

CITY OF MILACA  
CITY COUNCIL MEETING  
COUNCIL AGENDA  
April 20, 2023

**\*\*\*6:00 p.m. – WORK SESSION – PROPOSED CHICKEN ORDINANCE DISCUSSION**

1. Call Meeting to Order 6:30 p.m.
2. Pledge of Allegiance
3. Oath of Office – Laurie Gahm
4. Roll Call- Present: Mayor-Dave Dillan\_\_ Council Members; Ken Muller\_\_ Norris Johnson\_\_ Lindsee Larsen\_\_  
Laurie Gahm \_\_\_\_ Absent:\_\_\_\_\_
5. **Approval of Agenda** MB\_\_2<sup>nd</sup>\_\_ AIF\_\_ O\_\_
6. **Consent Agenda** MB\_\_2<sup>nd</sup>\_\_ AIF\_\_ O\_\_
  - a. Approval of the Minutes – March 16, 2023
  - b. Approval of Bills and 1st Qtr Reports
  - c. **Resolution 23-10** Resolution Approving Donations
6. **Open Forum**
7. **Public Hearing-**
  - a. **Resolution 23-11** Public Nuisance Abatement – 230 5th St NW MB\_\_2<sup>nd</sup>\_\_ AIF\_\_ O\_\_
  - b. **Resolution 23-12** Public Nuisance Abatement – 305 5th Ave SE MB\_\_2<sup>nd</sup>\_\_ AIF\_\_ O\_\_
  - c. **Resolution 23-13** Public Nuisance Abatement – 845 3rd St SE MB\_\_2<sup>nd</sup>\_\_ AIF\_\_ O\_\_
8. **Requests and Communications**
9. **Ordinances and Resolutions**
  - a. Ordinance #504- Need a motion to remove from Table from October 2022 MB\_\_2<sup>nd</sup>\_\_ AIF\_\_ O\_\_
  - b. Ordinance #504 – Chickens - First Reading MB\_\_2<sup>nd</sup>\_\_ AIF\_\_ O\_\_
10. **Reports of Departments, Boards and Commissions**
  - a. City Manager-Credit Card Policy MB\_\_2<sup>nd</sup>\_\_ AIF\_\_ O\_\_
  - b. City Manager-Computer Use Policy MB\_\_2<sup>nd</sup>\_\_ AIF\_\_ O\_\_
  - b. Police-Incident Summary in Packet
  - c. Parks -
  - d. Public Works-Transfer of Funds for Equipment MB\_\_2<sup>nd</sup>\_\_ AIF\_\_ O\_\_
  - e. Liquor Store-
  - f. Fire Department- Quotes for Lights for UTV MB\_\_2<sup>nd</sup>\_\_ AIF\_\_ O\_\_
  - g. Fire Department-Quote for Radio for UTV MB\_\_2<sup>nd</sup>\_\_ AIF\_\_ O\_\_
  - h. Planning and Zoning –
  - i. Airport-
11. **Committees**
  - a. Budget
  - b. EDC
12. **Unfinished Business**
13. **New Business**
  - a. TH Hwy 23 Reconstruction Project-Delayed to 2027-Info. Only
  - b. Milaca Archery requesting Funds from Gambling Fund MB\_\_2<sup>nd</sup>\_\_ AIF\_\_ O\_\_
  - c. June City Council Date Change-Recommend June 22 MB\_\_2<sup>nd</sup>\_\_ AIF\_\_ O\_\_
  - d. Special Event Application for Runnin’ In The Ruff MB\_\_2<sup>nd</sup>\_\_ AIF\_\_ O\_\_

- |  |                                |
|--|--------------------------------|
| e. Special Event Application for Reggae Ska Rock Festival                          | MB__2 <sup>nd</sup> __AIF__O__ |
| f. Special Event Application for Summer Air Art Fair                               | MB__2 <sup>nd</sup> __AIF__O__ |
| g. Special Event Application for Pickle in the Park                                | MB__2 <sup>nd</sup> __AIF__O__ |
| h. Special Event Application for 3 <sup>rd</sup> Lair Skate & Demo & Band Showcase | MB__2 <sup>nd</sup> __AIF__O__ |
| i. Special Event Application for Music in the Parks (3 dates)                      | MB__2 <sup>nd</sup> __AIF__O__ |
| j. Liquor Sales Off Premise-El Jalisco   | MB__2 <sup>nd</sup> __AIF__O__ |
| k. <b>Closed meeting – Letter of Intent to Purchase Property</b>                   | MB__2 <sup>nd</sup> __AIF__O__ |
| 14. <b>Miscellaneous</b>   |                                |
| 15. <b>Council Comments</b>  |                                |
| 16. <b>Adjournment</b>   | MB__2 <sup>nd</sup> __AIF__O__ |

**§ 30.19 ORDER OF BUSINESS; AGENDA**

(C) Unless the Council, in its discretion, votes to consider matters not appearing on the agenda, no item of business shall be considered unless it appears on the agenda for the meeting.

**CITY OF MILACA  
COUNCIL MINUTES**

March 16, 2023

**Call to Order Roll Call**

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

Upon roll call, the following council members were present: Mayor Dave Dillan; Councilors: Norris Johnson, and Ken Muller. Councilors Absent: Lindsee Larsen, Laurie Gahm

**Staff Present:** City Manager Tammy Pfaff, Administrative Communications Specialist Mary Mickelson, Assistant City Clerk Deloris Katke, City Attorney Damien Toven, Fire Chief Jesse Gerads, and Fire Chief 2 Chris Ehlen.

**Others Present:** Dan Hollenkamp, Chloe Smith, Chris Carlson of Borgholm Township

**Approval of the Agenda**

Mayor Dillan called for a motion to approve the agenda. Johnson made a motion for approval, seconded by Muller. No further discussion. All in favor; motion carried. Mayor Dillan stated there were a couple of additions to the agenda: Add f.(1) Fire Department quotes for ATV Skid Unit and i.(1) Approving Resolution #23-09 Preliminary and Final Plats for Boulder Ridge Fourth Addition and approving Amended Planned Unit Development. With no further additions, Mayor Dillan called for a motion to approve the additions to the agenda. Johnson made a motion for approval of additions, seconded by Muller. No further discussion. All in favor; motion carried.

**Approval of Consent Agenda**

Mayor Dillan called for a motion to approve the Consent Agenda of the following items:

- a. Approval of the Minutes – February 16, 2023
- b. Approval of Bills
- c. **Resolution #23-07 Resolution Approving a Charitable Gambling Premises Permit**
- d. **Resolution #23-08 Assessing Unpaid Fire Calls**

Johnson made a motion for approval of Consent Agenda, seconded by Muller. No further discussion. All in favor; motion carried.

**Citizen Open Forum**

Mayor Dillan asked if anybody present wanted to address anything not on the agenda. No one came forward.

**Requests and Communications**

**Ordinances and Resolutions**

**Reports of Departments, Boards and Commissions**

*City Manager* – Electronic Funds Transfer Policy – City Manager Pfaff explained that this will clean up some language from the previous policy we had. The previous policy had only one paragraph.

Mayor Dillan called for a motion to approve the Electronic Funds Transfer Policy. Muller made a motion for approval of Electronic Funds Transfer Policy, seconded by Johnson. No further discussion. All in favor; motion carried.

*Police* – Nothing.

*Parks – Nothing*

*Public Works* – Authorize Completion of Preliminary Engineering for 110<sup>th</sup> Ave Project – City Manager Pfaff stated that there has been one webinar already and there will be another webinar coming up in how to complete the entire application. Council member Muller stated there is a lot to this grant. City Manager Pfaff stated that they are working on the narrative and Phil is working on the line item budget just as if we were going out for a bid. Council member Muller stated they already have a track record as they did County Road 101 which would be similar. Council member Johnson asked about acquiring the road right of way and asked if that would be for both sides of the road. City Manager Pfaff stated yes it does and that the engineers would be doing all that paperwork and sending out the notices and working with the landowners. There will be a kickoff meeting with residents, townships, etc. It will take a bit to get a meeting lined up. It could take up to 3 months. The environmental review will take the longest. We are hoping to have the kickoff meeting real soon. City Manager Pfaff stated there is still some administrative things she needs to do.

Mayor Dillan called for a motion for approval of the Authorization for Completion of Preliminary Engineering for 110<sup>th</sup> Ave Project. Muller made a motion for approval. Seconded by Johnson. No further discussion. All in favor; motion carried.

*Liquor Store* – City Manager Pfaff just stated that the cooler door installation got pushed back a couple of weeks.

*Fire Department* – Fire Chief Jesse Gerads stated they have received two quotes for the trailer but the quote from Right Auto actually will not work as the track is too big for this trailer. The quote from Power Lodge is 6” wider but it is more money. This trailer also has an aluminum trailer where the trailer from Right Auto was a wood trailer. Fire Chief Gerads is recommending Power Lodge quote for \$9,915.00.

Mayor Dillan called for a motion for approval of the quote from Power Lodge for \$9,915.00. Johnson made a motion for approval. Seconded by Muller. No further discussion. All in favor; motion carried.

Fire Chief Gerads then stated he has three quotes for the skid unit. They had three different brands. One is a plastic unit and the other two are longer. The compact unit would be better. It is a QTAC brand 85EMS-C High Pressure for \$7,695.00. We needed to add the price of the hose and hose reel. That was in the quote in the other one. They just added all this stuff into one quote. Fire Chief 2 Ehlen stated the total price would be \$8,800.00. He further stated that none of the quotes included a foam unit which they would need as well and that would be an additional \$895.00 so a total of about \$9,700. Fire Chief Ehlen further stated that this QTAC 85EMS-C is more compact and folds up and is lighter. This brand also holds more water; this holds 85 gallons instead of 65. Ranger alone has one thousand pay load. They are all eight weeks out. Estimated total around \$9,700.00.

Mayor Dillan called for a motion for approval of the quote from MTECH for the QTAC 85EMS-C. Muller made a motion for approval. Seconded by Johnson. City Manager Pfaff asked for reason as to why going with MTECH and Fire Chief 2 Ehlen stated it was lighter, more water and more compact. No further discussion. All in favor; motion carried.

*Planning and Zoning* – CKW Developers-Preliminary Plat Boulder Ridge Fourth Addition - Mayor Dillan called for a motion for approval of the Preliminary Plat for Boulder Ridge Fourth Addition. Muller made a motion for approval. Seconded by Johnson. City Manager Pfaff stated that Planning Commission was in favor of everything here. Planning Commission approved the preliminary and final plat. They had a public hearing but no one was present for that. Planning Commission also approved the PUD Amendment. Muller asked if the PUD Amendment was just changing from four-plexes to duplexes.

City Manager stated they had four-plexes and they went to two-plexes. No further discussion. All in favor; motion carried.

*Planning and Zoning* – CKW Developers-Final Plat Boulder Ridge Fourth Addition - Mayor Dillan called for a motion for approval of the Final Plat for Boulder Ridge Fourth Addition. Johnson made a motion for approval. Seconded by Muller. No further discussion. All in favor; motion carried.

*Planning and Zoning* – CKW Developers-Planned Unit Development Amendment - Mayor Dillan called for a motion for approval of the amended Planned Unit Development for Boulder Ridge. Johnson made a motion for approval. Seconded by Muller. No further discussion. All in favor; motion carried.

**Resolution #23-09 Resolution Approving Preliminary and Final Plat for Boulder Ridge Fourth Addition and Approving Amended Planned Unit Development** – Mayor Dillan called for a motion for approval of Resolution #23-09. Muller made a motion for approval. Seconded by Johnson. No further discussion. All in favor; motion carried.

*Airport* – Nothing

### **Committees**

Budget –

EDC –

### **Unfinished Business**

Councilmember Johnson asked if there should be discussion on the airport plowing. City Manager Pfaff stated she talked with John this morning and the airport is so soft already so they probably won't be plowing any more this year.

### **New Business**

Petition to Vacate Alley – City Attorney Damien stated Erik & Alyssa Nordvik applied for a vacation of an alley by their property. They were told they needed to do this by their title company or title company would not issue title insurance coverage. They are selling to Ziwicki. Title company may be requiring this because they (Nordvik's) have constructed a driveway within the platted alley way and they wanted to insure a measure of coverage. After talking with City Manager and Deloris and discussing what procedures would be needed, it was decided this was not a good idea for the city as we could not guarantee that the underline goal would be met but more importantly there are utility easements that we (the city) need to make sure we can always have access to. It would have been a fairly significant amount of time to approve this and then go through recommendations of securing those rights again when we already have them. Recommendation is to deny the application for alley vacation so the right of way remains as is. You don't have to worry about it. The second component in speaking with the title company is if they could secure an access easement through a form of a format, that would be sufficient for their purposes and they would be able to do a title opinion and allow the closing to proceed. I saw no issues with that. All the city would be granting them is what exists for everybody anyway, as a matter of law, which is the right to go across the platted dedicated right of way. So they have prepared an Ingress/Egress Easement, specifically by the city because we are owners of the right of way, granting to them the right of access ingress/egress over a specific legally defined easement right of way prepared by the surveyor. I reviewed it, it matches up and everything is good. So, I would recommend to approve the easement, execute the same, and have Tammy or Deloris send over to the closer and that will be part of the closing documents and then they will send up to the recorder's office and it will be recorded against the property.

Mayor Dillan called for a motion to deny the application to vacate an alley. Muller made a motion for denial of the application. Seconded by Johnson. No further discussion. All in favor of denying the application; motion carried.

Mayor Dillan called for a motion for approval of the Ingress/Egress Easement. Johnson made a motion for approval. Seconded by Muller. No further discussion. All in favor; motion carried.

Community Funding Project and Grant Agreement – City Manager Pfaff stated she needed the council to approve this grant agreement and have an authorized official, which would be herself, to apply for this application and go into HUD and sign documents and submit for payments back to us. Motion to approve Community Funding Project and Grant Agreement that authorizes City Manager Pfaff as an authorized representative for this grant. Johnson made a motion for approval. Seconded by Muller. No further discussion. All in favor; motion carried.

Rum River Life Choices Special Event Application – Mayor Dillan stated this is an event they have every year. Mayor Dillan called for a motion for approval of Rum River Life Choices Special Event Application. Muller made a motion for approval. Seconded by Johnson. No further discussion. All in favor; motion carried.

### **Miscellaneous**

### **Council Comments**

Councilmember Muller commented that he feels the Public Works crew has done a great job for plowing with all the extra snow we got.

Councilmember Johnson stated he is pleased with Public Works plowing as well.

Mayor Dillan commented that the Rum River Community Foundation gala is April 22 at 5:30 p.m. at the Gorecki Center. El Jalisco is catering, Trent Bergeron is doing music and Matt from the Initiative Foundation will be speaking. There will be a meal and music and we are going to give information on what the foundation is and how we can benefit your non-profit business. We currently will be giving out \$8,000 worth of grants and we only have 2 applications. We have money to give out but we don't have people putting applications in. The more we can grow our endowment, the more grants we can give out to non-profits. Every dollar that goes to the foundation, goes to the Milaca area non-profits. You have to be in the surrounding cities and townships to apply so all the monies stay here. It's gone from everything from Special Olympics, youth athletics, Pease fireworks, one of the townships built a picnic area, all kinds of different organizations. Food Shelf. Go to the Rum River Foundation website to register.

### **Adjourn:**

Mayor Dillan called for a motion to adjourn. Muller made a motion to adjourn. Seconded by Johnson. No further discussion. All in favor; motion carried. Meeting adjourned at 6:54 p.m.

---

Mayor Dave Dillan

Attest:

---

City Manager Tammy Pfaff

Check Number	Check Issue Date	Payee	Invoice Number	In S	Invoice GL Account	Invoice Amount	Check Amount	Description
49647	03/21/23	BERNICKS	10050537	1	609-49750-252	697.50	697.50	BEER
49647	03/21/23	BERNICKS	10050539	1	609-49750-254	105.84	105.84	NA
49647	03/21/23	BERNICKS	10050540	1	609-49750-252	9.00-	9.00-	CREDIT BEER
49647	03/21/23	BERNICKS	10053377	1	609-49750-254	36.90	36.90	NA
49647	03/21/23	BERNICKS	10053377	2	609-49750-252	362.40	362.40	BEER
49647	03/21/23	BERNICKS	10053378	1	609-49750-254	128.92	128.92	NA
Total 49647:							1,322.56	
49648	03/21/23	BREAKTHRU BEVERAGE MN	348038014	1	609-49750-254	64.24	64.24	NA
49648	03/21/23	BREAKTHRU BEVERAGE MN	348038014	2	609-49750-251	2,361.45	2,361.45	LIQUOR
49648	03/21/23	BREAKTHRU BEVERAGE MN	348038014	3	609-49750-333	43.17	43.17	DELIVERY
49648	03/21/23	BREAKTHRU BEVERAGE MN	348135844	1	609-49750-253	1,520.00	1,520.00	WINE
49648	03/21/23	BREAKTHRU BEVERAGE MN	348135844	2	609-49750-254	157.30	157.30	NA
49648	03/21/23	BREAKTHRU BEVERAGE MN	348135844	3	609-49750-251	3,372.82	3,372.82	LIQUOR
49648	03/21/23	BREAKTHRU BEVERAGE MN	348135844	4	609-49750-333	85.56	85.56	DELIVERY
49648	03/21/23	BREAKTHRU BEVERAGE MN	362079726	1	609-49750-251	49.06-	49.06-	CREDIT LIQUOR
49648	03/21/23	BREAKTHRU BEVERAGE MN	362079917	1	609-49750-251	10.65-	10.65-	CREDIT LIQUOR
49648	03/21/23	BREAKTHRU BEVERAGE MN	362110883	1	609-49750-251	93.62-	93.62-	CREDIT LIQUOR
Total 49648:							7,451.21	
49649	03/21/23	C & L DISTRIBUTING CO.	1585476	1	609-49750-252	8,141.15	8,141.15	BEER
49649	03/21/23	C & L DISTRIBUTING CO.	1585476	2	609-49750-253	974.70	974.70	WINE
49649	03/21/23	C & L DISTRIBUTING CO.	1585476	3	609-49750-254	100.68	100.68	NA
49649	03/21/23	C & L DISTRIBUTING CO.	1588580	1	609-49750-253	311.90	311.90	WINE
49649	03/21/23	C & L DISTRIBUTING CO.	1588580	2	609-49750-254	128.58	128.58	NA
49649	03/21/23	C & L DISTRIBUTING CO.	1588580	3	609-49750-251	566.40	566.40	LIQUOR
49649	03/21/23	C & L DISTRIBUTING CO.	1588580	4	609-49750-252	17,875.55	17,875.55	BEER
Total 49649:							28,098.96	
49650	03/21/23	DAHLHEIMER DISTRIBUTING C	1855393	1	609-49750-254	33.85	33.85	NA
49650	03/21/23	DAHLHEIMER DISTRIBUTING C	1855393	2	609-49750-251	115.10	115.10	LIQUOR
49650	03/21/23	DAHLHEIMER DISTRIBUTING C	1855393	3	609-49750-252	10,545.02	10,545.02	BEER
49650	03/21/23	DAHLHEIMER DISTRIBUTING C	1855445	1	609-49750-252	155.80-	155.80-	CREDIT BEER
49650	03/21/23	DAHLHEIMER DISTRIBUTING C	1860250	1	609-49750-252	5,693.25	5,693.25	BEER
49650	03/21/23	DAHLHEIMER DISTRIBUTING C	1860250	2	609-49750-253	195.30	195.30	WINE
49650	03/21/23	DAHLHEIMER DISTRIBUTING C	1860250	3	609-49750-254	33.00	33.00	NA
49650	03/21/23	DAHLHEIMER DISTRIBUTING C	1860407	1	609-49750-252	92.23-	92.23-	CREDIT BEER
Total 49650:							16,367.49	
49651	03/21/23	GRANITE CITY JOBBING	323067	1	609-49750-256	841.76	841.76	TOBACCO
49651	03/21/23	GRANITE CITY JOBBING	323067	2	609-49750-259	98.77	98.77	OTHER FOR RESALE
49651	03/21/23	GRANITE CITY JOBBING	323067	3	609-49750-333	10.00	10.00	DELIVERY
49651	03/21/23	GRANITE CITY JOBBING	323988	1	609-49750-254	17.93	17.93	NA
49651	03/21/23	GRANITE CITY JOBBING	323988	2	609-49750-259	502.38	502.38	OTHER FOR RESALE
49651	03/21/23	GRANITE CITY JOBBING	323988	3	609-49750-333	10.00	10.00	DELIVERY
Total 49651:							1,480.84	
49652	03/21/23	JOHNSON BROTHERS LIQUOR	2250483	1	609-49750-253	997.00	997.00	WINE
49652	03/21/23	JOHNSON BROTHERS LIQUOR	2250483	2	609-49750-333	24.97	24.97	DELIVERY
49652	03/21/23	JOHNSON BROTHERS LIQUOR	2251620	1	609-49750-251	359.96	359.96	LIQUOR
49652	03/21/23	JOHNSON BROTHERS LIQUOR	2251620	2	609-49750-253	338.75	338.75	WINE
49652	03/21/23	JOHNSON BROTHERS LIQUOR	2251620	3	609-49750-333	15.38	15.38	DELIVERY
49652	03/21/23	JOHNSON BROTHERS LIQUOR	2251621	1	609-49750-251	1,998.36	1,998.36	LIQUOR

Check Number	Check Issue Date	Payee	Invoice Number	In S	Invoice GL Account	Invoice Amount	Check Amount	Description
49652	03/21/23	JOHNSON BROTHERS LIQUOR	2251621	2	609-49750-333	25.92	25.92	DELIVERY
49652	03/21/23	JOHNSON BROTHERS LIQUOR	2256111	1	609-49750-253	1,872.00	1,872.00	WINE
49652	03/21/23	JOHNSON BROTHERS LIQUOR	2256111	2	609-49750-251	3,177.85	3,177.85	LIQUOR
49652	03/21/23	JOHNSON BROTHERS LIQUOR	2256111	3	609-49750-333	128.62	128.62	DELIVERY
49652	03/21/23	JOHNSON BROTHERS LIQUOR	2256112	1	609-49750-251	2,780.85	2,780.85	LIQUOR
49652	03/21/23	JOHNSON BROTHERS LIQUOR	2256112	2	609-49750-333	31.53	31.53	DELIVERY
Total 49652:							11,751.19	
49653	03/21/23	M. AMUNDSON LLP	357885	1	609-49750-256	702.96	702.96	TOBACCO
49653	03/21/23	M. AMUNDSON LLP	358263	1	609-49750-256	646.04	646.04	TOBACCO
Total 49653:							1,349.00	
49654	03/21/23	MOOSE LAKE BREWING CO. LL	30923-002	1	609-49750-252	180.00	180.00	BEER
Total 49654:							180.00	
49655	03/21/23	PAUSTIS WINE COMPANY	195472	1	609-49750-253	925.00	925.00	WINE
49655	03/21/23	PAUSTIS WINE COMPANY	195472	2	609-49750-333	15.00	15.00	DELIVERY
Total 49655:							940.00	
49656	03/21/23	PHILLIPS WINE AND SPIRITS	6553692	1	609-49750-251	2,485.50	2,485.50	LIQUOR
49656	03/21/23	PHILLIPS WINE AND SPIRITS	6553692	2	609-49750-253	58.00	58.00	WINE
49656	03/21/23	PHILLIPS WINE AND SPIRITS	6553692	3	609-49750-333	59.52	59.52	DELIVERY
49656	03/21/23	PHILLIPS WINE AND SPIRITS	6554474	1	609-49750-254	54.25	54.25	NA
49656	03/21/23	PHILLIPS WINE AND SPIRITS	6554474	2	609-49750-333	1.92	1.92	DELIVERY
49656	03/21/23	PHILLIPS WINE AND SPIRITS	6558071	1	609-49750-251	102.50	102.50	LIQUOR
49656	03/21/23	PHILLIPS WINE AND SPIRITS	6558071	2	609-49750-333	1.92	1.92	DELIVERY
Total 49656:							2,763.61	
49657	03/21/23	SOUTHERN GLAZERS OF MN	2319855	1	609-49750-251	3,354.32	3,354.32	LIQUOR
49657	03/21/23	SOUTHERN GLAZERS OF MN	2319855	2	609-49750-333	41.85	41.85	DELIVERY
49657	03/21/23	SOUTHERN GLAZERS OF MN	2319856	1	609-49750-253	112.00	112.00	WINE
49657	03/21/23	SOUTHERN GLAZERS OF MN	2319856	2	609-49750-333	1.55	1.55	DELIVERY
49657	03/21/23	SOUTHERN GLAZERS OF MN	2322311	1	609-49750-251	6,052.33	6,052.33	LIQUOR
49657	03/21/23	SOUTHERN GLAZERS OF MN	2322311	2	609-49750-333	90.60	90.60	DELIVERY
49657	03/21/23	SOUTHERN GLAZERS OF MN	2322312	1	609-49750-252	80.00	80.00	BEER
49657	03/21/23	SOUTHERN GLAZERS OF MN	2322312	2	609-49750-333	1.55	1.55	DELIVERY
Total 49657:							9,734.20	
49658	03/21/23	TRUE FABRICATIONS, INC.	1206866	1	609-49750-259	525.32	525.32	OTHER FOR RESALE
49658	03/21/23	TRUE FABRICATIONS, INC.	1206866	2	609-49750-254	65.84	65.84	NA
49658	03/21/23	TRUE FABRICATIONS, INC.	1206866	3	609-49750-217	5.99	5.99	OTHER OPERATING SUPPLIES
Total 49658:							597.15	
49659	03/21/23	VIKING BOTTLING CO.	3144964	1	609-49750-254	205.30	205.30	NA
Total 49659:							205.30	
49660	03/21/23	VINOCOPIA	0324930-IN	1	609-49750-253	272.00	272.00	WINE
49660	03/21/23	VINOCOPIA	0324930-IN	2	609-49750-333	5.00	5.00	DELIVERY
49660	03/21/23	VINOCOPIA	0325089-IN	1	609-49750-253	618.96	618.96	WINE
49660	03/21/23	VINOCOPIA	0325089-IN	2	609-49750-251	2,091.50	2,091.50	LIQUOR

Check Number	Check Issue Date	Payee	Invoice Number	In S	Invoice GL Account	Invoice Amount	Check Amount	Description
49660	03/21/23	VINOCOPIA	0325089-IN	3	609-49750-333	28.50	28.50	DELIVERY
49660	03/21/23	VINOCOPIA	0325498-IN	1	609-49750-253	1,246.25	1,246.25	WINE
49660	03/21/23	VINOCOPIA	0325498-IN	2	609-49750-333	18.00	18.00	DELIVERY
Total 49660:							4,280.21	
49661	03/21/23	WATSON COMPANY	132456	1	609-49750-259	60.73	60.73	OTHER FOR RESALE
49661	03/21/23	WATSON COMPANY	132456	2	609-49750-256	501.90	501.90	TOBACCO
49661	03/21/23	WATSON COMPANY	132456	3	609-49750-333	6.00	6.00	DELIVERY
49661	03/21/23	WATSON COMPANY	132600	1	609-49750-259	110.03	110.03	OTHER FOR RESALE
49661	03/21/23	WATSON COMPANY	132600	2	609-49750-256	760.58	760.58	TOBACCO
49661	03/21/23	WATSON COMPANY	132600	3	609-49750-333	6.00	6.00	DELIVERY
Total 49661:							1,445.24	
49662	03/30/23	FURTHER	16419933	1	101-41940-310	22.50	22.50	HSA PARTICIPANT FEES-NEALLEY
Total 49662:							22.50	
49663	03/30/23	MILACA CHAMBER OF COMME	030123	1	101-31410	437.56	437.56	FEB 2023 RECEIPTS-MARCH PMT
Total 49663:							437.56	
49664	03/30/23	MN POLLUTION CONTROL AGE	1000015568	1	101-49810-310	400.00	400.00	STORMWATER ANNUAL PERMIT-AIRPORT
49664	03/30/23	MN POLLUTION CONTROL AGE	1000015568	2	603-49450-310	1,450.00	1,450.00	WASTEWATER ANNUAL PERMIT FEES - SEWER
49664	03/30/23	MN POLLUTION CONTROL AGE	1000015568	3	602-49400-310	345.00	345.00	WATER PERMIT FEES-WATER
Total 49664:							2,195.00	
49665	03/30/23	NEMETH, EDWARD	033023	1	001-10005	15.00	15.00	CREDIT ON FINAL WATER BILL
Total 49665:							15.00	
49666	03/30/23	QUADIENT FINANCING USA, IN	4970-030923	2	101-41940-322	500.00	500.00	POSTAGE
Total 49666:							500.00	
49667	03/30/23	QUILL CORPORATION	31079015	1	101-41940-201	69.96	69.96	COPIER PAPER-CITY
49667	03/30/23	QUILL CORPORATION	31137567	1	101-41310-201	56.99	56.99	FILE POCKETS
Total 49667:							126.95	
49668	03/30/23	U.S. POSTMASTER	03272023	1	602-49400-322	221.54	221.54	MARCH WATER BILLS-WATER
49668	03/30/23	U.S. POSTMASTER	03272023	2	603-49450-322	221.54	221.54	MARCH WATER BILLS-SEWER
Total 49668:							443.08	
49669	03/30/23	VERIZON WIRELESS	9929646486	1	101-42110-321	432.06	432.06	WIRELESS ROUTER/PHONE SVC-POLICE
49669	03/30/23	VERIZON WIRELESS	9929646486	2	101-42280-321	40.01	40.01	CELL PHONE SVC-FIRE
49669	03/30/23	VERIZON WIRELESS	9929646486	3	101-43000-321	135.05	135.05	CELL PHONE SVC-PW
49669	03/30/23	VERIZON WIRELESS	9929646486	4	602-49400-321	120.03	120.03	WIRELESS ROUTER/PHONE SVC-WATER
Total 49669:							727.15	
49670	03/30/23	VISA	8948-040723	2	101-41940-433	51.48	51.48	MUNICIPAL CLERKS MEMBERSHIP-NEALLEY
49670	03/30/23	VISA	8948-040723	3	101-45200-437	52.00	52.00	RESERVATION KEY
49670	03/30/23	VISA	8948-040723	4	101-42110-437	24.39	24.39	POSTAGE-PD

Check Number	Check Issue Date	Payee	Invoice Number	In S	Invoice GL Account	Invoice Amount	Check Amount	Description
Total 49670:							127.87	
49671	03/28/23	MILACA REC FEST & ACTIVITIE	032823	1	214-49000-437	8,274.31	8,274.31	PAYOUT PER MOU
Total 49671:							8,274.31	
49672	04/05/23	AMERICAN BOTTLING CO.	3568318217	1	609-49750-254	471.19	471.19	NA
Total 49672:							471.19	
49673	04/05/23	BELLBOY CORP.	0098814400	1	609-49750-251	1,811.04	1,811.04	LIQUOR
Total 49673:							1,811.04	
49674	04/05/23	BERNICKS	10057007	1	609-49750-254	61.50	61.50	NA
49674	04/05/23	BERNICKS	10057007	2	609-49750-252	1,908.25	1,908.25	BEER
49674	04/05/23	BERNICKS	10057008	1	609-49750-254	30.24	30.24	NA
49674	04/05/23	BERNICKS	10059349	1	609-49750-252	3,603.60	3,603.60	BEER
49674	04/05/23	BERNICKS	10059350	1	609-49750-254	68.36	68.36	NA
49674	04/05/23	BERNICKS	10059351	1	609-49750-252	53.76	53.76	CREDIT BEER
49674	04/05/23	BERNICKS	10061725	1	609-49750-254	30.75	30.75	NA
49674	04/05/23	BERNICKS	10061725	2	609-49750-252	2,332.25	2,332.25	BEER
49674	04/05/23	BERNICKS	10061726	1	609-49750-254	177.86	177.86	NA
Total 49674:							8,159.05	
49675	04/05/23	BREAKTHRU BEVERAGE MN	348239047	1	609-49750-251	1,167.30	1,167.30	LIQUOR
49675	04/05/23	BREAKTHRU BEVERAGE MN	348239047	2	609-49750-333	24.05	24.05	DELIVERY
49675	04/05/23	BREAKTHRU BEVERAGE MN	348342711	1	609-49750-251	2,089.63	2,089.63	LIQUOR
49675	04/05/23	BREAKTHRU BEVERAGE MN	348342711	2	609-49750-333	26.99	26.99	DELIVERY
49675	04/05/23	BREAKTHRU BEVERAGE MN	348445309	1	609-49750-251	2,764.42	2,764.42	LIQUOR
49675	04/05/23	BREAKTHRU BEVERAGE MN	348445309	2	609-49750-333	83.25	83.25	DELIVERY
Total 49675:							6,155.64	
49676	04/05/23	C & L DISTRIBUTING CO.	1591532	1	609-49750-254	316.78	316.78	NA
49676	04/05/23	C & L DISTRIBUTING CO.	1591532	2	609-49750-252	4,238.40	4,238.40	BEER
49676	04/05/23	C & L DISTRIBUTING CO.	1594660	1	609-49750-252	9,454.50	9,454.50	BEER
49676	04/05/23	C & L DISTRIBUTING CO.	1594660	2	609-49750-253	206.65	206.65	WINE
49676	04/05/23	C & L DISTRIBUTING CO.	1594660	3	609-49750-251	127.20	127.20	LIQUOR
49676	04/05/23	C & L DISTRIBUTING CO.	1594660	4	609-49750-254	128.30	128.30	NA
49676	04/05/23	C & L DISTRIBUTING CO.	1597597	1	609-49750-254	122.50	122.50	NA
49676	04/05/23	C & L DISTRIBUTING CO.	1597597	2	609-49750-252	12,378.05	12,378.05	BEER
49676	04/05/23	C & L DISTRIBUTING CO.	2366000211	1	609-49750-254	5.00	5.00	CREDIT NA
49676	04/05/23	C & L DISTRIBUTING CO.	2366000220	1	609-49750-252	45.90	45.90	CREDIT BEER
Total 49676:							26,921.48	
49677	04/05/23	CRYSTAL SPRINGS ICE	4005312	1	609-49750-259	185.60	185.60	OTHER FOR RESALE
49677	04/05/23	CRYSTAL SPRINGS ICE	4005312	2	609-49750-333	4.00	4.00	DELIVERY
Total 49677:							189.60	
49678	04/05/23	DAHLHEIMER DISTRIBUTING C	1865013	1	609-49750-252	12,788.80	12,788.80	BEER
49678	04/05/23	DAHLHEIMER DISTRIBUTING C	1865013	2	609-49750-253	118.00	118.00	WINE
49678	04/05/23	DAHLHEIMER DISTRIBUTING C	1865013	3	609-49750-254	221.50	221.50	NA
49678	04/05/23	DAHLHEIMER DISTRIBUTING C	1865013	4	609-49750-251	57.55	57.55	LIQUOR

