

MILACA CITY COUNCIL AGENDA  
APRIL 21, 2016

6:30

Call meeting to order  
Roll Call

Consent Agenda

Minutes of the March 17 regular meeting  
Bills for payment  
Resolution No. 16 – 07 Accepting donation from Ben and Dorothy Gorecki  
Resolution No. 16 – 08 Assessing water service repair charge  
City Treasurer's Report

Citizens Forum

Public Hearing

Coin-tainer public hearing is cancelled

Requests and Communications

Carl Nordquist – Audit presentation  
Rich Melvin – Festival activities  
Letter from JJ Property Management Company

Ordinances and Resolutions

Resolution No. 16 – 09 Approving charitable gambling premises permit for  
Milaca Firefighter's Relief Association

Reports of Boards and Commissions

Planning commission  
Economic Development commission  
Airport commission  
Parks commission  
MCAT

Unfinished Business

Prior month citizen forum comments  
Colin Statup – Eagle Scout project  
Shovel ready industrial land

New Business

June meeting date  
Liquor store sign  
PERA Analysis for Relief Association

Council Comments

Adjourn

MILACA CITY COUNCIL MINUTES  
MARCH 17, 2016 MEETING

The regular meeting of the Milaca City Council was called to order at 6:30 p.m. by Mayor Harold Pedersen. Upon roll call the following Council members were present: Dillan, Muller, and Johnson. Council member Gahm was absent.

Staff present: Lerud, Gann-Olehy, Armstrong, and Toven.

Others present: Jerry Jacobson, Tom Sauer, Dan Hollenkamp, and Ashley Haynes.

Motion by Dillan, second by Johnson to approve the consent agenda:

1. Minutes of the February 18 regular meeting.
2. General bills: 816037E-816043E, #42032-42036, #42107-42118, #42122-42171, totaling \$90,373.48; Liquor bills: 916005E-916008E, #23570-23584, #23613-23628, totaling \$108,490.95.
3. City Treasurer's report.

All present voted in favor.

Mayor Pedersen invited anyone to speak to an item not on the agenda during citizen's forum. Tom Sauer said that the Rum River walk needs some attention. He said that there are some of the block off the top of the retaining wall behind the library; gravel and sand on the sidewalk, and brush that needs to be trimmed.

Jerry Jacobson said that that he, Ardy Becklin, Lola Vedders, and Lerud went to the East Central Regional Arts Commission to present on the band shell grant request, and the grant application was rejected.

There were no other comments.

A letter from the Chamber of Commerce requesting a donation for the parade was presented. Council member Johnson asked if the city budgeted for this donation. Lerud said that we typically do not budget for the donation but the funds are available in the liquor fund. Motion by Johnson, second by Muller to approve a \$1,500 donation from the liquor fund to the chamber to help with the cost of the parade, all present voted in favor.

There was no planning commission meeting in February.

Lerud said the minutes of the last economic development commission were in the agenda packet, and the commission meets tomorrow morning.

Council member Muller said there was no airport commission meeting in February.

Mayor Pedersen said that the police are investigating the damage caused on the sliding hill.

Council member Dillan said that the farmer's market is ready to go and the vendor meeting has already been held. He said the market will be open from May 18 thru October 19 at First National Bank's park and parking lot. Dillan said that the downtown flags are here and they will be working to put them up on downtown light poles. He said that MCAT is working on an effective plan for managing volunteers because the "got time?" program is not as effective as it should be.

There were follow up comments from the February citizen's forum.

The Volunteer Reserve Officer Program policy was presented. Lerud said the city hired Lexipol several years ago to manage the department's policy manual and this policy comes from them. He said the advantage to using their policy as opposed to another department's is that the language and format of the policy is the same as all the other policies. The council discussed changes and additions to the policy, with the following changes recommended: Section 1036.12(f) remove the word "counsel", 1036.12(h) add "CPR."

Motion by Muller, second by Johnson to adopt the policy with the changes, all present voted in favor.

Mayor Pedersen said there is a bid for performance LED lighting before the council. Jacobson said that there are two forms of lighting on the band shell; down lighting which is a soft white light and will not project onto any of the panels, and that was approved at last month's meeting. The other light is performance lighting which can be many colors and that will project onto the panels. Mayor Pedersen said the Legacy grant application included the performance lighting, and because the application was denied, the funds need to come from a different source. Jacobson said that the labor to install these lights was also included in the bids that were approved last month, and because the lighting units are changing there is a deduction of approximately \$3,500 from the other bids. Mayor Pedersen said that the band shell committee will continue to raise funds, but the lead time on ordering is approximately six weeks. Lerud said that the funds could come from the liquor fund. Motion by Dillan, second by Johnson to approve the bid in the amount of \$6,969.00 and covering the cost of what is not fundraised from the liquor fund, all present voted in favor.

Lerud said the State of MN has a "Shovel – Ready" program for industrial lots that lets developers know that all of the necessary work for a certified site has been done and construction can begin very quickly. He said that the fee for the application to the state is \$3,250, and East Central Energy said they are willing to pay that fee on behalf of the City of Milaca for the city's industrial property. Lerud said the city already has most of the needed data, but still have a couple of things to do before applying; Phase 1 environmental, soil borings, and a title commitment. Lerud said if the council wanted to proceed with the application he would bring bids back at the April meeting. The consensus of the council was to proceed and bring bids for the remaining work to the April meeting.

Lerud said that he met with Dave Walters, owner of Coin-tainer, and he is planning to rebuild in Milaca. Since it has been so long since the abatement agreement was approved, and the building has slightly changed, he would be required to go through the public hearing process again.

