRARY	
01/12/22	821154	EAST CENTRAL ENERGY	955	9	602-49400-381	2,944.26	2,944.26	ELECTRIC - WATER	
01/12/22	821154	EAST CENTRAL ENERGY	955	10	603-49450-381	906.21	906.21	ELECTRIC - SEWER	
01/12/22	821154	EAST CENTRAL ENERGY	955	11	101-42280-381	1,275.38	1,275.38	ELECTRIC - FIRE HALL	
01/12/22	821154	EAST CENTRAL ENERGY	955	12	101-41940-381	632.32	632.32	ELECTRIC - CITY HALL	
Total 821154:							10,830.09		
<b>821155</b>									
01/12/22	821155	FURTHER-HSA	01012022	1	101-21705	22,397.50	22,397.50	1ST QTR CONTRIBUTIONS-2022	
Total 821155:							22,397.50		
<b>821156</b>									
01/12/22	821156	MIDCONTINENT COMMUNICATI	14788080112	1	101-42110-321	128.00	128.00	INTERNET- POLICE	
Total 821156:							128.00		
<b>821157</b>									
01/12/22	821157	MILACA LOCAL LINK	0239000163-	1	819-49800-321	112.02	112.02	PHONE SERVICE - DEP REG	
01/12/22	821157	MILACA LOCAL LINK	0239000163-	2	101-45500-321	44.19	44.19	ALARM-LIBRARY	
01/12/22	821157	MILACA LOCAL LINK	0239000163-	3	101-43000-321	49.20	49.20	INTERNET - REC PARK	
01/12/22	821157	MILACA LOCAL LINK	0239000163-	4	101-43000-321	90.12	90.12	PHONE/INTERNET PW 6547	
01/12/22	821157	MILACA LOCAL LINK	0239000163-	5	101-42110-321	63.02	63.02	PHONE SERVICE - PD	
01/12/22	821157	MILACA LOCAL LINK	0239000163-	6	101-42110-321	39.76	39.76	PHONE SERVICE - PD	
01/12/22	821157	MILACA LOCAL LINK	0239000163-	7	101-42110-321	71.42	71.42	PHONE SERVICE-POLICE 6166	
01/12/22	821157	MILACA LOCAL LINK	0239000163-	8	101-41940-321	56.14	56.14	PHONE SERVICE-CITY 3141	
01/12/22	821157	MILACA LOCAL LINK	0239000163-	9	101-41940-321	7.16	7.16	PHONE SERVICE-CITY 3142	

Check Issue Date	Check Number	Payee	Invoice Number	In S	Invoice GL Account	Invoice Amount	Check Amount	Description	Void/Manual
01/12/22	821157	MILACA LOCAL LINK	0239000163-	10	101-41940-321	63.30	63.30	PHONE SERVICE-CITY 5216	
01/12/22	821157	MILACA LOCAL LINK	0239000163-	11	619-49900-321	96.87	96.87	PHONE SERVICE-DEP REG 3143	
01/12/22	821157	MILACA LOCAL LINK	0239000163-	12	619-49900-321	7.16	7.16	PHONE SERVICE-DEP REG 3448	
01/12/22	821157	MILACA LOCAL LINK	0239001067-	1	101-42280-321	88.71	88.71	PHONE SERVICE - FD	
Total 821157:							790.07		
<b>821158</b>									
01/12/22	821158	NICE	6973419	1	101-42280-321	8.64	8.64	LONG DISTANCE SERVICE-FIRE	
01/12/22	821158	NICE	6973419	2	602-49400-321	.27	.27	LONG DISTANCE SERVICE-WATER	
Total 821158:							8.91		
Grand Totals:							350,815.29		

Summary by General Ledger Account Number

GL Account	Debit	Credit	Proof
101-20200	64.00	72,515.13-	72,451.13-
101-21705	22,397.50	.00	22,397.50
101-21709	112.00	.00	112.00
101-21712	2,719.79	.00	2,719.79
101-31410	618.28	.00	618.28
101-41110-351	398.46	.00	398.46
101-41310-201	1,203.00	.00	1,203.00
101-41310-321	150.00	.00	150.00
101-41610-201	426.00	.00	426.00
101-41610-304	3,576.59	.00	3,576.59
101-41940-201	282.26	.00	282.26
101-41940-217	66.75	.00	66.75
101-41940-240	706.44	.00	706.44
101-41940-309	795.00	.00	795.00
101-41940-310	622.07	.00	622.07
101-41940-321	278.46	.00	278.46
101-41940-381	1,003.65	.00	1,003.65
101-41940-401	1,136.13	64.00-	1,072.13

M = Manual Check, V = Void Check

GL Account	Debit	Credit	Proof
101-41940-437	695.00	.00	695.00
101-42110-201	45.98	.00	45.98
101-42110-212	3,193.59	.00	3,193.59
101-42110-226	216.00	.00	216.00
101-42110-309	780.00	.00	780.00
101-42110-310	320.39	.00	320.39
101-42110-321	917.72	.00	917.72
101-42110-434	1,337.39	.00	1,337.39
101-42110-437	190.54	.00	190.54
101-42280-212	3,931.29	.00	3,931.29
101-42280-240	2,499.00	.00	2,499.00
101-42280-309	7.00	.00	7.00
101-42280-310	874.80	.00	874.80
101-42280-321	305.24	.00	305.24
101-42280-381	1,813.66	.00	1,813.66
101-42280-384	25.00	.00	25.00
101-42400-300	1,054.06	.00	1,054.06
101-43000-212	2,906.08	.00	2,906.08
101-43000-217	116.17	.00	116.17
101-43000-221	187.06	.00	187.06
101-43000-240	129.96	.00	129.96
101-43000-303	693.00	.00	693.00
101-43000-309	48.00	.00	48.00
101-43000-310	297.80	.00	297.80
101-43000-321	672.53	.00	672.53
101-43000-380	3,045.63	.00	3,045.63
101-43000-381	1,738.91	.00	1,738.91
101-43000-403	312.50	.00	312.50
101-43000-434	416.70	.00	416.70
101-45200-221	430.90	.00	430.90
101-45200-310	124.94	.00	124.94
101-45200-381	351.70	.00	351.70
101-45200-384	99.89	.00	99.89
101-45200-416	148.39	.00	148.39
101-45200-437	83.89	.00	83.89
101-45500-310	376.90	.00	376.90
101-45500-321	88.38	.00	88.38
101-45500-381	1,548.13	.00	1,548.13
101-49010-381	323.73	.00	323.73
101-49200-450	3,100.00	.00	3,100.00

M = Manual Check, V = Void Check

GL Account	Debit	Credit	Proof
101-49810-321	98.71	.00	98.71
101-49810-381	409.23	.00	409.23
101-49810-437	78.96	.00	78.96
208-20200	.00	697.90-	697.90-
208-45600-381	490.63	.00	490.63
208-45600-401	100.00	.00	100.00
208-49020-406	107.27	.00	107.27
212-20200	.00	555.56-	555.56-
212-49000-603	555.56	.00	555.56
216-20200	1,859.07	459.95-	1,399.12
216-45200-530	459.95	1,859.07-	1,399.12-
217-20200	36.70	11,310.06-	11,273.36-
217-45200-520	11,310.06	36.70-	11,273.36
218-20200	.00	2,695.45-	2,695.45-
218-49000-530	2,480.81	.00	2,480.81
218-49810-437	214.64	.00	214.64
500-20200	.00	7,244.30-	7,244.30-
500-43100-303	7,244.30	.00	7,244.30
602-20200	.00	15,775.80-	15,775.80-
602-37100	169.37	.00	169.37
602-49400-201	75.96	.00	75.96
602-49400-216	2,662.48	.00	2,662.48
602-49400-309	255.25	.00	255.25
602-49400-310	4,821.70	.00	4,821.70
602-49400-321	347.28	.00	347.28
602-49400-322	192.56	.00	192.56
602-49400-381	3,557.24	.00	3,557.24
602-49400-433	45.00	.00	45.00
602-49400-437	94.98	.00	94.98
602-49400-580	3,553.98	.00	3,553.98
603-20200	.00	18,209.26-	18,209.26-
603-49450-201	75.96	.00	75.96
603-49450-208	126.23	.00	126.23
603-49450-309	247.25	.00	247.25
603-49450-310	534.00	.00	534.00
603-49450-322	192.57	.00	192.57
603-49450-381	906.21	.00	906.21
603-49450-580	16,127.04	.00	16,127.04
609-20200	3,136.96	216,162.19-	213,025.23-
609-49750-201	138.59	.00	138.59

M = Manual Check, V = Void Check

GL Account	Debit	Credit	Proof
609-49750-217	3,227.68	.00	3,227.68
609-49750-240	1,395.68	.00	1,395.68
609-49750-251	65,855.77	835.90-	65,019.87
609-49750-252	65,093.19	1,978.93-	63,116.26
609-49750-253	13,395.41	126.00-	13,269.41
609-49750-254	1,527.04	.00	1,527.04
609-49750-256	5,228.52	152.30-	5,076.22
609-49750-259	2,285.47	42.00-	2,243.47
609-49750-309	103.25	.00	103.25
609-49750-310	851.58	.00	851.58
609-49750-321	186.56	.00	186.56
609-49750-333	1,598.70	3.83-	1,594.87
609-49750-343	550.00	.00	550.00
609-49750-381	2,416.77	.00	2,416.77
609-49750-384	86.58	.00	86.58
609-49750-401	3,750.95	.00	3,750.95
609-49750-437	20.25	.00	20.25
609-49750-520	14,550.00	.00	14,550.00
609-49750-530	33,900.00	.00	33,900.00
619-20200	.00	10,286.42-	10,286.42-
619-37912	9,850.70	.00	9,850.70
619-48900-321	435.72	.00	435.72
<b>Grand Totals:</b>	<b>361,008.75</b>	<b>361,008.75-</b>	<b>.00</b>



Dated: \_\_\_\_\_

Mayor: \_\_\_\_\_

City Council: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

City Recorder: \_\_\_\_\_

Report Criteria:

Report type: GL detail

Check.Check number = 47782-47888,821146-821159

Check.Type = {<->} "Adjustment"

RESOLUTION NO. 22-01

RESOLUTION ACCEPTING DONATIONS

WHEREAS, The City of Milaca is generally authorized to accept donations of real and personal property pursuant to Minnesota Statutes Section 465.03 for the benefit of its citizens, and is specifically authorized to accept gifts and bequests for the benefit of its citizens in accordance with the term prescribed by the donor to be used for the Veterans Memorial Project in Fund 218; and

WHEREAS, the following persons and entities have offered to contribute the cash in the actual amounts set forth below to the city:

<u>Name of Donor</u>	<u>Amount</u>
Mary Wallin	\$ 100.00
Samuel and Jennifer Vanderplatts	\$ 100.00
Bonnie Hogan	\$ 100.00
John Wollum	\$ 200.00

WHEREAS, All such donations have been contributed to assist the city in the establishment as allowed by law; and

WHEREAS, The City Council finds that it is appropriate to accept the donations offered.  
NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF MILACA, MINNESOTA, AS FOLLOWS:

1. The donations described above are accepted and shall be used to fund the Veteran's Memorial Project either alone or in cooperation with others, as allowed by law.
2. The city manager is hereby directed to issue receipts to each donor acknowledging the city's receipt of the donor's donation.

Adopted this 19th day of January 2022.

\_\_\_\_\_  
Mayor Harold Pedersen

ATTEST

\_\_\_\_\_  
City Manager Tammy Pfaff

**RESOLUTION #22-02  
RESOLUTION SETTING ANNUAL APPOINTMENTS AND  
OFFICIAL DESIGNATIONS FOR 2022**

NOW THEREFORE, BE IT RESOLVED that the City Council of the City of Milaca, hereby sets the following annual appointments and official designations for 2022:

Official Newspaper: Union Times

Official Depositories: First National Bank of Milaca, LPL Financial, Morgan Stanley, 4M Fund, RBC Wealth Management, any FDIC insured institution

Individuals Authorized to conduct electronic transfers: City Treasurer and City Manager

Council Meetings Date and Time: 3<sup>rd</sup> Thursday of the Month at 6:30 p.m.

Mayor Protem: Dave Dillan

Order of Succession for  
Declaring an Emergency: Pedersen-Dillan-Johnson-C. Pedersen-Larsen

Commission Appointments:

**PARKS**

Gary Kirkeby	Continuous
Jordan DeBoer	12/31/2024
Vacancy	12/31/2024
Mark Wubben	12/31/2024
Matt Follmuth	12/31/2022
Cory Greninger	12/31/2022
Amy Goeble	12/31/2022
Josh Dehart	12/31/2023
Joe Wildman	12/31/2023
Council Member-Cory Pedersen	12/31/2022 (Annual Designation)

**PLANNING**

Arla Johnson	12/31/2024
Hayden Hultman	12/31/2024
Brad Tolzman	12/31/2022
Vacancy	12/31/2022
Joel Millam	12/31/2023
Pam Novak	12/31/2023
Council Member-Norris Johnson	12/31/2022 (Annual Designation)

**Fire Department Officers**

Fire Chief Jesse Gerads  
Deputy Chief Michael Nelson  
Deputy Chief Tom Christensen  
Captain Adam Soloman  
Captain Andy Ziegler  
Secretary Chris Ehlen

**Personnel Committee**

City Manager Tammy Pfaff  
Staff member Jessica Humphreys  
Council Member- Pete Pedersen 12/31/2022 (Annual Designation)  
Council Member- Dave Dillan 12/31/2022 (Annual Designation)

**Budget Committee**

City Manager Tammy Pfaff  
City Treasurer- Jessica Humphreys  
Council Member-Pete Pedersen 12/31/2022 (Annual Designation)  
Council Member-Norris Johnson 12/31/2022 (Annual Designation)

**EDC-Economic Development Committee**

Chair-Joe Cronin  
Council Member-Dave Dillan  
City Manager- Tammy Pfaff  
Secretary- John Creasy  
Dave Wedin  
Rachel Nelson  
Matt Heggerness  
Jeff Brown  
Mike Wimmer  
Carvin "Buzz" Buzzell Jr.