Check Number	Check Issue Date	Payee	Invoice Number	In S	Invoice GL Account	Invoice Amount	Check Amount	Description
49678	04/05/23	DAHLHEIMER DISTRIBUTING C	1870464	1	609-49750-252	7,166.76	7,166.76	BEER
49678	04/05/23	DAHLHEIMER DISTRIBUTING C	1870464	2	609-49750-251	96.55	96.55	LIQUOR
49678	04/05/23	DAHLHEIMER DISTRIBUTING C	1870464	3	609-49750-253	952.00	952.00	WINE
Total 49678:							21,401.16	
49679	04/05/23	GRANITE CITY JOBBING	324835	1	609-49750-259	101.93	101.93	OTHER FOR RESALE
49679	04/05/23	GRANITE CITY JOBBING	324835	2	609-49750-256	655.08	655.08	TOBACCO
49679	04/05/23	GRANITE CITY JOBBING	324835	3	609-49750-333	10.00	10.00	DELIVERY
49679	04/05/23	GRANITE CITY JOBBING	325878	1	609-49750-256	842.63	842.63	TOBACCO
49679	04/05/23	GRANITE CITY JOBBING	325878	2	609-49750-259	472.98	472.98	OTHER FOR RESALE
49679	04/05/23	GRANITE CITY JOBBING	325878	3	609-49750-333	10.00	10.00	DELIVERY
49679	04/05/23	GRANITE CITY JOBBING	326805	1	609-49750-259	164.50	164.50	OTHER FOR RESALE
49679	04/05/23	GRANITE CITY JOBBING	326805	2	609-49750-256	353.28	353.28	TOBACCO
49679	04/05/23	GRANITE CITY JOBBING	326805	3	609-49750-333	10.00	10.00	DELIVERY
Total 49679:							2,620.40	
49680	04/05/23	JOHNSON BROTHERS LIQUOR	2260572	1	609-49750-253	640.75	640.75	WINE
49680	04/05/23	JOHNSON BROTHERS LIQUOR	2260572	2	609-49750-251	1,247.75	1,247.75	LIQUOR
49680	04/05/23	JOHNSON BROTHERS LIQUOR	2260572	3	609-49750-333	39.36	39.36	DELIVERY
49680	04/05/23	JOHNSON BROTHERS LIQUOR	2260573	1	609-49750-251	469.48	469.48	LIQUOR
49680	04/05/23	JOHNSON BROTHERS LIQUOR	2260573	2	609-49750-333	5.95	5.95	DELIVERY
49680	04/05/23	JOHNSON BROTHERS LIQUOR	2264831	1	609-49750-251	928.55	928.55	LIQUOR
49680	04/05/23	JOHNSON BROTHERS LIQUOR	2264831	2	609-49750-254	69.00	69.00	NA
49680	04/05/23	JOHNSON BROTHERS LIQUOR	2264831	3	609-49750-253	1,740.50	1,740.50	WINE
49680	04/05/23	JOHNSON BROTHERS LIQUOR	2264831	4	609-49750-333	65.28	65.28	DELIVERY
49680	04/05/23	JOHNSON BROTHERS LIQUOR	2264832	1	609-49750-251	2,636.76	2,636.76	LIQUOR
49680	04/05/23	JOHNSON BROTHERS LIQUOR	2264832	2	609-49750-333	24.16	24.16	DELIVERY
49680	04/05/23	JOHNSON BROTHERS LIQUOR	2268478	1	609-49750-251	360.00	360.00	LIQUOR
49680	04/05/23	JOHNSON BROTHERS LIQUOR	2268478	2	609-49750-333	1.92	1.92	DELIVERY
49680	04/05/23	JOHNSON BROTHERS LIQUOR	2268479	1	609-49750-253	478.00	478.00	WINE
49680	04/05/23	JOHNSON BROTHERS LIQUOR	2268479	2	609-49750-333	15.36	15.36	DELIVERY
Total 49680:							8,722.82	
49681	04/05/23	L.E.L.S.	238-0423	1	101-21710	405.00	405.00	APRIL UNION DUES - PD
Total 49681:							405.00	
49682	04/05/23	M. AMUNDSON LLP	358571	1	609-49750-256	858.95	858.95	TOBACCO
49682	04/05/23	M. AMUNDSON LLP	358926	1	609-49750-256	1,102.91	1,102.91	TOBACCO
49682	04/05/23	M. AMUNDSON LLP	358926	2	609-49750-259	168.40	168.40	OTHER FOR RESALE
49682	04/05/23	M. AMUNDSON LLP	358947	1	609-49750-217	312.00	312.00	OTHER OPERATING SUPPLIES
Total 49682:							2,442.26	
49683	04/05/23	MAVERICK WINE COMPANY MI	INV949445	1	609-49750-253	256.08	256.08	WINE
49683	04/05/23	MAVERICK WINE COMPANY MI	INV949445	2	609-49750-251	540.00	540.00	LIQUOR
49683	04/05/23	MAVERICK WINE COMPANY MI	INV949445	3	609-49750-333	20.00	20.00	DELIVERY
Total 49683:							816.08	
49684	04/05/23	MILLER TRUCKING	6734	1	609-49750-333	33.60	33.60	DELIVERY
Total 49684:							33.60	
49685	04/05/23	MTECH, INC	624	1	101-42280-580	9,775.00	9,775.00	QTAC & ACCESSORIES-FD

Check Number	Check Issue Date	Payee	Invoice Number	In S	Invoice GL Account	Invoice Amount	Check Amount	Description
Total 49685:							9,775.00	
49686	04/05/23	PHILLIPS WINE AND SPIRITS	6561649	1	609-49750-253	722.50	722.50	WINE
49686	04/05/23	PHILLIPS WINE AND SPIRITS	6561649	2	609-49750-254	742.00	742.00	NA
49686	04/05/23	PHILLIPS WINE AND SPIRITS	6561649	3	609-49750-251	265.15	265.15	LIQUOR
49686	04/05/23	PHILLIPS WINE AND SPIRITS	6561649	4	609-49750-333	78.72	78.72	DELIVERY
49686	04/05/23	PHILLIPS WINE AND SPIRITS	6565260	1	609-49750-253	464.00	464.00	WINE
49686	04/05/23	PHILLIPS WINE AND SPIRITS	6565260	2	609-49750-251	287.75	287.75	LIQUOR
49686	04/05/23	PHILLIPS WINE AND SPIRITS	6565260	3	609-49750-333	21.12	21.12	DELIVERY
49686	04/05/23	PHILLIPS WINE AND SPIRITS	6568293	1	609-49750-251	877.50	877.50	LIQUOR
49686	04/05/23	PHILLIPS WINE AND SPIRITS	6568293	2	609-49750-333	21.12	21.12	DELIVERY
Total 49686:							3,479.86	
49687	04/05/23	RED BULL DISTRIBUTION CO IN	5005185611	1	609-49750-254	236.28	236.28	NA
Total 49687:							236.28	
49688	04/05/23	ROLLING FORKS VINEYARDS	1603	1	609-49750-253	180.00	180.00	WINE
Total 49688:							180.00	
49689	04/05/23	SOUTHERN GLAZERS OF MN	2324826	1	609-49750-251	1,507.71	1,507.71	LIQUOR
49689	04/05/23	SOUTHERN GLAZERS OF MN	2324826	2	609-49750-333	32.68	32.68	DELIVERY
49689	04/05/23	SOUTHERN GLAZERS OF MN	2327159	1	609-49750-251	487.15	487.15	LIQUOR
49689	04/05/23	SOUTHERN GLAZERS OF MN	2327159	2	609-49750-333	4.65	4.65	DELIVERY
49689	04/05/23	SOUTHERN GLAZERS OF MN	2327160	1	609-49750-253	684.00	684.00	WINE
49689	04/05/23	SOUTHERN GLAZERS OF MN	2327160	2	609-49750-333	10.07	10.07	DELIVERY
49689	04/05/23	SOUTHERN GLAZERS OF MN	2327161	1	609-49750-251	85.45	85.45	LIQUOR
49689	04/05/23	SOUTHERN GLAZERS OF MN	2327161	2	609-49750-333	1.55	1.55	DELIVERY
49689	04/05/23	SOUTHERN GLAZERS OF MN	2329662	1	609-49750-251	2,029.60	2,029.60	LIQUOR
49689	04/05/23	SOUTHERN GLAZERS OF MN	2329662	2	609-49750-333	28.67	28.67	DELIVERY
49689	04/05/23	SOUTHERN GLAZERS OF MN	82328	1	609-49750-251	9.00-	9.00-	CREDIT LIQUOR
49689	04/05/23	SOUTHERN GLAZERS OF MN	84557	1	609-49750-251	17.31-	17.31-	CREDIT LIQUOR
Total 49689:							4,845.22	
49690	04/05/23	TRUE FABRICATIONS, INC.	1211789	1	609-49750-259	465.22	465.22	OTHER FOR RESALE
Total 49690:							465.22	
49691	04/05/23	VIKING BOTTLING CO.	3153158	1	609-49750-254	329.20	329.20	NA
49691	04/05/23	VIKING BOTTLING CO.	3163952	1	609-49750-254	296.30	296.30	NA
Total 49691:							625.50	
49692	04/05/23	VINOCOPIA	0326192-IN	1	609-49750-251	210.00	210.00	LIQUOR
49692	04/05/23	VINOCOPIA	0326192-IN	2	609-49750-333	7.50	7.50	DELIVERY
49692	04/05/23	VINOCOPIA	0326193-IN	1	609-49750-251	221.00	221.00	LIQUOR
Total 49692:							438.50	
49693	04/05/23	WATSON COMPANY	132707	1	609-49750-256	997.10	997.10	TOBACCO
49693	04/05/23	WATSON COMPANY	132707	2	609-49750-259	126.63	126.63	OTHER FOR RESALE
49693	04/05/23	WATSON COMPANY	132707	3	609-49750-333	6.00	6.00	DELIVERY

Check Number	Check Issue Date	Payee	Invoice Number	In S	Invoice GL Account	Invoice Amount	Check Amount	Description
Total 49693:							1,129.73	
49694	04/14/23	ALDEN POOL AND MUNICIPAL S	2023-1034	1	602-49400-401	1,417.00	1,417.00	DEHUMIDIFIER-WATER
Total 49694:							1,417.00	
49695	04/14/23	ALEX AIR APPARATUS, INC.	6576	1	101-42280-221	662.21	662.21	COMPRESSOR SERVICE - FIRE
Total 49695:							662.21	
49696	04/14/23	AMAZON CAPITAL SERVICES	1TJW-PG9V-	1	101-41940-217	102.05	102.05	FACIAL TISSUE, BATTERIES, TP-CITY
49696	04/14/23	AMAZON CAPITAL SERVICES	1TJW-PG9V-	2	101-41940-570	54.99	54.99	KEYBOARD-CITY
49696	04/14/23	AMAZON CAPITAL SERVICES	1TJW-PG9V-	3	101-42110-201	111.98	111.98	MEMO BOOKS, THERMAL PAPER-PD
49696	04/14/23	AMAZON CAPITAL SERVICES	1TJW-PG9V-	4	101-42280-217	145.99	145.99	TP DISPENSER-FIRE
49696	04/14/23	AMAZON CAPITAL SERVICES	1TJW-PG9V-	5	101-42280-437	179.95	179.95	GYM EQUIP.-FIRE
49696	04/14/23	AMAZON CAPITAL SERVICES	1TJW-PG9V-	6	101-43000-221	69.99	69.99	LED BULBS-PW
49696	04/14/23	AMAZON CAPITAL SERVICES	1TJW-PG9V-	7	101-43000-434	140.34	140.34	HATS-PW
49696	04/14/23	AMAZON CAPITAL SERVICES	1TJW-PG9V-	8	101-45200-401	379.98	379.98	DEEP CYCLE BATTERY-PARKS
49696	04/14/23	AMAZON CAPITAL SERVICES	1TJW-PG9V-	9	603-49450-240	29.85	29.85	DANGER SIGNS-SEWER
Total 49696:							1,215.12	
49697	04/14/23	AUTO BODY TECHNICIANS	3383	1	101-45200-221	27.96	27.96	HUSTLER PARTS-PARKS
Total 49697:							27.96	
49698	04/14/23	AW RESEARCH LABORATORIE	54086	1	602-49400-310	20.00	20.00	PICK UP FEE-WATER
49698	04/14/23	AW RESEARCH LABORATORIE	54246	1	602-49400-310	20.00	20.00	PICK UP FEE-WATER
49698	04/14/23	AW RESEARCH LABORATORIE	54246	2	602-49400-310	81.00	81.00	COLIFORM BACTERIA/E.COLI TESTING
Total 49698:							121.00	
49699	04/14/23	BELLBOY CORP.	0106574100	1	609-49750-259	124.20	124.20	OTHER FOR RESALE
49699	04/14/23	BELLBOY CORP.	0106574100	2	609-49750-333	5.00	5.00	DELIVERY
Total 49699:							129.20	
49700	04/14/23	BERNICKS	10064707	1	609-49750-254	25.55	25.55	NA
49700	04/14/23	BERNICKS	10064707	2	609-49750-253	55.40	55.40	WINE
49700	04/14/23	BERNICKS	10064707	3	609-49750-252	1,159.25	1,159.25	BEER
49700	04/14/23	BERNICKS	10064708	1	609-49750-254	125.12	125.12	NA
Total 49700:							1,365.32	
49701	04/14/23	BEVER, CHUCK	041123	1	101-49810-437	465.75	465.75	CREDIT ON PARTIAL YEAR AIRPORT LOT LEAS
Total 49701:							465.75	
49702	04/14/23	BIG J'S SERVICE STATION	197	1	101-43000-212	2,369.22	2,369.22	GAS-PW
49702	04/14/23	BIG J'S SERVICE STATION	197	2	101-42280-212	547.02	547.02	GAS-FIRE
49702	04/14/23	BIG J'S SERVICE STATION	197	3	602-49400-212	444.33	444.33	GAS-WATER
49702	04/14/23	BIG J'S SERVICE STATION	197	4	603-49450-212	474.77	474.77	GAS-SEWER
49702	04/14/23	BIG J'S SERVICE STATION	197	5	101-49810-212	173.00	173.00	GAS-AIRPORT
Total 49702:							4,008.34	
49703	04/14/23	BREAKTHRU BEVERAGE MN	348539426	1	609-49750-254	39.96	39.96	NA

Check Number	Check Issue Date	Payee	Invoice Number	In S	Invoice GL Account	Invoice Amount	Check Amount	Description
49703	04/14/23	BREAKTHRU BEVERAGE MN	348539426	2	609-49750-251	741.69	741.69	LIQUOR
49703	04/14/23	BREAKTHRU BEVERAGE MN	348539426	3	609-49750-333	18.81	18.81	DELIVERY
49703	04/14/23	BREAKTHRU BEVERAGE MN	410550586	1	609-49750-251	112.70-	112.70-	CREDIT LIQUOR
49703	04/14/23	BREAKTHRU BEVERAGE MN	410550586	2	609-49750-333	3.70-	3.70-	CREDIT DELIVERY
49703	04/14/23	BREAKTHRU BEVERAGE MN	410693917	1	609-49750-251	67.45-	67.45-	CREDIT LIQUOR
49703	04/14/23	BREAKTHRU BEVERAGE MN	410693917	2	609-49750-333	1.85-	1.85-	CREDIT DELIVERY
49703	04/14/23	BREAKTHRU BEVERAGE MN	410747363	1	609-49750-251	2.66-	2.66-	CREDIT LIQUOR
49703	04/14/23	BREAKTHRU BEVERAGE MN	410747363	2	609-49750-333	.08-	.08-	CREDIT DELIVERY
49703	04/14/23	BREAKTHRU BEVERAGE MN	410747364	1	609-49750-251	80.00-	80.00-	CREDIT LIQUOR
49703	04/14/23	BREAKTHRU BEVERAGE MN	410747364	2	609-49750-333	1.85-	1.85-	CREDIT DELIVERY
Total 49703:							530.17	
49704	04/14/23	BRIAN JOHNSON	7309	1	101-42110-310	180.00	180.00	TOW FOR ICR #23-0714
Total 49704:							180.00	
49705	04/14/23	CENTRAL HYDRAULICS	131505	1	101-43000-221	328.74	328.74	HEADLIGHT-PW
Total 49705:							328.74	
49706	04/14/23	CINTAS	4148088616	1	101-45200-310	41.60	41.60	RUGS-GCC
49706	04/14/23	CINTAS	4148088618	1	101-45500-310	40.53	40.53	RUGS-LIBRARY
49706	04/14/23	CINTAS	4148088742	1	101-41940-310	17.06	17.06	RUGS-CITY HALL
49706	04/14/23	CINTAS	4148177039	1	101-43000-434	82.89	82.89	UNIFORMS-PW
49706	04/14/23	CINTAS	4148725736	1	609-49750-310	83.88	83.88	RUGS - LIQUOR STORE
49706	04/14/23	CINTAS	4148927552	1	101-43000-434	82.97	82.97	UNIFORMS-PW
49706	04/14/23	CINTAS	4149485996	1	101-45200-310	41.60	41.60	RUGS-GCC
49706	04/14/23	CINTAS	4149486052	1	101-45500-310	40.53	40.53	RUGS-LIBRARY
49706	04/14/23	CINTAS	4149486093	1	101-41940-310	26.56	26.56	RUGS-CITY HALL
49706	04/14/23	CINTAS	4149611954	1	101-43000-434	82.97	82.97	UNIFORMS-PW
49706	04/14/23	CINTAS	4150137772	1	609-49750-310	95.13	95.13	RUGS - LIQUOR STORE
49706	04/14/23	CINTAS	4150331258	1	101-43000-434	91.80	91.80	UNIFORMS-PW
49706	04/14/23	CINTAS	4150854786	1	101-45200-310	41.60	41.60	RUGS-GCC
49706	04/14/23	CINTAS	4150854837	1	101-45500-310	40.53	40.53	RUGS-LIBRARY
49706	04/14/23	CINTAS	4150854896	1	101-41940-310	26.56	26.56	RUGS-CITY HALL
49706	04/14/23	CINTAS	4151029821	1	101-43000-434	82.89	82.89	UNIFORMS-PW
Total 49706:							919.10	
49707	04/14/23	CORE & MAIN LP	R620636	1	602-49400-580	7,600.00	7,600.00	CIP AMI METER PROJECT
49707	04/14/23	CORE & MAIN LP	S533566	1	602-49400-580	146.04	146.04	CIP AMI METER PROJECT
49707	04/14/23	CORE & MAIN LP	S545326	1	602-49400-580	6,025.00	6,025.00	CIP AMI METER PROJECT
49707	04/14/23	CORE & MAIN LP	S549962	1	602-49400-580	17,680.00	17,680.00	CIP AMI METER PROJECT
49707	04/14/23	CORE & MAIN LP	S573716	1	602-49400-580	9,545.00	9,545.00	CIP AMI METER PROJECT
Total 49707:							40,996.04	
49708	04/14/23	DAHLHEIMER DISTRIBUTING C	1875384	1	609-49750-252	10,283.95	10,283.95	BEER
49708	04/14/23	DAHLHEIMER DISTRIBUTING C	1875384	2	609-49750-251	607.05	607.05	LIQUOR
49708	04/14/23	DAHLHEIMER DISTRIBUTING C	1875384	3	609-49750-254	66.00	66.00	NA
49708	04/14/23	DAHLHEIMER DISTRIBUTING C	1875598	1	609-49750-252	76.00-	76.00-	CREDIT BEER
Total 49708:							10,881.00	
49709	04/14/23	Damien F. Toven & Associates, LL	1211	1	101-41610-304	1,075.00	1,075.00	CIVIL RETAINER
49709	04/14/23	Damien F. Toven & Associates, LL	1212	1	101-41610-304	875.00	875.00	CIVIL-BILLABLE
49709	04/14/23	Damien F. Toven & Associates, LL	1216	1	101-41610-304	4,253.82	4,253.82	CRIMINAL RETAINER

Check Number	Check Issue Date	Payee	Invoice Number	In S	Invoice GL Account	Invoice Amount	Check Amount	Description
Total 49709:							6,203.82	
49710	04/14/23	DAVIS EQUIPMENT CORPORAT	EI17212	1	101-49810-221	445.01	445.01	LAWNMOWER PARTS-AIRPORT
Total 49710:							445.01	
49711	04/14/23	DUSTY'S DRAIN CLEANING	13208	1	603-49450-310	750.00	750.00	SEWER VIDEO-140 6TH ST
49711	04/14/23	DUSTY'S DRAIN CLEANING	D23-052	1	602-49400-401	5,359.00	5,359.00	NEW WATER SERVICE LINE-PW
Total 49711:							6,109.00	
49712	04/14/23	E.C.M. PUBLISHERS, INC.	935981	1	101-41120-352	40.25	40.25	CKW AMEND PUD PH
49712	04/14/23	E.C.M. PUBLISHERS, INC.	935982	1	101-41110-351	36.23	36.23	ALLEY VACATION PH
Total 49712:							76.48	
49713	04/14/23	FASTSIGNS	282-95517	1	602-49400-580	546.71	546.71	MAGNETIC SIGNS-CIP AMI WATER METER PRO
Total 49713:							546.71	
49714	04/14/23	FIRE EQUIPMENT SPECIALTIES	11171	1	101-42280-434	1,568.00	1,568.00	HELMETS-FIRE
Total 49714:							1,568.00	
49715	04/14/23	FLEETPRIDE	105988862	1	101-43000-212	1,239.73	1,239.73	STERLING PLOW TRUCK REPAIR
Total 49715:							1,239.73	
49716	04/14/23	FREESE, BRETT	031323	1	101-41120-308	50.00	50.00	PLANNING COMMISSION-MARCH
Total 49716:							50.00	
49717	04/14/23	FRONTIER	011993-2-04	1	609-49750-321	165.47	165.47	PHONE SVC-LIQUOR STORE
49717	04/14/23	FRONTIER	032802-2-04	1	101-42280-321	53.19	53.19	PHONE SVC-FIRE (3465)
49717	04/14/23	FRONTIER	072480-2-04	1	602-49400-321	148.13	148.13	PHONE SVC-WATER (6134)
49717	04/14/23	FRONTIER	082197-2-04	1	602-49400-321	1.80	1.80	PHONE SVC-WATER (0121)
49717	04/14/23	FRONTIER	082488-2-04	1	101-49810-321	226.14	226.14	PHONE SVC-AIRPORT (2648)
Total 49717:							594.73	
49718	04/14/23	GALLS INC	023673358	1	101-42110-434	91.35	91.35	UNIFORMS-RASMUSSEN
49718	04/14/23	GALLS INC	023673362	1	101-42110-434	283.64	283.64	UNIFORMS-RASMUSSEN
49718	04/14/23	GALLS INC	023710521	1	101-42110-434	133.36	133.36	UNIFORMS-RASMUSSEN
49718	04/14/23	GALLS INC	023735968	1	101-42110-434	124.16	124.16	UNIFORMS-RASMUSSEN
49718	04/14/23	GALLS INC	023782489	1	101-42110-434	117.61	117.61	UNIFORMS-RASMUSSEN
Total 49718:							750.12	
49719	04/14/23	GOPHER STATE ONE CALL	3030594	1	602-49400-310	2.70	2.70	MARCH LOCATES
Total 49719:							2.70	
49720	04/14/23	GRAINGER	9656174530	1	101-43000-215	56.07	56.07	CLIPBOARDS-PW
49720	04/14/23	GRAINGER	9657459567	1	603-49450-217	100.38	100.38	WORK GLOVES-SEWER
Total 49720:							156.45	

Check Number	Check Issue Date	Payee	Invoice Number	In S	Invoice GL Account	Invoice Amount	Check Amount	Description
49721	04/14/23	GRANITE CITY JOBBING	327718	1	609-49750-256	146.22	146.22	TOBACCO
49721	04/14/23	GRANITE CITY JOBBING	327718	2	609-49750-259	68.40	68.40	OTHER FOR RESALE
49721	04/14/23	GRANITE CITY JOBBING	327718	3	609-49750-333	10.00	10.00	DELIVERY
Total 49721:							224.62	
49722	04/14/23	GRANITE LEDGE ELECTRIC	F23085	1	602-49400-310	676.30	676.30	WATER VALVE SOLENOID PUSH BUTTON-WATE
Total 49722:							676.30	
49723	04/14/23	HAWKINS, INC.	6422267	1	602-49400-216	20.00	20.00	CHEMICALS
Total 49723:							20.00	
49724	04/14/23	HENRY EMBROIDERY & SCREE	1215	1	101-43000-434	72.00	72.00	HATS EMBROIDERED-PW
Total 49724:							72.00	
49725	04/14/23	HINCKLEY INK	1007627	1	609-49750-434	700.00	700.00	UNIFORMS-LIQUOR
Total 49725:							700.00	
49726	04/14/23	HJORT EXCAVATING	2023-072	1	101-43000-311	1,235.00	1,235.00	SNOW HAULING
Total 49726:							1,235.00	
49727	04/14/23	HOME SECURITY ABSTRACT &	13022	1	101-41940-310	150.00	150.00	PROPERTY REPORT-305 5TH AVE SE
49727	04/14/23	HOME SECURITY ABSTRACT &	13025	1	101-41940-310	150.00	150.00	PROPERTY REPORT-845 3RD ST SE
49727	04/14/23	HOME SECURITY ABSTRACT &	13029	1	101-41940-310	150.00	150.00	PROPERTY REPORT-230 5TH ST NW
Total 49727:							450.00	
49728	04/14/23	HY-TECH AUTOMOTIVE	50271	1	101-42110-212	1,243.31	1,243.31	2016 EXPLORER BATTERY & SUSPENSION
49728	04/14/23	HY-TECH AUTOMOTIVE	50305	1	101-42110-212	112.78	112.78	2016 EXPLORER OIL SENSOR
49728	04/14/23	HY-TECH AUTOMOTIVE	50493	1	101-42110-212	75.00	75.00	2016 EXPLORER-CHECK BATTERY
Total 49728:							1,431.09	
49729	04/14/23	ISAACSON, JACOB	032223	1	101-42110-208	150.52	150.52	REIMB MEALS & MILEAGE-BCA TRAINING
Total 49729:							150.52	
49730	04/14/23	JIMS MILLE LACS DISPOSAL	211948-0423	1	101-42280-384	25.00	25.00	GARBAGE-FIRE
49730	04/14/23	JIMS MILLE LACS DISPOSAL	211948-0423	2	101-41940-310	78.63	78.63	GARBAGE-CITY
49730	04/14/23	JIMS MILLE LACS DISPOSAL	211948-0423	3	101-45200-384	44.23	44.23	GARBAGE-PARKS
49730	04/14/23	JIMS MILLE LACS DISPOSAL	212276-0423	1	101-45200-384	76.50	76.50	GARBAGE-PARKS
49730	04/14/23	JIMS MILLE LACS DISPOSAL	219225-0423	1	609-49750-384	86.58	86.58	GARBAGE - LIQUOR
49730	04/14/23	JIMS MILLE LACS DISPOSAL	3249517-042	1	101-45200-415	148.39	148.39	CHANGING SHELTER
Total 49730:							459.33	
49731	04/14/23	JOHNSON BROTHERS LIQUOR	2269899	1	609-49750-253	950.00	950.00	WINE
49731	04/14/23	JOHNSON BROTHERS LIQUOR	2269899	2	609-49750-251	1,216.23	1,216.23	LIQUOR
49731	04/14/23	JOHNSON BROTHERS LIQUOR	2269899	3	609-49750-333	53.76	53.76	DELIVERY
Total 49731:							2,219.99	
49732	04/14/23	JOHNSON, ARLA	031323	1	101-41120-308	50.00	50.00	PLANNING COMMISSION-MARCH

Check Number	Check Issue Date	Payee	Invoice Number	In S	Invoice GL Account	Invoice Amount	Check Amount	Description
Total 49732:							50.00	
49733	04/14/23	KNIFE RIVER CORP. - NORTH C	993712	1	603-49450-401	28.21	28.21	SHOP SEWER LINE REPAIR/SEWER SAND-SEW
Total 49733:							28.21	
49734	04/14/23	KOCHS HARDWARE HANK	033123	1	101-41940-437	124.98	124.98	GOO GONE & MICROWAVE-CITY
49734	04/14/23	KOCHS HARDWARE HANK	033123	2	101-42110-437	7.49	7.49	PHONE CORD-PD
49734	04/14/23	KOCHS HARDWARE HANK	033123	3	101-43000-215	49.17	49.17	NUTS/BOLTS/BATTERT/CLEANER-PW
49734	04/14/23	KOCHS HARDWARE HANK	033123	4	101-43000-217	18.99	18.99	HYDRAULIC FLUID-PW
49734	04/14/23	KOCHS HARDWARE HANK	033123	5	101-43000-240	54.99	54.99	POST HOLE DIGGER-PW
49734	04/14/23	KOCHS HARDWARE HANK	033123	6	101-43000-215	46.97	46.97	PRIMER/COUPLER-PW
49734	04/14/23	KOCHS HARDWARE HANK	033123	7	101-49010-401	77.91	77.91	LIGHT BULBS-SR. CENTER
49734	04/14/23	KOCHS HARDWARE HANK	033123	8	101-49810-437	67.94	67.94	GLOVES/BROOM-AIRPORT
49734	04/14/23	KOCHS HARDWARE HANK	033123	9	602-49400-322	13.18	13.18	POSTAGE-WATER
49734	04/14/23	KOCHS HARDWARE HANK	033123	10	602-49400-437	5.49	5.49	MISC-WATER
49734	04/14/23	KOCHS HARDWARE HANK	033123	11	609-49750-217	46.16	46.16	DUST MOP-LIQUOR
Total 49734:							513.27	
49735	04/14/23	LEAGUE OF MINNESOTA CITIE	378365	1	101-41310-208	20.00	20.00	SAFETY & LOSS CONTROL WORKSHOP-TAMM
49735	04/14/23	LEAGUE OF MINNESOTA CITIE	380221	1	101-41310-208	15.00	15.00	LAND USE REGULATION TRAINING-TAMMY
Total 49735:							35.00	
49736	04/14/23	LEAGUE OF MN CITIES INSUR	40000681-05	1	101-41940-151	5,215.60	5,215.60	WORK COMP-CITY
49736	04/14/23	LEAGUE OF MN CITIES INSUR	40000681-05	2	609-49750-151	1,060.80	1,060.80	WORK COMP-LIQUOR
49736	04/14/23	LEAGUE OF MN CITIES INSUR	40000681-05	3	602-49400-151	176.80	176.80	WORK COMP-WATER
49736	04/14/23	LEAGUE OF MN CITIES INSUR	40000681-05	4	603-49450-151	176.80	176.80	WORK COMP-SEWER
49736	04/14/23	LEAGUE OF MN CITIES INSUR	40000681-05	5	101-42280-151	2,210.00	2,210.00	WORK COMP-FIRE
Total 49736:							8,840.00	
49737	04/14/23	LEAGUE OF MN CITIES INSUR	7959	1	101-41940-361	500.00	500.00	INSURANCE CLAIM - PLOW HIT PARKED CAR
Total 49737:							500.00	
49738	04/14/23	M. AMUNDSON LLP	359265	1	609-49750-217	150.00	150.00	OTHER OPERATING SUPPLIES
49738	04/14/23	M. AMUNDSON LLP	359265	2	609-49750-259	1.98	1.98	CREDIT OTHER FOR RESALE
49738	04/14/23	M. AMUNDSON LLP	359634	1	609-49750-256	674.45	674.45	TOBACCO
Total 49738:							822.47	
49739	04/14/23	MED-COMPASS, INC.	43006	1	101-42280-305	1,780.00	1,780.00	SCBA USER-MEDICAL EXAMS-FIRE
Total 49739:							1,780.00	
49740	04/14/23	MEYERS MILACA PARTS CITY	033123	1	101-43000-212	137.00	137.00	BATTERY-PW
Total 49740:							137.00	
49741	04/14/23	MIDWEST FLO CAL LLC	12415	1	603-49450-310	519.50	519.50	MAIN LS CALIBRATION
Total 49741:							519.50	
49742	04/14/23	MILACA AUTO VALUE	1302823-032	1	101-43000-212	27.48	27.48	CREDIT FOR PARTS-PW
49742	04/14/23	MILACA AUTO VALUE	1302823-032	2	101-43000-212	68.23	68.23	EQUIPMENT PARTS-PW

Check Number	Check Issue Date	Payee	Invoice Number	In S	Invoice GL Account	Invoice Amount	Check Amount	Description
Total 49742:							40.75	
49743	04/14/23	MILLAM, JOEL	031323	1	101-41120-308	50.00	50.00	PLANNING COMMISSION-MARCH
Total 49743:							50.00	
49744	04/14/23	MILLE LACS CO. AUDITOR	04152023	1	101-49200-450	11.20	11.20	COUNTY DITCH FEES
Total 49744:							11.20	
49745	04/14/23	MILLE LACS CO. SHERIFF	11498	1	101-42110-309	900.00	900.00	ARMER RENEWAL - PD
49745	04/14/23	MILLE LACS CO. SHERIFF	11499	1	101-43000-309	100.00	100.00	ARMER RENEWAL - PW
49745	04/14/23	MILLE LACS CO. SHERIFF	11500	1	101-42280-309	1,800.00	1,800.00	ARMER RENEWAL - FIRE
Total 49745:							2,800.00	
49746	04/14/23	MILLE LACS COUNTY DAC	40668	1	101-41940-310	387.53	387.53	CLEANING SVCS - CITY
49746	04/14/23	MILLE LACS COUNTY DAC	40668	2	101-45500-310	340.82	340.82	CLEANING SVCS - LIBRARY
49746	04/14/23	MILLE LACS COUNTY DAC	40668	3	101-42280-310	40.51	40.51	CLEANING SVCS - FIRE
49746	04/14/23	MILLE LACS COUNTY DAC	40668	4	101-45200-310	88.77	88.77	CLEANING SVCS - GORECKI CENTER
Total 49746:							857.63	
49747	04/14/23	MN COMPUTER SYSTEMS INC	368180	1	101-41940-310	110.41	110.41	COPIER MAINTENANCE-CITY
Total 49747:							110.41	
49748	04/14/23	MN FIRE SERVICE CERTIFICATI	10868	1	101-42280-208	25.00	25.00	RETEST FEE-TALBERG
Total 49748:							25.00	
49749	04/14/23	MN PEIP	1274011	1	101-21706	25,133.79	25,133.79	MEDICAL INS-MAY COVERAGE
Total 49749:							25,133.79	
49750	04/14/23	MN RURAL WATER ASSOC	033023	1	602-49400-208	150.00	150.00	CONF. REG. ROELOFS-PW
Total 49750:							150.00	
49751	04/14/23	MOTOROLA	8230403378	1	101-42110-309	1,365.00	1,365.00	WATCHGUARD 04-13-22 TO 04-12-23
49751	04/14/23	MOTOROLA	8230404202	1	101-42110-309	1,365.00	1,365.00	WATCHGUARD 04-13-23 TO 04-12-24
Total 49751:							2,730.00	
49752	04/14/23	NAPA CENTRAL MN	14381-0323	1	101-43000-221	263.78	263.78	EQUIPMENT REPAIR - PW
Total 49752:							263.78	
49753	04/14/23	NOVAK, PAM	031323	1	101-41120-308	50.00	50.00	PLANNING COMMISISON-MARCH
Total 49753:							50.00	
49754	04/14/23	OLDENBURG, JOHN	031623	1	101-43000-221	75.00	75.00	2ND QTR CELL PHONE REIMB
49754	04/14/23	OLDENBURG, JOHN	031623	2	602-49400-208	23.00	23.00	WATER LICENSE RENEWAL REIMB
Total 49754:							98.00	