Council member Dillan offered Resolution No. 16 – 06 and moved for its adoption, second by Johnson

RESOLUTION NO. 16 – 06  
RESOLUTION CALLING PUBLIC HEARING ON THE PROPOSED BUSINESS SUBSIDY TO COINTAINER OF  
MILACA

(entire text appears in Resolution book)

All present voted in favor.

Mayor Pedersen called for Council comments. Council member Johnson said that the Milaca Boy Scout troop leader is considering using Rec Park for their regional jamboree. He said it is an ideal spot and if we can get it scheduled it would mean about 500 scouts in the park that weekend. Johnson also said the Scouts would like to move their meetings down to the Gorecki community center from City Hall because the park is a much better setting for their outdoor activities.

Council member Muller said Stones Throw golf course has purchase the Lunn property north of the City Shop. He said they will initially be renting space for outdoor storage, and eventually moving their shop from down by the river to this location.

Council member Dillan said that Tess Shipman has ordered the flowers for the downtown flower pots and they will be ready to go in as soon as the weather gets nice. He said that he thought he should say a few words about Sauer's earlier comments about the walkway. Dillan said that when the idea was originally conceived, the maintenance would be done by the adjacent property owners and not by city staff. That has not happened, and he agreed that some improvements needed to be made. He said at a minimum they could be done on the school's service day in May, if they were not done before.

With no other business a motion to adjourn was made by Muller, second by Johnson, all present voted in favor and the meeting adjourned at 7:05.

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Mayor Harold Pedersen

ATTEST

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Greg Lerud, City Manager

**\*Check Detail Register©**

MARCH 2016

			Check Amt	Invoice	Comment
<b>10100 General Bank</b>					
Paid Chk#	816062E	3/21/2016	<b>CENTERPOINT ENERGY</b>		
E 101-45200-381	Utilities		\$105.88	10551998	NATURAL GAS-COMM CENTER
E 208-49010-381	Utilities		\$117.24	5813915	NATURAL GAS-SR CENTER
E 101-45600-381	Utilities		\$183.96	5817670	NATURAL GAS-HISTORICAL SOCIETY
E 101-43000-381	Utilities		\$1,086.62	5826633	NATURAL GAS-PW
E 101-41940-381	Utilities		\$231.15	5831068	NATURAL GAS-CITY HALL
E 101-42280-381	Utilities		\$485.00	6122593	NATURAL GAS-FIRE
E 602-49400-381	Utilities		\$205.10	6672186	NATURAL GAS-WATER TRMT
E 101-45500-381	Utilities		\$305.53	7142283	NATURAL GAS-LIBRARY
	<b>Total CENTERPOINT ENERGY</b>		<b>\$2,720.48</b>		
Paid Chk#	816063E	3/7/2016	<b>EAST CENTRAL ENERGY</b>		
E 603-49450-381	Utilities		\$37.00	201875902	ELECTRIC
E 603-49450-381	Utilities		\$76.92	203981301	ELECTRIC
E 101-43000-380	Street Lights		\$3,052.46	204619700	ELECTRIC
E 101-45200-381	Utilities		\$30.00	205400900	ELECTRIC
E 602-49400-381	Utilities		\$1,267.40	206041500	ELECTRIC
E 101-45500-381	Utilities		\$767.08	206085200	ELECTRIC
E 602-49400-381	Utilities		\$599.60	206734200	ELECTRIC
E 101-45200-381	Utilities		\$30.00	5379600	ELECTRIC
E 101-49810-381	Utilities		\$283.95	5448100	ELECTRIC
E 101-42110-437	Other Miscellaneous		\$59.63	6302100	ELECTRIC
E 603-49450-381	Utilities		\$79.88	6678100	ELECTRIC
E 101-42280-381	Utilities		\$1,146.49	6751501	ELECTRIC
E 101-42280-381	Utilities		\$722.76	7546001	ELECTRIC
E 101-41940-381	Utilities		\$980.56	8145502	ELECTRIC
E 101-49810-381	Utilities		\$70.79	830700	ELECTRIC
E 101-49810-381	Utilities		\$48.12	831000	ELECTRIC
E 101-43000-380	Street Lights		\$90.95	831300	ELECTRIC
E 101-43000-381	Utilities		\$640.56	831500	ELECTRIC
E 603-49450-381	Utilities		\$615.50	832000	ELECTRIC
E 602-49400-381	Utilities		\$194.58	832100	ELECTRIC
E 101-45600-381	Utilities		\$149.10	832400	ELECTRIC
E 603-49450-381	Utilities		\$81.05	832500	ELECTRIC
E 603-49450-381	Utilities		\$96.84	832600	ELECTRIC
E 602-49400-381	Utilities		\$297.12	833100	ELECTRIC
E 602-49400-381	Utilities		\$137.59	833300	ELECTRIC
E 101-45200-381	Utilities		\$30.00	833400	ELECTRIC
E 101-45200-381	Utilities		\$30.00	833600	ELECTRIC
E 208-49010-381	Utilities		\$125.72	9084202	ELECTRIC
E 602-49400-381	Utilities		\$491.48	970110800	ELECTRIC
E 101-42110-437	Other Miscellaneous		\$34.03	97017300	ELECTRIC
	<b>Total EAST CENTRAL ENERGY</b>		<b>\$12,267.16</b>		
Paid Chk#	816064E	3/20/2016	<b>MILACA LOCAL LINK</b>		
E 619-49900-321	Telephone		\$132.24	320-982-1099	PHONE SERVICE-DEP REG
E 101-45500-321	Telephone		\$45.73	320-982-1549	ALARM LINE - LIBRARY
E 101-45200-321	Telephone		\$51.78	320-982-1549	INTERNET-REC PARK
E 101-42280-321	Telephone		\$89.39	320-982-3465	PHONE SERVICE-FIRE
	<b>Total MILACA LOCAL LINK</b>		<b>\$319.14</b>		
Paid Chk#	816065E	3/4/2016	<b>UNION SECURITY INSURANCE CO.</b>		
G 101-21707	Disability		\$490.64	4022335-0-1	LTD-MARCH 2016
	<b>Total UNION SECURITY INSURANCE CO.</b>		<b>\$490.64</b>		
Paid Chk#	816066E	3/6/2016	<b>MIDCONTINENT COMMUNICATIONS</b>		