**Tourism Board-**

Council Member- Lindsee Larsen  
City Manager- Tammy Pfaff  
John Creasy  
Jen Taylor  
Tami James  
Wendy Hoeck  
Jeff Hansen

Adopted this 19<sup>th</sup> day of January 2022.

\_\_\_\_\_  
Mayor Harold Pedersen

ATTEST

\_\_\_\_\_  
City Manager Tammy Pfaff

RESOLUTION NO. 22-03

RESOLUTION ACCEPTING DONATIONS/GRANTS

WHEREAS, The City of Milaca is generally authorized to accept donations/grants of real and personal property pursuant to Minnesota Statutes Section 465.03 for the benefit of its citizens, and is specifically authorized to accept gifts and bequests for the benefit of its citizens in accordance with the term prescribed by the donor to be used for the Fire Department equipment; and

WHEREAS, the following persons and entities have offered to contribute the cash in the actual amounts set forth below to the city:

<u>Name of Donor</u>	<u>Amount</u>
East Central Energy	\$4,200.00

WHEREAS, All such donations have been contributed to assist the city in the establishment as allowed by law; and

WHEREAS, The City Council finds that it is appropriate to accept the donations/grants offered.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF MILACA, MINNESOTA, AS FOLLOWS:

1. The donations described above are accepted and shall be used to fund the Extraction Equipment for the Fire Department either alone or in cooperation with others, as allowed by law.
2. The city manager is hereby directed to issue receipts to each donor acknowledging the city's receipt of the donor's donation.

Adopted this 19th day of January 2022.

\_\_\_\_\_  
Mayor Harold Pedersen

ATTEST

\_\_\_\_\_  
City Manager Tammy Pfaff



East Central Energy  
HOME GROWN, MEMBER OWNED  
COMMUNITY FOCUSED

DEC 13 2021

December 2021

Milaca Fire Department  
255 1st St E  
Milaca, MN 56353

Dear Milaca Fire Department,

For over 85 years, East Central Energy (ECE) has endeavored to do more than deliver electricity; we aim to support the communities we serve through in-kind and monetary donations. As you are undoubtedly aware, the pandemic strained support systems across the country. It also canceled several of ECE's in-person events in 2021, resulting in budgeted dollars not being spent. As a result, we recognized an opportunity to help fire departments throughout our service area.


Putting on a heavy uniform to run toward a dangerous situation is the definition of bravery. Enclosed is a \$4,200 check in recognition of the service the Milaca Fire Department provides to the local community. We appreciate the sacrifices your team makes to save lives and protect property in the Milaca area.

We would love to share your mission with other members! Please feel free to find East Central Energy on Facebook or Twitter. My email address is [lori.shir@ecemn.com](mailto:lori.shir@ecemn.com), and I can be reached at 763-689-8004.

Our sincere thanks and appreciation for the valuable service you provide!

With gratitude,

Lori Shir  
Manager, Member Services  
East Central Energy

Your Touchstone Energy® Cooperative 

PO Box 39 | Braham, Minnesota 55006-0039 | 1.800.254.7944 | [eastcentralenergy.com](http://eastcentralenergy.com)  
*East Central Energy is an equal opportunity provider and employer.*

**LABOR AGREEMENT**

**BETWEEN**

**CITY OF MILACA, MINNESOTA**

**AND**

**LAW ENFORCEMENT LABOR SERVICES, INC.  
LOCAL #238**



**Effective January 1, 2021~~2~~ through December 31, 2021~~3~~**



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## MILACA

### ARTICLE 1 - PURPOSE OF AGREEMENT

This AGREEMENT is entered into between the City of Milaca, hereinafter called the EMPLOYER, and Law Enforcement Labor Services, Inc., (Local #238), hereinafter called the UNION. It is the intent and purpose of this AGREEMENT to:

- 1.1 Establish certain hours, wages, and other conditions of employment; and
- 1.2 Establish procedures for the resolution of disputes concerning this AGREEMENT'S interpretation and/or application; and
- 1.3 Specify the full and complete understanding of the parties; and
- 1.4 Place in written form the parties' full agreement upon terms and conditions of employment for the duration of this AGREEMENT.

### ARTICLE 2 - RECOGNITION

- 2.1 The EMPLOYER recognizes the UNION as the exclusive representative, pursuant to Minn. Stat. 179A.03 Subd. 8, for all essential, licensed police officers employed by the City of Milaca who are public employees within the meaning of Minn. Stat. 179A.03, Subd, 14, excluding supervisory and confidential employees.
- 2.2 In the event the EMPLOYER and the UNION are unable to agree as to the inclusion or exclusion of a new or modified job class, the issue shall be submitted to the Bureau of Mediation Services for determination.

### ARTICLE 3 - DEFINITIONS

- 3.1 UNION: The Law Enforcement Labor Services, Inc., (Local #238.)
- 3.2 UNION MEMBER: A member of the Law Enforcement Labor Services, Inc., (Local #238)
- 3.3 EMPLOYEE: A member of the exclusively recognized bargaining unit.
- 3.4 DEPARTMENT: The City of Milaca Police Department.
- 3.5 EMPLOYER: The City of Milaca.
- 3.6 CHIEF: The Chief of the Milaca Police Department.

- 3.7 UNION OFFICER: Officer elected or appointed by the Law Enforcement Labor Services, Inc., (Local #238.)
- 3.8 PATROL OFFICER: An employee specifically classified as Patrol Officer.
- 3.9 PART-TIME PATROL OFFICER: An employee hired to work on a part-time status.
- 3.10 OVERTIME: Work performed at the express authorization of the EMPLOYER in excess of the employee's scheduled shift.
- 3.11 SCHEDULED SHIFT: A consecutive work period including rest breaks and a lunch break.
- 3.12 REST BREAKS: Periods during the SCHEDULED SHIFT during which the employees remain on continual duty and is responsible for assigned duties.
- 3.13 LUNCH BREAKS: A period during the SCHEDULED SHIFT during which the employee remains on continual duty and is responsible for assigned duties.

#### **ARTICLE 4 - EMPLOYER SECURITY**

The UNION agrees that during the life of this AGREEMENT that the UNION will not cause, encourage, participate in or support any strike, slow-down or other interruption of or interference with the normal functions of the EMPLOYER.

#### **ARTICLE 5 - EMPLOYER AUTHORITY**

- 5.1 The EMPLOYER retains the full and unrestricted right to operate and manage all manpower, facilities, and equipment; to establish functions and programs; to set and amend budgets; to determine the utilization of technology; to establish and modify the organizational structure; to select, direct and determine the number of personnel; to establish work schedules; and to perform any inherent managerial function not specifically limited by this AGREEMENT.
- 5.2 Any term and condition of employment not specifically established or modified by this AGREEMENT shall remain solely within the discretion of the EMPLOYER to modify, establish or eliminate.

#### **ARTICLE 6 - UNION SECURITY**

- 6.1 The EMPLOYER shall deduct each payroll period an amount sufficient to provide the payment of dues established by the UNION from the wages of all employees authorizing in writing such deduction, and remit such deduction as the UNION designates.

- 6.2 The UNION may designate employees from the bargaining unit to act as a steward and an alternate and shall inform the EMPLOYER in writing of such choice and changes in the position of steward and/or alternate.
- 6.3 The EMPLOYER agrees to make space available on the EMPLOYER bulletin board for the posting UNION notice(s) and announcement(s).
- 6.4 The UNION agrees to indemnify and hold the EMPLOYER harmless against any and all claims, suits, orders, or judgments brought or issued against the EMPLOYER as a result of any action taken or not taken by the EMPLOYER under the provisions of this Article.

## ARTICLE 7 - EMPLOYEE RIGHTS - GRIEVANCE PROCEDURE

### 7.1 DEFINITION OF A GRIEVANCE

A grievance is defined as a dispute or disagreement as to the interpretation or application of the specific terms and conditions of this AGREEMENT.

### 7.2 UNION REPRESENTATIVES

The EMPLOYER will recognize representatives designated by the UNION as the grievance representatives of the bargaining unit having the duties and responsibilities established by this Article. The UNION shall notify the EMPLOYER in writing of the names of such UNION representatives and of their successors when so designated as approved by 6.2 of this AGREEMENT.

### 7.3 PROCESSING OF A GRIEVANCE

It is recognized and accepted by the UNION and the EMPLOYER that the processing of grievances as hereinafter provided is limited by the job duties and responsibilities of the EMPLOYEES and shall therefore be accomplished during normal working hours only when consistent with such EMPLOYEE duties and responsibilities. The aggrieved EMPLOYEE and the UNION REPRESENTATIVE shall be allowed a reasonable amount of time without loss in pay when a grievance is investigated and presented to the EMPLOYER during normal working hours provided the EMPLOYEE and the UNION REPRESENTATIVE have notified and received the approval of the Chief who has determined that such absence is reasonable and would not be detrimental to the work programs of the EMPLOYER.

### 7.4 PROCEDURE

Grievances, as defined by Section 7.1, shall be resolved in conformance with the following procedure:

- Step 1 An EMPLOYEE claiming a violation concerning the interpretation or application of this AGREEMENT shall, within twenty-one (21) calendar days after such alleged violation has occurred, present such grievance to the EMPLOYEE'S supervisor as designated by the EMPLOYER. The EMPLOYER-designated representative will discuss and give an answer to such Step 1 grievance within ten (10) calendar days after receipt. A grievance not resolved in Step 1 and appealed to Step 2 shall be placed in writing setting forth the nature of the grievance, the facts on which it is based, the provision or provisions of the AGREEMENT allegedly violated, and the remedy requested and shall be appealed to Step 2 within ten (10) calendar days after the EMPLOYER-designated representative's final answer in Step 1. Any grievance not appealed in writing to Step 2 by the UNION within ten (10) calendar days shall be considered waived.
- Step 2 If appealed, the written grievance shall be presented by the UNION and discussed with the EMPLOYER-designated Step 2 representative. The EMPLOYER-designated representative shall give the UNION the EMPLOYER's Step 2 answer in writing within ten (10) calendar days after receipt of such Step 2 grievance. A grievance not resolved in Step 2 may be appealed to Step 3 within ten (10) calendar days following the EMPLOYER -designated representative's final Step 2 answer. Any grievance not appealed in writing to Step 3 by the UNION within ten (10) calendar days shall be considered waived.
- Step 3 A grievance unresolved in Step 2 and appealed to Step 3 may be submitted to the Minnesota Bureau of Mediation Services. A grievance not resolved in Step 3 may be appealed to Step 4 within ten (10) calendar days following the EMPLOYER'S final answer in Step 3. Any grievance not appealed in writing to Step 4 by the UNION within ten (10) calendar days shall be considered waived.
- Step 4 A grievance unresolved in Step 3 and appealed in Step 4 shall be submitted to arbitration subject to the provisions of the Public Employment Labor Relations Act of 1971, as amended. The EMPLOYER and the Union representative shall endeavor to select a mutually acceptable arbitrator to hear and decide the grievance. If the parties cannot agree on an arbitrator, the selection of an arbitrator shall be made in accordance with the "Rules Governing the Arbitration of Grievances" as established by the Bureau of Mediation Services.

## 7.5 ARBITRATOR'S AUTHORITY

- A. The arbitrator shall have no right to amend, modify, nullify, ignore, add to, or subtract from the terms and conditions of this AGREEMENT. The arbitrator shall consider and decide only the specific issue(s) submitted in writing by

the EMPLOYER and the UNION, and shall have no authority to make a decision on any other issue not so submitted.

- B. The arbitrator shall be without power to make decisions contrary to, or inconsistent with, or modifying or varying in any way the application of laws, rules, or regulations having the force and effect of law. The arbitrator's decision shall be submitted in writing within thirty (30) days following the close of the hearing or the submission of briefs by the parties, whichever be later, unless the parties agree to an extension. The decision shall be binding on both the EMPLOYER and the UNION and shall be based solely on the arbitrator's interpretation or application of the express terms of this AGREEMENT and to the facts of the grievance presented.
- C. The fees and expenses for the arbitrator's services and proceedings shall be borne equally by the EMPLOYER and the UNION provided that each party shall be responsible for compensating its own representatives and witnesses. If either party desires a verbatim record of the proceedings, it may cause such a record to be made, providing it pays for the record. If both parties desire a verbatim record of the proceedings the cost shall be shared equally.

#### 7.6 WAIVER

If a grievance is not presented within the time limits set forth above, it shall be considered "waived." If a grievance is not appealed to the next step within the specified time limit or any agreed extension thereof, it shall be considered settled on the basis of the EMPLOYER'S last answer. If the EMPLOYER does not answer a grievance or an appeal thereof within the specified time limits, the UNION may elect to treat the grievance as denied at that step and immediately appeal the grievance to the next step. The time limit in each step may be extended by mutual agreement of the EMPLOYER and the UNION.

#### ARTICLE 8 - SAVING CLAUSE

In the event any provisions of this AGREEMENT shall be held to be contrary to law by court of competent jurisdiction from whose final judgment or decree no appeal has been taken within the time provided, such provision shall be voided. All other provisions of this AGREEMENT shall continue in full force and effect. The voided provision may be renegotiated at the request of either party.

#### ARTICLE 9 - SENIORITY

- 9.1 Seniority shall be determined by the employee's length of continuous employment with the Police Department and posted in an appropriate location. Seniority rosters may be maintained by the Chief on the basis of time in grade and time within specific classifications.