Check Number	Check Issue Date	Payee	Invoice Number	In S	Invoice GL Account	Invoice Amount	Check Amount	Description
49755	04/14/23	OXYGEN SERVICE COMPANY	31578	1	101-43000-215	154.00	154.00	CYLINDER LEASE RENEWAL 5 YEAR
Total 49755:							154.00	
49756	04/14/23	PELARSKI, ZACH	033123	1	101-43000-321	75.00	75.00	2ND QUARTER CELL PHONE REIMB
49756	04/14/23	PELARSKI, ZACH	033123	2	602-49400-208	32.00	32.00	OPERATOR CLASS D REIMBURSEMENT
Total 49756:							107.00	
49757	04/14/23	PFAFF, TAMMY	032123	1	101-41310-208	78.77	78.77	MILEAGE/TRAINING
49757	04/14/23	PFAFF, TAMMY	032123	2	101-41310-321	150.00	150.00	2ND QTR CELL PHONE REIMB
Total 49757:							228.77	
49758	04/14/23	POWERPLAN	P0933103	1	101-43000-221	1,612.31	1,612.31	GRADER REPAIR-PW
Total 49758:							1,612.31	
49759	04/14/23	PRINCETON AUTO CENTER	356111	1	101-42110-212	133.16	133.16	CHEVY TAHOE OIL CHANGE
Total 49759:							133.16	
49760	04/14/23	QUADIENT LEASING USA, INC.	N9861756	1	101-41940-240	425.97	425.97	FOLDER/INSERTER 3 MTH LEASE
49760	04/14/23	QUADIENT LEASING USA, INC.	N9871629	1	101-41940-240	280.47	280.47	POSTAGE MACHINE 3 MTH LEASE
Total 49760:							706.44	
49761	04/14/23	QUILL CORPORATION	31487017	1	101-42110-201	27.98	27.98	OFFICE SUPPLIES-PD
49761	04/14/23	QUILL CORPORATION	31487017	2	101-41940-201	117.75	117.75	HANGING FOLDERS-CITY
49761	04/14/23	QUILL CORPORATION	31759710	1	101-41940-201	104.94	104.94	COPIER PAPER-CITY
Total 49761:							250.67	
49762	04/14/23	ROELOFS, TROY	040123	1	602-49400-208	86.00	86.00	PARKING/MILEAGE FOR TRAINING - WATER
49762	04/14/23	ROELOFS, TROY	040123	2	602-49400-208	23.00	23.00	CLASS C LICENSE REIMB
49762	04/14/23	ROELOFS, TROY	040123	3	101-43000-321	75.00	75.00	2ND QTR CELL PHONE REIMB
Total 49762:							184.00	
49763	04/14/23	SOUTHERN GLAZERS OF MN	0085770	1	609-49750-251	3.75-	3.75-	CREDIT LIQUOR
49763	04/14/23	SOUTHERN GLAZERS OF MN	2332039	1	609-49750-254	14.24-	14.24-	CREDIT NA
49763	04/14/23	SOUTHERN GLAZERS OF MN	2332039	2	609-49750-251	3,624.12	3,624.12	LIQUOR
49763	04/14/23	SOUTHERN GLAZERS OF MN	2332039	3	609-49750-333	40.56	40.56	DELIVERY
49763	04/14/23	SOUTHERN GLAZERS OF MN	2332040	1	609-49750-253	96.00	96.00	WINE
49763	04/14/23	SOUTHERN GLAZERS OF MN	2332040	2	609-49750-333	1.55	1.55	DELIVERY
Total 49763:							3,744.24	
49764	04/14/23	STANTEC	2052908	1	101-41940-310	2,538.65	2,538.65	ENGINEERING FEES
49764	04/14/23	STANTEC	2052908	2	101-41120-310	380.00	380.00	PLANNING & ZONING
49764	04/14/23	STANTEC	2052908	3	602-49400-303	1,591.25	1,591.25	WATER PERMIT APPLICATIONS
Total 49764:							4,509.90	
49767	04/14/23	TEALS MARKET	3141018-032	1	101-41940-437	18.87	18.87	BREAKROOM SUPPLIES
Total 49767:							18.87	

Check Number	Check Issue Date	Payee	Invoice Number	In S	Invoice GL Account	Invoice Amount	Check Amount	Description
49768	04/14/23	TOLZMAN, BRAD	031323	1	101-41120-308	50.00	50.00	PLANNING COMMISSION-MARCH
Total 49768:							50.00	
49769	04/14/23	TRUE FABRICATIONS, INC.	1215398	1	609-49750-259	37.44	37.44	OTHER FOR RESALE
Total 49769:							37.44	
49770	04/14/23	U.S. POSTMASTER	05302023	1	602-49400-322	145.00	145.00	BULK PERMIT-WATER
49770	04/14/23	U.S. POSTMASTER	05302023	2	603-49450-322	145.00	145.00	BULK PERMIT-SEWER
Total 49770:							290.00	
49771	04/14/23	UNION TIMES	UNT-171326-	1	101-42110-310	66.35	66.35	SUBSCRIPTION-PD
Total 49771:							66.35	
49772	04/14/23	VERIZON WIRELESS	9931186695	1	602-49400-321	117.06	117.06	PHONE SERVICE WATER TRMT PLANT
Total 49772:							117.06	
49773	04/14/23	VIKING BOTTLING CO.	3174056	1	609-49750-254	173.40	173.40	NA
Total 49773:							173.40	
49774	04/14/23	WATSON COMPANY	132963	1	609-49750-259	42.76	42.76	OTHER FOR RESALE
49774	04/14/23	WATSON COMPANY	132963	2	609-49750-256	674.33	674.33	TOBACCO
49774	04/14/23	WATSON COMPANY	132963	3	609-49750-333	6.00	6.00	DELIVERY
49774	04/14/23	WATSON COMPANY	133078	1	609-49750-256	984.60	984.60	TOBACCO
49774	04/14/23	WATSON COMPANY	133078	2	609-49750-259	121.65	121.65	OTHER FOR RESALE
49774	04/14/23	WATSON COMPANY	133078	3	609-49750-333	6.00	6.00	DELIVERY
Total 49774:							1,835.34	
49775	04/14/23	WEIDNER S PLUMBING & HEATI	12249	1	602-49400-401	3,647.71	3,647.71	REPAIRS AT WATER TREATMENT PLANT
Total 49775:							3,647.71	
49776	04/14/23	WEX BANK	88502692	1	101-42110-212	1,846.85	1,846.85	GAS - POLICE
Total 49776:							1,846.85	
49777	04/14/23	WUBBEN, MARK	033123	1	101-43000-321	75.00	75.00	2ND QTR CELL PHONE REIMB
Total 49777:							75.00	
49778	04/14/23	YOST, EDWARD	160	1	101-41940-309	125.00	125.00	IT SERVICES-CITY
49778	04/14/23	YOST, EDWARD	160	2	101-42280-309	125.00	125.00	IT SERVICES-FIRE
49778	04/14/23	YOST, EDWARD	160	3	101-43000-309	125.00	125.00	IT SERVICES-PW
49778	04/14/23	YOST, EDWARD	160	4	602-49400-309	62.50	62.50	IT SERVICES-WATER
49778	04/14/23	YOST, EDWARD	160	5	603-49450-309	62.50	62.50	IT SERVICES-SEWER
49778	04/14/23	YOST, EDWARD	160	7	101-42110-309	125.00	125.00	IT SERVICES-PD
Total 49778:							625.00	
49779	04/14/23	ZIEGLER INC.	IN000934177	1	101-43000-221	259.55	259.55	LOADER REPAIRS-PW

Check Number	Check Issue Date	Payee	Invoice Number	In S	Invoice GL Account	Invoice Amount	Check Amount	Description
Total 49779:							259.55	
821334	03/21/23	MN DEPT OF REVENUE	030123	1	602-20800	388.50	388.50	W/S SALES TAX
821334	03/21/23	MN DEPT OF REVENUE	030123	2	101-34107	3.69	3.69	SALES TAX-SPECIAL SEARCHES
821334	03/21/23	MN DEPT OF REVENUE	030123	3	101-34780	59.00	59.00	SALES TAX-RESERVATION FEE
821334	03/21/23	MN DEPT OF REVENUE	030123	4	101-36200	16.81	16.81	SALES TAX - MISC
Total 821334:							468.00	
821335	04/12/23	BENTON COMMUNICATIONS	0238009658-	1	619-49900-321	112.27	112.27	PHONE SERVICE 1099 - DEP REG
821335	04/12/23	BENTON COMMUNICATIONS	0238009658-	2	101-45500-321	45.36	45.36	PHONE SERVICE - LIBRARY
821335	04/12/23	BENTON COMMUNICATIONS	0238009658-	3	101-45200-321	50.36	50.36	INTERNET SERVICE - REC PARK
821335	04/12/23	BENTON COMMUNICATIONS	0238009658-	4	101-43000-321	94.64	94.64	INTERNET SERVICE - PW
821335	04/12/23	BENTON COMMUNICATIONS	0238009658-	5	101-42110-321	56.82	56.82	PHONE SERVICE 3069 - POLICE
821335	04/12/23	BENTON COMMUNICATIONS	0238009658-	6	101-42110-321	42.59	42.59	PHONE SERVICE 5325 - POLICE
821335	04/12/23	BENTON COMMUNICATIONS	0238009658-	7	101-42110-321	78.49	78.49	PHONE SERVICE 6166 - POLICE
821335	04/12/23	BENTON COMMUNICATIONS	0238009658-	8	101-41940-321	56.67	56.67	PHONE SERVICE 3141 - CITY HALL
821335	04/12/23	BENTON COMMUNICATIONS	0238009658-	9	101-41940-321	7.16	7.16	PHONE SERVICE 3142 - CITY HALL
821335	04/12/23	BENTON COMMUNICATIONS	0238009658-	10	101-43000-321	68.87	68.87	PHONE SERVICE 5216 - PW
821335	04/12/23	BENTON COMMUNICATIONS	0238009658-	11	619-49900-321	88.75	88.75	PHONE SERVICE 3143 - DEP REG
821335	04/12/23	BENTON COMMUNICATIONS	0238009658-	12	619-49900-321	7.16	7.16	PHONE SERVICE 3449 - DEP REG
Total 821335:							709.14	
821336	04/12/23	BENTON COMMUNICATIONS	0238009623-	1	101-42280-321	99.88	99.88	PHONE SERVICE 3465-FIRE
Total 821336:							99.88	
821337	04/12/23	CENTERPOINT ENERGY	8000014099-	1	101-42280-381	645.74	645.74	FIRE HALL
821337	04/12/23	CENTERPOINT ENERGY	8000014099-	2	208-45600-381	442.58	442.58	HISTORICAL SOCIETY
821337	04/12/23	CENTERPOINT ENERGY	8000014099-	3	101-43000-381	2,097.77	2,097.77	PUBLIC WORKS
821337	04/12/23	CENTERPOINT ENERGY	8000014099-	4	101-49010-381	284.39	284.39	SENIOR CENTER
821337	04/12/23	CENTERPOINT ENERGY	8000014099-	5	101-41940-381	479.50	479.50	CITY HALL
821337	04/12/23	CENTERPOINT ENERGY	8000014099-	6	602-49400-381	662.88	662.88	WATER PLANT
821337	04/12/23	CENTERPOINT ENERGY	8000014099-	7	101-45500-381	780.46	780.46	LIBRARY
821337	04/12/23	CENTERPOINT ENERGY	8000014099-	8	101-45200-381	224.29	224.29	GORECKI BLDG
Total 821337:							5,617.61	
821338	04/12/23	CENTERPOINT ENERGY	5826769-1-0	1	609-49750-381	819.48	819.48	LIQUOR STORE
Total 821338:							819.48	
821339	04/12/23	DELTA DENTAL OF MN	CNS0001205	1	101-21712	1,525.72	1,525.72	DENTAL INS
Total 821339:							1,525.72	
821340	04/12/23	EAST CENTRAL ENERGY	832400-0423	1	101-43000-381	451.59	451.59	PUBLIC WORKS
821340	04/12/23	EAST CENTRAL ENERGY	832400-0423	2	101-49010-381	101.89	101.89	SENIOR CENTER
821340	04/12/23	EAST CENTRAL ENERGY	832400-0423	3	101-49810-381	273.03	273.03	AIRPORT
821340	04/12/23	EAST CENTRAL ENERGY	832400-0423	4	101-45200-381	158.10	158.10	PARKS
821340	04/12/23	EAST CENTRAL ENERGY	832400-0423	5	101-43000-380	3,065.30	3,065.30	STREET LIGHTS
821340	04/12/23	EAST CENTRAL ENERGY	832400-0423	6	101-42110-437	100.33	100.33	PUBLIC SAFETY
821340	04/12/23	EAST CENTRAL ENERGY	832400-0423	7	208-45600-381	169.26	169.26	HISTORICAL SOCIETY
821340	04/12/23	EAST CENTRAL ENERGY	832400-0423	8	101-45500-381	552.95	552.95	LIBRARY
821340	04/12/23	EAST CENTRAL ENERGY	832400-0423	9	602-49400-381	3,092.29	3,092.29	WATER DEPT
821340	04/12/23	EAST CENTRAL ENERGY	832400-0423	10	603-49450-381	892.16	892.16	SEWER DEPT

Check Number	Check Issue Date	Payee	Invoice Number	In S	Invoice GL Account	Invoice Amount	Check Amount	Description
821340	04/12/23	EAST CENTRAL ENERGY	832400-0423	11	101-42280-381	1,420.45	1,420.45	FIRE HALL
821340	04/12/23	EAST CENTRAL ENERGY	832400-0423	12	101-41940-381	643.62	643.62	CITY HALL
821340	04/12/23	EAST CENTRAL ENERGY	832400-0423	13	609-49750-381	1,787.69	1,787.69	LIQUOR STORE
Total 821340:							12,708.66	
821341	04/12/23	EAST CENTRAL ENERGY	040123	1	212-49000-603	555.56	555.56	RLF LOAN
Total 821341:							555.56	
821342	04/12/23	FURTHER-HSA	040123	1	101-21705	8,085.00	8,085.00	APRIL HSA CONTRIBUTIONS
Total 821342:							8,085.00	
821343	04/12/23	MIDCONTINENT COMMUNICATI	14799080113	1	101-42110-321	133.39	133.39	INTERNET- POLICE
Total 821343:							133.39	
821344	04/12/23	MN DEPT OF REVENUE	MAR WAT TA	1	602-20800	380.00	380.00	W/S SALES TAX
821344	04/12/23	MN DEPT OF REVENUE	MAR WAT TA	2	101-34780	92.00	92.00	SALES TAX-RESERVATION FEE
Total 821344:							472.00	
821345	04/12/23	MN DEPT OF REVENUE	MAR LIQ TA	1	609-20800	21,095.00	21,095.00	LIQUOR SALES TAX-MARCH
Total 821345:							21,095.00	
821346	04/12/23	NCPERS GROUP LIFE INS	6272000420	1	101-21709	96.00	96.00	GROUP LIFE INS - APRIL 2023
Total 821346:							96.00	
821347	04/12/23	UNUM	0691590-001	1	101-21707	940.30	940.30	LIFE, STD, LTD-APRIL 2023
Total 821347:							940.30	
990000171	03/27/23	AMERICAN FDS-EFTPS	PR0326231	1	101-21708	325.00	325.00	AMERICAN FUNDS AMERICAN FUNDS Pay Per
Total 990000171:							325.00	
990000172	03/27/23	EFTPS-FED TAXPAYMENT	PR0326231	1	101-21703	2,683.77	2,683.77	FED/SSI/MEDICARE SOCIAL SECURITY Pay Pe
990000172	03/27/23	EFTPS-FED TAXPAYMENT	PR0326231	2	101-21701	5,030.60	5,030.60	FED/SSI/MEDICARE FEDERAL WITHHOLDING T
990000172	03/27/23	EFTPS-FED TAXPAYMENT	PR0326231	3	101-21703	2,683.77	2,683.77	FED/SSI/MEDICARE SOCIAL SECURITY Pay Pe
990000172	03/27/23	EFTPS-FED TAXPAYMENT	PR0326231	4	101-21703	926.01	926.01	FED/SSI/MEDICARE MEDICARE Pay Period: 3/2
990000172	03/27/23	EFTPS-FED TAXPAYMENT	PR0326231	5	101-21703	926.01	926.01	FED/SSI/MEDICARE MEDICARE Pay Period: 3/2
Total 990000172:							12,250.16	
990000173	03/27/23	EFTPS-STATE TAXPAYMENT	PR0326231	1	101-21702	2,667.81	2,667.81	SWT STATE WITHHOLDING TAX Pay Period: 3/2
Total 990000173:							2,667.81	
990000174	03/27/23	GOVONE SOLUTIONS	PR0326231	1	101-21704	3,641.79	3,641.79	PERA PERA PROTECTIVE Pay Period: 3/26/202
990000174	03/27/23	GOVONE SOLUTIONS	PR0326231	2	101-21704	2,785.34	2,785.34	PERA PERA COORDINATED Pay Period: 3/26/20
990000174	03/27/23	GOVONE SOLUTIONS	PR0326231	3	101-21704	3,213.88	3,213.88	PERA PERA COORDINATED Pay Period: 3/26/20
990000174	03/27/23	GOVONE SOLUTIONS	PR0326231	4	101-21704	2,427.87	2,427.87	PERA PERA PROTECTIVE Pay Period: 3/26/202
Total 990000174:							12,068.88	

Check Number	Check Issue Date	Payee	Invoice Number	In S	Invoice GL Account	Invoice Amount	Check Amount	Description
990000175	04/10/23	AMERICAN FDS-EFTPS	PR0409231	1	101-21708	325.00	325.00	AMERICAN FUNDS AMERICAN FUNDS Pay Per
Total 990000175:							325.00	
990000176	04/10/23	EFTPS-FED TAXPAYMENT	PR0409231	1	101-21703	2,656.87	2,656.87	FED/SSI/MEDICARE SOCIAL SECURITY Pay Pe
990000176	04/10/23	EFTPS-FED TAXPAYMENT	PR0409231	2	101-21701	4,779.42	4,779.42	FED/SSI/MEDICARE FEDERAL WITHHOLDING T
990000176	04/10/23	EFTPS-FED TAXPAYMENT	PR0409231	3	101-21703	2,656.87	2,656.87	FED/SSI/MEDICARE SOCIAL SECURITY Pay Pe
990000176	04/10/23	EFTPS-FED TAXPAYMENT	PR0409231	4	101-21703	894.77	894.77	FED/SSI/MEDICARE MEDICARE Pay Period: 4/9
990000176	04/10/23	EFTPS-FED TAXPAYMENT	PR0409231	5	101-21703	894.77	894.77	FED/SSI/MEDICARE MEDICARE Pay Period: 4/9
Total 990000176:							11,882.70	
990000177	04/10/23	EFTPS-STATE TAXPAYMENT	PR0409231	1	101-21702	2,565.24	2,565.24	SWT STATE WITHHOLDING TAX Pay Period: 4/9
Total 990000177:							2,565.24	
990000178	04/10/23	GOVONE SOLUTIONS	PR0409231	1	101-21704	3,421.10	3,421.10	PERA PERA PROTECTIVE Pay Period: 4/9/2023
990000178	04/10/23	GOVONE SOLUTIONS	PR0409231	2	101-21704	2,820.78	2,820.78	PERA PERA COORDINATED Pay Period: 4/9/2023
990000178	04/10/23	GOVONE SOLUTIONS	PR0409231	3	101-21704	3,254.74	3,254.74	PERA PERA COORDINATED Pay Period: 4/9/2023
990000178	04/10/23	GOVONE SOLUTIONS	PR0409231	4	101-21704	2,280.73	2,280.73	PERA PERA PROTECTIVE Pay Period: 4/9/2023
Total 990000178:							11,777.35	
Grand Totals:							464,196.51	

## Summary by General Ledger Account Number

GL Account	Debit	Credit	Proof
001-10005	15.00	.00	15.00
001-10100	.00	.00	.00
001-20200	.00	15.00-	15.00-
101-20200	27.48	161,677.18-	161,649.70-
101-21701	9,810.02	.00	9,810.02
101-21702	5,233.05	.00	5,233.05
101-21703	14,322.84	.00	14,322.84
101-21704	23,846.23	.00	23,846.23
101-21705	8,085.00	.00	8,085.00
101-21706	25,133.79	.00	25,133.79
101-21707	940.30	.00	940.30
101-21708	650.00	.00	650.00
101-21709	96.00	.00	96.00
101-21710	405.00	.00	405.00
101-21712	1,525.72	.00	1,525.72
101-31410	437.56	.00	437.56
101-34107	3.69	.00	3.69
101-34780	151.00	.00	151.00
101-36200	16.81	.00	16.81
101-41110-351	36.23	.00	36.23
101-41120-308	250.00	.00	250.00
101-41120-310	380.00	.00	380.00
101-41120-352	40.25	.00	40.25
101-41310-201	56.99	.00	56.99
101-41310-208	113.77	.00	113.77
101-41310-321	150.00	.00	150.00
101-41610-304	6,203.82	.00	6,203.82
101-41940-151	5,215.60	.00	5,215.60
101-41940-201	292.65	.00	292.65
101-41940-217	102.05	.00	102.05
101-41940-240	706.44	.00	706.44
101-41940-309	125.00	.00	125.00
101-41940-310	3,657.90	.00	3,657.90
101-41940-321	63.83	.00	63.83
101-41940-322	500.00	.00	500.00
101-41940-361	500.00	.00	500.00
101-41940-381	1,123.12	.00	1,123.12
101-41940-433	51.48	.00	51.48
101-41940-437	143.85	.00	143.85
101-41940-570	54.99	.00	54.99
101-42110-201	139.96	.00	139.96
101-42110-208	150.52	.00	150.52
101-42110-212	3,411.10	.00	3,411.10
101-42110-309	3,755.00	.00	3,755.00
101-42110-310	246.35	.00	246.35
101-42110-321	743.35	.00	743.35
101-42110-434	750.12	.00	750.12
101-42110-437	132.21	.00	132.21
101-42280-151	2,210.00	.00	2,210.00
101-42280-208	25.00	.00	25.00
101-42280-212	547.02	.00	547.02
101-42280-217	145.99	.00	145.99
101-42280-221	662.21	.00	662.21
101-42280-305	1,780.00	.00	1,780.00
101-42280-309	1,925.00	.00	1,925.00
101-42280-310	40.51	.00	40.51
101-42280-321	193.08	.00	193.08

GL Account	Debit	Credit	Proof
101-42280-381	2,066.19	.00	2,066.19
101-42280-384	25.00	.00	25.00
101-42280-434	1,568.00	.00	1,568.00
101-42280-437	179.95	.00	179.95
101-42280-580	9,775.00	.00	9,775.00
101-43000-212	3,814.18	27.48-	3,786.70
101-43000-215	306.21	.00	306.21
101-43000-217	18.99	.00	18.99
101-43000-221	2,609.37	.00	2,609.37
101-43000-240	54.99	.00	54.99
101-43000-309	225.00	.00	225.00
101-43000-311	1,235.00	.00	1,235.00
101-43000-321	523.56	.00	523.56
101-43000-380	3,065.30	.00	3,065.30
101-43000-381	2,549.36	.00	2,549.36
101-43000-434	635.86	.00	635.86
101-45200-221	27.96	.00	27.96
101-45200-310	213.57	.00	213.57
101-45200-321	50.36	.00	50.36
101-45200-381	382.39	.00	382.39
101-45200-384	120.73	.00	120.73
101-45200-401	379.98	.00	379.98
101-45200-415	148.39	.00	148.39
101-45200-437	52.00	.00	52.00
101-45500-310	462.41	.00	462.41
101-45500-321	45.36	.00	45.36
101-45500-381	1,333.41	.00	1,333.41
101-49010-381	386.28	.00	386.28
101-49010-401	77.91	.00	77.91
101-49200-450	11.20	.00	11.20
101-49810-212	173.00	.00	173.00
101-49810-221	445.01	.00	445.01
101-49810-310	400.00	.00	400.00
101-49810-321	226.14	.00	226.14
101-49810-381	273.03	.00	273.03
101-49810-437	533.69	.00	533.69
208-20200	.00	611.84-	611.84-
208-45600-381	611.84	.00	611.84
212-20200	.00	555.56-	555.56-
212-49000-603	555.56	.00	555.56
214-20200	.00	8,274.31-	8,274.31-
214-49000-437	8,274.31	.00	8,274.31
602-20200	.00	61,016.24-	61,016.24-
602-20800	768.50	.00	768.50
602-49400-151	176.80	.00	176.80
602-49400-208	314.00	.00	314.00
602-49400-212	444.33	.00	444.33
602-49400-216	20.00	.00	20.00
602-49400-303	1,591.25	.00	1,591.25
602-49400-309	62.50	.00	62.50
602-49400-310	1,145.00	.00	1,145.00
602-49400-321	387.02	.00	387.02
602-49400-322	379.72	.00	379.72
602-49400-381	3,755.17	.00	3,755.17
602-49400-401	10,423.71	.00	10,423.71
602-49400-437	5.49	.00	5.49
602-49400-580	41,542.75	.00	41,542.75
603-20200	.00	4,850.71-	4,850.71-
603-49450-151	176.80	.00	176.80

GL Account	Debit	Credit	Proof
603-49450-212	474.77	.00	474.77
603-49450-217	100.38	.00	100.38
603-49450-240	29.85	.00	29.85
603-49450-309	62.50	.00	62.50
603-49450-310	2,719.50	.00	2,719.50
603-49450-322	366.54	.00	366.54
603-49450-381	892.16	.00	892.16
603-49450-401	28.21	.00	28.21
609-20200	907.59	227,922.56-	227,014.97-
609-20800	21,095.00	.00	21,095.00
609-49750-151	1,060.80	.00	1,060.80
609-49750-217	514.15	.00	514.15
609-49750-251	55,275.57	446.20-	54,829.37
609-49750-252	108,888.68	432.69-	108,455.99
609-49750-253	16,985.74	.00	16,985.74
609-49750-254	4,864.42	19.24-	4,845.18
609-49750-256	10,742.79	.00	10,742.79
609-49750-259	3,376.94	1.98-	3,374.96
609-49750-310	179.01	.00	179.01
609-49750-321	165.47	.00	165.47
609-49750-333	1,380.24	7.48-	1,372.76
609-49750-381	2,607.17	.00	2,607.17
609-49750-384	86.58	.00	86.58
609-49750-434	700.00	.00	700.00
619-20200	.00	208.18-	208.18-
619-49900-321	208.18	.00	208.18
Grand Totals:	<u>466,066.65</u>	<u>466,066.65-</u>	<u>.00</u>

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

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

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

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

CITY OF MILACA  
 COMBINED CASH INVESTMENT  
 MARCH 31, 2023

COMBINED CASH ACCOUNTS

001-10100	GENERAL CHECKING	259,272.74
001-10101	4M FUND	1,873,073.73
001-10102	RBC WEALTH MANAGEMENT	3,614,869.01
	TOTAL COMBINED CASH	5,747,215.48
001-10000	CASH ALLOCATED TO OTHER FUNDS	( 5,747,215.48)
TOTAL UNALLOCATED CASH		.00

CASH ALLOCATION RECONCILIATION

101	ALLOCATION TO GENERAL FUND	1,806,486.75
200	ALLOCATION TO ECONOMIC DEV. FUND	86,988.64
205	ALLOCATION TO MCDONALDS DEVELOPMENT	( 1,518.75)
207	ALLOCATION TO YOUTH SAFETY PROGRAMS	2,057.29
208	ALLOCATION TO CHARITABLE GAMBLING FUND	70,471.14
209	ALLOCATION TO H.O.F. FUND	4,197.65
210	ALLOCATION TO FIRE DEPT RESERVE FUND	( 37,179.37)
212	ALLOCATION TO REVOLVING LOAN FUND	64,006.09
213	ALLOCATION TO DWI/DRUG FORFEITURE FUND	11,397.14
215	ALLOCATION TO CITY EVENTS FUND	15,854.57
216	ALLOCATION TO ALL PARKS IMPROVEMENT FUND	202,948.99
217	ALLOCATION TO REC PARK IMPROVEMENTS FUND	132,723.51
218	ALLOCATION TO VETERANS MEMORIAL FUND	640.65
303	ALLOCATION TO 2021 G.O. STREET PROJECT BOND	2,078.81
350	ALLOCATION TO 2022 G.O. STREET PROJECT BOND	48,102.73
382	ALLOCATION TO 2010 G.O. BOND	( 35,174.70)
383	ALLOCATION TO 2012 G.O. BOND	194,457.62
384	ALLOCATION TO 2012 EQUIP CERTIFICATE	1,033.97
385	ALLOCATION TO 2014 FIRE HALL IMPR LOAN	17,736.54
386	ALLOCATION TO 2015 GO PARK BOND	23,607.95
387	ALLOCATION TO 2017 LIBRARY LEASE REV REFUND	143,386.05
388	ALLOCATION TO 2019 G.O. BOND	3,940.06
389	ALLOCATION TO LOADER EQUIPMENT LEASE	( 31,315.96)
404	ALLOCATION TO TIF# 1-10 DOWNTOWN	( 99,315.56)
500	ALLOCATION TO CAPITAL PROJECT FUND	101,739.04
602	ALLOCATION TO WATER FUND	1,251,757.71
603	ALLOCATION TO SEWER FUND	1,074,952.38
609	ALLOCATION TO MUNICIPAL LIQUOR FUND	691,154.54
TOTAL ALLOCATIONS TO OTHER FUNDS		5,747,215.48
ALLOCATION FROM COMBINED CASH FUND - 001-10000		( 5,747,215.48)
ZERO PROOF IF ALLOCATIONS BALANCE		.00

CITY OF MILACA  
FUND SUMMARY  
FOR THE 3 MONTHS ENDING MARCH 31, 2023

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	VARIANCE	PCNT
<u>REVENUE</u>					
GENERAL PROPERTY TAXES	6,605.94	6,605.94	744,467.00	737,861.06	.9
LODGING TAX	78.10	78.10	500.00	421.90	15.6
PENALTIES AND INTEREST	103.81	103.81	630.00	526.19	16.5
OTHER PERMITS	200.00	200.00	2,250.00	2,050.00	8.9
LICENSES	90.00	90.00	19,300.00	19,210.00	.5
PERMITS	12,408.54	12,408.54	41,685.00	29,276.46	29.8
GRANTS/GIFTS	5,000.00	5,000.00	25,000.00	20,000.00	20.0
STATE GRANTS AND AIDS	3,059.44	3,059.44	1,330,814.00	1,327,754.56	.2
CHARGES FOR SERVICES	21,380.75	21,380.75	35,950.00	14,569.25	59.5
PUBLIC SAFETY	115,444.50	115,444.50	123,950.00	8,505.50	93.1
CULTURE - RECREATION	2,671.00	2,671.00	17,500.00	14,829.00	15.3
OTHER CHARGES	3,264.59	3,264.59	15,799.00	12,534.41	20.7
FINES AND FORFEITS	2,851.36	2,851.36	15,000.00	12,148.64	19.0
SPECIAL ASSESSMENTS	.00	.00	7,250.00	7,250.00	.0
MISCELLANEOUS REVENUES	38,268.36	38,268.36	78,000.00	39,731.64	49.1
OTHER PROPRIETARY FUND REVENUE	2,414.32	2,414.32	12,000.00	9,585.68	20.1
TRANSFER FROM OTHER FUNDS	183,000.01	183,000.01	333,000.00	149,999.99	55.0
	<u>396,840.72</u>	<u>396,840.72</u>	<u>2,803,095.00</u>	<u>2,406,254.28</u>	<u>14.2</u>
<u>EXPENDITURES</u>					
COUNCIL	3,292.21	3,292.21	21,450.00	18,157.79	15.4
PLANNING COMM.	2,599.22	2,599.22	4,100.00	1,500.78	63.4
CITY MANAGER	16,563.67	16,563.67	64,959.00	48,395.33	25.5
TREASURER	28,632.07	28,632.07	104,924.00	76,291.93	27.3
AUDITING	.00	.00	16,000.00	16,000.00	.0
ASSESSING	13,660.00	13,660.00	14,000.00	340.00	97.6
CITY ATTORNEY	14,153.85	14,153.85	60,900.00	46,746.15	23.2
CITY HALL	56,751.78	56,751.78	286,540.00	229,788.22	19.8
EVENTS COORDINATOR	4.99	4.99	.00	( 4.99)	.0
POLICE DEPT.	215,685.60	215,685.60	921,332.00	705,646.40	23.4
FIRE DEPT.	42,451.83	42,451.83	309,660.00	267,208.17	13.7
BUILDING INSPECTION	2,752.61	2,752.61	33,000.00	30,247.39	8.3
PUBLIC WORKS	104,066.68	104,066.68	560,699.00	456,632.32	18.6
PARKS	96,262.49	96,262.49	260,364.00	164,101.51	37.0
RECREATION	4,177.24	4,177.24	4,000.00	( 177.24)	104.4
LIBRARIES	9,818.71	9,818.71	27,200.00	17,381.29	36.1
HISTORICAL SOCIETY	200.00	200.00	.00	( 200.00)	.0
SENIOR CENTER	1,598.16	1,598.16	9,419.00	7,820.84	17.0
UNALLOCATED	3,157.20	3,157.20	3,100.00	( 57.20)	101.9
AIRPORT	17,576.24	17,576.24	89,448.00	71,871.76	19.7
	<u>633,404.55</u>	<u>633,404.55</u>	<u>2,791,095.00</u>	<u>2,157,690.45</u>	<u>22.7</u>
	<u>( 236,563.83)</u>	<u>( 236,563.83)</u>	<u>12,000.00</u>	<u>248,563.83</u>	<u>(197.1)</u>

CITY OF MILACA  
 FUND SUMMARY  
 FOR THE 3 MONTHS ENDING MARCH 31, 2023

ECONOMIC DEV. FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	VARIANCE	PCNT
<u>REVENUE</u>					
MISCELLANEOUS REVENUES	194.73	194.73	200.00	5.27	97.4
	194.73	194.73	200.00	5.27	97.4
<u>EXPENDITURES</u>					
	.00	.00	.00	00	.0
	194.73	194.73	200.00	5.27	97.4

CITY OF MILACA  
 FUND SUMMARY  
 FOR THE 3 MONTHS ENDING MARCH 31, 2023

YOUTH SAFETY PROGRAMS

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	VARIANCE	PCNT
<u>REVENUE</u>					
MISCELLANEOUS REVENUES	5.55	5.55	.00	( 5.55)	.0
	5.55	5.55	.00	( 5.55)	.0
<u>EXPENDITURES</u>					
	.00	.00	.00	00	.0
	5.55	5.55	.00	( 5.55)	.0