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	Check Amt	Invoice	Comment
E 101-42110-321 Telephone	\$65.00	147990801	INTERNET-MAR
<b>Total MIDCONTINENT COMMUNICATIONS</b>	<b>\$65.00</b>		
<hr/>			
Paid Chk# 816067E 3/31/2016	<b>INCONTACT INC</b>		
E 101-42280-321 Telephone	\$7.60	4020342	LONG DISTANCE SERVICE-FIRE
E 101-41940-321 Telephone	\$26.63	4020370	LONG DISTANCE SERVICE-CITY HALL
E 101-43000-321 Telephone	\$7.67	4020375	LONG DISTANCE SERVICE-PW
E 101-42110-321 Telephone	\$30.15	4021370	LONG DISTANCE SERVICE-PD
E 619-49900-321 Telephone	\$7.19	4021396	LONG DISTANCE SERVICE-DEP REG
E 602-49400-321 Telephone	\$0.53	4021432	LONG DISTANCE SERVICE-WATER
E 101-45200-321 Telephone	\$8.54	4580547	LONG DISTANCE SERVICE-PARKS
<b>Total INCONTACT INC</b>	<b>\$88.31</b>		
<hr/>			
Paid Chk# 816077E 3/21/2016	<b>ENDICIA ACCOUNTING</b>		
E 619-49900-322 Postage	\$250.00		POSTAGE FOR METER
E 101-41940-322 Postage	\$250.00		POSTAGE FOR METER
<b>Total ENDICIA ACCOUNTING</b>	<b>\$500.00</b>		
<b>10100 General Bank</b>	<b>\$16,450.73</b>		

**Fund Summary**

<b>10100 General Bank</b>	
101 GENERAL FUND	\$11,637.75
208 CHARITABLE GAMBLING FUND	\$242.96
602 WATER FUND	\$3,193.40
603 SEWER FUND	\$987.19
619 DEPUTY REGISTRAR FUND	\$389.43
	<hr/>
	\$16,450.73

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Check Amt Invoice Comment

**10100 General Bank****Paid Chk# 042190 4/21/2016 ALL FLAGS LLC**

E 211-49000-437	Other Miscellaneous	\$960.09	202649	FLAGS FOR DOWNTOWN
<b>Total ALL FLAGS LLC</b>		<b>\$960.09</b>		

**Paid Chk# 042191 4/21/2016 ALTHOFF & NORDQUIST LLC**

E 101-41540-301	Auditing and Acct g Services	\$5,500.00		2015 AUDIT
E 602-49400-301	Auditing and Acct g Services	\$2,100.00		2015 AUDIT
E 603-49450-301	Auditing and Acct g Services	\$780.00		2015 AUDIT
E 619-49900-301	Auditing and Acct g Services	\$400.00		2015 AUDIT
E 700-50000-301	Auditing and Acct g Services	\$500.00		2015 AUDIT
<b>Total ALTHOFF &amp; NORDQUIST LLC</b>		<b>\$9,280.00</b>		

**Paid Chk# 042192 4/21/2016 AMERIPRIDE**

E 101-45500-310	Other Professional Services	\$33.56	2200756445	RUGS-LIBRARY
E 101-41940-310	Other Professional Services	\$9.28	2200756446	RUGS-CITY HALL
E 619-49900-310	Other Professional Services	\$19.28	2200756446	RUGS-DEP REG
E 101-45500-310	Other Professional Services	\$33.56	2200761686	RUGS-LIBRARY
E 101-41940-310	Other Professional Services	\$9.28	2200761687	RUGS-CITY HALL
E 619-49900-310	Other Professional Services	\$19.28	2200761687	RUGS-DEP REG
<b>Total AMERIPRIDE</b>		<b>\$124.24</b>		

**Paid Chk# 042193 4/21/2016 AW RESEARCH LABORATORIES**

E 101-49810-310	Other Professional Services	\$100.00	13812	STORMWATER TESTING
<b>Total AW RESEARCH LABORATORIES</b>		<b>\$100.00</b>		

**Paid Chk# 042194 4/21/2016 BANYON DATA SYSTEMS, INC.**

E 700-50000-309	EDP, Software and Design	\$865.00	154111	SA PERMITS SUPPORT-BRAHAM
<b>Total BANYON DATA SYSTEMS, INC.</b>		<b>\$865.00</b>		

**Paid Chk# 042195 4/21/2016 BEAUDRY OIL & PROPANE**

E 101-43000-217	Other Operating Supplies	\$46.10	371340	SUPPLIES-PW
<b>Total BEAUDRY OIL &amp; PROPANE</b>		<b>\$46.10</b>		

**Paid Chk# 042196 4/21/2016 BILLINGS SERVICE**

E 101-45200-212	Auto Expense (Fuel/Repair)	\$20.00		GAS-PARKS
E 101-43000-212	Auto Expense (Fuel/Repair)	\$422.39		GAS-PW
E 101-42280-212	Auto Expense (Fuel/Repair)	\$239.37		GAS-FIRE
E 603-49450-212	Auto Expense (Fuel/Repair)	\$197.50		GAS-SEWER
<b>Total BILLINGS SERVICE</b>		<b>\$879.26</b>		