- 9.2 A reduction of work force will be accomplished on the basis of seniority within classification. A full time patrol officer or full time school liaison officer designated for layoff may bump into a part time position if the full time officer has greater department seniority. Bumping will not be permitted except in this instance. Employees shall be recalled from layoff on the basis of seniority. Recall rights under this provision will continue for twenty-four (24) months after layoff. Recalled employees shall have ten (10) working days after notification of recall by registered mail at the employee's last known address to report to work or to forfeit all recall rights.
- 9.3 At no time will the Employer employ part time employees while a full time employee is in layoff status.
- 9.4 When the City Personnel Committee and/or the Chief of Police determine that the relevant job qualifications between applicants are equal, seniority will be the determining criterion for transfer and promotions within the bargaining unit.

#### ARTICLE 10- PROBATIONARY PERIODS

- 10.1 All newly hired employees will serve a one (1) year probationary period.
- 10.2 At any time during the probationary period a newly hired employee may be terminated at the sole discretion of the EMPLOYER.
- 10.3 Part time employees will serve 2,080 hours of probation.

#### ARTICLE 11 - DISCIPLINE

- 11.1 The EMPLOYER will discipline employees for just cause only. Discipline will be in one of the following forms:
- a. oral reprimand;
  - b. written reprimand;
  - c. suspension;
  - d. demotion; or
  - e. discharge.

The form of discipline applied is at the discretion of the EMPLOYER.

- 11.2 Suspensions, demotions and discharges will be in written form.
- 11.3 Written reprimands, notices of suspension, notices of demotion and notices of discharge which are to become part of an Employee's personnel file shall be read and acknowledged by signature of the Employee. Employees and the UNION will receive a copy of such reprimands and/or notices.



- 11.4 Employees may examine their own individual personnel files at reasonable times under the direct supervision of the EMPLOYER.
- 11.5 Employees will not be questioned concerning an investigation of disciplinary action unless the employee has been given an opportunity to have a Union representative present at such questioning.
- 11.6 Grievances relating to this ARTICLE shall be initiated by the UNION at Step 2 of the grievance procedure under Article 7 of this AGREEMENT.

## **ARTICLE 12 - WORK SCHEDULES**

- 12.1 The normal work year is two thousand eighty (2,080) hours to be accounted for by each full-time employee through:
- a) hours worked on assigned shifts;
  - b) holidays;
  - c) assigned training;
  - d) authorized leave time.

- 12.2 Nothing contained in this or any other ARTICLE shall be interpreted to be a guarantee of a minimum or maximum number of hours the EMPLOYER may assign employees.
- 12.3 Part time employees will be offered shifts based on seniority. The employer may offer shifts in excess of first 30 hours to next senior part time employee.

## **ARTICLE 13 - OVERTIME**

- 13.1 Full-time employees will be compensated at one and one-half times (1 1/2) the employee's regular base pay rate for hours worked in excess of the employee's scheduled shift. Part-time employees will be compensated at one and one-half times (1 1/2) the employee's regular base pay rate for hours worked in excess of twelve (12) hours per shift or over eighty (80) hours per pay period. Changes of shifts do not qualify an employee for overtime under this ARTICLE.
- 13.2 Overtime will be offered to senior full time employees first and then distributed as equally as practicable.
- 13.3 Overtime refused by employees will for record purposes be considered as unpaid overtime worked.
- 13.4 For the purpose of computing overtime compensation, overtime hours worked shall not be pyramided, compounded, or paid twice for the same hours worked.
- 13.5 Overtime will be calculated to the nearest fifteen (15) minutes.

- 13.6 Employees have the obligation to work overtime or call back if requested by the Employer unless unusual circumstances prevent the employee from so working.
- 13.7 Employees may accumulate up to a maximum of eighty (80) hours of compensatory time in lieu of payment under Section 13.1. Compensatory time may be used at Employee's discretion with the approval of the Chief of Police and/or City Manager.. Employees shall only be permitted to carry over, at the end of the calendar year, forty (40) hours of compensatory time. Any hours in excess of forty (40) hours compensatory time shall be paid to the employee's individual health care savings plan, at the employee's current rate of pay, at the end of the calendar year by the EMPLOYER.

#### ARTICLE 14 - COURT TIME

- 14.1 An employee who is required to appear in court during their scheduled off-duty time shall receive a minimum of two (2) hours pay at one and one-half (1 1/2) times the employee's base pay rate. If the court appearance is during the employee's scheduled day off and the court appearance is cancelled, the employee will be given a four (4) hour notice of cancellation.

If notification of cancellation is not given in the four (4) hour time frame, the employee will receive two (2) hours pay at one and one-half (1 1/2) times the employees' regular pay rate. An extension or early report to a regularly scheduled shift the court appearance does not qualify the employee for the two (2) hour minimum.

- 14.2 Proper notification of court cancellation will consist of a court cancellation notice being placed in the officer's mail slot at the Milaca Police Department. The notice will be stamped with the date and time it is placed in the officer's mail slot, thereby, constituting proper notification if prior to four (4) hours of the court assignment time. It will be the officer's responsibility to ascertain if he/she has received a cancellation notice.
- 14.3 Civil cases where the City is not a party to related criminal proceedings are not included under this article. Uniforms shall not be worn when testifying or appearing at civil cases not included under this article, and the City will not furnish clothing to appear at civil cases not included in this article.

#### ARTICLE 15 - CALL BACK TIME

An employee who is called to duty during their scheduled off-duty time shall receive a minimum of two (2) hours pay at one and one-half (1 1/2) times the employee's base pay rate. An extension or early report to a scheduled shift for duty does not qualify the employee for the two (2) hour minimum.

## ARTICLE 16 - INSURANCE

Employer shall provide health insurance coverage for all eligible full-time employees in the form of a High Deductible Health Plan with an HSA. Employer shall pay 100% of the premium and contribute \$3,000 into the employee's HSA for single coverage. Employees shall pay 15% of family premium and the Employer shall pay 85% of the family premium. The Employer will contribute \$6,000 to the employee's HSA for those electing family coverage.

After 30 years of service with the City of Milaca, the Employer will provide the full-time employees, if retired, the same hospital and medical insurance coverage as is then presently provided to the actively employed employees and the Employer shall continue such plan on a current basis. The Employer will pay 100% of the cost of the premium for single coverage for full time; employees shall pay the difference if choosing family coverage. This coverage will be in effect until such time the full-time employee is eligible for Medicare.

The Employer will pay the premium for a \$20,000 life insurance police for each Employee.

Employees may participate in the Employer's Additional Life Insurance program at no additional costs to the Employer.

The Employer will provide dental insurance for Employees only. The Employee will pay the same rate as other Employees of Milaca for additional dental insurance for their family.

## ARTICLE 17 - UNIFORMS and EQUIPMENT

A Uniform Allowance of ~~\$700~~ \$1,000 dollars each year will be paid directly to the Employees via their payroll checks. The allowance will be distributed by the Employer in two equal payments in January and July. New Employees will not receive the uniform allowance until twelve months after the date of hire. New officers shall receive an initial issue per uniform directive within the Department. The City will purchase and continue to replace the initial issue bullet resistant vests pursuant to the manufacturer's specifications or due to age and wear which render the vest unserviceable. Vests rendered unserviceable due to changes in the individual employee's personal dimensions will not be replaced by the City for that reason.

## ARTICLE 18 - INJURY ON DUTY

Employees injured during the performance of their duties for the EMPLOYER and receiving Workers' Compensation insurance payments may take sufficient sick leave to make up the difference between the Employee's normal earnings and the Workers' Compensation payments.

## ARTICLE 19 - VACATIONS

19.1 Eligibility. Vacation is intended as a leave, with pay, to enable employees to refresh themselves. Regular benefit-earning employees (employees regularly scheduled half time or more) are eligible to earn vacation in accordance with the number of scheduled work hours. Vacation accrual rates for regular full-time employees are described in the table below. Part time employees working 20 to 30 hours per week shall be eligible for fifty (50) percent of vacation accrual rate, and part time employees working more than 30 hours per week shall be eligible for seventy-five (75) percent of vacation accrual rate

## 19.2 Rules

- A. Vacation leave shall not be earned by any employee during a leave of absence without pay, except a military leave of absence without pay.
- B. All vacation requests shall be submitted to the CHIEF for approval a minimum of one week prior to the requested vacation to allow for scheduling. The employee who requests time off first shall be given priority consideration in vacation scheduling. Should two employees simultaneously request the same vacation time off, the senior employee shall be given preference. CHIEF reserves the right to limit the number of employees to be granted vacation time at one time to facilitate scheduling.
- C. Vacation leave shall not be granted during the probationary period for new hires.
- D. Vacation leave shall not be granted until it is earned.
- E. For purposes of accumulating additional vacation or sick leave, an employee using earned vacation is considered to be working. If an official holiday occurs during a scheduled vacation, the charge against the employee's earned vacation shall be reduced by one day.
- F. Accumulated vacation leave cannot be transferred from one employee to another.
- G. Any vacation hours in excess of 176 hours accrued by the employee, shall be forfeited by that employee at the end of the calendar year if unused, except in the event that an approved vacation is canceled by EMPLOYER and cannot be rescheduled before the end of the calendar year. In an effort to minimize the forfeiture of vacation days, the personnel manager shall notify employees within a reasonable amount of time that they are reaching the maximum accrual rate.

H. An employee will receive a lump sum payment for the balance of accumulated vacation leave and or compensatory time when his or her services with the City are terminated.

I. Vacation benefits shall accrue on the following schedule:

For the first year of employment, six (6) hours per month

Commencing with the second year of employment, eight (8) hours per month.

Commencing with the sixth year of employment, ten (10) hours per month

Commencing with the eighth year of employment, twelve (12) hours per month

Commencing with the twelfth year of employment, fourteen (14) hours per month

Commencing with the fourteenth year of employment, sixteen (16) hours per month

## ARTICLE 20 - HOLIDAYS

20.1 Full time employees shall have eighty (80) hours of holidays included in the normal annual work schedule.

20.2 Part-time employees, working at least 20 hours per week, shall have forty (40) hours included in the normal annual work schedule.

20.3 Employees on duty New Year's Day (January 1), Martin Luther King Day (third Monday in January), President's Day (third Monday in February), Memorial Day (last Monday in May), Independence Day (July 4), Labor Day (first Monday in September), Veteran's Day (November 11), Thanksgiving Day (4<sup>th</sup> Thursday in November), Day after Thanksgiving (4<sup>th</sup> Friday in November), and Christmas Day (December 25) shall be compensated on the basis of one and one half (1 1/2) times the regular rate of pay by cash payment or compensatory time.

## ARTICLE 21 - SICK LEAVE

21.1 Eligibility. Sick leave is an authorized absence from duty, with pay, granted to eligible regular full-time and part-time employees. Sick leave is not a privilege which an employee may use at his/her discretion, but shall only be used in case of necessity and actual need as outlined in the rules for sick leave.

21.2 Full-time employees shall accumulate eight (8) hours of sick leave per month.

21.3 Part-time employees, working 20 to 30 hours per week, shall accumulate fifty (50) percent of sick leave per month. Employees working more than 30 hours per week, but less than 40 hours per week, shall be eligible for seventy- five (75) percent leave accrual rate.

21.4 Accumulated sick leave shall not exceed 1,000 hours. After 1,000 hours of sick leave have been accrued, employees are to be paid annually at 50% of their regular rate of pay.

## 21.5 Rules

- A. Sick leave may be approved only for days when an employee would otherwise have been at his/her employment. It may be used, with the approval of the Chief, in any of the following cases in accordance with MN Statute 181.9413:
1. When the employee cannot work because of their own illness, injury or disability or that of their children or spouse. In the case of children, sick leave shall be granted due to the illness or injury of the employee's child for such reasonable periods as the employee's attendance with the child may be necessary.
  2. When the employee has scheduled medical, dental, chiropractic or optical examinations/treatments or said examinations/treatments are scheduled for the employee's children.
  3. When the employee's presence would jeopardize the health of other employees by exposing them to contagious disease.
  4. When a member of the employee's family or household is seriously ill or injured and requires his or her attendance ("family" means spouse, parents, children, step-parents, step-children, legal guardian and others as defined by and limited by Minn. Stat. Sec. 181.9413.)
  5. For safety leave for such reasonable periods of time as may be necessary, as defined by and limited by Minn. Stat. Sec. 181.9413.
- B. To receive approval for sick leave, the employee must communicate with his/her Chief at least two (2) hours prior to the time set for beginning work during the normal work day. However, should it be determined by the Chief or personnel manager that the employee was unable to contact the Chief during the time allotted, sick leave may be approved. To remain eligible for sick leave, employees are responsible for keeping the Chief advised of the illness.
- C. Sick leave shall not be granted until it is earned.
- D. For the purpose of accumulation additional sick or vacation leave, an employee using earned sick leave is considered to be working.
- F. Sick leave may be taken in increments of a quarter (1/4) hour or more.
- G. After all sick leave is used, in excess of 16 hours, vacation leave or compensatory time may be used, to the extent the employee is eligible for

such leave. If accumulated vacation leave is used as an extension of sick leave, it shall be used under the same conditions as sick leave.

- H. Accumulated sick leave cannot be transferred from one employee to another.
- I. An employee who makes a false claim of sick leave shall be subject to disciplinary actions, including discharge.

#### **ARTICLE 22 - SEVERANCE PAY**

Severance pay shall be granted to employees in accordance with the following procedures.

22.1 Employees must retire from service with at least twenty thousand eight hundred (20,800) hours of continuous service in the Police Department and terminate employment in good standing after giving proper notice to be eligible for severance pay.