CITY OF MILACA  
 FUND SUMMARY  
 FOR THE 3 MONTHS ENDING MARCH 31, 2023

CHARITABLE GAMBLING FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	VARIANCE	PCNT
<u>REVENUE</u>					
MISCELLANEOUS REVENUE	6,261.46	6,261.46	28,350.00	22,088.54	22.1
	6,261.46	6,261.46	28,350.00	22,088.54	22.1
<u>EXPENDITURES</u>					
HISTORICAL SOCIETY	2,421.11	2,421.11	11,650.00	9,228.89	20.8
OTHER MISCELLANEOUS	98.00	98.00	.00	( 98.00)	.0
RECREATION	8,051.00	8,051.00	12,000.00	3,949.00	67.1
	10,570.11	10,570.11	23,650.00	13,079.89	44.7
	( 4,308.65)	( 4,308.65)	4,700.00	9,008.65	( 91.7)

CITY OF MILACA  
 FUND SUMMARY  
 FOR THE 3 MONTHS ENDING MARCH 31, 2023

H.O.F. FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	VARIANCE	PCNT
<u>REVENUE</u>					
MISCELLANEOUS REVENUES	11.32	11.32	.00	( 11.32)	.0
	11.32	11.32	.00	( 11.32)	.0
<u>EXPENDITURES</u>					
	.00	.00	.00	00	.0
	11.32	11.32	.00	( 11.32)	.0

CITY OF MILACA  
 FUND SUMMARY  
 FOR THE 3 MONTHS ENDING MARCH 31, 2023

FIRE DEPT RESERVE FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	VARIANCE	PCNT
<u>REVENUE</u>					
MISCELLANEOUS REVENUES	101.93	101.93	125,600.00	125,498.07	.1
	101.93	101.93	125,600.00	125,498.07	.1
<u>EXPENDITURES</u>					
FIRE DEPARTMENT	125,000.00	125,000.00	125,000.00	00	100.0
	125,000.00	125,000.00	125,000.00	00	100.0
	( 124,898.07)	( 124,898.07)	600.00	125,498.07	(20816

CITY OF MILACA  
 FUND SUMMARY  
 FOR THE 3 MONTHS ENDING MARCH 31, 2023

REVOLVING LOAN FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	VARIANCE	PCNT
<u>REVENUE</u>					
MISCELLANEOUS REVENUES	175.18	175.18	800.00	624.82	21.9
	175.18	175.18	800.00	624.82	21.9
<u>EXPENDITURES</u>					
REVOLVING LOAN FUND - OTHER	1,666.68	1,666.68	5,555.00	3,888.32	30.0
	1,666.68	1,666.68	5,555.00	3,888.32	30.0
	( 1,491.50)	( 1,491.50)	( 4,755.00)	( 3,263.50)	( 31.4)

CITY OF MILACA  
 FUND SUMMARY  
 FOR THE 3 MONTHS ENDING MARCH 31, 2023

DWI/DRUG FORFEITURE FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	VARIANCE	PCNT
<u>REVENUE</u>					
MISCELLANEOUS REVENUES	33.32	33.32	.00	( 33.32)	.0
	33.32	33.32	.00	( 33.32)	.0
<u>EXPENDITURES</u>					
POLICE DEPT.	1,661.33	1,661.33	.00	( 1,661.33)	.0
	1,661.33	1,661.33	.00	( 1,661.33)	.0
	( 1,628.01)	( 1,628.01)	.00	1,628.01	.0

CITY OF MILACA  
 FUND SUMMARY  
 FOR THE 3 MONTHS ENDING MARCH 31, 2023

REC FEST FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	VARIANCE	PCNT
<u>REVENUE</u>					
<u>EXPENDITURES</u>					
REC FEST - OTHER	8,274.31	8,274.31	.00	( 8,274.31)	.0
	8,274.31	8,274.31	.00	( 8,274.31)	.0
	( 8,274.31)	( 8,274.31)	.00	8,274.31	.0

CITY OF MILACA  
 FUND SUMMARY  
 FOR THE 3 MONTHS ENDING MARCH 31, 2023

CITY EVENTS FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	VARIANCE	PCNT
<u>REVENUE</u>					
MICELLANEOUS REVENUES	35.33	35.33	6,045.00	6,009.67	.6
INTERFUND TRANSFERS	11,500.00	11,500.00	11,500.00	00	100.0
	<u>11,535.33</u>	<u>11,535.33</u>	<u>17,545.00</u>	<u>6,009.67</u>	<u>65.8</u>
<u>EXPENDITURES</u>					
CITY EVENTS - OTHER	3,825.00	3,825.00	4,800.00	975.00	79.7
	<u>3,825.00</u>	<u>3,825.00</u>	<u>4,800.00</u>	<u>975.00</u>	<u>79.7</u>
	<u><u>7,710.33</u></u>	<u><u>7,710.33</u></u>	<u><u>12,745.00</u></u>	<u><u>5,034.67</u></u>	<u><u>60.5</u></u>

CITY OF MILACA  
 FUND SUMMARY  
 FOR THE 3 MONTHS ENDING MARCH 31, 2023

ALL PARKS IMPROVEMENT FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	VARIANCE	PCNT
<u>REVENUE</u>					
MICELLANEOUS REVENUES	547.64	547.64	2,500.00	1,952.36	21.9
	547.64	547.64	2,500.00	1,952.36	21.9
<u>EXPENDITURES</u>					
PARKS - OTHER	.00	.00	9,000.00	9,000.00	.0
	.00	.00	9,000.00	9,000.00	.0
	547.64	547.64	( 6,500.00)	( 7,047.64)	8.4

CITY OF MILACA  
 FUND SUMMARY  
 FOR THE 3 MONTHS ENDING MARCH 31, 2023

REC PARK IMPROVEMENTS FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	VARIANCE	PCNT
<u>REVENUE</u>					
MICELLANEOUS REVENUES	371.50	371.50	1,900.00	1,528.50	19.6
	371.50	371.50	1,900.00	1,528.50	19.6
<u>EXPENDITURES</u>					
PARKS - OTHER	11,500.00	11,500.00	11,500.00	00	100.0
	11,500.00	11,500.00	11,500.00	00	100.0
	( 11,128.50)	( 11,128.50)	( 9,600.00)	1,528.50	(115.9)

CITY OF MILACA  
 FUND SUMMARY  
 FOR THE 3 MONTHS ENDING MARCH 31, 2023

VETERANS MEMORIAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	VARIANCE	PCNT
<u>REVENUE</u>					
MISCELLANEOUS REVENUES	1,700.00	1,700.00	100.00	( 1,600 00)	1700.0
	1,700.00	1,700.00	100.00	( 1,600 00)	1700.0
<u>EXPENDITURES</u>					
	.00	.00	.00	00	.0
	1,700.00	1,700.00	100.00	( 1,600 00)	1700.0

CITY OF MILACA  
 FUND SUMMARY  
 FOR THE 3 MONTHS ENDING MARCH 31, 2023

2021 G.O. STREET PROJECT BOND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	VARIANCE	PCNT
<u>REVENUE</u>					
GENERAL PROPERTY TAXES	1,908.03	1,908.03	58,708.00	56,799.97	3.3
	1,908.03	1,908.03	58,708.00	56,799.97	3.3
<u>EXPENDITURES</u>					
OTHER DEBT SERVICE	.00	.00	51,313.00	51,313.00	.0
	.00	.00	51,313.00	51,313.00	.0
	1,908.03	1,908.03	7,395.00	5,486.97	25.8

CITY OF MILACA  
 FUND SUMMARY  
 FOR THE 3 MONTHS ENDING MARCH 31, 2023

2022 G.O. STREET PROJECT BOND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	VARIANCE	PCNT
<u>REVENUE</u>					
GENERAL PROPERTY TAXES	3,069.32	3,069.32	22,639.00	19,569.68	13.6
	3,069.32	3,069.32	22,639.00	19,569.68	13.6
<u>EXPENDITURES</u>					
OTHER DEBT SERVICE	.00	.00	58,532.00	58,532.00	.0
	.00	.00	58,532.00	58,532.00	.0
	3,069.32	3,069.32	( 35,893.00)	( 38,962.32)	8.6

CITY OF MILACA  
 FUND SUMMARY  
 FOR THE 3 MONTHS ENDING MARCH 31, 2023

2012 G.O. BOND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	VARIANCE	PCNT
<u>REVENUE</u>					
GENERAL PROPERTY TAXES	2,652.21	2,652.21	27,500.00	24,847.79	9.6
SPECIAL ASSESSMENTS	.00	.00	14,500.00	14,500.00	.0
MISCELLANEOUS REVENUES	579.39	579.39	.00	( 579.39)	.0
	<u>3,231.60</u>	<u>3,231.60</u>	<u>42,000.00</u>	<u>38,768.40</u>	<u>7.7</u>
<u>EXPENDITURES</u>					
OTHER DEBT SERVICE	.00	.00	97,161.00	97,161.00	.0
	<u>.00</u>	<u>.00</u>	<u>97,161.00</u>	<u>97,161.00</u>	<u>.0</u>
	<u>3,231.60</u>	<u>3,231.60</u>	<u>( 55,161.00)</u>	<u>( 58,392.60)</u>	<u>5.9</u>

CITY OF MILACA  
 FUND SUMMARY  
 FOR THE 3 MONTHS ENDING MARCH 31, 2023

2014 FIRE HALL IMPR LOAN

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	VARIANCE	PCNT
<u>REVENUE</u>					
CHARGES FOR SERVICES	6,000.00	6,000.00	24,000.00	18,000.00	25.0
MISCELLANEOUS REVENUES	65.21	65.21	.00	( 65.21)	.0
	<u>6,065.21</u>	<u>6,065.21</u>	<u>24,000.00</u>	<u>17,934.79</u>	<u>25.3</u>
<u>EXPENDITURES</u>					
OTHER DEBT SERVICE	19,760.00	19,760.00	19,760.00	00	100.0
	<u>19,760.00</u>	<u>19,760.00</u>	<u>19,760.00</u>	<u>00</u>	<u>100.0</u>
	<u>( 13,694.79)</u>	<u>( 13,694.79)</u>	<u>4,240.00</u>	<u>17,934.79</u>	<u>(323.0)</u>

CITY OF MILACA  
 FUND SUMMARY  
 FOR THE 3 MONTHS ENDING MARCH 31, 2023

2015 GO PARK BOND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	VARIANCE	PCNT
<u>REVENUE</u>					
GENERAL PROPERTY TAXES	1,302.28	1,302.28	42,000.00	40,697.72	3.1
SOURCE 362	83.18	83.18	.00	( 83.18)	.0
	<u>1,385.46</u>	<u>1,385.46</u>	<u>42,000.00</u>	<u>40,614.54</u>	<u>3.3</u>
<u>EXPENDITURES</u>					
OTHER DEBT SERVICE	.00	.00	38,930.00	38,930.00	.0
	<u>.00</u>	<u>.00</u>	<u>38,930.00</u>	<u>38,930.00</u>	<u>.0</u>
	<u>1,385.46</u>	<u>1,385.46</u>	<u>3,070.00</u>	<u>1,684.54</u>	<u>45.1</u>

CITY OF MILACA  
 FUND SUMMARY  
 FOR THE 3 MONTHS ENDING MARCH 31, 2023

2017 LIBRARY LEASE REV REFUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	VARIANCE	PCNT
<u>REVENUE</u>					
MISCELLANEOUS REVENUES	386.92	386.92	.00	( 386.92)	.0
	386.92	386.92	.00	( 386.92)	.0
<u>EXPENDITURES</u>					
	.00	.00	.00	00	.0
	386.92	386.92	.00	( 386.92)	.0

CITY OF MILACA  
 FUND SUMMARY  
 FOR THE 3 MONTHS ENDING MARCH 31, 2023

2019 G.O. BOND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	VARIANCE	PCNT
<u>REVENUE</u>					
GENERAL PROPERTY TAXES	1,899.01	1,899.01	58,795.00	56,895.99	3.2
	1,899.01	1,899.01	58,795.00	56,895.99	3.2
<u>EXPENDITURES</u>					
OTHER DEBT SERVICE	.00	.00	56,963.00	56,963.00	.0
	.00	.00	56,963.00	56,963.00	.0
	1,899.01	1,899.01	1,832.00	( 67.01)	103.7

CITY OF MILACA  
 FUND SUMMARY  
 FOR THE 3 MONTHS ENDING MARCH 31, 2023

TIF# 1-10 DOWNTOWN

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	VARIANCE	PCNT
<u>REVENUE</u>					
GENERAL PROPERTY TAXES	.00	.00	42,000.00	42,000.00	.0
	.00	.00	42,000.00	42,000.00	.0
<u>EXPENDITURES</u>					
OTHER MISCELLANEOUS	19,297.57	19,297.57	42,500.00	23,202.43	45.4
	19,297.57	19,297.57	42,500.00	23,202.43	45.4
	( 19,297.57)	( 19,297.57)	( 500.00)	18,797.57	(3859.

CITY OF MILACA  
 FUND SUMMARY  
 FOR THE 3 MONTHS ENDING MARCH 31, 2023

CAPITAL PROJECT FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	VARIANCE	PCNT
<u>REVENUE</u>					
<u>EXPENDITURES</u>					
STREETS & ROADS	107,016.14	107,016.14	.00	( 107,016.14)	.0
	107,016.14	107,016.14	.00	( 107,016.14)	.0
	( 107,016.14)	( 107,016.14)	.00	107,016.14	.0

CITY OF MILACA  
 FUND SUMMARY  
 FOR THE 3 MONTHS ENDING MARCH 31, 2023

WATER FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	VARIANCE	PCNT
<u>REVENUE</u>					
SPECIAL ASSESSMENTS	.00	.00	2,500.00	2,500.00	.0
MISCELLANEOUS REVENUES	12,837.73	12,837.73	38,600.00	25,762.27	33.3
WATER SALES	120,925.06	120,925.06	548,000.00	427,074.94	22.1
	<u>133,762.79</u>	<u>133,762.79</u>	<u>589,100.00</u>	<u>455,337.21</u>	<u>22.7</u>
<u>EXPENDITURES</u>					
WATER OPERATION EXPENSE	281,642.63	281,642.63	819,115.00	537,472.37	34.4
	<u>281,642.63</u>	<u>281,642.63</u>	<u>819,115.00</u>	<u>537,472.37</u>	<u>34.4</u>
	<u>( 147,879.84)</u>	<u>( 147,879.84)</u>	<u>( 230,015.00)</u>	<u>( 82,135.16)</u>	<u>( 64.3)</u>

CITY OF MILACA  
 FUND SUMMARY  
 FOR THE 3 MONTHS ENDING MARCH 31, 2023

SEWER FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	VARIANCE	PCNT
<u>REVENUE</u>					
MISCELLANEOUS REVENUES	3,773.86	3,773.86	12,100.00	8,326.14	31.2
SEWER SALES	73,450.28	73,450.28	373,100.00	299,649.72	19.7
	<u>77,224.14</u>	<u>77,224.14</u>	<u>385,200.00</u>	<u>307,975.86</u>	<u>20.1</u>
<u>EXPENDITURES</u>					
SEWER OPERATION EXPENSE	80,609.28	80,609.28	578,969.00	498,359.72	13.9
	<u>80,609.28</u>	<u>80,609.28</u>	<u>578,969.00</u>	<u>498,359.72</u>	<u>13.9</u>
	<u>( 3,385.14)</u>	<u>( 3,385.14)</u>	<u>( 193,769.00)</u>	<u>( 190,383.86)</u>	<u>( 1.8)</u>

CITY OF MILACA  
 FUND SUMMARY  
 FOR THE 3 MONTHS ENDING MARCH 31, 2023

MUNICIPAL LIQUOR FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	VARIANCE	PCNT
<u>REVENUE</u>					
MISCELLANEOUS REVENUES	2,325.36	2,325.36	9,300.00	6,974.64	25.0
LIQUOR COST OF GOODS SOLD	53,956.46	53,956.46	.00	( 53,956.46)	.0
LIQUOR STORE SALES	631,538.67	631,538.67	3,024,000.00	2,392,461.33	20.9
	<u>687,820.49</u>	<u>687,820.49</u>	<u>3,033,300.00</u>	<u>2,345,479.51</u>	<u>22.7</u>
<u>EXPENDITURES</u>					
LIQUOR STORE OPERATION EXPENS	689,975.05	689,975.05	3,033,300.00	2,343,324.95	22.8
	<u>689,975.05</u>	<u>689,975.05</u>	<u>3,033,300.00</u>	<u>2,343,324.95</u>	<u>22.8</u>
	<u>( 2,154.56)</u>	<u>( 2,154.56)</u>	<u>.00</u>	<u>2,154.56</u>	<u>.0</u>

CITY OF MILACA  
 FUND SUMMARY  
 FOR THE 3 MONTHS ENDING MARCH 31, 2023

DEPUTY REGISTRAR FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	VARIANCE	PCNT
<u>REVENUE</u>					
MISCELLANEOUS REVENUES	( 26.56)	( 26.56)	1,050.00	1,076.56	( 2.5)
MOTOR VEHICLE SALES	55,343.78	55,343.78	221,540.00	166,196.22	25.0
	<u>55,317.22</u>	<u>55,317.22</u>	<u>222,590.00</u>	<u>167,272.78</u>	<u>24.9</u>
<u>EXPENDITURES</u>					
MOTOR VEHICLE EXPENSES	46,349.56	46,349.56	222,560.00	176,210.44	20.8
	<u>46,349.56</u>	<u>46,349.56</u>	<u>222,560.00</u>	<u>176,210.44</u>	<u>20.8</u>
	<u>8,967.66</u>	<u>8,967.66</u>	<u>30.00</u>	<u>( 8,937.66)</u>	<u>29892.</u>

RESOLUTION NO. 23-10

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; and

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

<u>Name of Donor</u>	<u>Amount</u>	<u>Fund</u>
Town & Country Finance	\$5,000.00	Parks-580
Jerry & Ingrid Lang	\$1,500.00	Veteran's Memorial-218

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 the funds as indicated 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 20th day of April, 2023.

\_\_\_\_\_  
Mayor Dave Dillan

ATTEST

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



**CITY OF MILACA  
PUBLIC HEARING NOTICE**

Thursday, April 20, 2023  
6:30 p.m.  
Milaca City Hall

NOTICE IS HEREBY GIVEN that the Milaca City Council will call a meeting on Thursday, April 20, 2023, at 6:30 p.m., to conduct a public hearing on;

**Property Abatements**

230 5<sup>th</sup> St NW  
305 5<sup>th</sup> Ave SE  
845 3<sup>rd</sup> St SE

All persons interested are invited to attend said council meeting. Written comments may be submitted to: City Manager Tammy Pfaff, 255 First Street East, Milaca Minnesota 56353.

Emailed comments may be submitted to the City Manager, Tammy Pfaff [tpfaff@milacacity.com](mailto:tpfaff@milacacity.com).  
SUBMIT WRITTEN OR EMAILED COMMENTS PRIOR TO THURSDAY, APRIL 20, 2023,  
4:30 P.M.

Please contact the City Manager's office at 320-983-3141 if you have any questions.

Tammy Pfaff  
City Manager  
City of Milaca

Public Notice posted on city website and city hall notice board on April 7, 2023.  
Published April 13, 2023.

CITY OF MILACA  
STATE OF MINNESOTA

RESOLUTION NO. 23-11

Order to Abate Public Nuisance

A RESOLUTION ORDERING THE ABATEMENT OF A PUBLIC NUISANCE LOCATED  
AT 230 5<sup>th</sup> St. NW, MILACA, MINNESOTA

**WHEREAS**, pursuant to Milaca Municipal Ordinance 94.18 et. seq., the City Council of Milaca finds the property located at 230 5<sup>th</sup> St. NW, Milaca, Minnesota to be a public nuisance and should be abated for the following reasons:

1. The property is in violation of Milaca Municipal Ordinance 94.18 by allowing the continued accumulation in the open of discarded or disused machinery, household appliances, automobile bodies or other material in a manner conducive to the harboring of rats, mice, snakes or vermin, or the rank growth of vegetation among the items so accumulated, or in a manner creating fire, health or safety hazards from accumulation.
2. Despite being given ample direction and opportunity to do so, the owner has not abated the ongoing nuisance.

**WHEREAS**, the conditions listed above are more fully documented in the reports, photos and letters attached to this resolution as Exhibit A.

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

1. That the city must take actions to enforce this order, all enforcement costs will be specially assessed against the property and collected in accordance with Milaca Municipal Ordinance 94.20 et. seq. and all other applicable laws of the State of Minnesota.
2. That the city attorney is authorized to proceed with the enforcement pursuant to Milaca Municipal Ordinance 94.20 et. seq. and all other applicable laws of the State of Minnesota.
3. The owners and occupants of this property have 20 days from receipt of this Order to take any and all actions to abate the above-referenced nuisance. Failure to do so will result in an action for summary enforcement through the district court, with any and all costs incurred by the city being assessed against the property and personal judgments obtained against the above persons and/or entities.

Passed by the City Council of Milaca, Minnesota this \_\_\_\_ day of \_\_\_\_\_, 2023.

\_\_\_\_\_  
Mayor Dave Dillan

Attested:

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

# DAMIEN F. TOVEN & ASSOCIATES

A LIMITED LIABILITY COMPANY

---

Date: April 3, 2023

ATTN: Lucille Murphy  
230 5<sup>th</sup> St. NW  
Milaca, MN 56353

RE: Nuisance Abatement  
File: 1102-23-029

Ms. Murphy;

My name is Damien Toven and I am the City Attorney for the City of Milaca. As you know, the above-referenced property has been designated as maintaining a public nuisance requiring abatement.

The specific nuisances that require abatement are (1) Accumulations in the open of discarded or disused machinery, household appliances, automobile bodies, or other material in a manner conducive to the harboring of rats, mice, snakes, or vermin, or the rank growth of vegetation among the items so accumulated, or in a manner creating fire, health, or safety hazards from accumulation in violation of City Ordinance 94.18 (P).

You were sent abatement notices dated April 11, 2022; May 6, 2022; October 25, 2022 and November 16, 2022.

Please be advised that there will be a public hearing at the April 20, 2023 Milaca City Council meeting. At that time, the Council may pass a resolution declaring a public nuisance at that property and ordering abatement of the same.

Upon issuance of that order, you will have 20 days to complete the work. After that time, the City may seek relief from the Court granting authority to have the City abate the nuisance and assess all costs (including legal fees and costs). You are invited to attend the public hearing and address the City Council directly.

It is our hope that you will voluntarily bring your property into compliance or agree to have the City complete the work for you pursuant to terms agreed upon between yourself and the City of Milaca.

Please do not hesitate to contact me if you have any questions.

Sincerely,

*Damien F. Toven*

---

Damien F. Toven

Cc: Tammy Pfaff  
City Manager  
City of Milaca



# MILACA POLICE DEPARTMENT

## INCIDENT REPORT

ICR# 22003160      AGENCY ORI# MN0480100      JUVENILE:

**Reported:** 11-17-2022 0936  
**Committed Start:**    **Committed End:**  
**Title:** Zoning Violation  
**Short Description:**  
Zoning Violation - Debris in Yard  
**Summary:**  
Zoning Violation - Debris in Yard  
**Location(s)**  
**Address:** 230 5th St. NW      **City:** Milaca      **State:** MN      **Zip:** 56353      **Country:** US

**Officer Assigned:** Rasmussen, Quinn      **Badge No:** 5301      **Primary:** Yes

**MOC:** 9960B      **Literal:** Zoning Issues      **Statute:**      **UCR:**  
**Name(s)**  
**Last Name:** Murphy      **First:** Lucille      **Middle:** Marie      **DOB:** [REDACTED]  
**Name:** CITY OF MILACA

**Involvement:** Subject      **Name:** Murphy, Lucille Marie      **DOB:** [REDACTED]  
**Age:** 37      **Sex:** F      **Race:** W      **Height:** 502      **Weight:** 195  
**Address:** (Residence) 230 5TH ST NW      **City:** Milaca      **State:** MN      **Zip:** 56353      **Country:**  
**Phone:** [REDACTED]      **Phone:** [REDACTED]  
**Eye Color:** GRN      **Hair Color:** BRO  
**ID Number(s)**  
**ID Type:** Drivers License      **ID #:** [REDACTED]      **State:** MN      **Year:**      **Class:**

**Involvement:** Reported By      **Name:** CITY OF MILACA  
**Address:** (Business) 255 1st St E      **City:** Milaca      **State:** MN      **Zip:** 56353      **Country:**  
**Phone:** (Business) (320)983-3141

**Supplemental Report**

ICR: 22003160      **Last Modified:** 02-27-2023 1306  
**Title:** Zoning Violation      **Created By:** Quinn Rasmussen  
On approximately 11/17/2023 city staff advised my of a zoning

violation at 230 5th St NW Milaca, MN. The owner, LUCILLE MARIE MURPHY DOB: [REDACTED] failed to respond to several notices to clean up debris on the property that is in violation of Milaca City Ordinance 94.18(P). The property had several bicycles that were parted out, old lumber, household furniture, and items on or around the porch that would usually be stored inside a home or in an outdoor shelter.

Letters were sent to the owners on 04/11/2022, 05/06/2022, 10/25/2022, and follow up photos were taken by city employees on 11/16/2022.

On 12/12/2022 I inspected the property. It appeared that the owner had not made attempts to resolve the ordinance violations, the front porch was still full of miscellaneous items, old lumber was placed against the house, a vehicle in the yard was filled to the vehicle's ceiling with boxes and other debris.

When inspecting the home I was met by a male party who told me he was currently living there. He told me that the vehicle filled with property would soon be removed from the yard. At a later date I observed that the vehicle was no longer present.

Around 12/12/2022 I spoke with LUCILLE by phone and advised her of the items that needed to be removed in order to resolve the ordinance violation.

It is also believed that there are several cooking grills in the backyard of the property some of which are fueled by propane. This information comes from a previous gas leak call to the address where the officer observed a leaking grill tank on the property. I was unable to see if these items were still present during my inspection.

MPD Chief Rasmussen #5301



# Parcel Report

Parcel Number: 21-045-0150

## General Information

Township/City: MILACA  
Taxpayer Name: MURPHY/LUCI  
Taxpayer Address: 230 5TH ST NW  
MILACA MN 56353

Property Address: 230 5TH ST NW  
Township: 38  
Range: 27  
Section: 25  
Legal Description: & S 1/2 OF W 1/2 OF VAC ALLEY ADJ  
Rural Service District: 0  
Tax Increment: No  
School District: 912 - MILACA SCHOOL DIST

Plat: 45 - FOURTH ADDITION TO MILACA  
Acres: 0

## Tax Information

Class: RESIDENTIAL\ SINGLE UNIT  
Homestead: FULL HOMESTEAD

Estimated Land Value: \$28,000.00  
Estimated Building Value: \$149,700.00  
Estimated Total Value: \$177,700.00  
Total Taxable Value: \$156,453.00

230 5th St NW

---

1st Inspection 04.04.22

---

1st Letter 04.11.22

---

Pictures 04.11.22

---

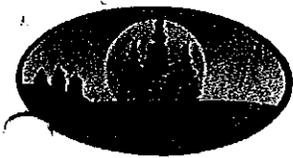
2nd Letter 05.06.22

---

3rd Letter 10.25.22

---

Followup w/ Pictures 11.16.22



CITY OF  
**MILACA** *Minnesota*

255 First Street East, Milaca, MN 56353

(320)983-3141 | (320)983-3142 fax

April 11, 2022

## NOTICE OF CODE VIOLATION OF CITY OF MILACA

Lucille Murphy  
230 5th St NW  
Milaca MN 56353

Re Property Address: 230 5th St NW

Dear Lucille:

On April 4, 2022 the City of Milaca conducted a routine annual spring clean up inspection.

We are sending a letter to you as your property located at 230 5th St NW has the following violation(s) per City of Milaca Ordinance:

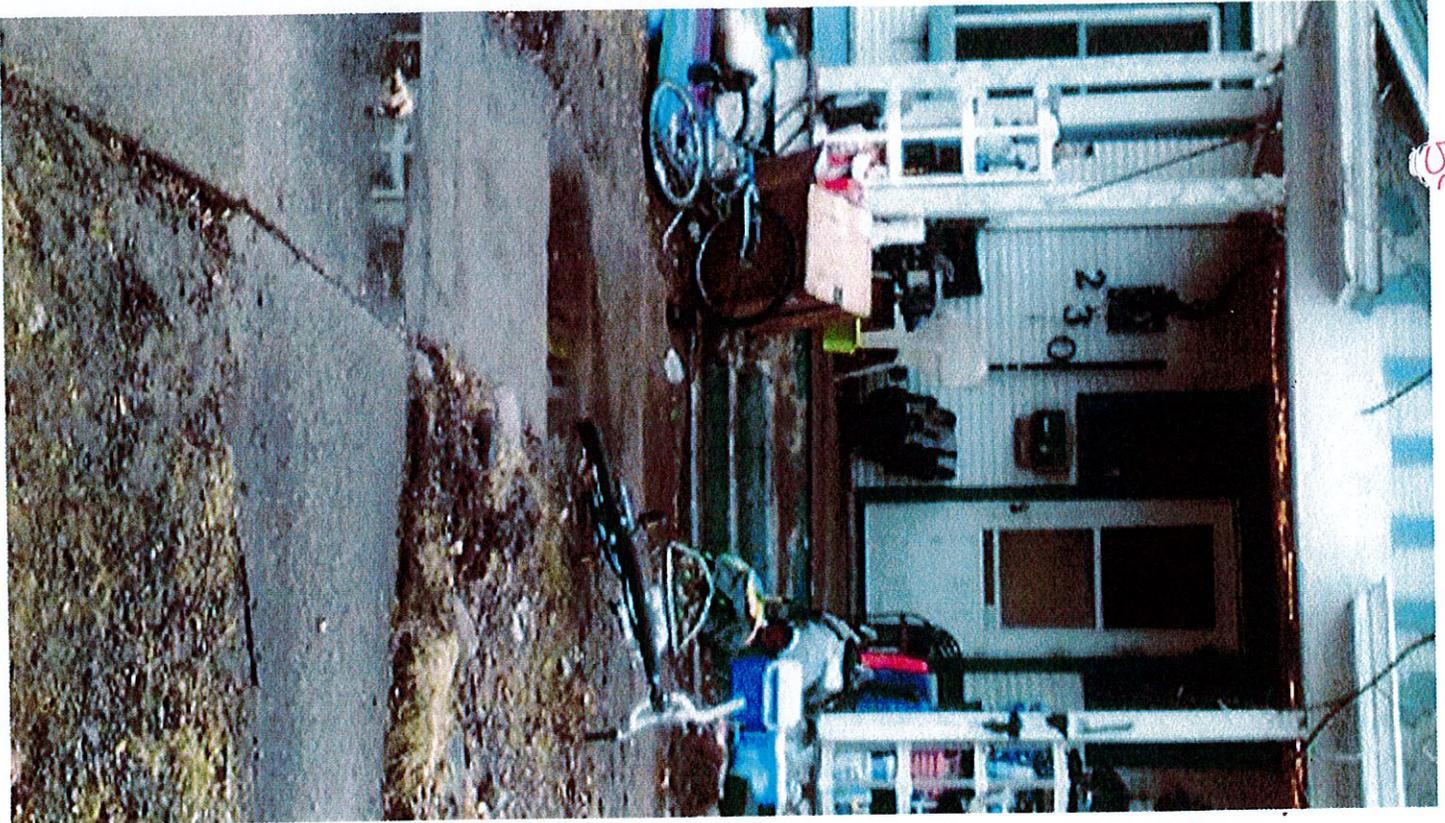
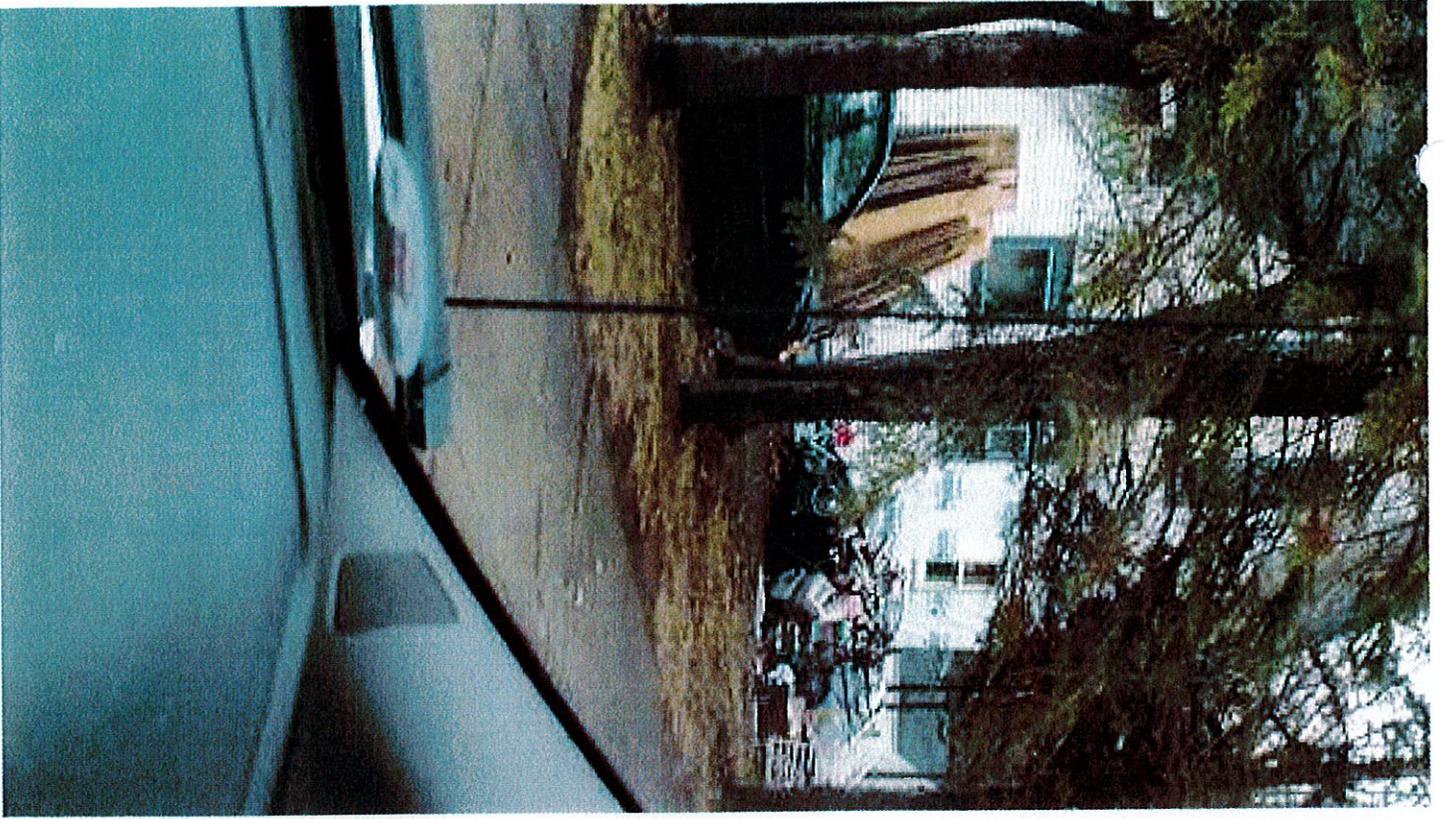
Miscellaneous debris in yard Ord. #94.18(P)

The city would appreciate it if you would take action to resolve this violation by April 25, 2022.