**Paid Chk# 042197 4/21/2016 BILLINGS, CRAIG**

E 101-42280-208	Training and Travel	\$70.44		HENNEPIN CO CHIEFS-03/15
<b>Total BILLINGS, CRAIG</b>		<b>\$70.44</b>		

**Paid Chk# 042198 4/21/2016 BRIAN MATTHEW HAUER ENTERPRISE**

E 101-43000-310	Other Professional Services	\$31.47	4892	RECYCLING-BATTERIES-BULBS
<b>Total BRIAN MATTHEW HAUER ENTERPRISE</b>		<b>\$31.47</b>		

**Paid Chk# 042199 4/21/2016 CHADER BUSINESS EQUIPMENT**

E 101-42110-221	Equipment Parts/Repairs	\$459.00	13851	REPLACE BROKEN HAND HELD RECORDER
<b>Total CHADER BUSINESS EQUIPMENT</b>		<b>\$459.00</b>		

**Paid Chk# 042200 4/21/2016 CHRISTENSEN, THOMAS J.**

E 101-42280-208	Training and Travel	\$56.10		STRUCTURAL TACTICS-03/15
E 101-42280-208	Training and Travel	\$116.58		FIRE/ARSON INVESTIGATION-4/6-8
<b>Total CHRISTENSEN, THOMAS J.</b>		<b>\$172.68</b>		

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			Check Amt	Invoice	Comment
<b>Paid Chk#</b>	<b>042201</b>	<b>4/21/2016</b>	<b>CORNER MART</b>		
E 101-42280-212	Auto Expense (Fuel/Repair)		\$54.50		GAS-FIRE
E 101-43000-212	Auto Expense (Fuel/Repair)		\$333.17		GAS-PW
E 101-45200-212	Auto Expense (Fuel/Repair)		\$204.50		GAS-PARKS
E 603-49450-212	Auto Expense (Fuel/Repair)		\$51.57		GAS-SEWER
E 700-50000-212	Auto Expense (Fuel/Repair)		\$85.00		GAS-JP
E 101-42110-212	Auto Expense (Fuel/Repair)		\$981.19		GAS-POLICE
E 602-49400-212	Auto Expense (Fuel/Repair)		\$36.46		GAS-WATER
E 101-49810-212	Auto Expense (Fuel/Repair)		\$8.00		GAS-AIRPORT
	<b>Total CORNER MART</b>		<b>\$1,754.39</b>		
<b>Paid Chk#</b>	<b>042202</b>	<b>4/21/2016</b>	<b>DIGITAL ALLY</b>		
E 101-42110-240	Small Tools and Minor Equip		\$25.00	1084864	BRASS KEY-POLICE
	<b>Total DIGITAL ALLY</b>		<b>\$25.00</b>		
<b>Paid Chk#</b>	<b>042203</b>	<b>4/21/2016</b>	<b>DOVE FRETLAND &amp; VAN VALKENBURG</b>		
E 101-41610-304	Legal Fees		\$875.00	71538	CIVIL RETAINER-MARCH
E 101-41610-304	Legal Fees		\$3,110.10	71539	CRIMINAL RETAINER-MARCH
	<b>tal DOVE FRETLAND &amp; VAN VALKENBURG</b>		<b>\$3,985.10</b>		
<b>Paid Chk#</b>	<b>042204</b>	<b>4/21/2016</b>	<b>E.C.M. PUBLISHERS, INC.</b>		
E 101-41110-351	Legal Notices Publishing		\$37.12	331337	PUBLIC HEARING AD
	<b>Total E.C.M. PUBLISHERS, INC.</b>		<b>\$37.12</b>		
<b>Paid Chk#</b>	<b>042205</b>	<b>4/21/2016</b>	<b>EMERGENCY MEDICAL PRODUCTS</b>		
E 101-42280-217	Other Operating Supplies		\$137.95	1815094	MEDICAL SUPPLIES-FIRE
	<b>Total EMERGENCY MEDICAL PRODUCTS</b>		<b>\$137.95</b>		
<b>Paid Chk#</b>	<b>042206</b>	<b>4/21/2016</b>	<b>EMERGENCY RESPONSE SOLUTIONS</b>		
E 101-42280-221	Equipment Parts/Repairs		\$269.83	5797	FACE PIECE REPAIR
E 101-42280-221	Equipment Parts/Repairs		\$82.81	5952	AIR PACK REPAIR
E 101-42280-434	Uniforms		\$5,730.06	6110	HELMETS
E 101-42280-240	Small Tools and Minor Equip		\$901.58	6174	EQUIPMENT
	<b>otal EMERGENCY RESPONSE SOLUTIONS</b>		<b>\$6,984.28</b>		
<b>Paid Chk#</b>	<b>042207</b>	<b>4/21/2016</b>	<b>EMERGENCY SERVICES CONSULTING</b>		
E 101-42280-310	Other Professional Services		\$6,600.00	15-462	SHARED SERVICES ANALYSIS
	<b>otal EMERGENCY SERVICES CONSULTING</b>		<b>\$6,600.00</b>		
<b>Paid Chk#</b>	<b>042208</b>	<b>4/21/2016</b>	<b>FREIGHTLINER OF ST CLOUD</b>		
E 101-42280-221	Equipment Parts/Repairs		\$37.66	794860E	SERPENINE BELT-FIRE
	<b>Total FREIGHTLINER OF ST CLOUD</b>		<b>\$37.66</b>		
<b>Paid Chk#</b>	<b>042209</b>	<b>4/21/2016</b>	<b>GK CONSULTING LLC</b>		
E 101-41940-309	EDP, Software and Design		\$900.00	1186	APRIL NETWORK
E 101-41940-309	EDP, Software and Design		\$850.00	1186	FIREWALL
	<b>Total GK CONSULTING LLC</b>		<b>\$1,750.00</b>		
<b>Paid Chk#</b>	<b>042210</b>	<b>4/21/2016</b>	<b>GOPHER STATE ONE CALL</b>		
E 602-49400-310	Other Professional Services		\$24.65	6030557	MARCH LOCATES
	<b>Total GOPHER STATE ONE CALL</b>		<b>\$24.65</b>		
<b>Paid Chk#</b>	<b>042211</b>	<b>4/21/2016</b>	<b>GRANITE ELECTRONICS</b>		
E 101-42280-226	Radio Repair		\$145.00	153001204-1	RADIO REPAIR-FIRE
	<b>Total GRANITE ELECTRONICS</b>		<b>\$145.00</b>		
<b>Paid Chk#</b>	<b>042212</b>	<b>4/21/2016</b>	<b>GRANITE LEDGE ELECTRICAL CONTR</b>		
E 101-45200-530	Improv Other Than Bldgs		\$562.50	P16142	ELECTRIC FOR HOIST AT SHOP