22.2 Eligible employees under Article 22.1 shall be paid an amount equal to twenty (20) percent of their accumulated sick leave as earned in Article 21 computed on the basis of the base pay rate at the time of termination or retirement. After twenty (20) years of continuous service an employee shall be paid an amount equal to fifty percent (50%) of their accrued sick leave as earned in ARTICLE 21 computed on the basis of the base pay rate at the time of termination.

#### **ARTICLE 23 - BEREAVEMENT LEAVE**

Employees shall receive a maximum of three (3) shifts of leave with pay because of a death in the immediate family of the employee, four (4) working hours in the case of the death or funeral of a fellow employee of the City.

For purpose of administering this section only, immediate family includes mother, father, siblings, spouse, children and grandparents and spouse's mother, father siblings and grandparents. Such leave shall not be cumulative in the event it is not used.

#### **ARTICLE 24 - SAFETY**

The EMPLOYER and the UNION agree to jointly promote safe and healthful working conditions, to cooperate in safety matters and to encourage employees to work in a safe manner.

#### **ARTICLE 25 - SUBSTANCE ABUSE**

The EMPLOYER and the UNION agree to jointly promote a drug-free work environment. In an effort to achieve this goal, the UNION agrees to all non-random drug and alcohol testing of its members by a State certified testing agency upon the request of the EMPLOYER provided such request, test and subsequent action are within the

guidelines of State law (Minnesota Statute Sections 181.950 - 181.957) and City and Department policy. If employee is involved in a motor vehicle crash, the employee shall (1) immediately after the crash, contact dispatch and report the crash; (2) immediately after the crash, or as soon as practicable, report the crash to the Chief or his designee by phone or in person; (3) if required, submit to a drug or alcohol test; and (4) complete any necessary reports as directed. Employees shall fully comply with the Personal Appearance and Conduct section, paragraph 10 of the Police Department Policy and Procedure manual.

#### ARTICLE 26 - P.O.S.T. LICENSE

The City will pay the required P.O.S.T. Board licensing fees for all Licensed Officers.

#### ARTICLE 27 - WAIVER

27.1 Any and all prior agreements, resolutions, practices, policies, rules and regulations regarding terms and conditions of employment, to the extent inconsistent with the provisions of the AGREEMENT, are hereby superseded.

27.2 The parties mutually acknowledge that during the negotiations which resulted in this AGREEMENT, each had the unlimited right and opportunity to make demands and proposals with respect to any term or condition of employment not removed by law from bargaining. All agreements and understandings arrived at by the parties are set forth in writing in this AGREEMENT for the stipulated duration of this AGREEMENT. The EMPLOYER and the UNION each voluntarily and unqualifiedly waives the right to meet and negotiate regarding any and all terms and conditions of employment referred to or covered in this AGREEMENT or with respect to any term or condition of employment not specifically referred to or covered by this AGREEMENT, even though such terms or conditions may not have been within the knowledge or contemplation of either or both of the parties at the time this contract was negotiated or executed.

#### ARTICLE 28- INDEMNIFICATION

Should future amendment to Minn. Stat. §471.44 or 466.07 impact employees' terms and conditions of employment, the Union or City may elect to re-open the Labor Agreement to meet and negotiate issues relative to those amendments.



**ARTICLE 289 - DURATION**

This AGREEMENT shall be effective as of January 1, 2021~~2~~ and shall remain in full force and effect until December 31, 2021~~3~~.

IN WITNESS WHEREOF, the parties hereto have executed this AGREEMENT on this \_\_\_\_\_ day of \_\_\_\_\_, 2022.

**FOR THE CITY OF MILACA**

**LAW ENFORCEMENT LABOR SERVICES, INC.**

\_\_\_\_\_  
Mayor Pete Pederson

\_\_\_\_\_  
Rick Mathwig, LELS

\_\_\_\_\_  
City Manager, Tammy Pfaff

\_\_\_\_\_  
Craig Elgin, Union Steward

**APPENDIX A: WAGES  
PATROL OFFICERS AND SCHOOL LIAISON OFFICER**

	2.5%
	2021 Hour
Start	\$25.38
After one year	\$26.60
After two years	\$27.82
After three years	\$29.06
After four years	\$30.27
After five years	\$31.51
After six years	\$32.73
After 12 years (2% above six-year step)	\$33.38
After 18 years (3% above six-year step)	\$33.71
After 25 years (4% above six-year step)	\$34.04

	2.00%
	2022 Hour
Start	\$25.89
After one year	\$27.13
After two years	\$28.38
After three years	\$29.64
After four years	\$30.88
After five years	\$32.14
After six years	\$33.38
After 12 years (2% above six-year step)	\$34.05
After 18 years (3% above six-year step)	\$34.38
After 25 years (4% above six-year step)	\$34.72

	3.00%
	2023 Hour
Start	\$26.67
After one year	\$27.94
After two years	\$29.23
After three years	\$30.53
After four years	\$31.80
After five years	\$33.10
After six years	\$34.38
After 12 years (2% above six-year step)	\$35.07
After 18 years (3% above six-year step)	\$35.41
After 25 years (4% above six-year step)	\$35.76

For the duration of this agreement, at either party's option, parties agree to re-open discussion concerning MSRS health care savings plan.

The City retains the right to start a new officer at any rate on the schedule based on the City's assessment of the applicant's prior experience and qualifications.

All training sessions, classes, and seminars attended by employees upon the request of the EMPLOYER shall be on paid time.

Meal Period. Each employee covered by this agreement will be permitted a 30 minute paid meal period each workday to the extent consistent with operational or duty requirements, except for employees attending the academy or voluntary training where a longer lunch period is provided and the employee is relieved from duty, in which case, the lunch period shall be unpaid.

FTO. Non-supervisory personnel assigned to FTO newly hired or promoted police department employees shall be entitled to a pay increase of 5%, for the classification, for acting as a FTO for each hour, or portion thereof, assigned as an FTO.

The EMPLOYER shall provide short term disability and Long-term disability insurance.

Employees can contribute to a deferred compensation program as provided by the Employer. There will be no Employer contributions to this program.

**AGREEMENT FOR THE DIVISION OF GRADING RESPONSIBILITIES FOR  
TOWNSHIP / CITY ROADWAY**

This agreement is hereby entered into this \_\_\_\_ day of \_\_\_\_\_, 2022, by and between the City of Milaca, Milaca Township and Borgholm Township, Mille Lacs County Minnesota.

**Whereas**, The City of Milaca, Milaca Township and Borgholm Township share the following described road segment:

That portion of 110<sup>th</sup> Avenue from County Road 33 (also known as 10<sup>th</sup> Street Northwest) to County Road 9 (also known as 160<sup>th</sup> Street) (Hereinafter referred to as the "Road")

**Whereas**, the City of Milaca, Milaca Township and Borgholm Township wish to equally share in the responsibility for annual grading of the Road.

**Now Therefore**, in consideration of the mutual promises and benefits that each party shall derive herein, the City of Milaca, Milaca Township and Borgholm Township hereby enter into this agreement for the division of grading responsibilities for the Road.

**Annual Maintenance.**

The parties shall each be responsible for grading of the Road each Summer, Spring and Fall in their respective year of responsibility. The City of Milaca shall be responsible for grading of the Road beginning May 1, 2022. Milaca Township shall be responsible for grading of the Road beginning May 1, 2023. Borgholm Township shall be responsible for grading of the Road beginning May 1, 2024. This triannual rotation shall renew every three years until such time as a party chooses to terminate this agreement.

Grading shall be done in a workman like manner consistent with industry standards for such work. Each party shall be solely responsible for any costs associated with the grading work each party is obligated to perform herein, during their year of responsibility, unless otherwise agreed to in writing and executed by all parties.

Each party shall be solely responsible for all costs related to the grading of the Road, during their respective years of responsibility, including the costs of labor, equipment and materials, without contribution from the other parties.

**Termination.**

Any party to this agreement may do so by providing 60-days written notice to each other party of their intention to terminate this agreement.

**Indemnification.**

Each party agrees to indemnify and hold harmless, against any and all claims that arise or may arise, against that party for its own actions or the actions of its agents, servants or employees as a consequence of any act or omission on the part of that party or its agents, servants or employees while engaged in the performance of its responsibilities herein. An offending party agrees it will defend, indemnify and hold harmless the other parties, its officers and employees against any and all liability, loss, costs, damages, consequential damages, expenses, claims or action including attorney fees which that party, its officers or employees may hereafter sustain, incur, or be required to pay arising out of the offending party's acts, omission, performance or failure to adequately perform its obligations pursuant to this agreement.

CITY OF MILACA

Dated: \_\_\_\_\_

\_\_\_\_\_  
Harold Pederson, Mayor

Dated: \_\_\_\_\_

\_\_\_\_\_  
Tammy Pfaff, City Manager

MILACA TOWNSHIP

Dated: \_\_\_\_\_

\_\_\_\_\_  
Township Board Chair

Dated: \_\_\_\_\_

\_\_\_\_\_  
Township Clerk

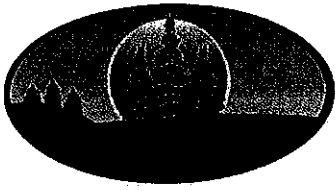
BORGHOLM TOWNSHIP

Dated: \_\_\_\_\_

\_\_\_\_\_  
Township Board Chair

Dated: \_\_\_\_\_

\_\_\_\_\_  
Township Clerk



# Milaca Public Works

*Report for December - January*

## **Public Works:**

- 1 water main break on 2nd ave ne.
- Yearly water plant maintenance; cleaning tanks, changing chemical feed lines, pump maintenance.
- Plowing
- Christmas decorations taken down.
- Painting doors at liquor store.
- Hauled snow from downtown and central.

## **Parks:**

- Hockey rink / freeskate opened up on Dec. 23<sup>rd</sup> (before Christmas break!)
- Warming house is finished and open.
- Clearing rink and flooding as weather allows.

## **Airport:**

- Runway plowed and open.



Stantec Consulting Services Inc.  
733 Marquette Avenue Suite 1000, Minneapolis MN 55402-2309

January 7, 2022

Attention: Tammy Pfaff, Manager  
City of Milaca  
255 First Street East  
Milaca, MN 56353

**Reference: 2022 Street Improvements Project – Approve Plans and Specifications**

Dear Tammy,

Plans and Specifications have been prepared for the 2022 Street Improvements Project in the Hidden Pines neighborhood. A copy of the plans is attached. Specific streets included in a 2022 project are:

- 12<sup>th</sup> Street NE (from CSAH 36 to 4<sup>th</sup> Ave. NE).
- 11<sup>th</sup> Street NE (from 3<sup>rd</sup> Ave. NE to 4<sup>th</sup> Ave. NE).
- 3<sup>rd</sup> Avenue NE (from 12<sup>th</sup> St. NE to 10<sup>th</sup> St. NE).
- 4<sup>th</sup> Avenue NE (from 12<sup>th</sup> Street NE to south dead end)

The project primarily consists of bituminous replacement. The bituminous replacement process will be completed by use of a reclamation machine. The reclamation machine will grind the existing bituminous and aggregate base to make a uniform reclaimed base material meeting Class 5 Aggregate specifications.

The reclaimed material will then be shaped, graded, and compacted to accommodate a new bituminous surface. Paving will include 3-inches of bituminous base and 1.5-inches of bituminous wear course.

Additional project work would include storm sewer repairs, some drain tile installation, and spot replacement of the concrete curb and gutter.

**At this time, we request approval of the plans and specifications and authorization to obtain bids.** The current Estimate of Probable Construction Costs is the same as presented in the Feasibility Report.

The current proposed timeline for the 2022 Street Improvement Project is:

Order Plans and Specifications	October 2021 ✓
Approve Plans and Specifications	January, 19, 2022
Receive Bids	February 11, 2022
Award Bids/Construction Contract	February 23 or March 17, 2022
Begin Construction	May 2022
Complete Construction	September 2022

Feel free to contact Chuck Boser or me if you have any questions or require any additional information.

Sincerely,  
STANTEC

Phil Gravel

cc: Gary Kirkeby

Attachment: Approval Copy of Construction Plans









**STORM WATER POLLUTION PREVENTION PLAN (SWPPP) NARRATIVE**

**PROJECT DESCRIPTION/LOCATION**  
 THE PROJECT LOCATES WATER MAIN REPLACEMENT, SANITARY SEWER EXTENSION, WATER AND SANITARY SERVICE REPLACEMENTS, STORM SEWER AND DRAINAGE IMPROVEMENTS, AND STREET AND BOLLIVARD RECONSTRUCTS.

**PLANS**  
 THE PLANS SHOW THE PROJECT LIMITS, ALIGNMENT, STORM SEWER LOCATIONS, AND IMPERVIOUS SURFACES.

**ENVIRONMENTALLY SENSITIVE AREAS**  
 THESE ARE NO ENVIRONMENTALLY SENSITIVE AREAS WITHIN THE PROJECT. IDENTIFIED IN THE TABLE BELOW.

**RECEIVING WATERS**  
 RUIP RIVER

**IMPAIRMENT**  
 MERCURY

**OUTSTANDING RESOURCE VALUE WATERS (ORVWS)**  
 THERE ARE NO OUTSTANDING RESOURCE VALUE WATERS WITHIN 1 MILE OF THE PROJECT BOUNDARY.

**CALCARIOUS FENS**  
 THERE ARE NO CALCARIOUS FENS WITHIN 1 MILE OF THE PROJECT BOUNDARY.

**ARCHAEOLOGICAL, HISTORICAL, AND ARCHITECTURAL RESOURCES**  
 THESE ARE NO ARCHAEOLOGICAL, HISTORICAL, OR ARCHITECTURAL RESOURCES WITHIN THE PROJECT BOUNDARY.

**ENDANGERED AND THREATENED SPECIES REVIEW**  
 THERE ARE NO ENDANGERED OR THREATENED SPECIES IDENTIFIED WITHIN THE PROJECT BOUNDARY.