If the violation exists beyond THAT DATE, THE CITY MAY TAKE FURTHER ENFORCEMENT ACTION. If violation stated above has been taken care of, please disregard this letter. Please keep in mind City Code violations are a misdemeanor offense and citations will be issued if the correction(s) have not been made.

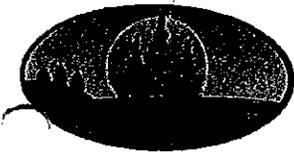
If you have any questions, please call me at 320-983-3141 or email me at [tpfaff@milacacity.com](mailto:tpfaff@milacacity.com). I appreciate your attention to this matter.

Tammy Pfaff  
City Manager  
City of Milaca



230 5th St NW  
24. 11. 22

15



CITY OF  
**MILACA** *Minnesota*

255 First Street East, Milaca, MN 56353

(320)983-3141 | (320)983-3142 fax

May 6, 2022

**NOTICE OF CODE VIOLATION OF CITY OF MILACA  
2ND NOTICE**

Lucille Murphy  
230 5th St NW  
Milaca MN 56353

Re Property Address: 230 5th St NW

Dear Lucille:

On May 4, 2022 the City of Milaca conducted a routine annual spring clean up inspection.

We are sending a letter to you as your property located at 230 5th St NW has the following violation(s) per City of Milaca Ordinance:

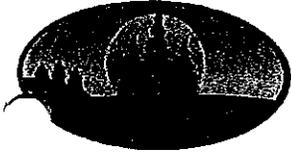
Miscellaneous debris in yard Ord. #94.18(P)  
More Specifically: Garbage, pallets, tires

The city would appreciate it if you would take action to resolve this violation by May 23, 2022.

If the violation exists beyond THAT DATE, THE CITY MAY TAKE FURTHER ENFORCEMENT ACTION. If violation stated above has been taken care of, please disregard this letter. Please keep in mind City Code violations are a misdemeanor offense and citations will be issued if the correction(s) have not been made.

If you have any questions, please call me at 320-983-3141 or email me at [tpfaff@milacacity.com](mailto:tpfaff@milacacity.com). I appreciate your attention to this matter.

Tammy Pfaff  
City Manager  
City of Milaca



CITY OF  
**MILACA** *Minnesota*

255 First Street East, Milaca, MN 56353

(320)983-3141 | (320)983-3142 fax

10/25/2022

**3<sup>RD</sup> NOTICE**

**NOTICE OF CODE VIOLATION OF CITY OF MILACA**

Lucille Murphy  
230 5th St NW  
Milaca MN 56353

Re: 230 5th St NW

Dear Lucille:

On 10/19/2022 the City of Milaca conducted a routine annual clean up inspection.

We are sending this letter to you as your property located at 230 5th St NW has the following violation(s) per City of Milaca Ordinance:

Misc. Debris in yard Ord. #94.18(P)

More specifically: Bikes, tires, wood

The city would appreciate it if you would take action to resolve this violation by 11/15/2022.

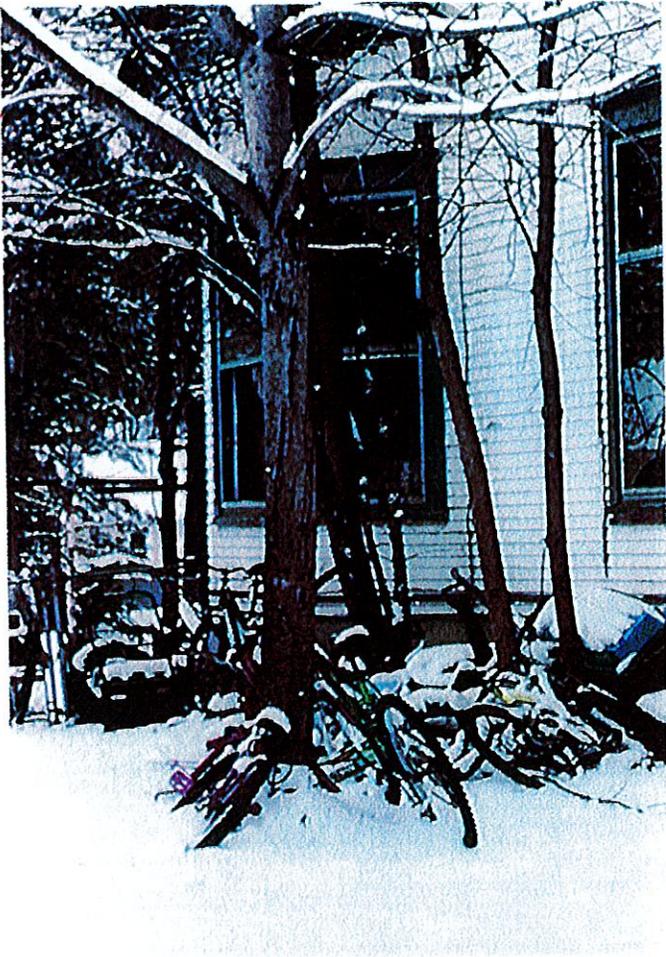
If the violation exists beyond that date, the city may take further enforcement action. If violation stated above has been taken care of, please disregard this letter. Please keep in mind City Code Violations are a misdemeanor offense and administrative citations will be issued if the correction(s) have not been made.

If you have any questions or feel this letter was not warranted, please call me at 320-983-3141 or email me at [dkatke@milacacity.com](mailto:dkatke@milacacity.com). On behalf of the city, we appreciate your attention to this matter.

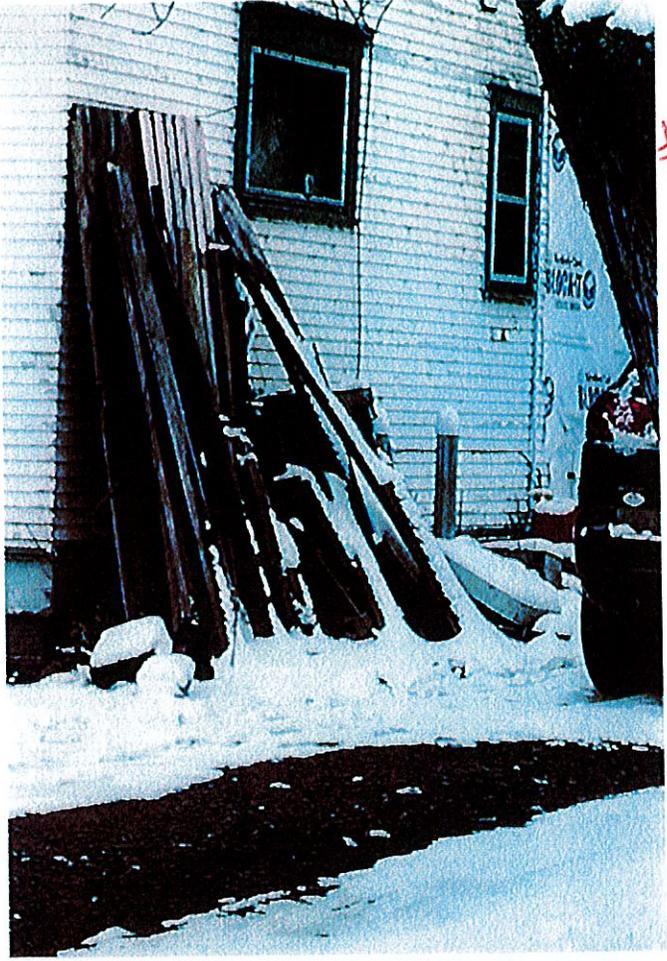
Deloris Katke  
Assistant City Clerk  
City of Milaca

Enclosures

#6-2



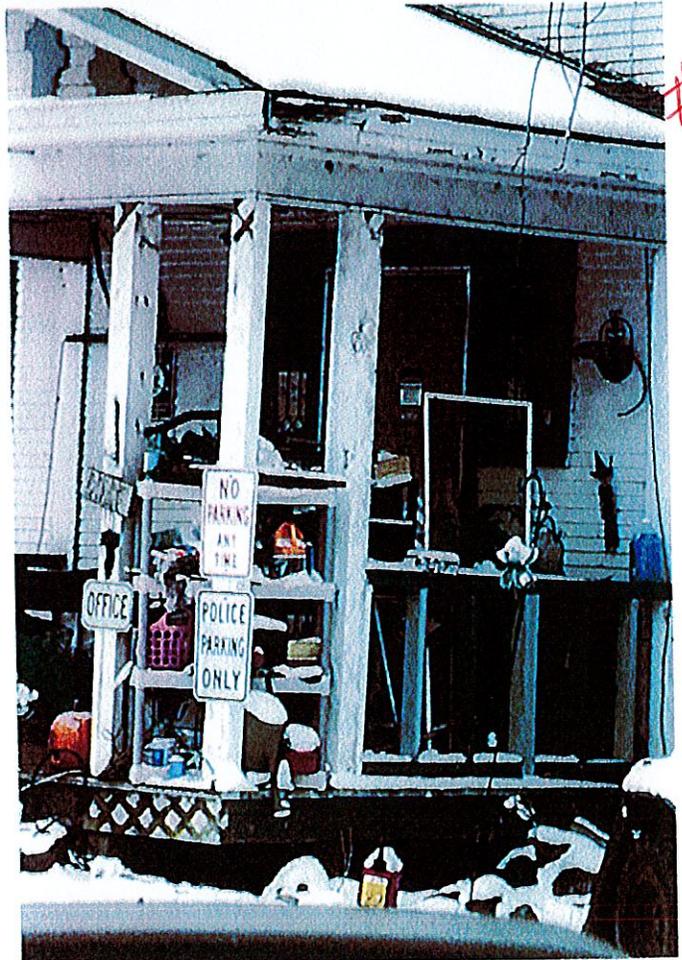
#1



#2



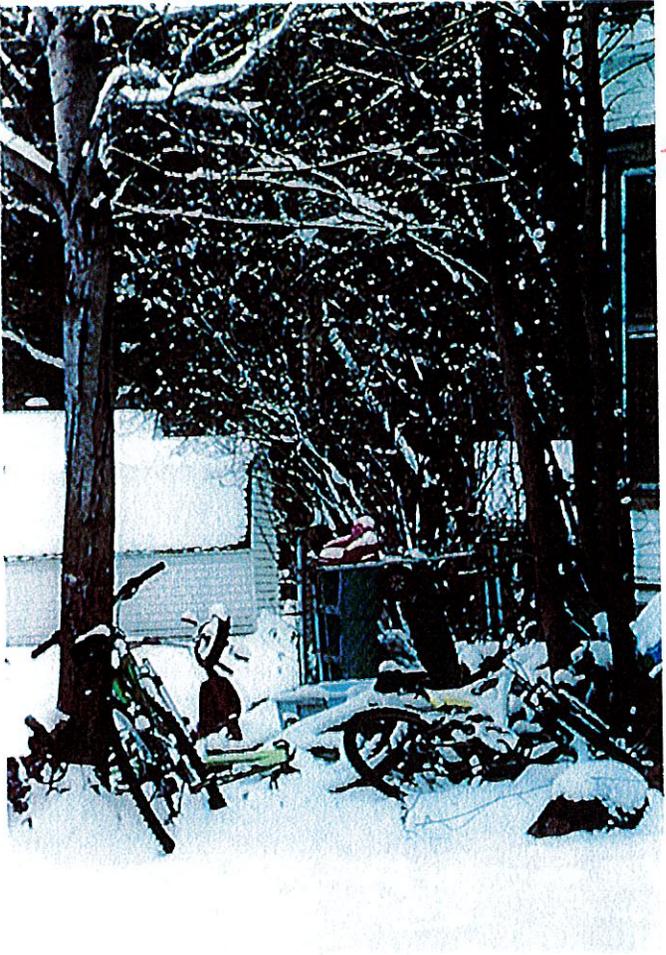
#3



#4



#5



230 5th St NW

#1 Wood on east side  
of house

11.16.22

1:30 pm

230 5th St NW

#2 4 Wheeler in  
front yard

11.16.22

1:30 pm

230 5th St NW

#3 Front Porch  
(East end)

11.16.22

1:30 pm

230 5th St NW

#4 West end of  
front porch

11.16.22

1:30 pm

230 5th St NW

#5 West side  
of house

11.16.22

1:30 pm

230 5th St NW

#6 West side  
of house - 2

11.16.22

1:30 pm

CITY OF MILACA  
STATE OF MINNESOTA

RESOLUTION NO. 23-12

Order to Abate Public Nuisance

A RESOLUTION ORDERING THE ABATEMENT OF A PUBLIC NUISANCE LOCATED  
AT 305 5<sup>th</sup> AVE. SE, MILACA, MINNESOTA

**WHEREAS**, pursuant to Milaca Municipal Ordinance 94.18 et. seq., the City Council of Milaca finds the property located at 305 5<sup>th</sup> Ave. SE, Milaca, Minnesota to be a public nuisance and should be abated for the following reasons:

1. The property is in violation of Milaca Municipal Ordinance 94.18 by allowing the continued accumulation in the open of discarded or disused machinery, household appliances, automobile bodies or other material in a manner conducive to the harboring of rats, mice, snakes or vermin, or the rank growth of vegetation among the items so accumulated, or in a manner creating fire, health or safety hazards from accumulation.
2. Despite being given ample direction and opportunity to do so, the owner has not abated the ongoing nuisance.

**WHEREAS**, the conditions listed above are more fully documented in the reports, photos and letters attached to this resolution as Exhibit A.

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

1. That the city must take actions to enforce this order, all enforcement costs will be specially assessed against the property and collected in accordance with Milaca Municipal Ordinance 94.20 et. seq. and all other applicable laws of the State of Minnesota.
2. That the city attorney is authorized to proceed with the enforcement pursuant to Milaca Municipal Ordinance 94.20 et. seq. and all other applicable laws of the State of Minnesota.
3. The owners and occupants of this property have 20 days from receipt of this Order to take any and all actions to abate the above-referenced nuisance. Failure to do so will result in an action for summary enforcement through the district court, with any and all costs incurred by the city being assessed against the property and personal judgments obtained against the above persons and/or entities.

Passed by the City Council of Milaca, Minnesota this \_\_\_\_ day of \_\_\_\_\_, 2023.

\_\_\_\_\_  
Mayor Dave Dillan

Attested:

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

# DAMIEN F. TOVEN & ASSOCIATES

A LIMITED LIABILITY COMPANY

---

Date: April 3, 2023

ATTN: Raleigh Jo Blonigen  
305 5<sup>th</sup> Ave. SE  
Milaca, MN 56353

RE: Nuisance Abatement  
File: 1102-23-031

Mr. Blonigen;

My name is Damien Toven and I am the City Attorney for the City of Milaca. As you know, the above-referenced property has been designated as maintaining a public nuisance requiring abatement.

The specific nuisances that require abatement are (1) Accumulations in the open of discarded or disused machinery, household appliances, automobile bodies, or other material in a manner conducive to the harboring of rats, mice, snakes, or vermin, or the rank growth of vegetation among the items so accumulated, or in a manner creating fire, health, or safety hazards from accumulation in violation of City Ordinance 94.18 (P).

You were sent abatement notices dated April 11, 2022; May 6, 2022; August 24, 2022 and October 25, 2022.

Please be advised that there will be a public hearing at the April 20, 2023 Milaca City Council meeting. At that time, the Council may pass a resolution declaring a public nuisance at that property and ordering abatement of the same.

Upon issuance of that order, you will have 20 days to complete the work. After that time, the City may seek relief from the Court granting authority to have the City abate the nuisance and assess all costs (including legal fees and costs). You are invited to attend the public hearing and address the City Council directly.

It is our hope that you will voluntarily bring your property into compliance or agree to have the City complete the work for you pursuant to terms agreed upon between yourself and the City of Milaca.

Please do not hesitate to contact me if you have any questions.

Sincerely,

*Damien F. Toven*

---

Damien F. Toven

Cc: Tammy Pfaff  
City Manager  
City of Milaca



**MILACA POLICE DEPARTMENT**  
**INCIDENT REPORT**

ICR# 22003159	AGENCY ORI# MN0480100	JUVENILE:
<b>Reported:</b> 11-17-2022 0927 <b>Committed Start:</b> <b>Committed End:</b> <b>Title:</b> Zoning Violation <b>Short Description:</b> Debris in Yard <b>Summary:</b> Zoning Violation - Debris in Yard <b>Location(s)</b> <b>Address:</b> 305 5th Ave SE <b>City:</b> Milaca <b>State:</b> MN <b>Zip:</b> 56353 <b>Country:</b> US		
<b>Officer Assigned:</b> Rasmussen, Quinn <b>Badge No:</b> 5301 <b>Primary:</b> Yes		
<b>MOC:</b> 9960B	<b>Literal:</b> Zoning Issues	<b>Statute:</b> <b>UCR:</b>
<b>Name(s)</b> <b>Name:</b> CITY OF MILACA <b>Last Name:</b> Blonigen <b>First:</b> Raleigh <b>Middle:</b> Joe <b>DOB:</b> ██████████		
<b>Involvement: Reported By</b> <b>Name:</b> CITY OF MILACA <b>Address:</b> (Business) 255 1st St E <b>City:</b> Milaca <b>State:</b> MN <b>Zip:</b> 56353 <b>Country:</b> <b>Phone:</b> (Business) (320)983-3141		
<b>Involvement: Subject</b> <b>Name:</b> Blonigen, Raleigh Joe <b>DOB:</b> ██████████ <b>Age:</b> 46 <b>Sex:</b> M <b>Race:</b> W <b>Height:</b> 600 <b>Weight:</b> 180 <b>Address:</b> (Residence) 305 5TH AVE SE <b>City:</b> MILACA <b>State:</b> MN <b>Zip:</b> 563531322 <b>Country:</b> <b>Phone:</b> ██████████ <b>Eye Color:</b> BLU <b>Hair Color:</b> BLN <b>Tatoos:</b> TAT R HND <b>Tatoos:</b> TAT R ARM <b>ID Number(s)</b> <b>ID Type:</b> Drivers License <b>ID #:</b> ██████████ <b>State:</b> MN <b>Year:</b> <b>Class:</b>		

<b>Supplemental Report</b>	
ICR: 22003159	<b>Last Modified:</b> 02-27-2023 1318
Title: Zoning Violation	<b>Created By:</b> Quinn Rasmussen
On approximately 11/17/2023 city staff advised my of a zoning	

violation at 305 5th Ave SE Milaca, MN. The owner, RALEIGH JOE BLONIGEN DOB: [REDACTED] failed to respond to several notices to clean up debris on the property that is in violation of Milaca City Ordinance 94.18(P). The property had household furniture, vehicle parts, lumber piles, and other debris in violation of ordinance throughout the property and in plain view.

Letters were sent to the owners on 04/11/2022, 05/06/2022, 08/24/2022, and follow up photos were taken by city employees on 11/16/2022.

On 12/12/2022 I inspected the property. It appeared that they cleaned up most of the items that were in violation. Since the time the original inspections had occurred it appeared the property owner had gained several vehicles that were now parked on the property. Almost half of the vehicles appeared to either be junk or were not currently registered. The vehicles were in violation of Milaca ordinance 91.18. This violation was not previously addressed in the prior letters sent to the property owners. New letters were drafted but attempts to make contact the owner about the new issues have failed.

On recent inspections it appears the property has started to gather new debris that would again be in violation of ordinance 94.18.

MPD Chief Rasmussen #5301



# Parcel Report

Parcel Number: 21-043-0520

## General Information

Township/City: MILACA

Taxpayer Name: BLONIGEN/RALEIGH

Taxpayer Address: 305 5TH AVE SE  
MILACA MN 56353

Property Address: 305 5TH AVE SE

Township: 38

Range: 27

Section: 25

Legal Description: N 66 FT OF W 178.92 FT ON N LINE & 178.96 FT ON S LINE OF LOT 2 BLK 22

Rural Service District: 0

Tax Increment: No

School District: 912 - MILACA SCHOOL DIST



## Tax Information

Class: RESIDENTIAL\ SINGLE UNIT

Homestead: FULL HOMESTEAD

Estimated Land Value:	\$28,000.00
Estimated Building Value:	\$90,000.00
Estimated Total Value:	\$118,000.00
Total Taxable Value:	\$91,380.00

305 5th Ave SE

---

1st Inspection 04.11.22

---

1st letter 04.11.22

---

Pictures 04.11.22

---

2nd letter 05.06.22

---

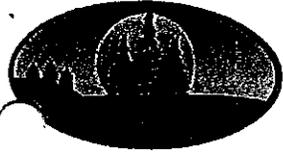
3rd letter 08.24.22

---

Pictures 08.24.22

---

Follow up w/ Pictures 11.16.22



CITY OF  
**MILACA** *Minnesota*

255 First Street East, Milaca, MN 56353

(320)983-3141 (320)983-3142 fax

April 11, 2022

**NOTICE OF CODE VIO**

*Send Bldg  
Permit w/  
Letter*

Raleigh Blonigan  
305 5th Ave SE  
Milaca MN 56353

Re Property Address: 305 5th Ave SE

Dear Raleigh:

On April 11, 2022 the City of Milaca conducted a routine annual spring clean up inspection.

We are sending a letter to you as your property located at 305 5th Ave SE has the following violation(s) per City of Milaca Ordinance:

Miscellaneous debris in yard Ord. #94.18(P)/No Building Permit for fence

The city would appreciate it if you would take action to resolve this violation by April 25, 2022.

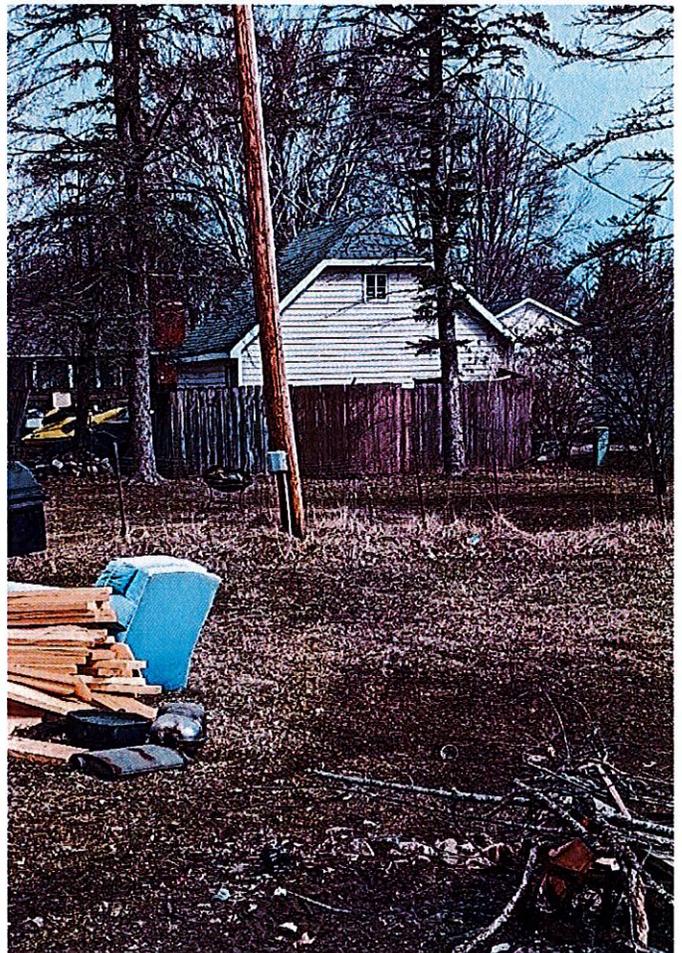
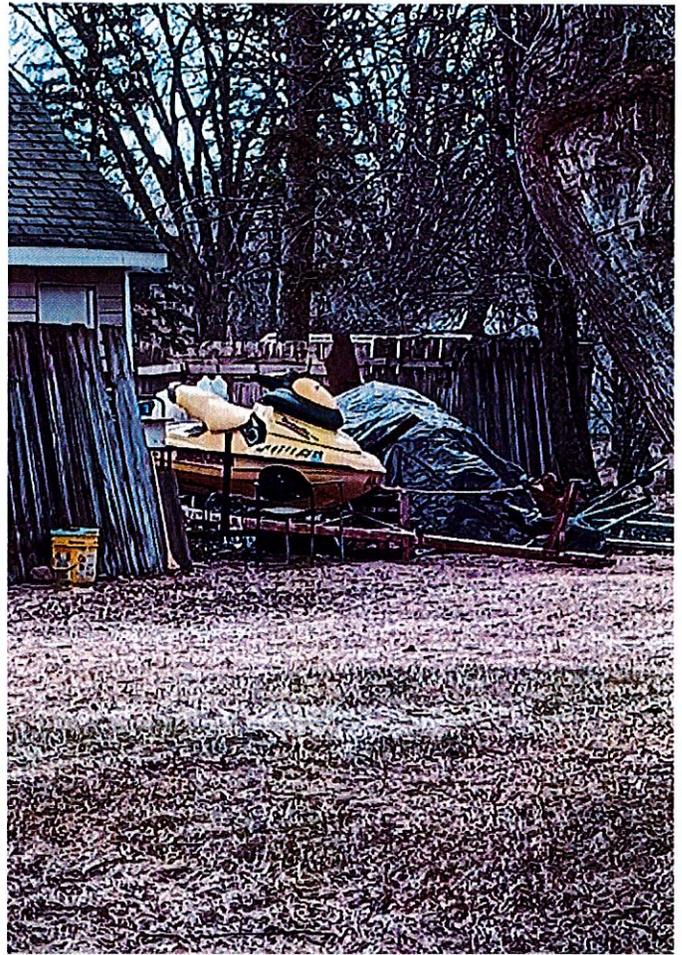
If the violation exists beyond THAT DATE, THE CITY MAY TAKE FURTHER ENFORCEMENT ACTION. If violation stated above has been taken care of, please disregard this letter. Please keep in mind City Code violations are a misdemeanor offense and citations will be issued if the correction(s) have not been made.

If you have any questions, please call me at 320-983-3141 or email me at [tpfaff@milacacity.com](mailto:tpfaff@milacacity.com). I appreciate your attention to this matter.

Tammy Pfaff  
City Manager  
City of Milaca

305 54th Ave SE

04-11-22



305 5th Ave SE

04.11.22





CITY OF  
**MILACA** *Minnesota*

255 First Street East, Milaca, MN 56353

(320)983-3141 | (320)983-3142 fax

**CITIZEN COMPLAINT FORM**

Please clearly print the requested information.

Complainant Information	Location of Complaint
Date <u>4-8-22</u>	Address <u>Yellow Ave west of MMC</u>
Name <u>MARIL Anderson</u>	
Address <u>535 3rd ST SE</u>	
City/State/Zip <u>MILACA, MN</u>	<u>Raleigh</u>
Phone _____	<u>Blonigen</u>
Email _____	<u>305 5th Ave SE</u>
Signature <u>MARIL Anderson</u>	<u># 21.843.6520</u>

If requested, will you attend a City Council meeting to explain the Nature of Complaint: (include the date, time, place, and frequency)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Explain how you feel the complaint should be resolved:

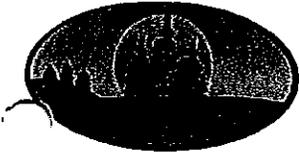
MAKE HIM CLEAN UP YARD

Fence Permit?

Should a citation be issued, you may be required to testify to the above complaint in a Court of Law. Do you agree to testify? Yes  No  (If you check no it is very possible that the City will not be able to take action on your complaint.)

*City of Milaca Staff Only*

Date Received <u>4-8-22</u>	Complaint No. _____
Referred To <u>Tammy</u>	Date _____
Response Sent _____	Date _____



CITY OF  
**MILACA** *Minnesota*

255 First Street East, Milaca, MN 56353

(320)983-3141 | (320)983-3142 fax

May 6, 2022

**NOTICE OF CODE VIOLATION OF CITY OF MILACA**  
**2<sup>ND</sup> NOTICE**

Raleigh Blonigan  
305 5th Ave SE  
Milaca MN 56353

Re Property Address: 305 5th Ave SE

Dear Raleigh:

On May 4, 2022 the City of Milaca conducted a routine annual spring clean up inspection.

We are sending a letter to you as your property located at 305 5th Ave SE has the following violation(s) per City of Milaca Ordinance:

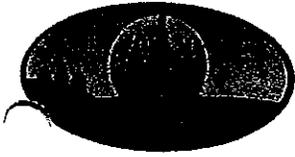
Miscellaneous debris in yard Ord. #94.18(P) and Vehicle Parts Ord. #94.18(P)  
More Specifically: Appliances, misc. debris, tires and vehicle parts

The city would appreciate it if you would take action to resolve this violation by June 6, 2022.

If the violation exists beyond THAT DATE, THE CITY MAY TAKE FURTHER ENFORCEMENT ACTION. If violation stated above has been taken care of, please disregard this letter. Please keep in mind City Code violations are a misdemeanor offense and citations will be issued if the correction(s) have not been made.

If you have any questions, please call me at 320-983-3141 or email me at [tpfaff@milacacity.com](mailto:tpfaff@milacacity.com). I appreciate your attention to this matter.

Tammy Pfaff  
City Manager  
City of Milaca



CITY OF  
**MILACA** *Minnesota*

255 First Street East, Milaca, MN 56353

(320)983-3141 | (320)983-3142 fax

August 24, 2022

**3<sup>RD</sup> NOTICE OF CODE VIOLATION OF CITY OF MILACA**

Raleigh Blonigan  
305 5th Ave SE  
Milaca MN 56353

Re Property Address: 305 5th Ave SE

Dear Raleigh:

On August 23, 2022 the City of Milaca conducted a routine annual clean up inspection.

We are sending a letter to you as your property located at 305 5th Ave SE has the following violation(s) per City of Milaca Ordinance:

Miscellaneous debris in yard Ord. #94.18(P) and Vehicle Parts Ord. #94.18(P)  
More Specifically: Appliances, misc. debris, tires and vehicle parts

The city would appreciate it if you would take action to resolve this violation by September 14, 2022.

If the violation exists beyond THAT DATE, THE CITY WILL TAKE FURTHER ENFORCEMENT ACTION. If violation stated above has been taken care of, please disregard this letter. Please keep in mind City Code violations are a misdemeanor offense and citations will be issued if the correction(s) have not been made.

If you have any questions, please call me at 320-983-3141 or email me at [tpfaff@milacacity.com](mailto:tpfaff@milacacity.com). I appreciate your attention to this matter.

Tammy Pfaff  
City Manager  
City of Milaca

305 5th Ave SE

08.24.22



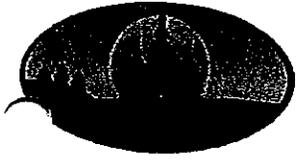
305 5th Ave SE

08.24.22



305 5th Ave SE 08.24.22





CITY OF  
**MILACA** *Minnesota*

255 First Street East, Milaca, MN 56353

(320)983-3141 | (320)983-3142 fax

10/25/2022

4<sup>th</sup> NOTICE

## NOTICE OF CODE VIOLATION OF CITY OF MILACA

Raleigh Blonigan  
305 5th Ave SE  
Milaca MN 56353

Re: 305 5th Ave SE

Dear Raleigh:

On 10/19/2022 the City of Milaca conducted a routine annual clean up inspection.

We are sending this letter to you as your property located at 305 5th Ave SE has the following violation(s) per City of Milaca Ordinance:

Debris in yard Ord. #94.18(P)

More specifically: Appliances, tires and misc. debris

The city would appreciate it if you would take action to resolve this violation by 11/15/2022.

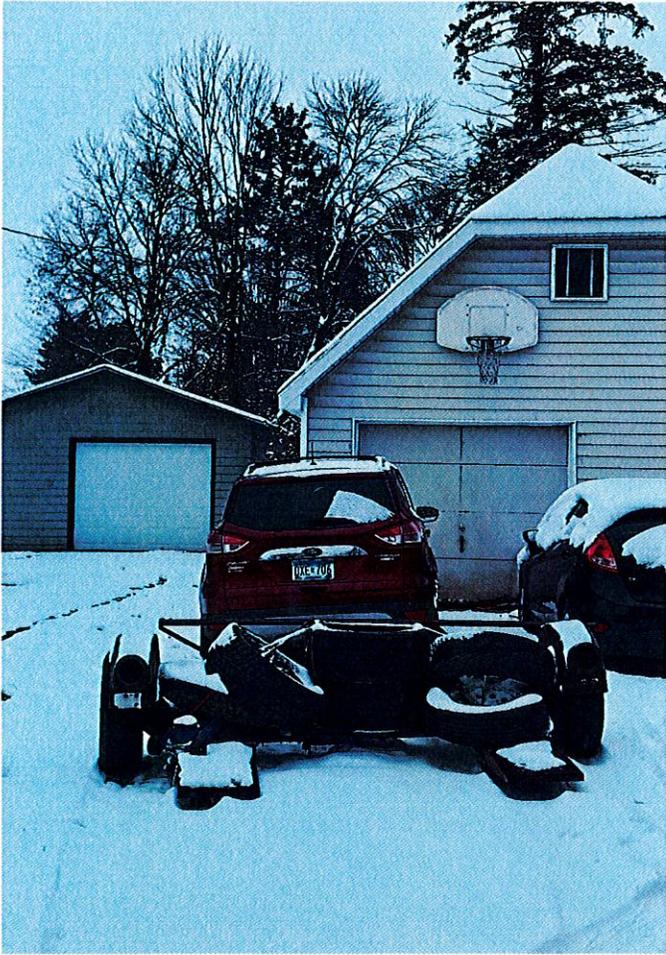
If the violation exists beyond that date, the city may take further enforcement action. If violation stated above has been taken care of, please disregard this letter. Please keep in mind City Code Violations are a misdemeanor offense and administrative citations will be issued if the correction(s) have not been made.

If you have any questions or feel this letter was not warranted, please call me at 320-983-3141 or email me at [dkatke@milacacity.com](mailto:dkatke@milacacity.com). On behalf of the city, we appreciate your attention to this matter.