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APRIL 2016

			Check Amt	Invoice	Comment
<b>total GRANITE LEDGE ELECTRICAL CONTR</b>			<b>\$562.50</b>		
Paid Chk#	042213	4/21/2016 HACH COMPANY			
E 602-49400-217		Other Operating Supplies	\$733.68	9867890	TESTING SUPPLIES
<b>Total HACH COMPANY</b>			<b>\$733.68</b>		
Paid Chk#	042214	4/21/2016 HAWKINS, INC.			
E 602-49400-216		Chemicals and Chem Products	\$1,919.51	3854198	CHEMICALS
E 602-49400-216		Chemicals and Chem Products	\$1,278.56	3855480	CHEMICALS
<b>Total HAWKINS, INC.</b>			<b>\$3,198.07</b>		
Paid Chk#	042215	4/21/2016 HJORT EXCAVATING			
E 602-49400-310		Other Professional Services	\$3,036.00	2016.17	REPLACE SHUT OFF VALVE-7TH ST NW
E 101-49810-310		Other Professional Services	\$220.00	2016.56	CLEAN DITCH-AIRPORT
<b>Total HJORT EXCAVATING</b>			<b>\$3,256.00</b>		
Paid Chk#	042216	4/21/2016 HOOKUPS			
E 101-45200-309		EDP, Software and Design	\$60.00	1025	DOMAIN NAME-PARKS
<b>Total HOOKUPS</b>			<b>\$60.00</b>		
Paid Chk#	042217	4/21/2016 HY-TECH AUTOMOTIVE			
E 101-42110-212		Auto Expense (Fuel/Repair)	\$7.48	24265	SQUAD 11 MAINTENANCE
E 101-42110-212		Auto Expense (Fuel/Repair)	\$75.71	24614	SQUAD 11 MAINTENANCE
E 101-42110-212		Auto Expense (Fuel/Repair)	\$53.38	24620	SQUAD 12 MAINTENANCE
E 101-42110-212		Auto Expense (Fuel/Repair)	\$1,130.58	24665	SQUAD 11 MAINTENANCE
<b>Total HY-TECH AUTOMOTIVE</b>			<b>\$1,267.15</b>		
Paid Chk#	042218	4/21/2016 JOHN DEERE FINANCIAL			
E 101-43000-221		Equipment Parts/Repairs	\$42.75	1228266	TRACTOR PARTS-PW
<b>Total JOHN DEERE FINANCIAL</b>			<b>\$42.75</b>		
Paid Chk#	042219	4/21/2016 JOHNSON, NEIL			
E 101-42110-208		Training and Travel	\$155.87		INSTRUCTION FEES-PROJ LIFESAVER
<b>Total JOHNSON, NEIL</b>			<b>\$155.87</b>		
Paid Chk#	042220	4/21/2016 K.E.E.P.R.S.			
E 101-42110-434		Uniforms	\$47.00	303959	UNIFORM-MOTT
E 101-42110-240		Small Tools and Minor Equip	\$141.99	303960	FLASHLIGHT
E 101-42110-242		PD Reserve Prgm Supplies	\$75.00	305308	RADIO INSTALL-RESERVE SQUAD
<b>Total K.E.E.P.R.S.</b>			<b>\$263.99</b>		
Paid Chk#	042221	4/21/2016 KNIFE RIVER CORP. - NORTH CENT			
E 101-43000-403		Repairs/Maint Streets	\$205.61	423038	CLASS 5 AGGREGATE
E 101-43000-403		Repairs/Maint Streets	\$205.61	423080	CLASS 5 AGGREGATE
E 101-43000-403		Repairs/Maint Streets	\$205.61	423240	CLASS 5 AGGREGATE
E 101-43000-403		Repairs/Maint Streets	\$205.61	423454	CLASS 5 AGGREGATE
<b>Total KNIFE RIVER CORP. - NORTH CENT</b>			<b>\$822.44</b>		
Paid Chk#	042222	4/21/2016 KOCHS HARDWARE HANK			
E 101-49810-217		Other Operating Supplies	\$21.13	3181	SUPPLIES-AIRPORT
E 101-45200-221		Equipment Parts/Repairs	\$65.84	3181	EQUIPMENT-PARKS
E 101-45200-215		Shop Supplies	\$242.89	3181	SHOP SUPPLIES-PARKS
E 101-42280-217		Other Operating Supplies	\$83.71	3181	SUPPLIES-FIRE
E 101-42110-201		Accessories (paper, pens, etc)	\$74.00	3181	SUPPLIES-POLICE
E 101-41940-217		Other Operating Supplies	\$16.77	3181	SUPPLIES-CITY
E 101-45200-437		Other Miscellaneous	\$49.41	3181	STEPPING STONES-BANDSHELL
E 101-43000-215		Shop Supplies	\$710.45	3181	SHOP SUPPLIES-PW
<b>Total KOCHS HARDWARE HANK</b>			<b>\$1,264.20</b>		