**TOTAL MAXIMUM DAILY LOAD (TMDL) WATERS**  
 NONE.

**LAND FEATURE CHANGES**

TOTAL PROJECT AREA DISTURBED: 1.53 ACRES  
 TOTAL EXISTING IMPERVIOUS SURFACE AREA: 1.23 ACRES  
 TOTAL EXISTING PAVED SURFACE AREA: 0.20 ACRES  
 TOTAL PROPOSED PAVED SURFACE AREA: 0.00 ACRES  
 TOTAL PROPOSED IMPERVIOUS SURFACE AREA: 0.00 ACRES

**TIMING OF BMP INSTALLATION**  
 THE EROSION PREVENTION AND SEDIMENT CONTROL BMPS SHALL BE INSTALLED AS NECESSARY TO MINIMIZE EROSION FROM DISTURBED SURFACES AND CAPTURE SEDIMENT ON SITE, AND SHALL MEET THE NPDES PERMIT PART IV CONSTRUCTION ACTIVITY REQUIREMENTS.

**DRAINAGE COMPUTATIONS**  
 COMPUTATIONS ARE KEPT ON FILE WITH THE CITY OF MILACA.

**PROJECT CONTACTS**  
 THE PROJECT ENGINEER AND CONTRACTOR ARE RESPONSIBLE FOR IMPLEMENTATION OF THE SWPPP AND INSTALLATION, INSPECTION AND MAINTENANCE OF THE EROSION PREVENTION AND SEDIMENT CONTROL BMPS BEFORE AND DURING CONSTRUCTION. THE CITY OF MILACA IS RESPONSIBLE FOR OBTAINING AND MAINTENANCE OF THE PERMIT. STORM WATER MANAGEMENT SYSTEM ACCORDING TO THE CITY'S NPDES PERMIT REQUIREMENTS.

**PROJECT ENGINEER**  
 JEFFREY STANTEC  
 3717 23RD STREET SOUTH  
 MILACA, MN 56353  
 320-383-3141

**MPCA CONTACT INFORMATION:**  
 MINNESOTA POLLUTION CONTROL AGENCY  
 CONSTRUCTION STORMWATER PERMIT PROGRAM  
 520 LAFAYETTE ROAD NORTH  
 ST. PAUL, MN 55155-4194  
 651-699-5451 (24-HOUR CONTACT)  
 800-422-0798 (24-HOUR CONTACT)

**CONSTRUCTION NOTES**  
 CONSTRUCTION SHALL BE GOVERNED BY THE PROJECT MANUAL. THE CONTRACTOR SHALL KEEP AND MAINTAIN THE INSPECTION AND MAINTENANCE RECORDS.

**PERMANENT STORMWATER MANAGEMENT**  
 PERMANENT STORM WATER IS BEING TREATED BY SEDIMENTATION BASIN. THE CITY SHALL BE RESPONSIBLE FOR INSPECTION AND MAINTENANCE OF THE REGIONAL POND AFTER PROJECT COMPLETION AND ACCEPTANCE.

**SEQUENCE OF CONSTRUCTION ACTIVITIES**

1. INSTALL TEMPORARY EROSION CONTROL AS SHOWN ON THE PLANS.
2. COMPLETE THE REMOVALS AS NOTED ON THE PLANS.
3. CONSTRUCT ALL TEMPORARY SEDIMENT TRAPS.
4. CONSTRUCT STORM SEWER.
5. CONDUCT SITE GRADING.
6. TEMPORARILY SEED DENUDED AREAS WITHIN 7 DAYS DEPENDING ON THE SLOPE FOR ALL AREAS WITHIN 300 FEET OF A SURFACE WATER AS MANY TIMES AS NECESSARY TO MAINTAIN NPDES PERMIT COMPLIANCE.
7. CONTINUALLY STABILIZE THE NORMAL WETTED PERIMETER OF ALL AREAS WITHIN 200 LINEAL FEET OF THE SURFACE WATER OR THE PROPERTY EDGE.
8. UPGRADE THE INLET PROTECTION DEVICES.
9. INSTALL CURB AND GUTTER, PEDESTRIAN RAMPS, AND SIDEWALK.
10. COMPLETE PAVING AND STRIPING.
11. COMPLETE PERMANENT STABILIZATION.
12. SUBMIT NOTICE OF TERMINATION (NOT).

**STORM WATER POLLUTION PREVENTION PLAN (CONSTRUCTION ACTIVITY REQUIREMENTS)**

1. THE CONTRACTOR WILL NEED TO IDENTIFY AN EROSION CONTROL SUPERVISOR IN GOOD STANDING WHO WILL BE KNOWLEDGEABLE AND EXPERIENCED IN THE APPLICATION OF EROSION PREVENTION AND SEDIMENT CONTROL BEST MANAGEMENT PRACTICES.

2. THE EROSION CONTROL SUPERVISOR WILL WORK WITH THE PROJECT ENGINEER TO OVERSEE THE IMPLEMENTATION OF THE SWPPP, THE INSTALLATION, INSPECTION, AND MAINTENANCE OF THE EROSION PREVENTION AND SEDIMENT CONTROL BMPS BEFORE AND DURING CONSTRUCTION.

3. THE GENERAL CONTRACTOR IS RESPONSIBLE TO COMPLY WITH PART II.B, PART I.I.C, AND PART IV OF THE CONSTRUCTION STORMWATER PERMIT.

4. THE CONTRACTOR WILL DEVELOP A CHAIN OF COMMAND WITH ALL OPERATORS ON THE SITE TO ENSURE THAT THE SWPPP WILL BE IMPLEMENTED AND STAY IN EFFECT UNTIL THE CONSTRUCTION PROJECT IS COMPLETE. THE ENTIRE SITE PERMANENT STORM WATER MANAGEMENT SYSTEM ACCORDING TO THE CITY'S NPDES PERMIT REQUIREMENTS.

5. THE CONTRACTOR WILL PREPARE A WRITTEN WEEKLY SCHEDULE OF PROPOSED EROSION CONTROL ACTIVITIES FOR THE PROJECT ENGINEERS APPROVAL AS PER MW/DOT SPEC. 1717.20.

6. THE CONTRACTOR WILL PREPARE AND SUBMIT A SITE PLAN FOR THE PROJECT ENGINEERS APPROVAL AS PER MW/DOT SPEC. 1717.2E FOR WORK IN CRITICAL AREAS IDENTIFIED ON THE PLANS OR AS REQUESTED BY THE PROJECT ENGINEER.

**STORM WATER POLLUTION PREVENTION PLAN (CONSTRUCTION ACTIVITY REQUIREMENTS)**

7. ALL EROSION CONTROL MEASURES SHALL BE IN PLACE PRIOR TO ANY REMOVAL WORK AND/OR DISTURBING ACTIVITIES AND SHALL BE MAINTAINED UNTIL THE POTENTIAL FOR EROSION HAS BEEN ELIMINATED.

8. ALL EXPOSED SOIL AREAS MUST BE STABILIZED AS SOON AS POSSIBLE TO A LIMIT SOIL EROSION BUT IN NO CASE LATER THAN SEVEN (7) DAYS AFTER THE CONSTRUCTION ACTIVITY IN THAT PORTION OF THE SITE HAS TEMPORARILY OR PERMANENTLY CEASED.

9. IN SOME INSTANCES THIS MAY REQUIRE STABILIZATION TO OCCUR MORE THAN ONCE DURING THE PROJECT SCHEDULE.

10. WORK IN DRAINAGE SWALES OR THE NORMAL WETTED PERIMETER OF ANY SURFACE WATER WILL REQUIRE STABILIZATION WITHIN 24 HOURS OF DISCOVERY OF EXPOSED SOILS. EXPOSED SOILS MUST BE SEED OR COVERED WITHIN 200 LINEAL FEET FROM THE PROJECT EDGE OR SURFACE WATER DISCHARGE TO ANY SURFACE WATER. RAPID STABILIZATION METHOD 4 WILL BE USED TO STABILIZE THESE AREAS.

11. OUTLETS INTO SURFACE WATERS SHALL BE STABILIZED WITH ENERGY DISSIPATION WITHIN 24 HOURS.

12. ALL AREAS NOT BEING WORKED FOR A PERIOD OF 7 DAYS OR MORE SHALL BE TEMPORARILY STABILIZED ACCORDING TO THE PLANS TO PREVENT SOIL LOSS.

13. DITCHES AND EXPOSED SOILS MUST BE KEPT IN A SMOOTH, ROUGH GRAINED CONDITION IN ORDER TO BE ABLE TO APPLY EROSION CONTROL MULCHES AND BLANKETS.

14. ALL EXPOSED SOIL AREAS WILL BE STABILIZED PRIOR TO THE ONSET OF WINTER. ANY WORK STILL BEING PERFORMED WILL BE SNOW MULCHED, SEEDER, OR BLANKETED.

15. SEDIMENT CONTROL DEVICES MUST BE ESTABLISHED ON ALL DOWN GRADIENT PERIMETERS BEFORE ANY UP GRADIENT LAND DISTURBING ACTIVITIES BEGIN. THE TIMING OF THE INSTALLATION OF THE SEDIMENT CONTROL DEVICES CAN VARY DEPENDING ON THE SEASONAL ACTIVITIES SUCH AS CLEARING AND GRUBBING OR PASSAGE OF SHEEP. THE SEDIMENT CONTROL DEVICES MUST BE COMPLETED AS QUICKLY AS POSSIBLE AND THE SEDIMENT CONTROL DEVICES MUST BE INSTALLED IMMEDIATELY AFTER THE ACTIVITY IS COMPLETED OR PRIOR TO THE NEXT RAINFALL EVENT.

16. SILT FENCE SHALL BE INSTALLED SO THAT IT FOLLOWS AS CLOSE AS POSSIBLE TO A SINGLE CONTOUR TO CAPTURE OVERLAND, LOW-VELOCITY SHEET FLOWS DOWN GRADIENT OF ALL EXPOSED SOILS AND PRIOR TO DISCHARGING TO SURFACE WATERS WITH THE SILT FENCE PROTECTED AT A MAXIMUM OF 100 FOOT INTERVALS AND SHALL CONTAIN NO MORE THAN 1/4 ACRE OF DRAINAGE AREA.

17. DITCH CHECKS WILL BE INSTALLED AS INDICATED ON THE PLANS DURING ALL PHASES OF CONSTRUCTION.

18. TEMPORARY DITCH CHECKS WILL CONSIST OF USING ROCK DITCH CHECKS AND ROCK WEEDERS IN FRONT OF CULVERT INLETS.

19. BIOLOGS WILL BE INSTALLED DURING PERMANENT TURF ESTABLISHMENT AT THE INTERVALS IDENTIFIED IN THE PLAN.

20. SEDIMENT DAMAGE FROM STOCKPILES WILL BE MINIMIZED BY PLACING STOCKPILES ON THE SOFT SIDE OF THE SLOPE.

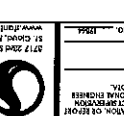
21. ALL EXPOSED STOCKPILES LEFT FOR A PERIOD OF 7 DAYS SHALL BE TEMPORARILY STABILIZED.

22. STREET SURFACES SHALL BE SWEEP WITHIN 24 HOURS OF DISCOVERY OF SEDIMENT OR TRACKING WITH A VACUUM OPERATED BROOM SWEEPER. NO OPEN-BROOM SWEEPERS ALLOWED.

23. STORM SEWER INLETS WILL BE PROTECTED WITH THE APPROPRIATE BMPS FOR EACH SPECIFIC PHASE OF CONSTRUCTION.

24. THE CONTRACTOR WILL COMPLY WITH THE REQUIREMENTS REGARDING POLLUTION PREVENTION MANAGEMENT DURING CONSTRUCTION, WHICH WILL INCLUDE PROVIDING:

- A. CONCRETE WASHOUT FACILITIES / PROCESSES
- B. SOLID WASTE COLLECTION AND REMOVAL
- C. SECONDARY CONTAINMENT
- D. HAZARDOUS WASTE STORAGE CONTAINERS AND SPILL KITS