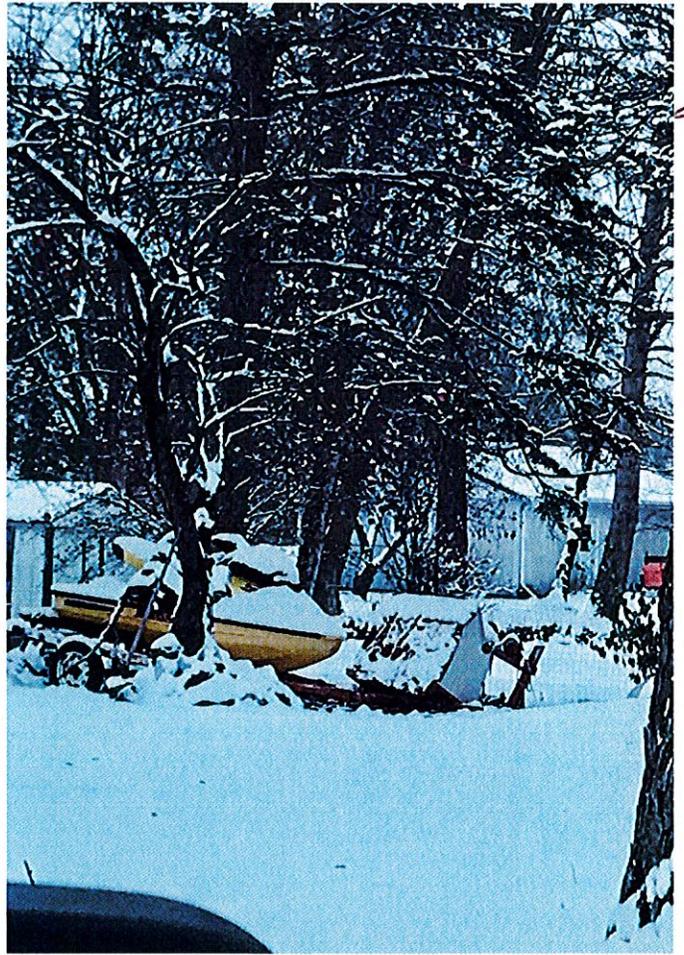
Deloris Katke  
Assistant City Clerk  
City of Milaca

Enclosures

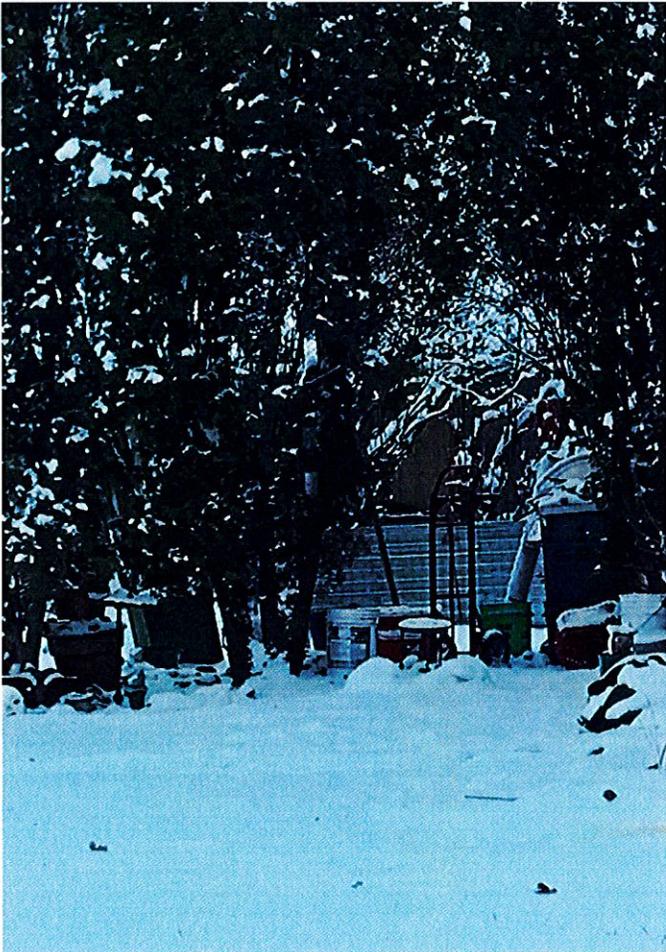
#6



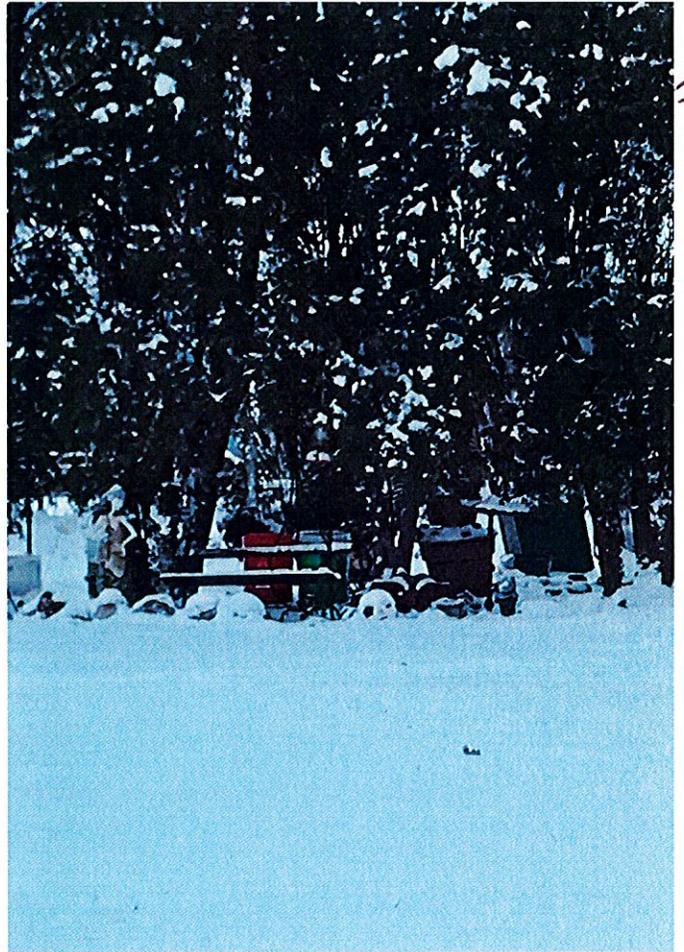
#1



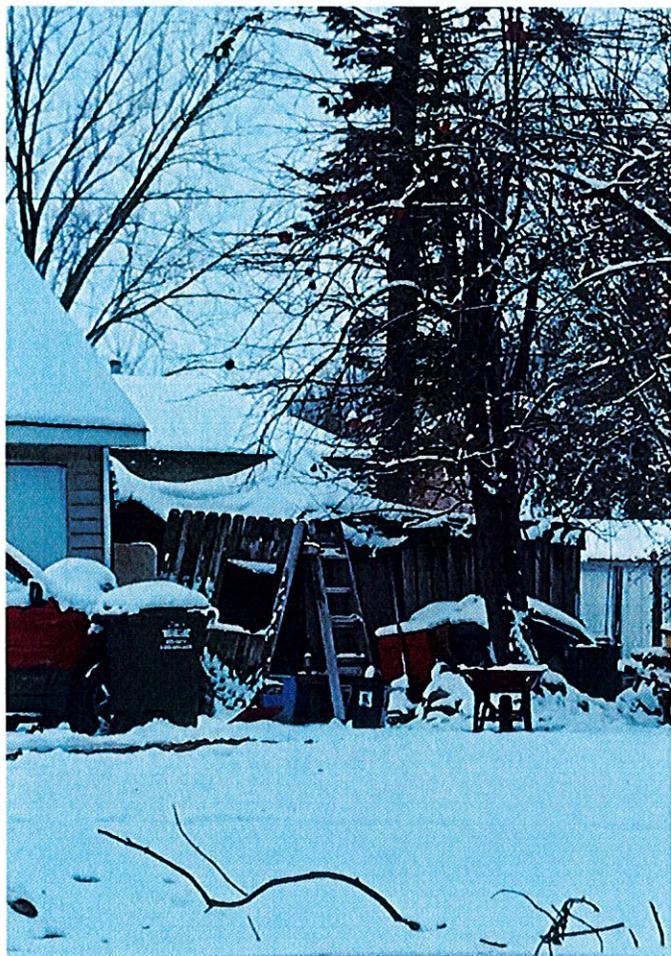
#2



#3



#4



#5



305 5th Ave SE

#1 Jet ski

11.16.22

1:30 pm

305 5th Ave SE

#2 Items along  
property line

11.16.22

1:30 pm

305 5th Ave SE

#3 More items along  
property line

11.16.22

1:30 pm

305 5th Ave SE

#4 Items by fence

11.16.22

1:30 pm

305 5th Ave SE

#5 Items along  
garage

11.16.22

1:30 pm

305 5th Ave SE

#6 Tires on trailer

11.16.22

1:30 pm

CITY OF MILACA  
STATE OF MINNESOTA

RESOLUTION NO. 23-13

Order to Abate Public Nuisance

A RESOLUTION ORDERING THE ABATEMENT OF A PUBLIC NUISANCE LOCATED  
AT 845 3<sup>rd</sup> St. SE, MILACA, MINNESOTA

**WHEREAS**, pursuant to Milaca Municipal Ordinance 94.18 et. seq., the City Council of Milaca finds the property located at 845 3<sup>rd</sup> St. SE, Milaca, Minnesota to be a public nuisance and should be abated for the following reasons:

1. The property is in violation of Milaca Municipal Ordinance 94.18 by allowing the continued accumulation in the open of discarded or disused machinery, household appliances, automobile bodies or other material in a manner conducive to the harboring of rats, mice, snakes or vermin, or the rank growth of vegetation among the items so accumulated, or in a manner creating fire, health or safety hazards from accumulation.
2. Despite being given ample direction and opportunity to do so, the owner has not abated the ongoing nuisance.

**WHEREAS**, the conditions listed above are more fully documented in the reports, photos and letters attached to this resolution as Exhibit A.

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

1. That the city must take actions to enforce this order, all enforcement costs will be specially assessed against the property and collected in accordance with Milaca Municipal Ordinance 94.20 et. seq. and all other applicable laws of the State of Minnesota.
2. That the city attorney is authorized to proceed with the enforcement pursuant to Milaca Municipal Ordinance 94.20 et. seq. and all other applicable laws of the State of Minnesota.
3. The owners and occupants of this property have 20 days from receipt of this Order to take any and all actions to abate the above-referenced nuisance. Failure to do so will result in an action for summary enforcement through the district court, with any and all costs incurred by the city being assessed against the property and personal judgments obtained against the above persons and/or entities.

Passed by the City Council of Milaca, Minnesota this \_\_\_\_ day of \_\_\_\_\_, 2023.

\_\_\_\_\_  
Mayor Dave Dillan

Attested:

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

# DAMIEN F. TOVEN & ASSOCIATES

A LIMITED LIABILITY COMPANY

---

Date: April 3, 2023

ATTN: Brandon Belland  
845 3<sup>rd</sup> St. SE  
Milaca, MN 56353

RE: Nuisance Abatement  
File: 1102-23-030

Mr. Belland;

My name is Damien Toven and I am the City Attorney for the City of Milaca. As you know, the above-referenced property has been designated as maintaining a public nuisance requiring abatement.

The specific nuisances that require abatement are (1) Accumulations in the open of discarded or disused machinery, household appliances, automobile bodies, or other material in a manner conducive to the harboring of rats, mice, snakes, or vermin, or the rank growth of vegetation among the items so accumulated, or in a manner creating fire, health, or safety hazards from accumulation in violation of City Ordinance 94.18 (P).

You were sent abatement notices dated April 11, 2022; May 6, 2022; October 25, 2022 and November 16, 2022.

Please be advised that there will be a public hearing at the April 20, 2023 Milaca City Council meeting. At that time, the Council may pass a resolution declaring a public nuisance at that property and ordering abatement of the same.

Upon issuance of that order, you will have 20 days to complete the work. After that time, the City may seek relief from the Court granting authority to have the City abate the nuisance and assess all costs (including legal fees and costs). You are invited to attend the public hearing and address the City Council directly.

It is our hope that you will voluntarily bring your property into compliance or agree to have the City complete the work for you pursuant to terms agreed upon between yourself and the City of Milaca.

Please do not hesitate to contact me if you have any questions.

Sincerely,

*Damien F. Toven*

---

Damien F. Toven

Cc: Tammy Pfaff  
City Manager  
City of Milaca



**MILACA POLICE DEPARTMENT**  
**INCIDENT REPORT**

ICR# 22003168	AGENCY ORI# MN0480100	JUVENILE:
Reported: 11-17-2022 0912 Committed Start:    Committed End: Title: Zoning Violation Short Description: <b>Debris in Yard</b> Summary: City Warning - Debris in yard Location(s) Address: 845 3rd St. SE                      City: Milaca                      State: MN                      Zip: 56353                      Country: US		
Officer Assigned: Rasmussen, Quinn                      Badge No: 5301                      Primary: Yes		
MOC: 9960B	Literal: Zoning Issues	Statute:                      UCR:
Name(s) Name: CITY OF MILACA Last Name: Belland                      First: Brandon                      Middle: Raymond                      DOB: ██████████		
Involvement: Reported By                      Name: CITY OF MILACA Address: (Business) 255 1st St E                      City: Milaca                      State: MN                      Zip: 56353                      Country: Phone: (Business) (320)983-3141		
Involvement: Subject                      Name: Belland, Brandon Raymond                      DOB: ██████████ Age: 31                      Sex: M                      Race: W                      Height: 510                      Weight: 160 Address: (Residence) 845 3rd St Se SE                      City: Milaca                      State: MN                      Zip: 56353-133                      Country: Phone: ██████████ Phone: ██████████ Phone: ██████████ Eye Color: BLU Hair Color: BRO Facial Hair: Beard ID Number(s) ID Type: Drivers License                      ID #: ██████████                      State: MN                      Year: ██████████                      Class:		

**Supplemental Report**

ICR: 22003168 Last Modified: 02-27-2023 1241  
 Title: Zoning Violation Created By: Quinn Rasmussen  
 On approximately 11/17/2023 city staff advised my of a zoning

violation at 845 3rd St SE Milaca, MN. The owners Brandon and Lori Belland failed to respond to several notices to clean up debris on their property that is in violation of Milaca City Ordinance 94.18(P). The property has several old junk vehicles in open areas, car parts, household items, and other miscellaneous debris throughout the property.

Letters were sent to the owners on 04/11/2022, 05/06/2022, 10/25/2022, and follow up photos were taken by city employees on 11/16/2022.

On 12/12/2022 I inspected the property and found that they still hadn't cleaned up the debris.

The property at 845 3rd St SE was the subject of a previous case file for the same issue in August of 2020 (ICR 20001878). The owner made minimal attempts at that time to clean the property. The issues have continued to present day.

MPD Chief Rasmussen #5301



# MILLE LACS COUNTY

EST. 1857

## Parcel Report

Parcel Number: 21-025-2500

### General Information

Township/City: MILACA

Taxpayer Name: BELLAND/BRANDON R & LORI A

Taxpayer Address: 845 3RD ST SE  
MILACA MN 56353

Property Address: 845 3RD ST SE

Plat: 0 -

Township: 38

Acres: 0.31

Range: 27

Section: 25

Legal Description: CITY OF MILACA STARTING AT A PT 455.6 FT W OF NE COR OF SE OF SE, N'LY PAR WITH E LINE OF SEC 25 127 FT TO HELEN ST IF EXT, W'LY 110 FT, S'LY 121 FT, E TO PT OF BEG 25 38 27 .31

Rural Service District: 0

Tax Increment: No

School District: 912 - MILACA SCHOOL DIST

### Tax Information

Class: RESIDENTIAL\ SINGLE UNIT

Homestead: FULL HOMESTEAD

Estimated Land Value:	\$28,000.00
Estimated Building Value:	\$46,400.00
Estimated Total Value:	\$74,400.00
Total Taxable Value:	\$44,640.00

1st Inspection 04.04.22

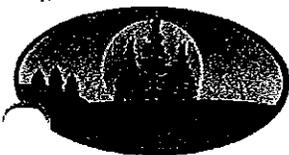
1st letter 04.11.22

2nd letter 05.06.22

3rd letter 10.25.22

Follow Up w/ pictures 11.16.22

845 3rd St SE



CITY OF  
**MILACA** *Minnesota*

255 First Street East, Milaca, MN 56353

(320)983-3141 | (320)983-3142 fax

April 11, 2022

## NOTICE OF CODE VIOLATION OF CITY OF MILACA

Brandon Belland  
845 3rd St E  
Milaca MN 56353

Re Property Address: 845 3rd St E

Dear Brandon:

On April 4, 2022 the City of Milaca conducted a routine annual spring clean up inspection.

We are sending a letter to you as your property located at 845 3rd St E has the following violation(s) per City of Milaca Ordinance:

Miscellaneous debris in yard Ord. #94.18(P)

The city would appreciate it if you would take action to resolve this violation by April 25, 2022.

If the violation exists beyond THAT DATE, THE CITY MAY TAKE FURTHER ENFORCEMENT ACTION. If violation stated above has been taken care of, please disregard this letter. Please keep in mind City Code violations are a misdemeanor offense and citations will be issued if the correction(s) have not been made.

If you have any questions, please call me at 320-983-3141 or email me at [tpfaff@milacacity.com](mailto:tpfaff@milacacity.com). I appreciate your attention to this matter.

Tammy Pfaff  
City Manager  
City of Milaca



CITY OF  
**MILACA** *Minnesota*

255 First Street East, Milaca, MN 56353

(320)983-3141 | (320)983-3142 fax

May 6, 2022

**NOTICE OF CODE VIOLATION OF CITY OF MILACA  
2<sup>ND</sup> NOTICE**

Brandon Belland  
845 3rd St E  
Milaca MN 56353

Re Property Address: 845 3rd St E

Dear Brandon:

On May 4, 2022 the City of Milaca conducted a routine annual spring clean up inspection.

We are sending a letter to you as your property located at 845 3rd St E has the following violation(s) per City of Milaca Ordinance:

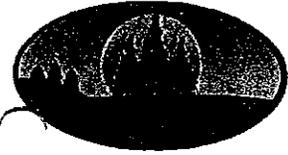
Dismantled/Damaged Vehicles Ord. #156.108, Tires Ord. #94.18(P) and Unlicensed Vehicle Ord. #156.108(B)

The city would appreciate it if you would take action to resolve this violation by June 6, 2022.

If the violation exists beyond THAT DATE, THE CITY MAY TAKE FURTHER ENFORCEMENT ACTION. If violation stated above has been taken care of, please disregard this letter. Please keep in mind City Code violations are a misdemeanor offense and citations will be issued if the correction(s) have not been made.

If you have any questions, please call me at 320-983-3141 or email me at [tpfaff@milacacity.com](mailto:tpfaff@milacacity.com). I appreciate your attention to this matter.

Tammy Pfaff  
City Manager  
City of Milaca



CITY OF  
**MILACA** *Minnesota*

255 First Street East, Milaca, MN 56353

(320)983-3141 | (320)983-3142 fax

10/25/2022

3<sup>RD</sup> NOTICE

## NOTICE OF CODE VIOLATION OF CITY OF MILACA

Brandon Belland  
845 3rd St SE  
Milaca MN 56353

Re: 845 3rd ST SE

Dear Brandon:

On 10/19/2022 the City of Milaca conducted a routine annual clean up inspection.

We are sending this letter to you as your property located at 845 3rd St SE has the following violation(s) per City of Milaca Ordinance:

Misc. Debris in yard Ord. #94.18(P), Inoperative Vehicles Ord. #156.108  
More specifically: Trailer, vehicles, tires, camper and other misc. items

The city would appreciate it if you would take action to resolve this violation by 11/15/2022.

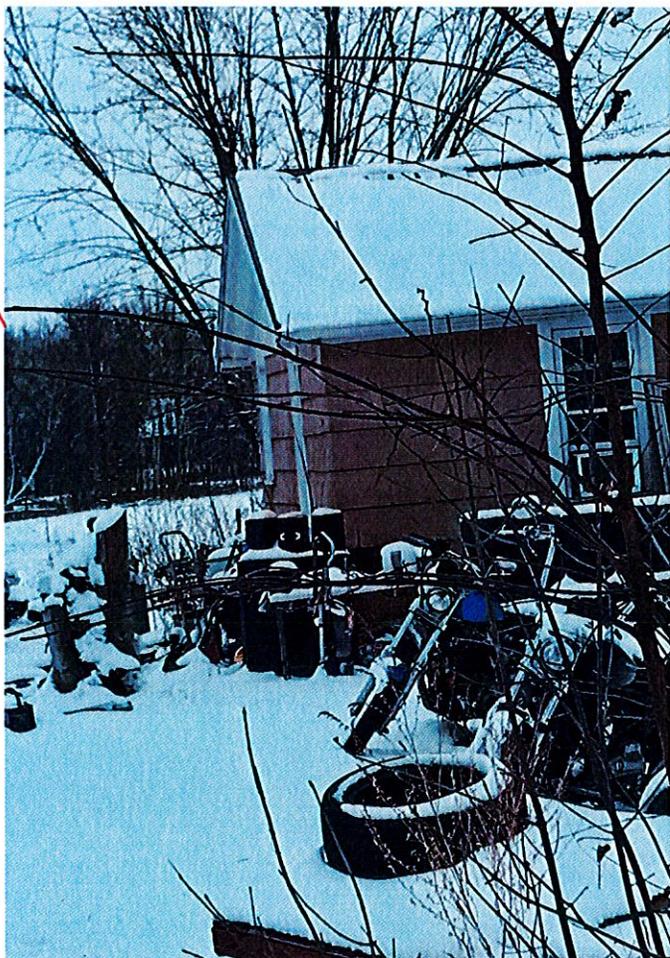
If the violation exists beyond that date, the city may take further enforcement action. If violation stated above has been taken care of, please disregard this letter. Please keep in mind City Code Violations are a misdemeanor offense and administrative citations will be issued if the correction(s) have not been made.

If you have any questions or feel this letter was not warranted, please call me at 320-983-3141 or email me at [dkatke@milacacity.com](mailto:dkatke@milacacity.com). On behalf of the city, we appreciate your attention to this matter.

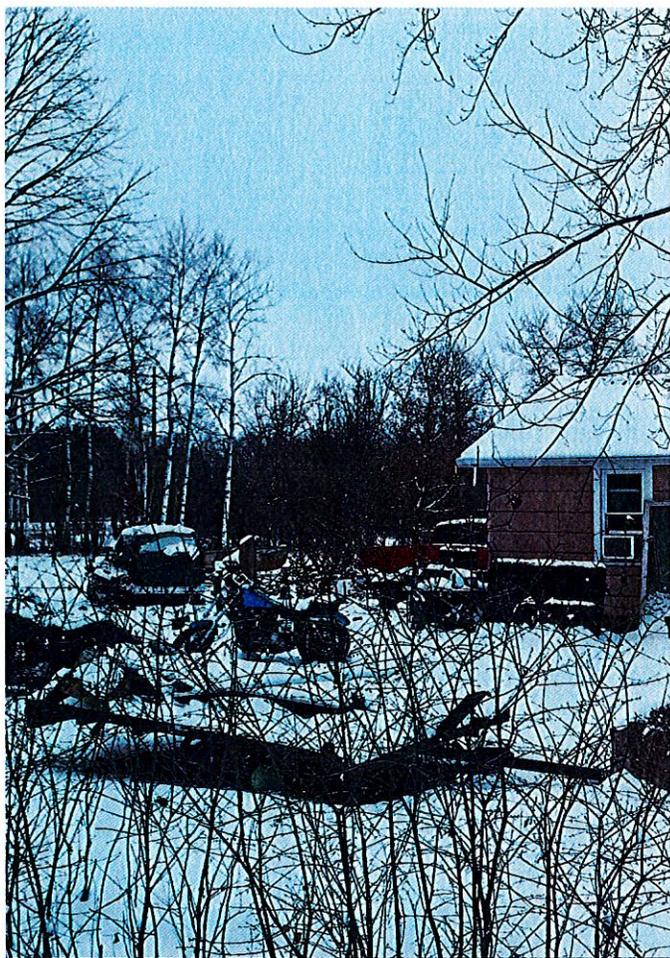
Deloris Katke  
Assistant City Clerk  
City of Milaca

Enclosures

#4



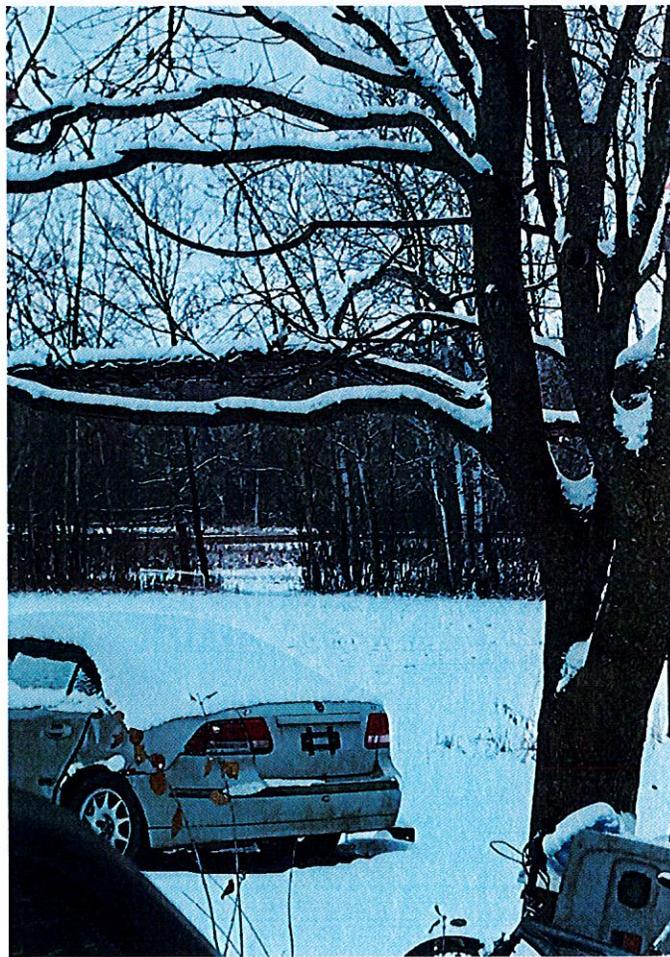
#1



#2



#3



845 3rd St SE

#1

11.16.2022

1:30 p.m.

845 3rd St SE

#2 Van, Freon, 11.16.22

Motorcycle

1:30 pm

845 3rd St SE

#3 Vehicle

11.16.22

1:30 pm

845 3rd St SE

#4 Front of House

11.16.22

1:30 pm

**ORDINANCE # 504**

**AN ORDINANCE AMENDING TITLE IX (GENERAL REGULATIONS), ADDING CHAPTER 99 (CHICKENS), OF THE CITY OF MILACA CODE OF ORDINANCES**

**CHICKENS IN R-1 AND R-2 RESIDENTIAL ZONES**

**99.01 DEFINITIONS**

For the purpose of this Zoning Code and other applicable ordinances certain words and terms are defined as follows:

**BROODING.** The period of chicken growth when supplemental heat must be provided due to the chicken's inability to generate enough body heat.

**CHICKEN.** A domesticated chicken that is kept as a pet or serves as a source of eggs or meat.

**COOP.** The structure used for the keeping or housing of chickens.

**EXERCISE YARD.** A larger fenced area that provides space for exercise and foraging for the chickens when supervised.

**HEN.** A female chicken.

**OFFICER.** Any person designated by the City Council as an enforcement officer.

**ROOSTER.** A male chicken.

**RUN.** A fully-enclosed and covered area attached to a coop where the chickens can roam unsupervised.

**99.02 GENERAL PROVISIONS.**

The keeping of chickens is allowed only in R-1 and R-2 zoning districts - single family dwellings only (not townhomes, duplexes, etc.) subject to the following provisions:

- (A) No more than three chickens shall be housed or kept on any one property and shall only be allowed on properties with single family dwellings in the R-1 and R-2 Zones. Rental properties are prohibited from having chickens.
- (B) Roosters are prohibited.
- (C) Chickens shall not be housed in a residential dwelling unit or an attached or detached garage, except for brooding purposes.
- (D) A coop is required to house the chickens. The coop must be constructed and maintained to meet the following minimum standards:
  - (1) The coop shall be located in the side or rear yard and shall be a separate structure.
  - (2) The coop shall be a minimum of ten (10) feet from property lines and a

minimum of thirty (30) feet from any other structures due to fire hazards.

- (3) The coop shall provide a minimum of nine (9) square feet of interior floor space per chicken and must be elevated twelve (12) to twenty-four (24) inches to ensure air circulation beneath the coop. A coop must have rodent resistant flooring.
  - (4) Construction shall be adequate to protect chickens from extreme temperatures and prevent access by rodents.
  - (5) The coop must be maintained in a clean and sanitary condition, devoid of all rodents and vermin and free from objectionable odors. Manure shall not be allowed to accumulate in a way that causes an unsanitary condition or causes odor detectible on another property.
  - (6) The coop shall be fully-enclosed.
  - (7) The coop may not be constructed on any parcel of land before construction of the principal structure.
  - (8) The coop will be considered an accessory structure and will count towards total lot coverage.
  - (9) A building permit must be applied for, approved and paid for before any coop is allowed on the property. A site plan must be submitted with building permit and include run or exercise yard plans. In no event shall off-street parking space, structures of any type, buildings or other features cover more than 60% of the lot area resulting in less than 40% landscaped in residentially zoned properties (Ord. #156.060(B)(3)).
- (E) A run or exercise yard is required.
- (1) Runs must be constructed and maintained to meet the following minimum standards:
    - (a) The run shall be located in the side or rear yard and attached to the coop.
    - (b) The run shall meet the setback requirements for utility/storage structures for the respective zoning district.
    - (c) The size of the run shall be at least sixteen (16) square feet if access to a fenced exercise yard is available. The size of the run shall be at thirty-two (32) square feet if access to an exercise yard is not available. If the coop is elevated two (2) feet so the chickens can access the space beneath, that area may be counted as a portion of the minimum run footprint.
    - (d) The run shall be fully-enclosed. Hardware cloth or similar material must extend

one foot beyond the base of the coop and run area to protect from predators.

- (2) Exercise yards must be fully-enclosed by a fence.
- (F) Grains and feed must be stored in rodent and raccoon-proof containers inside of a structure.
- (G) Chicken fighting is prohibited.
- (H) Outdoor butchering of chickens is prohibited.
- (I) Dead chickens must be disposed of according to the Minnesota Board of Animal Health rule which requires chicken carcasses to be disposed of as soon as possible after death, usually within 48 hours to 72 hours. Legal forms of chicken carcass disposal include offsite burial, offsite incineration or rendering, or offsite composting.
- (J) The city's officer may inspect the premises to ensure compliance with city ordinances.
- (K) Any person no longer keeping chickens must notify the city and remove the coop and run within 30 days of the chickens being removed from the property.

### **99.03 ADMINISTRATIVE APPROVAL REQUIRED.**

No person shall own, keep, or have custody of live chickens without first obtaining an Interim Use Permit from the city. Interim Use fee shall apply on initial application but there shall be no fee for annual renewal, but the permit must be renewed annually for administrative tracking and notification purposes in a format supplied by or approved by the city. Failure to provide such renewal shall constitute a violation of this section and may result in revocation of permit. The city shall inspect the premises as deemed necessary. Should the permit be refused, denied or revoked, the fee paid with the application shall be retained by the city.

- (A) Application shall be made to the city along with a fee for Site Plan Review according to the adopted fee schedule.
- (B) A site plan shall be submitted with the application. The site plan shall identify the location of all structures on the property, including the coop, run, and exercise yard, and provide accurate property dimensions and setbacks.
- (C) The city will send letters to property owners within 350 feet. If any neighbor objects to the chickens, Interim Use Permit will be denied.
- (D) Upon receipt of a complete application, the City Manager shall be responsible for conducting an administrative Site Plan Review and, if approved, issuing a permit.
- (E) If at any time the City Manager determines violations of this subchapter to exist, the permit is subject to revocation.

**99.04 RUNNING AT LARGE PROHIBITED.**

- (A) It shall be unlawful for the chicken(s) of any person who owns, harbors or keeps chickens, to run at large.
- (B) Any expenses incurred by the city in the enforcement of this section shall be the responsibility of the chicken owner. Expenses may include but are not limited to staff time, shelter, and feed.
- (C) Any person who owns, harbors or keeps chickens shall be afforded one warning of running at large. A second occurrence of chicken(s) running at large will result in indefinite permit revocation by the City Manager.
- (D) A person who owns, harbors or keeps chickens which runs at large shall be guilty of a misdemeanor.
- (E) A person who has custody of live chickens without obtaining an Interim Use Permit is guilty of a misdemeanor.

Adopted by the City Council of the City of Milaca this \_\_\_\_\_ day of

\_\_\_\_\_

\_\_\_\_\_  
Dave Dillan, Acting Mayor

ATTEST:

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

## ORDINANCE # 504

### AN ORDINANCE AMENDING TITLE IX (GENERAL REGULATIONS), ADDING CHAPTER 99 (CHICKENS), TO THE CITY OF MILACA CODE OF ORDINANCES

#### CHICKENS IN R-1 AND R-2 RESIDENTIAL ZONES

##### 99.01 DEFINITIONS

For the purpose of this Zoning Code and other applicable ordinances certain words and terms are defined as follows:

**BROODING.** The period of chicken growth when supplemental heat must be provided due to the chicken's inability to generate enough body heat.

**CHICKEN.** A domesticated chicken that ~~is kept as a pet or~~ serves as a source of eggs or meat.

**COOP.** The structure used for the keeping or housing of chickens permitted by this Chapter.

~~EXERCISE YARD. A larger fenced area that provides space for exercise and foraging for the chickens when supervised.~~

**HEN.** A female chicken.

**OFFICER.** Any person designated by the City Council as an enforcement officer.

**ROOSTER.** A male chicken.

**RUN.** A fully-enclosed and covered area attached to a coop where the chickens can roam unsupervised.

##### 99.02 GENERAL PROVISIONS

The keeping of chickens is allowed only in R-1 and R-2 zoning districts – single family dwellings only (not townhomes, duplexes, etc.) per property subject to the following provisions:

- (A) No more than ~~three~~ four (4) chickens regardless of age shall be housed or kept on any one property and shall only be allowed on properties with single family dwellings in the R-1 and R-2 Zones. Rental properties are prohibited from having chickens. If property is located in a Homeowners Association, written consent from Homeowners Association must be submitted with application.
- (B) Roosters are prohibited.
- (C) Chickens shall not be housed in a residential dwelling unit or an attached or detached garage, except for chickens under the age of 6 weeks for brooding purposes.
- ~~(D) A coop is required to house the chickens. The coop must be constructed and maintained to meet the following minimum standards:~~

- ~~(1) The coop shall be located in the side or rear yard and shall be a separate structure.~~
- ~~(2) The coop shall be a minimum of ten (10) feet from property lines and a minimum of thirty (30) feet from any other structures due to fire hazards.~~
- ~~(3) The coop shall provide a minimum of nine (9) square feet of interior floor space per chicken and must be elevated twelve (12) to twenty four (24) inches to ensure air circulation beneath the coop. A coop must have rodent resistant flooring.~~
- ~~(4) Construction shall be adequate to protect chickens from extreme temperatures and prevent access by rodents.~~
- ~~(5) The coop must be maintained in a clean and sanitary condition, devoid of all rodents and vermin and free from objectionable odors. Manure shall not be allowed to accumulate in a way that causes an unsanitary condition or causes odor detectible on another property.~~
- ~~(6) The coop shall be fully enclosed.~~
- ~~(7) The coop may not be constructed on any parcel of land before construction of the principal structure.~~
- ~~(8) The coop will be considered an accessory structure and will count towards total lot coverage.~~
- ~~(9) A building permit must be applied for, approved and paid for before any coop is allowed on the property. A site plan must be submitted with building permit and include run or exercise yard plans. In no event shall off street parking space, structures of any type, buildings or other features cover more than 60% of the lot area resulting in less than 40% landscaped in residentially zoned properties (Ord. #156.060(B)(3)).~~

(D) All premises, including chicken coop, on which chickens are kept or maintained shall be kept in a clean, sanitary and healthy manner from filth, garbage and any substances and all droppings and body excretions collected weekly. All waste must be properly disposed of and removed from property.