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			Check Amt	Invoice	Comment
Paid Chk#	042223	4/21/2016	<b>LEAGUE OF MN CITIES INSUR TRST</b>		
E 101-42280-437	Other Miscellaneous		\$500.00	14548	DEDUCTIBLE-NELSON
<b>Total</b>	<b>LEAGUE OF MN CITIES INSUR TRST</b>		\$500.00		
Paid Chk#	042224	4/21/2016	<b>M.E. PLUMBING &amp; HEATING</b>		
E 101-43000-310	Other Professional Services		\$103.25	37499	REPAIR WORK-PW
E 101-42280-401	Repairs/Maint Buildings		\$777.93	37824	WATER HEATER-FIRE
<b>Total</b>	<b>M.E. PLUMBING &amp; HEATING</b>		\$881.18		
Paid Chk#	042225	4/21/2016	<b>MEYERS MILACA PARTS CITY</b>		
E 101-45200-221	Equipment Parts/Repairs		\$368.45	2071	PARTS-PARKS
E 101-45200-240	Small Tools and Minor Equip		\$240.08	2071	MS KEYS/WHEEL CHARGER
<b>Total</b>	<b>MEYERS MILACA PARTS CITY</b>		\$608.53		
Paid Chk#	042226	4/21/2016	<b>MILACA AUTO VALUE</b>		
E 101-42280-221	Equipment Parts/Repairs		\$54.95	1302823	PARTS-FIRE
E 101-45200-221	Equipment Parts/Repairs		\$36.98	1302823	PARTS-PARKS
E 101-43000-221	Equipment Parts/Repairs		\$18.96	1302823	PARTS-PW
<b>Total</b>	<b>MILACA AUTO VALUE</b>		\$110.89		
Paid Chk#	042227	4/21/2016	<b>MILACA FIRE RELIEF ASSOC.</b>		
E 101-42280-124	Fire Pension Contributions		\$2,000.00		FIRE PENSION SUPPLEMENTAL
<b>Total</b>	<b>MILACA FIRE RELIEF ASSOC.</b>		\$2,000.00		
Paid Chk#	042228	4/21/2016	<b>MILACA GENERAL RENTAL CENTER</b>		
E 602-49400-221	Equipment Parts/Repairs		\$49.82	1-37689	JACK HAMMER-WATER
<b>Total</b>	<b>MILACA GENERAL RENTAL CENTER</b>		\$49.82		
Paid Chk#	042229	4/21/2016	<b>MILACA LAWN &amp; GARDEN</b>		
E 101-43000-221	Equipment Parts/Repairs		\$32.00	654444	CHAIN SHARPENING-PW
<b>Total</b>	<b>MILACA LAWN &amp; GARDEN</b>		\$32.00		
Paid Chk#	042230	4/21/2016	<b>MILACA UNCLAIMED FREIGHT</b>		
E 101-45200-221	Equipment Parts/Repairs		\$125.90		MISC EQUIP-PARKS
<b>Total</b>	<b>MILACA UNCLAIMED FREIGHT</b>		\$125.90		
Paid Chk#	042231	4/21/2016	<b>MILACA, CITY OF</b>		
E 101-45200-437	Other Miscellaneous		\$478.45		BLDG PERMIT-16/016-BANDSHELL
<b>Total</b>	<b>MILACA, CITY OF</b>		\$478.45		
Paid Chk#	042232	4/21/2016	<b>MILLE LACS CO. AUDITOR</b>		
E 200-46500-437	Other Miscellaneous		\$958.00		HWY 169 IND PARK
E 200-46500-437	Other Miscellaneous		\$5,364.66		HWY 169 PHASE 2 IND PARK
E 101-49200-450	Unallocated		\$26.88		2015 SOLID WASTE/DITCH FEES
G 101-20200	Accounts Payable		\$10,421.00		2015 ASSESSOR FEE
<b>Total</b>	<b>MILLE LACS CO. AUDITOR</b>		\$16,770.54		
Paid Chk#	042233	4/21/2016	<b>MILLE LACS CO. SHERIFF</b>		
E 101-42280-310	Other Professional Services		\$1,950.00	7144	2016 PORTABLE RADIO AGREEMENT
E 101-42110-310	Other Professional Services		\$675.00	7144	2016 PORTABLE RADIO AGREEMENT
<b>Total</b>	<b>MILLE LACS CO. SHERIFF</b>		\$2,625.00		
Paid Chk#	042234	4/21/2016	<b>MILLE LACS COUNTY DAC</b>		
E 101-41940-310	Other Professional Services		\$327.52	114551	CLEANING SVCS - MARCH
<b>Total</b>	<b>MILLE LACS COUNTY DAC</b>		\$327.52		
Paid Chk#	042235	4/21/2016	<b>MILLER, PATTI</b>		
E 101-49910-208	Training and Travel		\$132.60		MAR 2016 OGILVIE MILEAGE