DATE: 1/25/24  
 SCALE: 1"=40'  
 SHEET NO.: 1024

DESIGNED BY: JEFFREY STANTEC  
 CHECKED BY: JEFFREY STANTEC  
 APPROVED BY: JEFFREY STANTEC

PROJECT NAME: 2022 STREET IMPROVEMENTS PROJECT  
 CITY OF MILACA  
 STORM WATER POLLUTION PREVENTION PLAN

NO. REVISION DATE

DATE

DATE

DATE

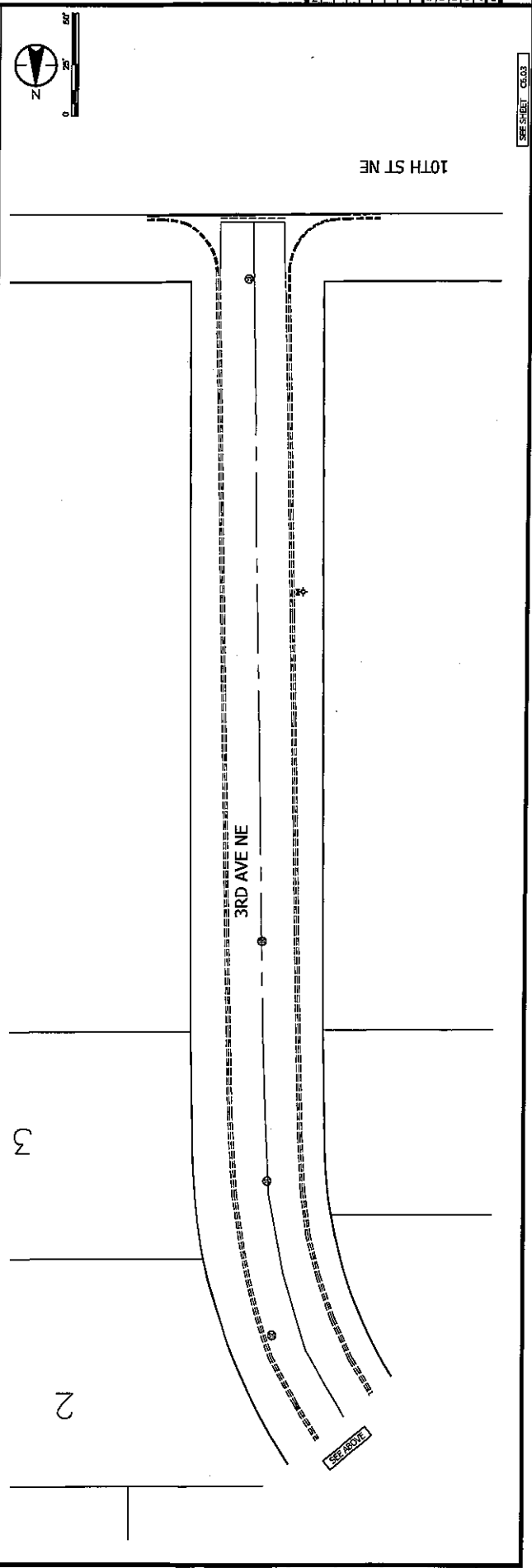
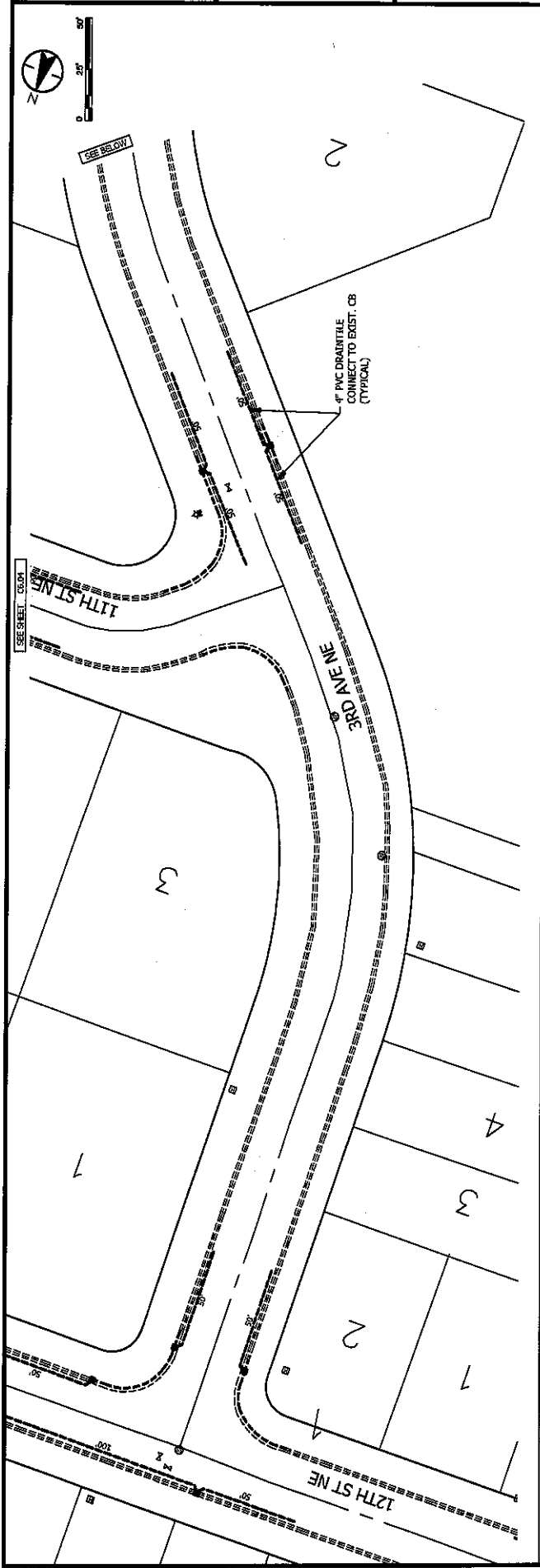
DATE

DATE

C2.01



PROJECT NO.	2022-001
DATE	11/20/22
DESIGNED BY	[Signature]
CHECKED BY	[Signature]
DATE	11/20/22



THE CONTRACTOR SHALL VERIFY ALL FIELD MEASUREMENTS AND RECORDS FOR ALL DIMENSIONS TO LOCATE THE EXISTING UTILITIES AND RECORD THEM AS SHOWN ON THE DRAWINGS. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND RECORDS FROM THE CITY OF MILACA AND THE STATE OF MINNESOTA. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND RECORDS FROM THE CITY OF MILACA AND THE STATE OF MINNESOTA. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND RECORDS FROM THE CITY OF MILACA AND THE STATE OF MINNESOTA.







Stantec Consulting Services Inc.  
733 Marquette Avenue, Suite 1000, Minneapolis, MN 55402

January 6, 2022

Tammy Pfaff, Manager  
City of Milaca  
255 First Street East  
Milaca, MN 56353

Re: 2021 Street Improvements Project  
Stantec Project No. 193805304  
**Contractor's Request for Payment No. 4**

Dear Tammy:

Attached for city approval is Contractor's Request for Payment No. 4 for the 2021 Street Improvements Project. The prime contractor is Kuechle Underground, Inc.

This request includes work through 2021. Payment items on this request include bituminous and concrete items for which we were waiting for some contractor documentation and test results. The payment amount includes a 5% retainage.

We have reviewed the contractor's payment request and found it to be in order. We recommend approval. **If the City wishes to approve this request, then payment should be made to Kuechle Underground, Inc. in the amount of \$39,334.28.**

Please execute the payment request document. Keep a signed copy for your records. Forward a signed copy to Kuechle Underground, Inc. Send a scanned copy to Stantec.

The remaining work on this project will be the paving of the final bituminous wear course. The final paving is scheduled to occur in June 2022. Should you have any questions, please feel free to contact Chuck Boser or me.

Sincerely,  
**STANTEC CONSULTING SERVICES INC.**

A handwritten signature in black ink that reads 'Phil Gravel'.

Phil Gravel  
Enclosure

cc: Gary Kirkeby





Owner: City of Milaca, City Hall, 255 1st St. E., Milaca, MN 56353	Date: January 6, 2022
For Period: 10/12/2021 to 1/5/2022	Request No: 4
Contractor: Kuechle Underground, Inc., 10998 State Hwy. 55, Kimball, MN 55353	

**CONTRACTOR'S REQUEST FOR PAYMENT**  
 2021 STREET IMPROVEMENTS PROJECT  
 STANTEC PROJECT NO. 193805304

SUMMARY

1	Original Contract Amount		\$	<u>645,539.30</u>
2	Change Order - Addition	\$	<u>0.00</u>	
3	Change Order - Deduction	\$	<u>0.00</u>	
4	Revised Contract Amount		\$	<u>645,539.30</u>
5	Value Completed to Date		\$	<u>599,783.90</u>
6	Material on Hand		\$	<u>0.00</u>
7	Amount Earned		\$	<u>599,783.90</u>
8	Less Retainage 5%		\$	<u>29,989.19</u>
9	Subtotal		\$	<u>569,794.71</u>
10	Less Amount Paid Previously		\$	<u>530,460.43</u>
11	Liquidated damages -		\$	<u>0.00</u>
12	AMOUNT DUE THIS REQUEST FOR PAYMENT NO.	<u>4</u>	\$	<u><u>39,334.28</u></u>

Recommended for Approval by:  
**STANTEC**

*Phil Havel*

1-6-22

Approved by Contractor:  
**KUECHLE UNDERGROUND, INC.**

*[Signature]*

Approved by Owner:  
**CITY OF MILACA**

Specified Contract Completion Date:

Date:

No.	Item	Unit	Contract Quantity	Unit Price	Current Quantity	Quantity to Date	Amount to Date
<b>BASE BID</b>							
1	MOBILIZATION	LS	1	34000.00		1	\$34,000.00
2	TRAFFIC CONTROL	LS	1	3000.00		1	\$3,000.00
3	TEMPORARY WATER SERVICE	LS	1	5200.00		1	\$5,200.00
4	CLEAR AND GRUB TREE	EACH	2	400.00		2	\$800.00
5	REMOVE SEWER PIPE (STORM)	LIN FT	215	10.00	15	215	\$2,150.00
6	REMOVE WATER MAIN PIPE	LIN FT	730	0.01		730	\$7.30
7	REMOVE HYDRANT	EACH	1	350.00		1	\$350.00
8	REMOVE STRUCTURE (STORM)	EACH	4	260.00		5	\$1,300.00
9	REMOVE CURB AND GUTTER	LIN FT	1200	3.00	12	1221	\$3,663.00
10	REMOVE CONCRETE WALK OR PAVEMENT	SQ FT	4600	1.00	7	4591	\$4,591.00
11	REMOVE BITUMINOUS STREET PAVEMENT (P)	SQ FT	70000	0.35		70000	\$24,500.00
12	REMOVE BITUMINOUS NON-STREET PAVEMENT	SQ FT	10500	0.35	110	10486	\$3,670.10
13	SAWCUT BITUMINOUS PAVEMENT	LIN FT	1200	3.00	40	1045	\$3,135.00
14	SALVAGE & REINSTALL SIGN	EACH	5	250.00			\$0.00
15	SALVAGE & REINSTALL MAIL BOX SUPPORT	EACH	3	200.00			\$0.00
16	ADJUST EXISTING VALVE BOX	EACH	4	600.00		4	\$2,400.00
17	ADJUST EXISTING MANHOLE FRAME AND CASTING	EACH	3	1000.00		3	\$3,000.00
18	COMMON EXCAVATION - STREETS (P)	CU YD	3350	15.00		3350	\$50,250.00
19	SUBGRADE EXCAVATION (EV)	CU YD	200	15.00		225	\$3,375.00
20	SELECT GRANULAR BORROW (CV)	CU YD	200	18.00			\$0.00
21	NON-WOVEN GEOTEXTILE FABRIC (MODIFIED TYPE-5)	SQ YD	450	2.00		1300	\$2,600.00
22	GRADE AND SHAPE ALLEY	LS	1	3000.00		1	\$3,000.00
23	LOAM TOPSOIL BORROW (LV)	CU YD	24	25.00	24	24	\$600.00
24	AGGREGATE BASE (CV) CLASS 5 (ROADWAY)	CU YD	3250	23.00		3475	\$79,925.00
25	AGGREGATE BASE (CV) CLASS 5 (WALK-DRWY)	CU YD	65	23.00	15	65	\$1,495.00
26	AGGREGATE BASE (LV) CLASS 5 (ALLEY OR LOT)	TON	375	15.00	125	275	\$4,125.00
27	TYPE SP 12.5 NON WEARING COURSE MIXTURE (3,B) - STREET	TON	1400	61.00	222	1272	\$77,592.00
28	TYPE SP 9.5 WEARING COURSE MIXTURE (3, B) - ALLEY AND DRIVEWAY	TON	105	79.00	74	154	\$12,166.00
29	TYPE SP 12.5 NON WEARING COURSE MIXTURE (3,B) - ALLEY AND DRIVEWAY	TON	175	77.00	54	154	\$11,858.00
30	TACK COAT	GAL	500	2.50		25	\$62.50
31	4" CONCRETE WALK	SQ FT	3450	5.00	593	3593	\$17,965.00
32	8" CONCRETE PAVEMENT OR WALK	SQ FT	1000	8.00	671	1271	\$10,168.00
33	TRUNCATED DOMES	SQ FT	56	50.00	27	77	\$3,850.00
34	CONCRETE CURB & GUTTER DESIGN B618	LIN FT	1250	23.00		1250	\$28,750.00
35	12" RC PIPE SEWER DESIGN 3006 CLASS V	LIN FT	76	90.00	46	116	\$10,440.00
36	15" RC PIPE SEWER DESIGN 3006 CLASS V	LIN FT	110	96.00	9	109	\$10,464.00
37	CONSTRUCT DRAINAGE STRUCTURE DESIGN 48-4020	EACH	4	3500.00		5	\$17,500.00
38	CONSTRUCT DRAINAGE STRUCTURE DESIGN 2X3	EACH	2	2500.00		2	\$5,000.00
39	CONNECT TO EXISTING STORM SEWER	EACH	4	2000.00		4	\$8,000.00
40	4" PVC PERFORATED DRAINTILE W/ SOCK	LIN FT	10	40.00		10	\$400.00
41	4" PVC WATERMAIN, C900 DR18	LIN FT	10	71.00		10	\$710.00
42	6" PVC WATERMAIN, C900 DR18	LIN FT	360	73.00		329	\$24,017.00
43	8" PVC WATERMAIN, C900 DR18	LIN FT	460	79.00		515	\$40,685.00
44	4" GATE VALVE AND BOX	EACH	1	1600.00		1	\$1,600.00
45	6" GATE VALVE AND BOX	EACH	3	1800.00		3	\$5,400.00
46	8" GATE VALVE AND BOX	EACH	2	4700.00		2	\$9,400.00
47	5" HYDRANT	EACH	2	5200.00		2	\$10,400.00
48	FITTINGS	POUNDS	512	14.00		500	\$7,000.00
49	WATER SERVICE SADDLE	EACH	6	300.00		7	\$2,100.00
50	1" CORPORATION STOP	EACH	6	320.00		7	\$2,240.00
51	1" CURB STOP & BOX	EACH	6	560.00		7	\$3,920.00
52	1" TYPE K COPPER PIPE	LIN FT	240	52.00		287	\$14,924.00
53	CONNECT TO EXISTING WATER SERVICE	EACH	6	500.00		7	\$3,500.00
54	CONNECT TO EXISTING WATER MAIN	EACH	4	2400.00		4	\$9,600.00
55	2" INSULATION	SQ YD	64	18.00		32	\$576.00
56	SOD	SQ YD	200	15.00		384	\$5,760.00
57	EROSION AND SEDIMENT CONTROL	LS	1	6600.00		1	\$6,600.00

No.	Item	Unit	Contract Quantity	Unit Price	Current Quantity	Quantity to Date	Amount to Date
58	4" SOLID LINE WHITE-EPOXY	LIN FT	500	2.15			\$0.00
59	24" STOP BAR WHITE-EPOXY	LIN FT	88	7.00			\$0.00
60	36" SOLID LINE WHITE ZEBRA CROSSWALK-EPOXY	LIN FT	148	12.00			\$0.00
	TOTAL BASE BID						<u>\$599,783.90</u>
<b>ALTERNATE B - PAVE WEAR COURSE IN 2022</b>							
63	TYPE SP 9.5 WEARING COURSE MIXTURE (3,B) - STREET	TON	700	75.50			\$0.00
64	PREPARE SURFACE FOR WEAR PAVING IN 2022	LS	1	2000.00			\$0.00
	TOTAL ALTERNATE B - PAVE WEAR COURSE IN 2022						<u>\$0.00</u>
	TOTAL BASE BID						\$599,783.90
	TOTAL ALTERNATE B - PAVE WEAR COURSE IN 2022						<u>\$0.00</u>
	<b>WORK COMPLETED TO DATE:</b>						<b><u>\$599,783.90</u></b>

**PROJECT PAYMENT STATUS**

OWNER CITY OF MILACA  
 STANTEC PROJECT NO. 193805304  
 CONTRACTOR KUECHLE UNDERGROUND, INC.