~~(E) A run or exercise yard is required.~~

- ~~(1) Runs must be constructed and maintained to meet the following minimum standards:
  - ~~(a) The run shall be located in the side or rear yard and attached to the coop.~~
  - ~~(b) The run shall meet the setback requirements for utility/storage structures for the respective zoning district.~~~~

~~(c) The size of the run shall be at least sixteen (16) square feet if access to a fenced exercise yard is available. The size of the run shall be at thirty two (32) square feet if access to an exercise yard is not available. If the coop is elevated two (2) feet so the chickens can access the space beneath, that area may be counted as a portion of the minimum run footprint.~~

~~(d) The run shall be fully enclosed. Hardware cloth or similar material must extend one foot beyond the base of the coop and run area to protect from predators.~~

~~(2) Exercise yards must be fully enclosed by a fence.~~

(E) Food shall not be allowed to accumulate around feeders, run or coops and must be removed to avoid rodent and vermin.

(F) Grains and feed must be stored in ~~rodent and raccoon proof~~ a metal container inside of a structure.

(G) Chicken fighting is prohibited.

(H) Outdoor butchering, slaughtering or processing of chickens is prohibited.

(I) Dead chickens must be disposed of according to the Minnesota Board of Animal Health rule which requires chicken carcasses to be disposed of as soon as possible after death, usually within 48 hours to 72 hours. Legal forms of chicken carcass disposal include offsite burial, offsite incineration or rendering, or offsite composting.

~~(J) The city's officer may inspect the premises to ensure compliance with city ordinances.~~

(J) No chicken may be kept or raised in a manner as to cause injury or annoyance to persons or other animals on other properties in the vicinity by reason of noise, odor or filth.

~~(K) Any person no longer keeping chickens must notify the city and remove the coop and run within 30 days of the chickens being removed from the property.~~

### ~~99.03 ADMINISTRATIVE APPROVAL REQUIRED.~~

~~No person shall own, keep, or have custody of live chickens without first obtaining an Interim Use Permit from the city. Interim Use fee shall apply on initial application but there shall be no fee for annual renewal, but the permit must be renewed annually for administrative tracking and notification purposes in a format supplied by or approved by the city. Failure to provide such renewal shall constitute a violation of this section and may result in revocation of permit. The~~

~~city shall inspect the premises as deemed necessary. Should the permit be refused, denied or revoked, the fee paid with the application shall be retained by the city.~~

- ~~(A) Application shall be made to the city along with a fee for Site Plan Review according to the adopted fee schedule.~~
- ~~(B) A site plan shall be submitted with the application. The site plan shall identify the location of all structures on the property, including the coop, run, and exercise yard, and provide accurate property dimensions and setbacks.~~
- ~~(C) The city will send letters to property owners within 350 feet. If any neighbor objects to the chickens, Interim Use Permit will be denied.~~
- ~~(D) Upon receipt of a complete application, the City Manager shall be responsible for conducting an administrative Site Plan Review and, if approved, issuing a permit.~~
- ~~(E) If at any time the City Manager determines violations of this subchapter to exist, the permit is subject to revocation.~~

### 99.03 CHICKEN COOPS AND RUNS

- (A) All persons keeping or maintaining chickens must have a chicken coop to house the chickens and a chicken run. The coop must be constructed and maintained to meet the following minimum standards:
  - (1) The coop shall be located in the rear yard and shall be a separate structure.
  - (2) The coop and run shall be a minimum of ten (10) feet from side or rear lot lines and a minimum of thirty (30) feet from any other structures and adjacent property's primary residence due to fire hazards.
  - (3) The coop shall provide a minimum of three (3) square feet of interior floor space per chicken and must be elevated twelve (12) to twenty-four (24) inches to ensure air circulation beneath the coop.
  - (4) Total square footage for coop and run not to exceed sixty (60) square feet.
  - (5) A coop must have rodent resistant flooring.
  - (6) Construction shall be adequate to protect chickens from extreme temperatures and prevent access by rodents.
  - (7) Constructed with architecturally appropriate building materials including exterior grade siding and either a metal, composite or shingled roof. As an alternative,

coop shall be purchased from a commercial source that constructs structures specifically to be used as coops for chickens.

(8) The coop shall be fully-enclosed to prevent any escape by the chickens or entrance by migratory birds. Coop shall be wind-proof and have adequate windows and ventilation.

(9) The coop may not be constructed on any parcel of land before construction of the principal structure.

(10) The coop will be considered an accessory structure even if a portable coop and will count towards total lot coverage.

(B) A run is required. Runs must be constructed and maintained to meet the following minimum standards:

(1) The run shall be located in the rear yard and attached to the coop.

(2) Coop and run must be located a minimum of thirty (30) feet from the primary structure or any accessory structures on the property due to fire hazards.

(3) The minimum size of the run shall be at least eight (8) square feet per chicken.

(4) The run shall be fully-enclosed with mesh-type material but no tarp-like or hardware cloth or similar material.

(C) Any person no longer keeping chickens must notify the city and remove the coop and run within thirty (30) days of the chickens being removed from the property.

#### ~~99.04 RUNNING AT LARGE PROHIBITED.~~

~~(A) It shall be unlawful for the chicken(s) of any person who owns, harbors or keeps chickens, to run at large.~~

~~(B) Any expenses incurred by the city in the enforcement of this section shall be the responsibility of the chicken owner. Expenses may include but are not limited to staff time, shelter, and feed.~~

~~(C) Any person who owns, harbors or keeps chickens shall be afforded one warning of running at large. A second occurrence of chicken(s) running at large will result in indefinite permit revocation by the City Manager.~~

~~(D) A person who owns, harbors or keeps chickens which runs at large shall be guilty of a misdemeanor.~~

~~(E) A person who has custody of live chickens without obtaining an Interim Use Permit is guilty of a misdemeanor.~~

#### **99.04 ADMINISTRATIVE APPROVAL REQUIRED.**

This section shall not apply to veterinarians or licensed pet shops.

No person shall own, keep, or have custody of live chickens without first obtaining a permit from the city. Fee shall be paid at time of application but there shall be no annual renewal. The city shall inspect the premises as deemed necessary. Should the permit be refused, denied or revoked, the fee paid with the application shall be retained by the city.

(A) Any person desiring a permit under this Chapter shall make written application to City Manager on a form prescribed by the city and pay the application fee to the City of Milaca. Application shall contain the following information:

(1) A description of the real property upon which it is desired to keep the chickens;

(2) The breed and number of chickens to be maintained on the premises (limit of 4);

(3) A site plan of the property showing the location and size of the proposed chicken coop and run, setbacks from the chicken coop to property lines and surrounding buildings (including houses and buildings on adjacent lots).

Portable coops and runs are allowed but portable locations must be included with the site plan;

(4) Statements that the applicant will at all times keep the chickens in accordance with all of the conditions prescribed by the city, or modification thereof, and that failure to obey such conditions will constitute a violation of the provisions of this article and grounds for cancellation of the permit;

(5) Agreement that property may be inspected by city at all reasonable times;

(6) Such other and further information as may be required by the officer.

(B) Approval of application is subject to conditions prescribed by city. Failure to adhere to conditions are cause for cancellation of the permit and/or may result in an administrative fine.

(C) If granted, the permit shall be issued by the City Manager and shall state the conditions, if any, imposed upon the permitted for the keeping of chickens under this permit. The permit shall specify the restrictions, limitations, conditions and prohibitions which the

city deems reasonably necessary to protect any person or neighboring use from unsanitary conditions, unreasonable noise or odors, or annoyance, or to protect the public health and safety.

(D) All permits will remain in effect until voluntarily cancelled, or revoked and are subject to revocation should the Chapter be repealed in its entirety or modified in such a way. Permits are non-transferrable.

(E) Any person aggrieved by the decision of the City Manager may appeal that decision to the city council by filing a request for appeal with the City Manager within ten (10) calendar days after the City Manager's decision. The City Manager shall cause the appeal to be placed on the agenda of the next regular city council meeting that is held not less than ten (10) calendar days following receipt of the appeal request. The city council may affirm or reject the decision of the City Manager. The council may add reasonable conditions to any decision granting a license or permit or may delete any conditions previously imposed by the City Manager.

#### **99.05 RUNNING AT LARGE PROHIBITED.**

(A) It shall be unlawful for the chicken(s) of any person who owns, harbors or keeps chickens, to run at large. Any chicken found at large in violation of this Chapter may be impounded by the city and after being impounded for five (5) business days or more without being reclaimed by the owner, may be humanely euthanized or sold. A person reclaiming any impounded chicken shall pay the cost of impounding and keeping the same.

(B) Any expenses incurred by the city in the enforcement of this section shall be the responsibility of the chicken owner. Expenses may include but are not limited to staff time, shelter, and feed.

(C) Any person who owns, harbors or keeps chickens shall be afforded one warning of running at large. A second occurrence of chicken(s) running at large will result in indefinite permit revocation by the City Manager.

(D) A person who owns, harbors or keeps chickens which runs at large shall be guilty of a misdemeanor.

(E) A person who has custody of live chickens without obtaining a permit is guilty of a misdemeanor.

#### **99.06 VIOLATIONS.**

Failure to comply with a provision of this Chapter is a violation and the city is authorized to take one or more of the following actions:

- (A) Initiate a criminal action by citation or formal complaint. A violation of this Chapter is a misdemeanor.
- (B) Process the violation as a Public Nuisance abatement matter under Chapter 94.20
- (C) Process the violation or violations as an administrative procedures action under Chapter 35.
- (D) Process the matter in any other way as allowed by statute or federal law.
- (E) City Manager may revoke permit issued under this Chapter if the person holding the permit refuses or fails to comply with this Chapter, with any regulations promulgated by the city pursuant to this Chapter, or any state or local law governing cruelty to animals or the keeping of animals. Any person whose permit is revoked shall, within ten (10) days thereafter, humanely dispose of all chickens being owned, kept or harbored by such person, and no part of the permit fee shall be refunded.

Adopted by the City Council of the City of Milaca this \_\_\_\_\_ day of \_\_\_\_\_.

\_\_\_\_\_  
Dave Dillan, Acting Mayor

ATTEST:

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

CITY OF MILACA  
CREDIT CARD POLICY AND PROCEDURES

As per MN Statute 471.382, the Milaca City Council may authorize the use of a credit card by any city officer or employee otherwise authorized to make a purchase on behalf of the city. If a city officer or employee makes or directs a purchase by credit card that is not approved by the City Manager, the officer or employee is personally liable for the amount of the purchase. All purchases by credit card must otherwise comply with all statutes, rules and policies applicable to city purchases. The City Manager shall approve the establishment of all credit card accounts.

The Milaca City Council authorizes the use of credit cards for city business. The Credit Card will be used as another type of payment and is not intended to be an additional method for creating debt for the city.

MN Stat 412.271 subd 2  
MN Stat 471.38 subd 1

Bills from credit card companies do not contain the detail necessary to satisfy the requirement that claims presented to the city for payment must be in writing and itemized. Therefore, invoices and receipts for all items charged must be retained.

MN Stat Ch 475

Credit card use must also comply with laws concerning borrowing. Credit cards will not be used for carrying debt. The entire card balance shall be paid in full each month.

Employees authorized to use the City of Milaca's credit card(s) include the following positions:

City Manager  
City Treasurer  
Police Chief  
Public Works Supervisor  
Fire Chief  
Liquor Store Manager

All other employees may use the credit card upon approval from the City Manager. Individual purchases over \$1,000.00 will require prior City Manager approval. Credit cards will carry a card limit of no more than \$10,000.00

Employees authorized to use the City of Milaca's fuel credit card(s) include the following employees or volunteers who are members of:

Public Works Department  
Police Department.

Purchases shall be for vehicle fuel, oil and other items related to the operation of the city-owned vehicle or that department.

Each employee will sign the sales slip and indicate the vehicle and/or department that the purchase applies to.

The card shall not be used to obtain a cash advance.

No employee will intentionally use a city credit card for personal purchases.

Supporting documents and/or invoices will be submitted to the City Accounts Payable Office to be reconciled with the credit card statement and attached to the claim for payment processing.

Department Head shall review all credit card purchases made on behalf of their department and recommend or deny approval for payment.

Department Head must be sure there are budgeted funds available to pay for credit card purchases.

Department Head will indicate on the documents and/or invoices a description of what the purchase is for and expense code.

Department Head will ensure that all invoices are billed to and addressed to:

City of Milaca  
255 1<sup>st</sup> St E  
Milaca MN 56353

If invoice does not indicate billed to City of Milaca, employee will have vendor reissue invoice to reflect correct billed to information. If invoice cannot be corrected, employee will be responsible for purchase.

Credit Card may be sent with employee for conferences for charging of hotel rooms and parking only. Meals, mileage and other authorized expenses will be reimbursed on the travel claim form upon completion by employee. Credit card must be returned to City Manager upon return from conference or the next business day.

Employee will sign, date and indicate the purchase on the form when signing credit card out from City Manager or other city designee.

The City Manager shall keep a record of all employees who sign out a credit card or having authorization to use a city credit card.

Authorized employees will receive, sign and file an acknowledgment form regarding credit card use. See attached.

Unauthorized use or abuse of a city credit card will result in disciplinary action, up to and including, termination of employment.

The City of Milaca reserves the right to cancel any credit card at any time for any reason.

Adopted this 20<sup>th</sup> day of April, 2023

Attest:

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

\_\_\_\_\_  
Mayor Dave Dillan

**CITY OF MILACA  
CREDIT CARD POLICY  
ACKNOWLEDGMENT**

The City of Milaca is authorizing you to use one of its credit cards on its behalf. It is important that you understand the rules regarding its use. If the rules are not followed, the city may cancel the card and you may be personally liable for any misuse.

- Credit cards may only be used for appropriate city business. No employee will intentionally use a City of Milaca credit card for personal purchases. Unauthorized use or abuse of a city credit card will result in disciplinary action, up to and including termination of employment.
  
- The credit card shall not be used to obtain a cash advance.
  
- The credit card must be protected from theft or unauthorized use.
  
- Employee may not write down the credit card number with intentions to use again without checking out the credit card from the City Manager. Credit Card must be checked out each time.
  
- Any Credit Card Rewards earned while purchasing items for the city must be returned to the city.
  
- The City Manager's Office must be notified immediately if the card is lost, stolen or if you suspect unauthorized use.
  
- Receipts or invoices for each credit card use must be signed and submitted within five (5) days to the Accounts Payable Office for processing.
  
- I have read the above statements and the attached Credit Card Use Policy and agree to abide by the city credit card policies and procedures. I understand any misuse of these policies and procedures I will be liable for purchases not authorized.

Date \_\_\_\_\_

\_\_\_\_\_  
Employee Signature

# CITY OF MILACA'S COMPUTER USE POLICY

## **General Information**

This policy serves to protect the security and integrity of the City's electronic communication and information systems by educating employees about appropriate and safe use of available technology resources.

Computers and related equipment used by City employees are property of the City. The City reserves the right to inspect, without notice, all data, emails, files, settings, or any other aspect of a City-owned computer or related system, including personal information created or maintained by an employee. The City may conduct inspections on an as-needed basis as determined by City Manager.

Beyond this policy, the city's manager may distribute information regarding precautions and actions needed to protect City systems; all employees are responsible for reading and following the guidance and directives in these communications.

## **Personal Use**

The City recognizes that some personal use of City-owned computers and related equipment has and will continue to occur. Some controls are necessary, however, to protect the City's equipment and computer network and to prevent abuse of this privilege.

Reasonable, incidental personal use of City computers and software (e.g., word processing, spreadsheets, email, Internet, etc.) is allowed but should never preempt or interfere with work. All use of City computers and software, including personal use, must adhere to provisions in this policy, including the following:

- Employees shall not connect personal peripheral tools or equipment (such as printers, digital cameras, disks, USB drives, or flash cards) to City-owned systems, without prior approval from Information Technology (IT) Director. If permission to connect these tools/peripherals is granted, the employee must follow provided directions for protecting the City's computer network.
- Personal files should not be stored on City computer equipment. This also applies to personal media files, including but not limited to mp3 files, wav files, movie files, iTunes files, or any other file created by copying a music CD, DVD, or files from the Internet. Information Technology (IT) staff will delete these types of files if found on the network, computers, or other City-owned equipment. Exceptions would be recordings for which the City has created, owns, purchased, or has a license.
- City equipment or technology shall not be used for personal business interests, for-profit ventures, political activities, or other uses deemed by the city manager to be inconsistent with City activities. If there is any question about whether a use is appropriate, it should be forwarded to Information Technology (IT) or city manager for a determination.

## **Hardware**

In general, the City will provide the hardware required for an employee to perform his or her job duties. Requests for new or different equipment should be made to your supervisor, who will forward the request to city manager.

The City will not supply laptop computers based solely on the desire of employees to work offsite. A laptop request form will be required for each laptop deployment, and must be signed off by the employee's supervisor and department head. Laptops will only be issued to employees who: travel frequently and require the use of a full computer while traveling; regularly use their laptop offsite; require a laptop for access to special software or systems; and/or have a documented business need for a laptop.

Only City staff may use City computer equipment. Use of City equipment by family members, friends, or others is strictly prohibited.

Employees are responsible for the proper use and care of City-owned computer equipment. City computer equipment must be secured while off City premises; do not leave computer equipment in an unlocked vehicle or unattended at any offsite facility. Computer equipment should not be exposed to extreme temperature or humidity. If a computer is exposed to extreme heat, cold, or humidity, it should be allowed to achieve normal room temperature and humidity before being turned on.

## **Software**

In general, the City will provide the software required for an employee to perform his or her job duties. Requests for new or different software should be made to your supervisor, who will forward the request to city manager.

Employees shall not download or install any software on their computer without the prior approval of IT. Exceptions to this include updates to software approved by Information Technology such as Microsoft updates, or other productivity software updates. Information Technology (IT) may, without notice, remove any unauthorized programs or software, equipment, downloads, or other resources.

***Electronic Mail:*** The City provides employees with an email address for work-related use. Some personal use of the City email system by employees is allowed, provided it does not interfere with an employee's work and is consistent with all City policies.

Employee emails (including those that are personal in nature) may be considered public data for both e-discovery and information requests and may not be protected by privacy laws. Email may also be monitored as directed by the City authorized staff and without notice to the employee.

Employees must adhere to these email guidelines:

- Never transmit an email that you would not want your supervisor, other employees, members, city officials, or the media to read or publish (e.g., avoid gossip, personal information, swearing, etc.).

- Use caution or avoid corresponding by email on confidential communications (e.g., letters of reprimand, correspondence with attorneys, medical information).
- Do not open email attachments or links from an unknown sender. Delete junk or “spam” email without opening it if possible. Do not respond to unknown senders.
- Do not use harassing language (including sexually harassing language) or any other remarks, including insensitive language or derogatory, offensive, or insulting comments or jokes.

**Electronic Calendars:** A shared calendar environment is provided as part of the City’s email software program. All employees are required to keep their electronic calendar up to date and, at a minimum, must grant all staff the ability to view their calendar.

**Instant Messaging:** Due to data retention concerns, Instant Messaging (IM) is only allowed for transitory discussions and should be deleted after use. The City only allows IM via (**insert designated product here**). Employees are not allowed to use IM as a mechanism for personal communication through the City’s computer network or when using City equipment, and are not allowed to download or install any other IM software package on their City computer.

**Personal Devices:** Employees may choose to use their own equipment to read or compose email or other City data as governed in this policy. Employees understand that by connecting their personal equipment to the City’s email server, their personal devices could be searched during an e-discovery or other court-ordered scenarios, and agree to grant access to their personal devices should such a situation arise.

## Security

**Passwords:** Employees are responsible for maintaining computer/network passwords and must adhere to these guidelines:

- Passwords must be at least eight characters long and include at least three of the following: lowercase character; uppercase character; and a number or non-alpha-numeric character (e.g., \*, &, %, etc.). (Example: J0yfu1ly!) Password requirements may be changed as necessary, as determined by the Information Technology (IT) Director or city manager.
- Passwords should not be shared or told to other staff. If it is necessary to access an employee’s computer when he or she is absent, contact your supervisor or the city manager; city manager will not provide access to staff accounts without approval of the Information Technology (IT) Director.
- Passwords should not be stored in any location on or near the computer, or stored electronically such as in a cell phone or other mobile device.
- Employees must change passwords every 60 days when prompted, or on another schedule as determined by the city manager or Information Technology Director.

**Network access:** Non-City-owned computer equipment used in the City’s building should only use the wireless connection to the Internet. Under no circumstances should any non-City-owned equipment be connected to the City’s computer network via a network cable. Exceptions may be granted by a member of the Information Technology team.

Personal computer equipment may not be connected to the City's network without prior approval of the city manager or Information Technology (IT) Director. Personal equipment may be subject to password requirements or other electronic security measures as determined by the city manager or Information Technology (IT) Director.

**Remote Access to the Network:** Examples of remote access include, but are not limited to: Outlook Web Access (web mail), virtual private network (VPN), Windows Remote Desktop, and Windows Terminal Server connections. While connected to City computer resources remotely, all aspects of the City's Computer Use Policy will apply, including the following:

- Remote access to the City's network requires a request from a supervisor and approval from the city manager or Information Technology (IT) Director. Remote access privileges may be revoked at any time by an employee's supervisor.
- If remote access is from a non-City-owned computer, updated anti-virus software must be installed and operational on the computer equipment, and all critical operating system updates must be installed prior to connecting to the City network remotely. Failure to comply could result in the termination of remote access privileges.
- Recreational use of remote connections to the City's network is strictly forbidden. An example of this would be a family member utilizing the City's cellular connection to visit websites.
- Private or confidential data should not be transmitted over an unsecured wireless connection. Wireless connections are not secure and could pose a security risk if used to transmit City passwords or private data while connecting to City resources. Wireless connections include those over cellular networks and wireless access points, regardless of the technology used to connect.

## **Internet**

The following considerations apply to all uses of the Internet:

- Information found on the Internet and used for City work must be verified to be accurate and factually correct.
- Reasonable personal use of the Internet is permitted. Employees may not at any time access inappropriate sites. Some examples of inappropriate sites include but are not limited to adult entertainment, sexually explicit material, or material advocating intolerance of other people, races, or religions. If you are unsure whether a site may include inappropriate information, you should not visit it.
- If an employee's use of the Internet is compromising the integrity of the City's network, IT staff may temporarily restrict that employee's access to the Internet. If IT staff does restrict access, they will notify the employee, HR, and the employee's manager as soon as possible, and work with the employee and manager to rectify the situation.
- The City may monitor or restrict any employee's use of the Internet without prior notice, as deemed appropriate by the employee's City Manager or Council.

## **Data Retention**

Electronic data should be stored and retained in accordance with the City's records retention schedule.

***Storing and Transferring Files:*** If you are unsure whether an email or other file is a government record for purposes of records retention laws or whether it is considered protected or private, check with your supervisor. If you are unsure how to create an appropriate file structure for saving and storing electronic information, contact the Information Technology (IT) Director.

Employees must adhere to these guidelines when transferring and storing electronic files:

- All electronic files must be stored on identified network drives and folder locations. The City will not back up documents stored on local computer hard drives, and holds no responsibility for recovery of documents on local computer hard drives should they fail. Files may be temporarily stored on a laptop hard drive when an employee is traveling/offsite; however, the files should be copied to network as soon as possible.
- Electronic files, including emails and business-related materials created on an employee's home or personal computer for City business, must be transferred to and stored in designated locations on the City's network. City-related files should not be stored on an employee's personal computer, unless otherwise defined in this policy.
- All removable storage media (e.g., CD-ROM, flash or USB drive, or other storage media) must be verified to be virus-free before being connected to City equipment.
- Email that constitutes an official record of City business must be kept in accordance with all records retention requirements for the department and should be copied to the network for storage.
- Email that is simple correspondence and not an official record of City business should be deleted (from both the "Inbox" and the "Deleted" box) as soon as possible and should not be retained by employees for more than three months. The City will not retain emails longer than one year on the network or in network back-ups.
- Electronic files or emails that may be classified as protected or private information should be stored in a location on the City's network that is properly secured.
- Any files considered private or confidential should not be stored anywhere other than the City's network. If there is a need to take confidential information offsite, it must be stored on encrypted media; Information Technology (IT) Director can assist in the encryption of media.

Adopted this 20<sup>th</sup> day of April, 2023.

---

Mayor Dave Dillan

---

City Manager Tammy Pfaff

**Employee signature**

I have received and read the Computer Use Policy and have had an opportunity to ask any questions. I understand that my failure to follow this policy may result in disciplinary action, including revocation of system privileges or termination.

\_\_\_\_\_ (Print Employee Name)

\_\_\_\_\_ (Employee Signature)

\_\_\_\_\_ (Print Department Name)

\_\_\_\_\_ (Date)



## Incident Summary by Incident Type

Date Range: 3/1/2023 to 4/30/2023

Incident Type	# of Incidents
911 Hang Up	1
Accident	7
Agency Assist	20
Alarm	11
Animal	8
Cdtp	3
Child Custody	2
Community Contact	1
Community Contact	4
Disturbance	10
Domestic	4
Driving Complaint	4
Drugs	3
Family Services Referral	25
Found Property	2
Fraud-forgery-scam	6
Funeral Escort	1
Garbage Dumping	1
Gas Drive Off	6
Gas Leak	1
Harassment Complaint	1
Icr Misc	39
Juvenile Complaint	8
Lockout	4
Medical	61
Motorist Assist	2
Ofp Violation	1



## Incident Summary by Incident Type

Date Range: 3/1/2023 to 4/30/2023

Property Exchange	3
Public Assist	20
Remove Unwanted	1
Suicidal Party	6
Suspicious Activity	6
Theft	3
Threats Complaint	2
Traffic	111
Trespass Complaint	2
Vulnerable Adult Report	2
Welfare Check	6
<b>Total: 398</b>	

## **Public Works City Council request**

I am requesting a budget transfer of \$41,000 from Public Works Equipment Reserve Fund to the 2023 public works equipment budget.

I would like to buy a plow and snowblower from the public works reserve equipment fund. Instead of replacing them with the 2024 CIP, I would like to get them ordered now so we can have them for use next winter. This winter took a toll on some of our older equipment that was due for replacement.

The purchases total \$41,000 on state contract pricing.

Public Works Equipment Reserve Fund current balance: \$206,313

Skid steer snowblower



Loader snowplow



## QUOTES FOR LIGHTS FOR FIRE DEPARTMENT UTV

NORTH CENTRAL BUS & EQUIPMENT	\$4,452.95
-------------------------------	------------

STAR SQUADS LLC	\$5,042.00
-----------------	------------

# North Central Bus & Equipment DBA RW&B, Inc.

25112 22nd Ave  
Saint Cloud, MN 56301 US  
kayla@scipi.org

## Estimate

ADDRESS  
Milaca Fire Department  
1005 Central Ave. N.  
Milaca, MN 56330

SHIP TO  
Milaca Fire Department  
1005 Central Ave. N.  
Milaca, MN 56330

ESTIMATE 1075  
DATE 04/04/2023

SKU	DESCRIPTION	QTY	RATE	AMOUNT
	2023 Polaris Ranger 1000			
C-4010	C-4010 - FENIEX ALL-IN-ONE MINI-CONTROLLER - 6 PROGRAMMABLE PUSHBUTTONS AND 2 MOUNTING OPTIONS - NO SIREN INCLUDED	1	148.75	148.75T
C-4017MB	C-4017MB - FENIEX SWIVEL MOUNT BRACKET FOR TYPHOON AND 4200 MINI CONTROLLER	1	23.75	23.75T
WSSPA30	WSSPA30 - WHELEN WATERPROOF SELF CONTAINED SIREN/SPEAKER 30 WATT WAIL/YELP - WITH PUBLIC ADDRESS	1	296.25	296.25T
EMPR10004-WW	EMPR10004-WW - SOUNDOFF MPOWER 2X1 LIGHT KIT INCLUDES (2) 2X1 LIGHTS,(2)U-SHAPED BRACKETS W/MOUNTING HARDWARE -WHITE LEDS **2 FRONT CORNERS, 2 REAR CORNERS, HIGH ON CANOPY, FOR SCENE LIGHTING**	4	373.80	1,495.20 T
EMPS1SMS3D	EMPS1SMS3D SOUNDOFF MPOWER SCREW MOUNT 3" LIGHTHEAD RED/WHITE - 8 LED DUAL COLOR **FOR GRILL AND SIDE**	2	131.40	262.80T
EMPS1SMS3E	EMPS1SMS3E SOUNDOFF MPOWER SCREW MOUNT 3" LIGHTHEAD BLUE/WHITE - 8 LED DUAL COLOR **FOR GRILL AND SIDE**	2	131.40	262.80T
ENFSGS3D	ENFSGS3D SOUNDOFF NFORCE SINGLE DASH/DECK/GRILLE MOUNT LIGHT - 12 VOLT - BLACK HOUSING - 12 LED DUO COLOR - RED/WHITE **MOUNT ON CANOPY, ONE FRONT, ONE REAR**	2	159.60	319.20T
ENFSGS3E	ENFSGS3E - DASH/DECK/GRILLE MOUNT LIGHT - 12 VOLT - BLACK HOUSING - 12 LED DUO COLOR - BLUE/WHITE **MOUNT ON CANOPY, ONE FRONT, ONE REAR**	2	159.60	319.20T
Install - Other Gov't	Installation of equipment or lighting on a government vehicle; Boat, ATV, Etc...	1	1,250.00	1,250.00
Shop Supply	Consumable Shop Supply	1	75.00	75.00T

SUBTOTAL 4,452.95

TAX 0.00

TOTAL **\$4,452.95**

Accepted By

Accepted Date

Star Squads LLC

James J. Mench  
10251 201st Ave.  
Verndale, MN 56481

# Estimate

DATE	ESTIMATE NO.
4/12/2023	112

NAME / ADDRESS
Milaca Fire Dept. 1005 Central Ave. N. Milace, MN 56330

PROJECT

DESCRIPTION	QTY	RATE	TOTAL
Complete installation and wiring of police vehicle equipment into 2023 Polaris Ranger per customer specs.	1	1,500.00	1,500.00
C-4010 Feniex all-in-one mini controller	1	160.00	160.00
C-4017MB Feniex swivel mount bracket	1	30.00	30.00
WSSPA30 - Whelen waterproof self contained siren/speaker with PA	1	320.00	320.00
EMPR10004-WW Soundoff mpower 2x1 light kit - white led	4	405.00	1,620.00
EMPSISMS3D - Soundoff mpower 3" led red/white	2	135.00	270.00
EMPSISMS3E - Soundoff mpower 3" led blue/white	2	135.00	270.00
ENFSGS3D - Soundoff nforce led grill light - red/white	2	168.00	336.00
ENFSGS3E - soundoff nforce led grill light - blue/white	2	168.00	336.00
Misc shop supplies.	1	200.00	200.00

Thank you for the opportunity to earn your business.

**TOTAL** \$5,042.00



## MILACA FIRE DEPARTMENT

03/29/2023

03/29/2023

MILACA FIRE DEPARTMENT  
255 FIRST ST E  
MILACA, MN 56353

Dear Jesse Gerads,

Motorola Solutions is pleased to present MILACA FIRE DEPARTMENT with this quote for quality communications equipment and services. The development of this quote provided us the opportunity to evaluate your requirements and propose a solution to best fulfill your communications needs.

This information is provided to assist you in your evaluation process. Our goal is to provide MILACA FIRE DEPARTMENT with the best products and services available in the communications industry. Please direct any questions to Shawn Vance at [shawn@graniteelectronics.com](mailto:shawn@graniteelectronics.com).

We thank you for the opportunity to provide you with premier communications and look forward to your review and feedback regarding this quote.

Sincerely,

Shawn Vance

Motorola Solutions Manufacturer's Representative

Billing Address:  
 MILACA, CITY OF  
 255 FIRST ST E  
 MILACA, MN 56353  
 US

Quote Date:03/29/2023  
 Expiration Date:04/01/2023  
 Quote Created By:  
 Shawn Vance  
 shawn@graniteelectronics.com

End Customer:  
 MILACA FIRE DEPARTMENT  
 Jesse Gerads  
 320-980-4235

Contract: 20927 - MN DOT 209493

Line #	Item Number	Description	Qty	List Price	Sale Price	Ext. Sale Price
	APX™ 4500 Enhanced					
1	M22URS9PW1BN	APX4500 ENHANCED 7/800 MHZ MOBILE	1	\$5,050.00	\$3,696.48	\$3,696.48
1a	G24AX	ENH: 3 YEAR ESSENTIAL SVC	1			
1b	G831AD	ADD: SPKR 15W WATER RESISTANT	1			
1c	G67DQ	ADD: REMOTE MOUNT O2 APXM	1			
1d	QA02756AD	ADD: 3600 OR 9600 TRUNKING BAUD SINGLE SYSTEM	1			
1e	G892AB	ENH:HAND MIC,GCAI WTR RESISTANT APX	1			
1f	GA01606AA	ADD: NO GPS/WI-FI ANTENNA NEEDED	1			
1g	G618AC	ADD: REMOTE MOUNT CABLE 10 FT APX	1			
1h	GA00804AA	ADD: APX O2 CH (GREY)	1			
1i	G444AH	ADD: APX CONTROL HEAD SOFTWARE	1			
1j	G193AK	ADD: ADP ONLY (NON-P25 CAP COMPLIANT) (US ONLY)	1			



Any sales transaction following Motorola's quote is based on and subject to the terms and conditions of the valid and executed written contract between Customer and Motorola (the "Underlying Agreement") that authorizes Customer to purchase equipment and/or services or license software (collectively "Products") if no Underlying Agreement exists between Motorola and Customer, then Motorola's Standard Terms of Use and Motorola's Standard Terms and Conditions of Sales and Supply shall govern the purchase of the Products  
 Motorola Solutions, Inc. 500 West Monroe, United States - 60661 ~ # 36-1115800

Line #	Item Number	Description	Qty	List Price	Sale Price	Ext. Sale Price
1k	G174AD	ADD: ANT 3DB LOW-PROFILE 762-870	1			

---

**Grand Total** **\$3,696.48(USD)**

**Notes:**

- Unless otherwise noted, this quote excludes sales tax or other applicable taxes (such as Goods and Services Tax, sales tax, Value Added Tax and other taxes of a similar nature). Any tax the customer is subject to will be added to invoices.