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<b>Total MILLER, PATTI</b>			\$132.60		
Paid Chk#	042236	4/21/2016	<b>MN CHIEFS OF POLICE ASSOC.</b>		
E 101-42110-208	Training and Travel		\$355.00	10573118	EXEC TRNG INST-T QUAINANCE
<b>Total MN CHIEFS OF POLICE ASSOC.</b>			\$355.00		
Paid Chk#	042237	4/21/2016	<b>MN COMPUTER SYSTEMS INC</b>		
E 619-49900-310	Other Professional Services		\$167.54	184137	COPIER MAINTENANCE-DEP REG
<b>Total MN COMPUTER SYSTEMS INC</b>			\$167.54		
Paid Chk#	042238	4/21/2016	<b>MN DEPT MANAGEMENT &amp; BUDGET</b>		
R 101-35105	Administrative Fines		\$40.00		ADMINISTRATIVE FINES-MARCH
<b>Total MN DEPT MANAGEMENT &amp; BUDGET</b>			\$40.00		
Paid Chk#	042239	4/21/2016	<b>MN FIRE SERVICE CERTIFICATION</b>		
E 101-42280-433	Dues and Subscriptions		\$80.00	3961	GERADS-RECERTIFICATION
E 101-42280-208	Training and Travel		\$25.00	3976	CERTIFICATION EXAM-LAUGHERY
<b>Total MN FIRE SERVICE CERTIFICATION</b>			\$105.00		
Paid Chk#	042240	4/21/2016	<b>MN VALLEY TESTING LABS</b>		
E 602-49400-310	Other Professional Services		\$83.00	799745	TESTING
<b>Total MN VALLEY TESTING LABS</b>			\$83.00		
Paid Chk#	042241	4/21/2016	<b>MNDRIVERSMANUALS.COM</b>		
E 619-49900-217	Other Operating Supplies		\$557.33	CT53298	DRIVERS MANUALS
<b>Total MNDRIVERSMANUALS.COM</b>			\$557.33		
Paid Chk#	042242	4/21/2016	<b>MODERN MARKETING</b>		
E 101-42110-343	Other Advertising		\$219.09	114862	PRINTING-SHIELD STICKER
<b>Total MODERN MARKETING</b>			\$219.09		
Paid Chk#	042243	4/21/2016	<b>MTI DISTRIBUTING</b>		
E 101-45200-530	Improv Other Than Bldgs		\$5,895.00	1052156	HOIST-PARKS
E 101-45200-221	Equipment Parts/Repairs		\$430.47	1052685	TORO PARTS-PARKS
<b>Total MTI DISTRIBUTING</b>			\$6,325.47		
Paid Chk#	042244	4/21/2016	<b>MURPHY, PATRICIA M.</b>		
E 101-49200-455	Farmer s Market		\$260.00		REIMB-MN FARMERS MKT ASSOC FEES
E 101-49200-455	Farmer s Market		\$19.87		REIMB-OFFICE DEPOT-ADVERTISING
E 101-49200-455	Farmer s Market		\$124.00		REIMB-REYNOLDS BALLOON-ADVERTISING
E 101-49200-455	Farmer s Market		\$61.50		REIMB-MN GROWN FEES
<b>Total MURPHY, PATRICIA M.</b>			\$465.37		
Paid Chk#	042245	4/21/2016	<b>PRINCETON RENTAL, INC.</b>		
E 101-45200-415	Other Equipment Rentals		\$46.67	1-487730	RENT-DRILL ROTO HAMMER
<b>Total PRINCETON RENTAL, INC.</b>			\$46.67		
Paid Chk#	042246	4/21/2016	<b>PROJECT LIFESAVER INTL</b>		
E 101-42110-437	Other Miscellaneous		\$4,074.00	16-005REV	START UP KITS WITH TRANSMITTERS
<b>Total PROJECT LIFESAVER INTL</b>			\$4,074.00		
Paid Chk#	042247	4/21/2016	<b>QUILL CORPORATION</b>		
E 101-42280-201	Accessories (paper, pens, etc)		\$16.57	2845503	MARKERS-FIRE DEPT
E 101-41940-201	Accessories (paper, pens, etc)		\$89.97	2970182	PAPER-CITY
E 101-41940-217	Other Operating Supplies		(\$10.99)	376917	CREDIT-CLOCK-CITY
E 101-41940-217	Other Operating Supplies		\$43.35	3993430	CLEANING SUPPLIES-CITY
E 101-41940-217	Other Operating Supplies		\$20.58	4061497	CLEANING SUPPLIES-CITY
E 602-49400-201	Accessories (paper, pens, etc)		\$4.99	4278716	BINDER-WATER
E 603-49450-201	Accessories (paper, pens, etc)		\$5.00	4278716	BINDER-SEWER