**CHANGE ORDERS**

No.	Date	Description	Amount
<b>Total Change Orders</b>			

**PAYMENT SUMMARY**

No.	From	To	Payment	Retainage	Completed
1	08/01/2021	08/11/2021	307,616.94	16,190.36	323,807.30
2	08/12/2021	08/31/2021	172,179.99	25,252.47	505,049.40
3	09/01/2021	10/11/2021	50,663.50	27,918.97	558,379.40
4	10/12/2021	01/06/2022	39,334.28	29,989.19	599,783.90

**Material on Hand**

Total Payment to Date		\$569,794.71	Original Contract	\$645,539.30
Retainage Pay No.	4	29,989.19	Change Orders	
Total Amount Earned		\$599,783.90	Revised Contract	\$645,539.30



## Memorandum

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**Date:** January 11, 2022  
**To:** Milaca City Council  
**From:** Phil Carlson, AICP  
**Re:** Brew Pubs, Brewer Taprooms in the Industrial District

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The City has gotten an inquiry recently on lots in the industrial park and whether a brewery would be permitted – a brewery is not specifically mentioned, but it could be allowed by Milaca's zoning code as a conditional use (*"other manufacturing, processing, storage, or commercial uses determined by the Planning Commission or the City Council to be of the same general character as permitted uses above and found not to be obnoxious, unhealthful, or offensive"*). The inquiry asks whether a brew pub or brewery taproom (serving beer on the premises of a brewery) would be permitted. Brew pubs are allowed now only in the B-1 Central Business District, but not in the I-1 Light Industrial District. Language was added a few years ago to the zoning code on brew pubs and a building downtown was being considered, but that development fell through.

With this memorandum City staff is asking the City Council whether the Council would like the Planning Commission to work with the city administrator, city planner, and city attorney to explore the issue of brew pubs and brewer taprooms in the industrial district.

Minnesota law was changed in 2011 to allow serving of alcohol to the public on the premises of a brewery, the so-called "Surlly Bill", after Surlly Brewing in Minneapolis that pushed for the change. Since then, many cities in Minnesota allow brewery taprooms, including St. Cloud, Brainerd, Little Falls, Hinckley, and North Branch, and many others. There has been a proliferation of micro-breweries and micro-distilleries in Minnesota in the ten years since the legislation was changed – they are understandably quite popular – but they need to be carefully regulated. Any brewery of intoxicating spirits is regulated at both the state and federal levels as well as local municipal regulations.

Our approach would be to research the regulations needed to allow brew pubs and brewer taprooms in the industrial district, how and where other cities have allowed them, and if they might be appropriate in Milaca's industrial district. Other cities allow them in both commercial and industrial districts.

With the Council's direction, the issue could be discussed in a preliminary way with the Planning Commission yet this month and if the Commission agrees to move forward, we could develop draft ordinances or other regulations for consideration to be taken up in a public hearing at a later meeting, which would then be brought to the City Council for consideration.

CONTRACT BETWEEN  
CITY OF MILACA  
(Gorecki Center)  
AND

MILLE LACS COUNTY AREA  
DEVELOPMENTAL ACHIEVEMENT CENTER, INC.

City of Milaca agrees to the Cleaning Services Agreement as stated in Appendix A for cleaning services delivered by the clients of Mille Lacs County Area Developmental Achievement Center, Inc., hereinafter referred to as the DAC.

A period of this agreement shall be from January 1<sup>st</sup> 2022 through December 31<sup>st</sup> 2022. The amount of \$14.99 per hour will be paid to the DAC by City of Milaca for each hour of client service. This amount will be billed at the end of each month of service. Payment terms are net thirty days.

Mille Lacs County Area DAC is responsible for payment of client wages, FICA, and workers' compensation.

The DAC will provide clients who have the skills to accomplish the tasks needed. Clients will be supervised by DAC staff to ensure the job is done to City of Milaca's satisfaction.

City of Milaca will provide all necessary equipment, supplies and products.

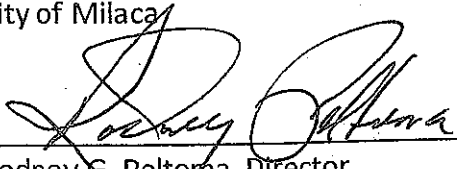
Service will not be provided when clients are not at the DAC. For the term of this contract these dates are: January 3<sup>rd</sup> and 17<sup>th</sup>, February 21<sup>st</sup>, April 15<sup>th</sup>, May 30<sup>th</sup>, June 3<sup>rd</sup>, July 4<sup>th</sup>, September 5<sup>th</sup>, November 24<sup>th</sup> and 25<sup>th</sup>, December 23<sup>rd</sup>, 26<sup>th</sup> and 30<sup>th</sup>. In the event of a weather-related closure, you will be notified, and services will be made up whenever possible.

This agreement may be reviewed as often as necessary by either party for determining time required and quality of performance. This contract can be terminated with two (2) weeks written notice by either party.

SIGNED THIS DATE:

\_\_\_\_\_  
City Manager  
City of Milaca

\_\_\_\_\_  
date

  
\_\_\_\_\_  
Rodney G. Peltoma, Director

  
\_\_\_\_\_  
date

Mille Lacs County Area Developmental Achievement Center, Inc.

CONTRACT BETWEEN  
CITY OF MILACA  
(Fire Hall)  
AND

MILLE LACS COUNTY AREA  
DEVELOPMENTAL ACHIEVEMENT CENTER, INC.

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\_\_\_\_\_  
City Manager  
City of Milaca

\_\_\_\_\_  
date

  
Rodney G. Peltoma, Director

  
date

Mille Lacs County Area Developmental Achievement Center, Inc.

CONTRACT BETWEEN  
CITY OF MILACA  
(Library)

AND

MILLE LACS COUNTY AREA  
DEVELOPMENTAL ACHIEVEMENT CENTER, INC.

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SIGNED THIS DATE:

\_\_\_\_\_  
City Manager  
City of Milaca

\_\_\_\_\_  
date

  
Rodney G. Peltoma, Director  
Mille Lacs County Area Developmental Achievement Center, Inc.

  
\_\_\_\_\_  
date



CONTRACT BETWEEN  
CITY OF MILACA  
(City Hall)  
AND

MILLE LACS COUNTY AREA  
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SIGNED THIS DATE:

\_\_\_\_\_  
City Manager  
City of Milaca

\_\_\_\_\_  
date

  
Rodney G. Peltoma, Director

  
\_\_\_\_\_  
date

Mille Lacs County Area Developmental Achievement Center, Inc.

15(c)

Emergency Personnel Planning Policy. (From March Council meeting)

Discussion of the council to determine how staff would be paid should they become ill from the COVID-19. Full-time employees diagnosed with the COVID-19 virus, the city will pay them 100% of the regular pay for 14 days. Part-time employees, the city will pay 100% of the regular pay based on the part-time employee's average hours over a six-month period. Usage- this leave shall be used for reasonable absences for themselves or relatives (employee's children, spouse, parent, grandchild, step-child, or step-parent). Revised August 20<sup>th</sup>, 2020. No deduction of sick time, and the employee will continue to accrue sick and vacation time. The council limited this pay for a period of 30 days.

Employees will need note from a doctor stating they have tested positive for the COVID-19 virus. (Physician note amended June 21, 2020) Should a department be closed they are due the paid leave, when paid leave is expired, then employees would use sick or vacation to cover hours. If work is available in other departments, staff can work elsewhere within the city. Full time employees who become ill with COVID-19 are eligible for short-term disability if diagnosed by a physician.

Quarantine Guidelines- City attorney recommended to follow the Families First Coronavirus Act (FFCRA)

Qualifying reasons under the FFCRA.

1. is subject to a Federal, State, or local quarantine of isolation order related to COVID-19;
2. has been advised by a health care provider to self-quarantine related to COVID-19;
3. is experiencing COVID-19 symptoms and is seeking a medical diagnosis;
4. is caring for an individual subject to an order described in (1) or self-quarantine as described in (2);
5. is caring for his or her child whose school or place of care is closed (or child care provider is unavailable) due to COVID-19 related reasons; or
6. is experiencing any other substantially-similar condition specified by the U.S Department of Health and Human Services.

**RESOLUTION 20-13**

**A RESOLUTION APPROVING AND ADOPTING THE EMERGENCY  
OPERATIONS PLAN - PANDEMIC INFLUENZA AND  
PUBLIC HEALTH EMERGENCY**

**Whereas**, over the last one-hundred years there has been several outbreaks of human influenza ranging from isolated events to large-scale widespread 'pandemic' episodes causing significant social disruption, and;

**Whereas**, all public and private agencies, including cities, must be legitimately prepared to deal with the possible impacts of a large-scale pandemic influenza episode, and;

**Whereas**, the City of Milaca has invested significant staff time and resources to consider its facilities and legitimate capacities to potentially manage and continue core service operations in the event of a pandemic situation impacting the local community, and;

**Whereas**, the City has also informed the public through its quarterly newsletters, public events and press releases to also "Be Prepared" at home and in their place of business to similarly respond to a pandemic situation, and;

**Whereas**, additional City planning efforts included extensive meetings and discussions with local stakeholders including Administration, Public Works, Police Department and Milaca Fire Department and,

**Whereas**, such discussions brought forth significant understandings of possible issues that may arise during a pandemic episode including what resources may or may not be available; and,

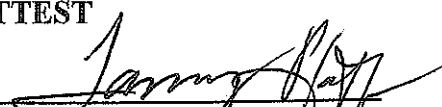
**Whereas**, as a result of such planning and outreach efforts, the City has prepared a specific emergency response plan that is anticipated to guide the City's operations and response should a pandemic episode, or other similar public health emergency arise.

**NOW, THEREFORE, BE IT RESOLVED**, that the City Council for the City of Milaca does hereby adopt the EMERGENCY PREPAREDNESS AND RESPONSE PLAN FOR PANDEMIC INFLUENZA AND PUBLIC HEALTH EMERGENCIES and authorizes the implementation of such parameters when deemed necessary and as outlined.

**Passed by the City Council of the City of Milaca this 19th day of March, 2020.**

  
Mayor Harold Pedersen

**ATTEST**

  
Tammy Pfaff, City Manager

## I. Preface

Pandemics are remarkable events in that they affect all parts of the world, regardless of socio-economic status or standards of health care, hygiene, and sanitation. This pandemic will place extraordinary and sustained demands on local public health and medical care systems, as well as providers of essential services in communities.

The City of Milaca, in response to information from the World Health Organization, State of Minnesota, and the City has developed the COVID-19 Pandemic Supplement to the City of Milaca Emergency Operations Plan. Emergency preparation is a continuum and planning efforts will always be evolving. As new information arises and lessons are learned through tests/exercises, this annex will be updated as necessary.

### The Minnesota Department of Health Plan

<http://www.health.state.mn.us/divs/idepc/diseases/flu/pandemic/mdh.html>

It is divided into three sections:

**Part 1— The Base Plan:** An overview of MDH planning and response to a pandemic. This component gives background information, cites legal authority, explains general concepts of operation, and outlines overall functions for the MDH.

**Part 2— Technical Sections:** Additional detailed information organized into 11 technical sections specific to an influenza pandemic:

- A. Communications
- B. Epidemiological Surveillance
- C. Community Disease Containment
- D. Infection Control
- E. Clinical Issues
- F. Healthcare Planning
- G. Antivirals and Vaccines
- H. Laboratory
- I. Poultry Worker Health
- J. Care of the Deceased
- K. Environmental Public Health

## II. Primary Objectives

The City of Milaca Pandemic Supplement has five (5) primary objectives:

1. Maximize the protection of life and property in Milaca.
2. Ensure that the response effort be organized under the directives and guidelines of the Governor, Minnesota Department of Health and the CDC (Centers of Disease Control), and Mille Lacs County.