## Purchase Order Checklist

Marked as PO/ Contract/ Notice to Proceed on Company Letterhead  
**(PO will not be processed without this)**

PO Number/ Contract Number

PO Date

Vendor = Motorola Solutions, Inc.

Payment (Billing) Terms/ State Contract Number

Bill-To Name on PO must be equal to the *Legal* Bill-To Name

Bill-To Address

Ship-To Address (If we are shipping to a MR location, it must be documented on PO)

Ultimate Address (If the Ship-To address is the MR location then the Ultimate Destination address must be documented on PO )

PO Amount must be equal to or greater than Order Total

Non-Editable Format (Word/ Excel templates cannot be accepted)

Bill To Contact Name & Phone # and EMAIL for customer accounts payable dept

Ship To Contact Name & Phone #

Tax Exemption Status

Signatures (As required)

## Tammy Pfaff

---

**From:** Diana Klages <hsteam@milacawolvesarchery.com>  
**Sent:** Monday, April 3, 2023 9:15 AM  
**To:** Tammy Pfaff  
**Subject:** Archery Donation

Good Morning,

I am reaching out on behalf of the Milaca Wolves Archery Team in regards to a donation request for our upcoming trip to Nationals in Louisville KY.

We have qualified as a team from Elementary, Middle School and High School. We are able to take all kids that are interested in going.

We are looking for a donation from the City that would help archer families offset the cost of the trip.

Cost of the trip are as follows:

Hotel Room : 135.00 nt/3 nights  
Gas: 3.59 gl/ 1552 miles - average \$225  
Food family 4: \$150 day/ 5 days

For a family of 4: \$1380

We currently have 38 archers committed to attending this year.

The club has paid in full all additional archer fees as those are not typically included in the normal club fees as nationals are not guaranteed.

We recognize that Milaca is a poorer community and we are asking our community to help these archers reach their goals.

We have set up several other fundraisers to offset the cost of the trip and we hope that this will encourage participation as the archers get older.

Thank you for your time and consideration for a donation.

Milaca Wolves Archery is a 501.c.3 organization.

Thank you,  
Diana Klages  
HS Head Coach  




# CITY OF MILACA Minnesota

255 First Street East, Milaca, MN 56353

(320)983-3141 | (320)983-3142 fax

[www.cityofmilaca.org](http://www.cityofmilaca.org)

## CITY OF MILACA SPECIAL EVENT PERMIT APPLICATION

**PERMIT FEE: \$50**

Application must be received at least 60 days prior to event

Date Received at City Hall \_\_\_\_\_

- A Special Event Permit is needed for events that require street closures, public path or trail closures, where event fees are charged, public resources including traffic control, police, and/or public works assistance are needed, outdoor sales are part of the event, and/or expected outdoor crowd size is over 150 persons.
- Other permits may be required for your event, including a Street Closing Permit, Banners/Signs Permit, Parade Permit, Park Grounds Permit, Temporary Liquor License, and Fireworks Permit. Park Structure Reservations are separate from this permit.
- Food trucks must be licensed by the City of Milaca per Ordinance No. 115.
- Priority is given to City of Milaca events. Returning events have priority for a date/venue over other applicants.
- Additional information not specifically addressed on the application may be needed.
- Special Event is not confirmed until the Milaca City Council or City Manager approves the permit application.
- A City of Milaca park or trail cannot be reserved for the exclusive use of one group. Access to the parks by the general public must be available at all times. Areas may be roped off or otherwise secured if the City of Milaca grants this as a specified condition, but we cannot guarantee that the public will not enter the event area.

NAME OF SPECIAL EVENT: Runnin' in the Ruff

TYPE OF SPECIAL EVENT: Parade \_\_\_\_\_ Runs/Walks  Concert or Movie \_\_\_\_\_ Other: \_\_\_\_\_

Applicant's or Organization's Name: City of Milaca

Name of Contact Person: Mary Mickelson Daytime Phone: (320) 983-3141

Address: 255 1st Street E Evening Phone: \_\_\_\_\_

Milaca, MN 56353 Fax Number: \_\_\_\_\_

Email Address: mmickelson@milacacity.com

Start Date & Time May 6, 2023 (or TBD) -- 9 a.m. End Date & Time May 6, 2023 (or TBD) -- 1 p.m.

Estimated Number of Participants Attending the Event 150

Number of Sanitary Facilities 3 Sanitary Locations In Rec Park

Where will Individuals Park Rec Park Lot

Will Security Be Needed? Explain Arrangements: No; Fire Department will stand by for any medical needs

If using a public address system, give the location of speakers \_\_\_\_\_

Lions Shelter

Will electricity be required, and if so, how will it be provided \_\_\_\_\_

Lions Shelter

How will refuse be disposed of Rec Park Dumpster

Will the Special Event require the use of a park/shelter  Yes  No (A park/shelter reservation must be made separately)

Will alcohol be served  Yes  No (Police presence may be required; rate is \$100/hr)

# FOOD

Will food or beverage be sold  Yes  No

Name of vendor / serving team \_\_\_\_\_

Licensed with State of MN (enclose copy)

Liability Insurance (enclose copy)

Type of Service  Food Truck  Food Stand  Other \_\_\_\_\_

Name of vendor / serving team \_\_\_\_\_

Licensed with State of MN (enclose copy)

Liability Insurance (enclose copy)

Type of Service  Food Truck  Food Stand  Other \_\_\_\_\_

## REQUEST FOR CITY OF MILACA POLICE COVERAGE

Request is made for the Milaca Police Department to provide security for the following times:

Date: \_\_\_\_\_ Time \_\_\_\_\_ to \_\_\_\_\_  
(Beginning) (End)

Date: \_\_\_\_\_ Time \_\_\_\_\_ to \_\_\_\_\_  
(Beginning) (End)

Date: \_\_\_\_\_ Time \_\_\_\_\_ to \_\_\_\_\_  
(Beginning) (End)

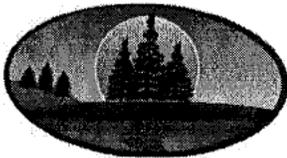
## DEFINED AREA OF EVENT

Provide a written description of all borders of jurisdiction for the event. Use the map below to highlight these borders. This will establish sole authority and responsibility for all activities within this area.

Rec Park over the  
railroad bridge  
using marked trails  
for both the 2 Mile  
and the 10K  
returning over the  
walking bridge.  
The Gorecki  
Center will be the  
site for  
registration, with  
medals handed  
out at the Lions  
Shelter







CITY OF  
**MILACA** *Minnesota*

255 First Street East, Milaca, MN 56353

(320)983-3141 | (320)983-3142 fax

www.cityofmilaca.org

**CITY OF MILACA SPECIAL EVENT PERMIT APPLICATION**

**PERMIT FEE: \$50**

Application must be received at least 60 days prior to event

Date Received at City Hall \_\_\_\_\_

- A Special Event Permit is needed for events that require street closures, public path or trail closures, where event fees are charged, public resources including traffic control, police, and/or public works assistance are needed, outdoor sales are part of the event, and/or expected outdoor crowd size is over 150 persons.
- Other permits may be required for your event, including a Street Closing Permit, Banners/Signs Permit, Parade Permit, Park Grounds Permit, Temporary Liquor License, and Fireworks Permit. Park Structure Reservations are separate from this permit.
- Food trucks must be licensed by the City of Milaca per Ordinance No. 115.
- Priority is given to City of Milaca events. Returning events have priority for a date/venue over other applicants.
- Additional information not specifically addressed on the application may be needed.
- Special Event is not confirmed until the Milaca City Council or City Manager approves the permit application.
- A City of Milaca park or trail cannot be reserved for the exclusive use of one group. Access to the parks by the general public must be available at all times. Areas may be roped off or otherwise secured if the City of Milaca grants this as a specified condition, but we cannot guarantee that the public will not enter the event area.

NAME OF SPECIAL EVENT: 12<sup>th</sup> Annual Reggae/SKA/Rock Festival

TYPE OF SPECIAL EVENT: Parade \_\_\_\_\_ Runs/Walks \_\_\_\_\_ Concert or Movie  Other: \_\_\_\_\_

Applicant's or Organization's Name: Dread I Dread.com

Name of Contact Person: Desiree Gopie

Daytime Phone: [Redacted]

Address: 15525-220<sup>th</sup> St.

Evening Phone: None

Milaca, MN 56353

Fax Number: \_\_\_\_\_

Email Address: desigopie@gmail.com

Start Date & Time Fri, Aug 11, 2023 9 AM End Date & Time Aug 13, 2023 ~~11 AM~~

Estimated Number of Participants Attending the Event 300 11 AM

Number of Sanitary Facilities three Sanitary Locations \_\_\_\_\_

Where will Individuals Park \_\_\_\_\_

Will Security Be Needed? Explain Arrangements: \_\_\_\_\_

If using a public address system, give the location of speakers \_\_\_\_\_

\_\_\_\_\_

Will electricity be required, and if so, how will it be provided \_\_\_\_\_

\_\_\_\_\_

How will refuse be disposed of \_\_\_\_\_

Will the Special Event require the use of a park/shelter  Yes  No (A park/shelter reservation must be made separately)

Will alcohol be served  Yes  No (Police presence may be required; rate is \$100/hr)

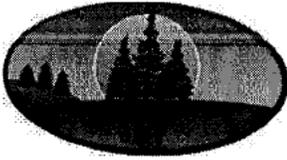
*Need  
AOPB*



**\*\*\*FOR CITY STAFF USE ONLY\*\*  
SPECIAL EVENT PERMIT ROUTING**

	<b>SIGN IF APPROVED</b>	<b>COMMENTS</b>
<b>City Administration</b>	_____  _____ (date)	_____ _____ _____ _____ _____
<b>Milaca Police Dept.</b>	_____  _____ (date)	_____ _____ _____ _____ _____
<b>Public Works</b>	_____  _____ (date)	_____ _____ _____ _____ _____
<b>Building/Zoning Admin.</b>	_____  _____ (date)	_____ _____ _____ _____ _____
<b>Fire Chief</b>	_____  _____ (date)	_____ _____ _____ _____ _____

**RETURN SHEET WITH YOUR SIGNATURE AND  
COMMENTS TO CITY HALL AS SOON AS POSSIBLE.**



CITY OF  
**MILACA** *Minnesota*

255 First Street East, Milaca, MN 56353

(320)983-3141 | (320)983-3142 fax

www.cityofmilaca.org

**BANNERS & SIGNS PERMIT**

*Submit with Special Event Permit Application*

**Banner description(s) and location, including size, method of construction and wording:**

BANNER(S): Gopie Goats presents  
1st Annual Reggae/Ska/Rock Festival  
Aug. 11-12, 2023  
Milaca - Rec. Park

Date Banner to be put up June 1, 2023 Date Banner to be taken down Aug 13, 2023  
 Contact Person Desiree Gopie Telephone [REDACTED] Cell [REDACTED]

**Sign description(s) and location, including size, method of construction and wording:**

SIGN(S): Gopie Goats presents  
1st Annual Reggae/Ska/Rock Festival  
Aug. 11+12, 2023  
Milaca Rec Park

Date Sign to be put up June 1, 2023 Date Sign to be taken down Aug 13, 2023  
 Contact Person Desiree Telephone [REDACTED] Cell [REDACTED]

**Please attach a separate sheet if necessary.**

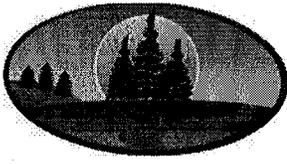
**BANNER & SIGN RULES**

Special events temporary signs for non-profit organizations are permitted which are temporary displays which are erected to celebrate, commemorate or observe a civil or religious holiday. These signs shall be removed from the premises within ten days following completion of the special event. The special event signs shall not exceed four feet by eight feet in size.

Special events temporary signs shall not be erected more than 90 days before the date of the special event; an extension of this time limit may be obtained only by variance.

Public portable signs may be erected by the city and/or a non-profit corporation to advertise community-interest events and which public portable signs shall be placed upon public property. All public portable signs shall not be erected more than seven days before the date of the special event and shall be promptly removed following the event.

The Building Inspector may order the removal of any sign in violation of city ordinance.



CITY OF MILACA Minnesota

255 First Street East, Milaca, MN 56353

(320)983-3141 | (320)983-3142 fax

www.cityofmilaca.org

PARK GROUNDS PERMIT APPLICATION

\$500 Deposit

Submit with Special Event Permit Application

Event Title 15th Annual Reggae/Ska/Rock Festival
Date of Event Aug 11-13, 2023 Event Time 9am-11:30pm FRI+SAT, 9-NOON-SUN
Area of Park Use Entire Rec Park
Duration of Park Grounds Use til Noon Sunday Aug 13, 2023

How will the Park Grounds be used (parking, carnival, seating, vendor fair, celebration)?
Parking, Concert, Camping, Vendors

Parking

- Passenger Vehicles, Campers / Motorhomes, Food Trucks, Bus, Oversized Truck, Other

Approximate Number of Units

Carnival

Approximate Number of Units N/A

Seating

- Chairs, Bleachers, Other

Number of Seats ? bring your own

Vendor Fair

Approximate Number of Units ? 6-10

Celebration

Type and specific park grounds use Concert

- Flowers or any other vegetation may not be moved, cut, or removed from any park in the City of Milaca.
Rice, confetti, glitter, or birdseed is not permitted.
If access to the park is necessary for set-up or tear-down either before or after public use hours, then the applicant may be charged a fee to cover all costs associated with the request.
Unfavorable weather and wet soils may result in park grounds being unusable for an approved event.
Damages due to the event will be invoiced to the organization based on cost of repair, clean-up, and park or trail restoration.
Additional Staff Costs (if required)
o Police Officer or Public Works - \$100/hr
o Administrative - \$75/hr



CITY OF  
**MILACA**

255 First Street East, Milaca, MN 56353

(320)983-3141 | (320)983-3142 fax

~~2022~~ 3<sup>rd</sup> Annual Reggae/Ska/Rock Festival

## Variance Request

1. Golf carts can cross Central Avenue at 2<sup>nd</sup> Street NW and drive on Central Avenue north of 10<sup>th</sup> Street. Individual licenses from the City of Milaca are not needed. Proof of insurance for the carts will be provided as part of the permit.
2. Parking allowed on grass in Rec Park.
3. Rec Park hours are suspended.
4. Music in bandshell continue until 11:30 p.m. Musical jamming allowed throughout the park.
5. Camping at designated sites only. Campfires allowed at these designated sites only in portable elevated fire pits.

Submitted by  
Deiser Cooper  
4/4/23

# Milaca Summer Air

Hosted by ABBY LINGLE Pottery @ 171 2<sup>nd</sup> Ave SW Milaca



*See you there!*

**June 22 - 23**

**Thursday 10am-6pm Local Artisans and Crafters!**

Handmade products, Arts, Cookies and crafts!

*Kids – Free Sidewalk Chalk Contest*

Face Painting!

**Friday 10am-3pm Local Artisans and Crafters!**

*Aspiring Artists! – Kids art and Craft Show*

*Kids – Free Sidewalk Chalk Contest*

Free music - Musical students and artists with **WTKH DOCTOR** Guitars!

Face Painting!



# CITY OF MILACA Minnesota

255 First Street East, Milaca, MN 56353

(320)983-3141 | (320)983-3142 fax

www.cityofmilaca.org

## CITY OF MILACA SPECIAL EVENT PERMIT APPLICATION

PERMIT FEE: \$50

Application must be received at least 60 days prior to event

Date Received at City Hall \_\_\_\_\_

- A Special Event Permit is needed for events that require street closures, public path or trail closures, where event fees are charged, public resources including traffic control, police, and/or public works assistance are needed, outdoor sales are part of the event, and/or expected outdoor crowd size is over 150 persons.
- Other permits may be required for your event, including a Street Closing Permit, Banners/Signs Permit, Parade Permit, Park Grounds Permit, Temporary Liquor License, and Fireworks Permit. Park Structure Reservations are separate from this permit.
- Food trucks must be licensed by the City of Milaca per Ordinance No. 115.
- Priority is given to City of Milaca events. Returning events have priority for a date/venue over other applicants.
- Additional information not specifically addressed on the application may be needed.
- Special Event is not confirmed until the Milaca City Council or City Manager approves the permit application.
- A City of Milaca park or trail cannot be reserved for the exclusive use of one group. Access to the parks by the general public must be available at all times. Areas may be roped off or otherwise secured if the City of Milaca grants this as a specified condition, but we cannot guarantee that the public will not enter the event area.

NAME OF SPECIAL EVENT: Milaca Summer Air Art Show

TYPE OF SPECIAL EVENT: Parade \_\_\_\_\_ Runs/Walks \_\_\_\_\_ Concert or Movie \_\_\_\_\_ Other: Art Fair

Applicant's or Organization's Name: Abby Lingle Pottery

Name of Contact Person: Abby Mott

Address: 171 2nd Ave SW  
Milaca MN 56353

Email Address: ajlingle@gmail.com

Daytime Phone: [REDACTED]

Evening Phone: "

Fax Number: X

Start Date & Time June 23, 8am

End Date & Time June 23 4pm

Estimated Number of Participants Attending the Event 50-100

Number of Sanitary Facilities 3 Sanitary Locations Abby Lingle Pottery, MAC, Porta Potty on Abby Lingle Pottery

Where will Individuals Park Street, Alfred Olson Park Parking lot

Will Security Be Needed? Explain Arrangements: NO, single day event.

If using a public address system, give the location of speakers NO public address system

Will electricity be required, and if so, how will it be provided X

How will refuse be disposed of Abby Lingle Pottery, contracting with Jim's Millelacs Disposal

Will the Special Event require the use of a park/shelter  Yes  No (A park/shelter reservation must be made separately)

Will alcohol be served  Yes  No (Police presence may be required; rate is \$100/hr)

**\*\*\*FOR CITY STAFF USE ONLY\*\*  
SPECIAL EVENT PERMIT ROUTING**

	<b>SIGN IF APPROVED</b>	<b>COMMENTS</b>
<b>City Administration</b>	<hr/> <hr/> <p align="center">(date)</p>	<hr/> <hr/> <hr/> <hr/> <hr/>
<b>Milaca Police Dept.</b>	<hr/> <hr/> <p align="center">(date)</p>	<hr/> <hr/> <hr/> <hr/> <hr/>
<b>Public Works</b>	<hr/> <hr/> <p align="center">(date)</p>	<hr/> <hr/> <hr/> <hr/> <hr/>
<b>Building/Zoning Admin.</b>	<hr/> <hr/> <p align="center">(date)</p>	<hr/> <hr/> <hr/> <hr/> <hr/>
<b>Fire Chief</b>	<hr/> <hr/> <p align="center">(date)</p>	<hr/> <hr/> <hr/> <hr/> <hr/>

**RETURN SHEET WITH YOUR SIGNATURE AND  
COMMENTS TO CITY HALL AS SOON AS POSSIBLE.**

I give permission and for the Summer Air Art Fair to take place and be hosted on my property at 171 2<sup>nd</sup> Ave SW, Milaca MN on June 23 and 24.

*By Nuto 4/4/23*

Thurs June 23 will only be on private property and will not be on the Street. Friday, June 23, I am asking for the street closure on the south end of 2<sup>nd</sup> Ave SW to be closed to have our aspiring artist section of the event. This part of the event will encourage our local kids from our community to display and/or sell their art if the choose.

This event is being coordinated and hosted by Abby Lingle Pottery with help from Milaca Arts Center. Witchdoctor Guitars is helping coordinate acoustic music for Friday June 23 by young local students/musicians.

*o saw horses closing street by community closed and  
2<sup>nd</sup> Street.*



CITY OF  
**MILACA** *Minnesota*

255 First Street East, Milaca, MN 56353

(320)983-3141 | (320)983-3142 fax

www.cityofmilaca.org

**PARADE AND/OR STREET CLOSURE PERMIT**  
**Submit with Special Event Permit Application**

Parade / Event Title Milaca Summer Air Art Show

Date of Parade / Event June 23 Assembly Time \_\_\_\_\_

Assembly Area 2nd Ave SW (South end of Block only)

(Note: Applicant must obtain owner(s) written permission and attach to this application if assembly/dispersal is on private property).

Parade Start Time 8am Estimated Duration 8hrs - 4pm

Actual Starting Location \_\_\_\_\_

**Proposed Parade Route**  
**(Attach a separate sheet if necessary)**

Large rounded rectangular box with horizontal lines for drawing the proposed parade route.

Parade End Location \_\_\_\_\_ Parade Dispersal Area \_\_\_\_\_

Approximate Number of Units in Parade \_\_\_\_\_

Approximate Number of Persons in Parade 0

Approximate Number of Animals in Parade 0

Type of Animals in Parade 0

Maximum Length of Parade in miles (or fractions thereof) \_\_\_\_\_

Contact Person Abby Matt Telephone [Redacted] Cell Phone [Redacted]

If your parade involves the closing of any county road (CSAH 33/10<sup>th</sup> Street NE, CSAH 36/Central Avenue, CSAH 37/1<sup>st</sup> Street E, CSAH 2/2<sup>nd</sup> Street SE, CSAH 32/2<sup>nd</sup> Street SW & 3<sup>rd</sup> Avenue SW) in the city limits, please submit your request to Mille Lacs County Public Works using the procedure found at <https://www.millelacs.mn.gov/2782/Street-Closing-Permit>.

To close MN Trunk Highway 23, submit your application to MN DOT using the procedure found at <https://www.dot.state.mn.us/utility/forms.html>.

YOU MUST COMPLETE THIS SECTION FOR EACH CLOSING THROUGHOUT THE ENTIRE EVENT  
STREET CLOSINGS

1.

Location 2nd Ave SW (Street to be Closed) Between 2nd St. SW & 1st St W (Cross Street) (Cross Street)  
Date June 23 Time 8 am - 3:30pm (Beginning) (End)  
Contact Person Abby Mott Daytime Phone [REDACTED] Phone [REDACTED]  
Special Requests only the south end of the block from 2nd St. SW to the middle of the block - in front of 171 2nd Ave SW

2.

Location \_\_\_\_\_ (Street to be Closed) Between \_\_\_\_\_ & \_\_\_\_\_ (Cross Street) (Cross Street)  
Date \_\_\_\_\_ Time \_\_\_\_\_ - \_\_\_\_\_ (Beginning) (End)  
Contact Person \_\_\_\_\_ Daytime Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_  
Special Requests \_\_\_\_\_

3.

Location \_\_\_\_\_ (Street to be Closed) Between \_\_\_\_\_ & \_\_\_\_\_ (Cross Street) (Cross Street)  
Date \_\_\_\_\_ Time \_\_\_\_\_ - \_\_\_\_\_ (Beginning) (End)  
Contact Person \_\_\_\_\_ Daytime Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_  
Special Requests \_\_\_\_\_

4.

Location \_\_\_\_\_ (Street to be Closed) Between \_\_\_\_\_ & \_\_\_\_\_ (Cross Street) (Cross Street)  
Date \_\_\_\_\_ Time \_\_\_\_\_ - \_\_\_\_\_ (Beginning) (End)  
Contact Person \_\_\_\_\_ Daytime Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_  
Special Requests \_\_\_\_\_

5.

Location \_\_\_\_\_ (Street to be Closed) Between \_\_\_\_\_ & \_\_\_\_\_ (Cross Street) (Cross Street)  
Date \_\_\_\_\_ Time \_\_\_\_\_ - \_\_\_\_\_ (Beginning) (End)  
Contact Person \_\_\_\_\_ Daytime Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_  
Special Requests \_\_\_\_\_

For additional street closings, attach a separate sheet of paper listing each closing individually.





# MILACA

*Minnesota* CITY OF

255 First Street East,  
Milaca, MN 56353 (320)983-3141 | (320)983-3142 fax

www.cityofmilaca.org

**CITY OF MILACA SPECIAL EVENT PERMIT APPLICATION PERMIT FEE: \$50** Application  
must be received at least 60 days prior to event **Date Received at City Hall** \_\_\_\_\_

- A Special Event Permit is needed for events that require street closures, public path or trail closures, where event fees are charged, public resources including traffic control, police, and/or public works assistance are needed, outdoor sales are part of the event, and/or expected outdoor crowd size is over 150 persons.
- Other permits may be required for your event, including a Street Closing Permit, Banners/Signs Permit, Parade Permit, Park Grounds Permit, Temporary Liquor License, and Fireworks Permit. Park Structure Reservations are separate from this permit.
- Food trucks must be licensed by the City of Milaca per Ordinance No. 115.
- Priority is given to City of Milaca events. Returning events have priority for a date/venue over other applicants. • Additional information not specifically addressed on the application may be needed.
  - Special Event is not confirmed until the Milaca City Council or City Manager approves the permit application. • A City of Milaca park or trail cannot be reserved for the exclusive use of one group. Access to the parks by the general public must be available at all times. Areas may be roped off or otherwise secured if the City of Milaca grants this as a specified condition, but we cannot guarantee that the public will not enter the event area.

**NAME OF SPECIAL EVENT:** Pickle in the Park **EVENT:** \_\_\_\_\_

**SPECIAL EVENT:** Parade \_\_\_\_\_ Runs/Walks \_\_\_\_\_ Concert or Movie \_\_\_\_\_ Other: Pickleball Tournament **TYPE OF**

**Applicant's or Organization's Name:** Milaca Small Business - milaca150912 **Name of Contact**

**Person:** Jennifer Taylor **Daytime Phone:** \_\_\_\_\_ **Address:** \_\_\_\_\_

500 Hwy 23 W Milaca, mn **Evening Phone:** \_\_\_\_\_

**Fax Number:** \_\_\_\_\_

Email Address: \_\_\_\_\_

Start Date & Time May 6<sup>th</sup>, 2023 @ 10am End Date & Time May 6<sup>th</sup>, 2023 @ 3pm

Estimated Number of Participants Attending the Event 40

Number of Sanitary Facilities \_\_\_\_\_ Sanitary Locations \_\_\_\_\_

Where will Individuals Park

Parking lot @ Rec

Will Security

Be Needed? Explain Arrangements:

No

If using a public address system,

give the location of speakers \_\_\_\_\_

Will electricity be required, and if so, how will it be provided

no

How will refuse be disposed

of using existing garbage:

Will the

Special Event require the use of a park/shelter Yes  No  (A park/shelter reservation must be made separately)

Will alcohol be served Yes  No  (Police presence may be required; rate is \$100/hr)

### FOOD

Will food or beverage be sold  Yes  No

Name of vendor / serving team concessions mhs.

Licensed with State of MN (enclose copy)

Liability Insurance (enclose copy)

Type of Service  Food Truck  Food Stand  Other

Name of vendor / serving team

Licensed with State of MN (enclose copy)

Liability Insurance (enclose copy)

Type of Service  Food Truck  Food Stand  Other

### REQUEST FOR CITY OF MILACA POLICE COVERAGE

Request is made for the Milaca Police Department to provide security for the following times:

Date: \_\_\_\_\_ Time \_\_\_\_\_ to \_\_\_\_\_ (Beginning) (End)

Date: \_\_\_\_\_ Time \_\_\_\_\_ to \_\_\_\_\_ (Beginning) (End)

Date: \_\_\_\_\_ Time \_\_\_\_\_ to \_\_\_\_\_ (Beginning) (End)

### DEFINED AREA OF EVENT

Provide a written description of all borders of jurisdiction for the event. Use the map below to highlight and





(date)

Fire Chief \_\_\_\_\_

\_\_\_\_\_  
(date)

**RETURN SHEET WITH YOUR SIGNATURE AND  
COMMENTS TO CITY HALL AS SOON AS POSSIBLE.**

11/02/2022



# CITY OF MILACA *Minnesota*

255 First Street East, Milaca, MN 56353

(320)983-3141 | (320)983-3142 fax

[www.cityofmilaca.org](http://www.cityofmilaca.org)

## CITY OF MILACA SPECIAL EVENT PERMIT APPLICATION

**PERMIT FEE: \$50**

Application must be received at least 60 days prior to event

Date Received at City Hall \_\_\_\_\_

- A Special Event Permit is needed for events that require street closures, public path or trail closures, where event fees are charged, public resources including traffic control, police, and/or public works assistance are needed, outdoor sales are part of the event, and/or expected outdoor crowd size is over 150 persons.
- Other permits may be required for your event, including a Street Closing Permit, Banners/Signs Permit, Parade Permit, Park Grounds Permit, Temporary Liquor License, and Fireworks Permit. Park Structure Reservations are separate from this permit.
- Food trucks must be licensed by the City of Milaca per Ordinance No. 115.
- Priority is given to City of Milaca events. Returning events have priority for a date/venue over other applicants.
- Additional information not specifically addressed on the application may be needed.
- Special Event is not confirmed until the Milaca City Council or City Manager approves the permit application.
- A City of Milaca park or trail cannot be reserved for the exclusive use of one group. Access to the parks by the general public must be available at all times. Areas may be roped off or otherwise secured if the City of Milaca grants this as a specified condition, but we cannot guarantee that the public will not enter the event area.

NAME OF SPECIAL EVENT: \_\_\_\_\_

TYPE OF SPECIAL EVENT: Parade \_\_\_\_\_ Runs/Walks \_\_\_\_\_ Concert or Movie \_\_\_\_\_ Other: \_\_\_\_\_

Applicant's or Organization's Name: \_\_\_\_\_

Name of Contact Person: \_\_\_\_\_ Daytime Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Evening Phone: \_\_\_\_\_

\_\_\_\_\_ Fax Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Start Date & Time \_\_\_\_\_ End Date & Time \_\_\_\_\_

Estimated Number of Participants Attending the Event \_\_\_\_\_

Number of Sanitary Facilities \_\_\_\_\_ Sanitary Locations \_\_\_\_\_

Where will Individuals Park \_\_\_\_\_

Will Security Be Needed? Explain Arrangements: \_\_\_\_\_

If using a public address system, give the location of speakers \_\_\_\_\_

Will electricity be required, and if so, how will it be provided \_\_\_\_\_

How will refuse be disposed of \_\_\_\_\_

Will the Special Event require the use of a park/shelter  Yes  No (A park/shelter reservation must be made separately)

Will alcohol be served  Yes  No (Police presence may be required; rate is \$100/hr)



**\*\*\*FOR CITY STAFF USE ONLY\*\*  
SPECIAL EVENT PERMIT ROUTING**

	<b>SIGN IF APPROVED</b>	<b>COMMENTS</b>
<b>City Administration</b>	_____  _____ (date)	_____ _____ _____ _____ _____
<b>Milaca Police Dept.</b>	_____  _____ (date)	_____ _____ _____ _____ _____
<b>Public Works</b>	_____  _____ (date)	_____ _____ _____ _____ _____
<b>Building/Zoning Admin.</b>	_____  _____ (date)	_____ _____ _____ _____ _____
<b>Fire Chief</b>	_____  _____ (date)	_____ _____ _____ _____ _____

**RETURN SHEET WITH YOUR SIGNATURE AND  
COMMENTS TO CITY HALL AS SOON AS POSSIBLE.**



# CITY OF MILACA Minnesota

255 First Street East, Milaca, MN 56353

(320)983-3141 | (320)983-3142 fax

www.cityofmilaca.org

## CITY OF MILACA SPECIAL EVENT PERMIT APPLICATION

**PERMIT FEE: \$50**

Application must be received at least 60 days prior to event

Date Received at City Hall \_\_\_\_\_

- A Special Event Permit is needed for events that require street closures, public path or trail closures, where event fees are charged, public resources including traffic control, police, and/or public works assistance are needed, outdoor sales are part of the event, and/or expected outdoor crowd size is over 150 persons.
- Other permits may be required for your event, including a Street Closing Permit, Banners/Signs Permit, Parade Permit, Park Grounds Permit, Temporary Liquor License, and Fireworks Permit. Park Structure Reservations are separate from this permit.
- Food trucks must be licensed by the City of Milaca per Ordinance No. 115.
- Priority is given to City of Milaca events. Returning events have priority for a date/venue over other applicants.
- Additional information not specifically addressed on the application may be needed.
- Special Event is not confirmed until the Milaca City Council or City Manager approves the permit application.
- A City of Milaca park or trail cannot be reserved for the exclusive use of one group. Access to the parks by the general public must be available at all times. Areas may be roped off or otherwise secured if the City of Milaca grants this as a specified condition, but we cannot guarantee that the public will not enter the event area.

NAME OF SPECIAL EVENT: 2023 Music in the Park

TYPE OF SPECIAL EVENT: Parade \_\_\_\_\_ Runs/Walks \_\_\_\_\_ Concert or Movie  Other: \_\_\_\_\_

Applicant's or Organization's Name: Milaca Fine Arts Council

Name of Contact Person: Mimi Peterson / Mary Mickelson Daytime Phone: (320) 983-3141

Address: 255 1st Street E Evening Phone: \_\_\_\_\_

Milaca, MN 56353 Fax Number: \_\_\_\_\_

Email Address: mmickelson@milacacity.com

Start Date & Time 06/22/23, 06/29/23, & 07/13/23 6:30 pm - 8 pm End Date & Time Setup / teardown additional 2 hours before & after

Estimated Number of Participants Attending the Event 150

Number of Sanitary Facilities 3 Sanitary Locations Campsites; Gorecki Center

Where will Individuals Park Rec Park Lot

Will Security Be Needed? Explain Arrangements: No

If using a public address system, give the location of speakers In front of and on the bandshell stage

Will electricity be required, and if so, how will it be provided Use bandshell electricity

How will refuse be disposed of Rec Park Dumpster

Will the Special Event require the use of a park/shelter  Yes  No (A park/shelter reservation must be made separately)

Will alcohol be served  Yes  No (Police presence may be required; rate is \$100/hr)



**\*\*\*FOR CITY STAFF USE ONLY\*\*  
SPECIAL EVENT PERMIT ROUTING**

	<b>SIGN IF APPROVED</b>	<b>COMMENTS</b>
<b>City Administration</b>	<hr/> <hr/> (date)	<hr/> <hr/> <hr/> <hr/> <hr/>
<b>Milaca Police Dept.</b>	<hr/> <hr/> (date)	<hr/> <hr/> <hr/> <hr/> <hr/>
<b>Public Works</b>	<hr/> <hr/> (date)	<hr/> <hr/> <hr/> <hr/> <hr/>
<b>Building/Zoning Admin.</b>	<hr/> <hr/> (date)	<hr/> <hr/> <hr/> <hr/> <hr/>
<b>Fire Chief</b>	<hr/> <hr/> (date)	<hr/> <hr/> <hr/> <hr/> <hr/>

**RETURN SHEET WITH YOUR SIGNATURE AND  
COMMENTS TO CITY HALL AS SOON AS POSSIBLE.**