3. Delineate roles and responsibilities for other local governmental and non-governmental agencies participating in the response.
4. Assure that the City of Milaca Pandemic Influenza Supplement is coordinated and consistent with the Mille Lacs County Public Health Department, MDH Pandemic Influenza Plan, and the plans of other local public health departments in the state.
5. Assure that the City of Milaca Pandemic Influenza Supplement is coordinated with the Mille Lacs County Public Health Department and their pandemic influenza response activities identified in the Mille Lacs County Emergency Operations Plan.

### III. Responsibilities

The pandemic influenza supplement is organized into three key components:

1. **The Pandemic Influenza Plan:** An overview of planning and response to a pandemic. This component gives background information, cites legal authority, explains general concepts of operation, and outlines overall functions for the Mille Lacs County Public Health Department.
2. **Technical Sections:** These sections list specific roles and responsibilities of the Mille Lacs County Public Health Department in a pandemic influenza response.
  - A. Communications
  - B. Epidemiological Surveillance
  - C. Community Disease Containment
  - D. Infection Control
  - E. Clinical Issues
  - F. Healthcare Planning
  - G. Antivirals and Vaccines
  - H. Laboratory
  - I. Poultry Worker Health
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### BACKGROUND

According to the Centers for Disease Control:

Coronaviruses are a large family of viruses that are common in people and many different species of animals, including camels, cattle, cats, and bats. Rarely, animal coronaviruses can infect people and then spread between people such as with MERS-CoV, SARS-CoV, and now with this new virus (named SARS-CoV-2).

The SARS-CoV-2 virus is a betacoronavirus, like MERS-CoV and SARS-CoV. All three of these viruses have their origins in bats. The sequences from U.S. patients are similar to the one that China initially posted, suggesting a likely single, recent emergence of this virus from an animal reservoir.

Early on, many of the patients at the epicenter of the outbreak in Wuhan, Hubei Province, China had some link to a large seafood and live animal market, suggesting animal-to-person spread. Later, a growing number of patients reportedly did not have exposure to animal markets, indicating person-to-person spread. Person-to-person spread was subsequently reported outside Hubei and in countries outside China, including in the United States. Some international destinations now have ongoing community spread with the virus that causes COVID-19, as do some parts of the United States. Community spread means some people have been infected and it is not known how or where they became exposed. Learn what is known about the spread of this newly emerged coronaviruses.

### **How COVID-19 Spreads**

#### Person-to-person spread

- The virus is thought to spread mainly from person-to-person.
- Between people who are in close contact with one another (within about 6 feet).
- Through respiratory droplets produced when an infected person coughs or sneezes. These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs.

Can someone spread the virus without being sick?

- People are thought to be most contagious when they are most symptomatic (the sickest).
- Some spread might be possible before people show symptoms; there have been reports of this occurring with this new coronavirus, but this is not thought to be the main way the virus spreads.
- Spread from contact with contaminated surfaces or objects

It may be possible that a person can get COVID-19 by touching a surface or object that has the virus on it and then touching their own mouth, nose, or possibly their eyes, but this is not thought to be the main way the virus spreads.

### **How Easily the Virus Spreads**

How easily a virus spreads from person-to-person can vary. Some viruses are highly contagious (spread easily), like measles, while other viruses do not spread as easily. Another factor is whether the spread is sustained, spreading continually without stopping.

The virus that causes COVID-19 seems to be spreading easily and sustainably in the community ("community spread") in some affected geographic areas.

### **COVID-19 cases in the U.S.**

#### **Severity**

The complete clinical picture with regard to COVID-19 is not fully known. Reported illnesses have ranged from very mild (including some with no reported symptoms) to severe, including illness

resulting in death. While information so far suggests that most COVID-19 illness is mild, a report out of China suggests serious illness occurs in 16% of cases. Older people and people of all ages with severe chronic medical conditions — like heart disease, lung disease and diabetes, for example — seem to be at higher risk of developing serious COVID-19 illness.

Symptoms associated with COVID-19. High fever, dry cough and shortness of breath.

### **COVID-19 Now a Pandemic**

A pandemic is a global outbreak of disease. Pandemics happen when a new virus emerges to infect people and can spread between people sustainably. Because there is little to no pre-existing immunity against the new virus, it spreads worldwide.

The virus that causes COVID-19 is infecting people and spreading easily from person-to-person. Cases have been detected in most countries worldwide and community spread is being detected in a growing number of countries. On March 11, the COVID-19 outbreak was characterized as a pandemic by the WHO (World Health Organization).

This is the first pandemic known to be caused by the emergence of a new coronavirus. In the past century, there have been four pandemics caused by the emergence of novel influenza viruses. As a result, most research and guidance around pandemics is specific to influenza, but the same premises can be applied to the current COVID-19 pandemic. Pandemics of respiratory disease follow a certain progression outlined in a "Pandemic Intervals Framework." Pandemics begin with an investigation phase, followed by recognition, initiation, and acceleration phases. The peak of illnesses occurs at the end of the acceleration phase, which is followed by a deceleration phase, during which there is a decrease in illnesses.

### **SCOPE**

The Mille Lacs County Public Health Department is the lead public health agency for emergency response in Mille Lacs County. The mission of the Mille Lacs County Public Health Department is to promote and protect the health of residents through education, prevention services, regulation and advocacy. The department fosters a partnership with many organizations and community groups to address and resolve health issues and concerns.

The MDH is the lead public health agency in the state and is responsible for protecting, maintaining, and improving the health of all Minnesotans. There is a strong state-local partnership, where the MDH provides leadership to local public health departments and private healthcare entities.

### **AUTHORITY**

Chapter 12 of Minnesota Statutes grants the Governor and Homeland Security Emergency Management (HSEM) overall responsibility of preparing for and responding to emergencies and disasters. Chapter 12 directs the Governor and HSEM to develop and maintain a comprehensive state emergency operations plan, known as the Minnesota Emergency Operations Plan (MEOP).

Furthermore, Minnesota Statutes, including Minnesota Chapter 12 (Minnesota Emergency Management Act), Minnesota Chapter 144 (General Duties of the Commissioner of Health), and Minnesota Chapter 145A (Powers and Duties of a Community Health Boards), outline the authorities of local public health departments and grant the Commissioner of Health broad authority to protect, maintain, and improve the health of the public.

#### **CONCEPT OF OPERATIONS**

The City of Milaca COVID-19 Pandemic Emergency Operations Plan is a supplement of the City of Milaca Emergency Operations Plan.

This plan will establish the organizational framework for the activation and management of City of Milaca operations that may be implemented in response to COVID-19 and directives issued by the State of Minnesota and the Centers for Disease Control.

#### **PLANNING ASSUMPTIONS**

For planning purposes, the worst-case scenario for a pandemic is projected. The response to the pandemic will be adjusted if the situation does not fully warrant worst-case scenario projections.

The following assumptions are made:

##### **A. General Preparedness**

The City of Milaca will use the Governor's, CDC, and Minnesota Department of Health directives and guidelines as a basis for supporting, responding to, and managing plan response activities.

1. Events may:
  - a. Occur at any time.
  - b. Require significant communications and information sharing across jurisdictions and between the public and private sectors.
  - c. Involve multiple geographic areas.
  - d. Impact critical infrastructures.
  - e. Overwhelm the capabilities of local governments.
  - f. Require short-notice asset coordination and response timelines.
  - g. Require prolonged, sustained incident management operations and support activities.
2. The City has planned and prepared for emergencies locally and is prepared to take proactive steps to address this pandemic and the continuity of operations for City services. Should it been necessary, 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 City Manager must file an order or proclamation declaring, continuing or terminating the emergency.



**Pandemic Specific Preparedness**

The World Health Organization and Center for Disease Control has identified COVID-19 as a pandemic. Basic assumptions about this pandemic are:

1. Has the potential to impact everyone involved, including responders.
2. Emergency response systems will not be able to assist all individuals during this pandemic event.
3. Preparedness is essential for a successful response.
4. Assistance from outside organizations will be limited if the outbreak is nationwide.
5. A percentage of the workforce will be too sick to come to work at some point during the pandemic. Rates of absenteeism will likely occur during the weeks before and after a pandemic when employees may stay home to care for ill family members or out of fear of infection at work.
6. Critical functions have been identified and staff will need to be cross-trained to maintain critical functions.
7. The City will follow the medical guidelines for isolation and quarantine of individuals.
8. Hospitals and clinics may be overwhelmed by the number of individuals requiring care and may require first responders to change their current protocol for bringing in patients.
9. Families will need to assume responsibility for the care of family members (with mild to moderate pandemic influenza) in their homes due to a limited availability of hospital beds. This will impact the available workforce.
10. Closing schools and child care centers in the area may have a significant impact on the availability of the workforce. As of March 16, 2020, the Governor has provided directives to school districts on managing education for K-12. The State of Minnesota is encouraging day care providers to remain open as long as children are healthy.
11. As of March 17, 2020 the Governor has provided directives for closures to Bars and Restaurants.
12. Alternative methods may be needed for staff to continue to work, such as doing this at home via remote access to the city network system.
13. The City encourages sick employees to stay home.
14. All businesses in Milaca has the responsibility to evaluate and implement procedures (such as shifts, spacing, personal protective equipment (PPE)) to protect employees from increased exposure risk.

**Plan Components**

Critical services that must continue are:

1. Protection of life and property (emergency response).
2. Continuation of water distribution and sewage treatment without disruption.
3. Plowing of city streets for first responders.
4. City Council meetings (Minn. Stat. § 13D.021 permit these meetings to happen via telephone or other electronic means if it is "not practical or prudent because of a health pandemic" to meet in person).
5. Elections unless suspended by the State of Minnesota.
6. Staffing of an Emergency personnel to ensure ability to respond to incidents.

Important Services to continue are:

1. Preparation, mailing and collection of utility bills (this includes remote meter reading).
2. Building Inspection Services.
3. Issuing Building Permits.
4. Continued operation of Milaca Liquor Store, unless the Governor invokes a shutdown.
5. Payroll and Accounts Payable and Administrative services.

All other functions are non-essential and will only be delivered if staffing levels permit it.

**Employee Illness:** If an employee is ill or has been exposed to the COVID-19 virus they must stay home. If an employee has been in contact with someone who is suspected of having the virus they should report this information to their supervisor and stay home until the pandemic virus has been ruled out for the original contact person or them.

The current recommendation for self-isolation is currently 14 days. If an employee has no vacation, comp time, floating holiday, or sick leave balance, they will be able to run a deficient sick leave balance until the pandemic has been declared over or a healthcare professional has cleared them to return to work.

Employees may be permitted to work at home depending upon technology availability and a safe, secure connection to the City's server as determined by GK Consulting. When working at home, the City Remote Access policy will apply during the employee's work at home hours. Employees shall email begin and end times to their supervisor for inclusion on their electronic timecard.

If an employee is out of leave time, the City will continue to pay the City's share of the health insurance premium and the employee will be responsible for their share of the premium. Payment arrangements can be made if necessary if an employee has an extended, unpaid absence from work.

As always, a supervisor has the authority to require an ill employee to leave the workplace as a safety consideration for the health of other employees. With respect to COVID-19, symptoms are respiratory in nature and may include fever, cough, and shortness of breath.

### **Change in Operations**

Employees are expected to follow the basic guidelines issued by the Minnesota Department of Health:


- Use social distancing (maintain a distance from those who are ill).
- Wash your hands for 20 seconds after using the restroom, before punching in and punching out, before eating and after blowing your nose.
- Use disinfectants to wipe down common area work surfaces at least twice per day.
  - At City Hall, the DAC will clean all common area work surfaces in the on regular scheduled days and staff should clean the common area surfaces in the daily.

- At the Milaca Liquor store, staff has been directed to wipe down shopping cart handles, cooler door handles, register counters, and bathrooms at least twice per day. They are also reducing hours to help with the disinfecting of all surfaces multiple times a day.
- Police and Fire will increase the use of PPE (gloves, mask, face shield) when needed (e.g. extrication, arrests or other close contact). The gym at the fire hall is closed to all staff until the pandemic has passed.
- Public Works offices will be closed to the public until further notice. Appointments will be required for the purchase of water meters and sewage dumping.
- The Senior Center, Library and Museum will be closed to the public for the duration of the pandemic.

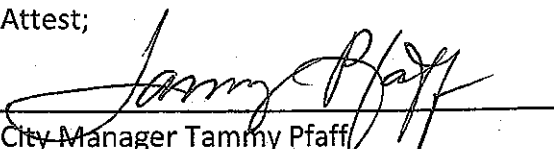
**Potential Change in Operations**

- Gloves and face masks will be made available to staff.
- If the pandemic worsens, City Hall will be closed to the public. The vestibule doors will be locked. Residents would be encouraged to pay utility bills or building permits on-line or use the payment box outside of City Hall. If this happens, the City will temporarily suspend the service fee associated with processing credit cards until City Hall is reopened for business. City staff will also help any resident that does not have internet, fill out forms over the phone.
- City staff may need to mail or deliver permits instead of having contractors come to City Hall to pick them up.
- Suspension of rental property complaint inspections.
- Cancellation of Parks, Recreation, Trails Commission and EDC meetings.
- Cancellation of Planning Commission meetings or handling them via telephone if an application needs action within the 60 day timeline.
- Milaca Liquor may need to be closed for an undetermined amount of time. If this occurs, the City Council will need to discuss compensation of part-time employees that have no leave available to take.
- Due to the significant number of people that could be financially impacted by the effects of the COVID-19 pandemic, the city will not shut off accounts for nonpayment of utility bills, but penalties will be applied. If the account holder was laid off from work or had reduced income due to the virus, payment plans would be encouraged.
- If this pandemic continues into the summer, the Council will need to address events in which large gatherings take place.

Adopted this 19<sup>th</sup> day of March, 2020

  
\_\_\_\_\_  
Mayor Harold Pedersen

Attest;

  
\_\_\_\_\_  
City Manager Tammy Pfaff