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			Check Amt	Invoice	Comment
E 101-41940-217	Other Operating Supplies		\$10.99	4278716	CLOCK-CITY
E 101-42110-201	Accessories (paper, pens, etc)		\$9.99	4278716	STICKY NOTES-POLICE
E 101-45200-215	Shop Supplies		\$9.99	4278716	BINDER-PARKS
E 101-45500-217	Other Operating Supplies		\$23.98	4388915	CLEANING SUPPLIES-LIBRARY
E 101-41940-201	Accessories (paper, pens, etc)		\$4.98	4388915	BINDER CLIPS-CITY
E 101-41940-217	Other Operating Supplies		\$20.99	4490086	CLOCK-CITY
E 101-41940-217	Other Operating Supplies		\$35.98	4536345	CLEANING SUPPLIES-CITY
<b>Total QUILL CORPORATION</b>			<b>\$286.37</b>		
<hr/>					
Paid Chk# 042248	4/21/2016	<b>RIVERLAND COMMUNITY COLLEGE</b>			
E 101-42280-208	Training and Travel		\$100.00	002006SFS-70	TRAINING-KENADY
<b>Total RIVERLAND COMMUNITY COLLEGE</b>			<b>\$100.00</b>		
<hr/>					
Paid Chk# 042249	4/21/2016	<b>SOUTH CENTRAL COLLEGE</b>			
E 101-42280-208	Training and Travel		\$200.00	145218	2016 FIRE SCHOOL-LERUD/LAUGHERY
<b>Total SOUTH CENTRAL COLLEGE</b>			<b>\$200.00</b>		
<hr/>					
Paid Chk# 042250	4/21/2016	<b>ST. CLOUD, CITY OF</b>			
E 101-42110-240	Small Tools and Minor Equip		\$1,100.00	AR001073	SQUAD COMPUTERS
E 101-42120-217	Other Operating Supplies		\$550.00	AR001073	SQUAD COMPUTERS
<b>Total ST. CLOUD, CITY OF</b>			<b>\$1,650.00</b>		
<hr/>					
Paid Chk# 042251	4/21/2016	<b>STANTEC</b>			
E 101-45200-310	Other Professional Services		\$353.76	1031770	PARK GRANT MAPPING
E 602-49400-303	Engineering Fees		\$136.00	1031770	HYDRANT WATER SYSTEM INFO
E 603-49450-303	Engineering Fees		\$278.25	1031771	UTILITY WORK
<b>Total STANTEC</b>			<b>\$768.01</b>		
<hr/>					
Paid Chk# 042252	4/21/2016	<b>TEALS MARKET</b>			
E 101-42280-217	Other Operating Supplies		\$30.14	3465037	CLEANING SUPPLIES-FIRE
<b>Total TEALS MARKET</b>			<b>\$30.14</b>		
<hr/>					
Paid Chk# 042253	4/21/2016	<b>TIMMER IMPLEMENT</b>			
E 101-43000-240	Small Tools and Minor Equip		\$4,450.00	EP00511	BISON BLADE-PW
<b>Total TIMMER IMPLEMENT</b>			<b>\$4,450.00</b>		
<hr/>					
Paid Chk# 042254	4/21/2016	<b>U.S. POSTMASTER</b>			
E 602-49400-322	Postage		\$112.50		BULK MAIL FEE
E 603-49450-322	Postage		\$112.50		BULK MAIL FEE
<b>Total U.S. POSTMASTER</b>			<b>\$225.00</b>		
<hr/>					
Paid Chk# 042255	4/21/2016	<b>WOOL RIDGE HOME IMPROVEMENTS</b>			
E 101-49200-450	Unallocated		\$2,500.00	311674	GAME KIOSK FOR POCKET PARK
<b>Total WOOL RIDGE HOME IMPROVEMENTS</b>			<b>\$2,500.00</b>		
<b>10100 General Bank</b>			<b>\$93,386.50</b>		

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**Fund Summary**

**10100 General Bank**

101 GENERAL FUND	\$72,550.33		
200 ECONOMIC DEV. FUND	\$6,322.66		
211 INITIATIVE FOUNDATION	\$960.09		
602 WATER FUND	\$9,515.17		
603 SEWER FUND	\$1,424.82		
619 DEPUTY REGISTRAR FUND	\$1,163.43		
700 BRAHAM-MILACA JOINT POWERS	\$1,450.00		
	<hr/>		
	\$93,386.50		

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**10100 General Bank**

Paid Chk#	Date	Payee	Check Amt	Invoice	Comment
<b>10100 General Bank</b>					
Paid Chk# 042119	3/8/2016	<b>FRONTIER</b>			
E 602-49400-321	Telephone		\$1.80	320-983-0121	PHONE SVC-WATER
E 101-49810-321	Telephone		\$49.51	320-983-2648	PHONE SVC-AIRPORT
E 101-41940-321	Telephone		\$201.73	320-983-3141	PHONE SVC-CITY HALL
E 101-45500-321	Telephone		\$16.20	320-983-3141	PHONE SVC-LIBRARY
E 101-41940-321	Telephone		\$50.87	320-983-3142	PHONE SVC-CITY HALL
E 619-49900-321	Telephone		\$102.94	320-983-3143	PHONE SVC-DEP REG.
E 101-42280-321	Telephone		\$49.97	320-983-3465	PHONE SVC-FIRE
E 101-45200-321	Telephone		\$47.87	320-983-5729	PHONE SVC-PARKS
E 602-49400-321	Telephone		\$146.41	320-983-6134	PHONE SVC-WATER
E 101-42110-321	Telephone		\$100.89	320-983-6166	PHONE SVC-POLICE
E 101-43000-321	Telephone		\$106.37	320-983-6547	PHONE SVC-PW
<b>Total FRONTIER</b>			<b>\$874.56</b>		
Paid Chk# 042120	3/8/2016	<b>JIMS MILLE LACS DISPOSAL</b>			
E 101-45200-384	Refuse/Garbage Disposal		\$48.74	211948	GARBAGE-PARKS
E 101-42280-384	Refuse/Garbage Disposal		\$25.00	211948	GARBAGE-FIRE
E 101-43000-384	Refuse/Garbage Disposal		\$86.66	211948	GARBAGE-CITY
E 101-43000-311	Snow Removal		\$560.00	302877	SNOW REMOVAL-FEB
<b>Total JIMS MILLE LACS DISPOSAL</b>			<b>\$720.40</b>		
Paid Chk# 042121	3/8/2016	<b>MILACA BLDG CENTER</b>			
E 101-42110-437	Other Miscellaneous		\$1.99	3141	KEY-POLICE GARAGE
E 101-45200-437	Other Miscellaneous		\$175.00	3141	SOUTH DOOR-COMM CTR BLDG
<b>Total MILACA BLDG CENTER</b>			<b>\$176.99</b>		
Paid Chk# 042172	3/24/2016	<b>AMAZON</b>			
E 101-42110-201	Accessories (paper, pens, etc)		\$394.00	139117882907	PRINTER TONER-POLICE
E 101-42400-201	Accessories (paper, pens, etc)		\$81.99	172567856599	PRINTER TONER-B&Z
E 101-41940-201	Accessories (paper, pens, etc)		\$14.11	175164161562	BATTERIES-CITY
E 101-41940-217	Other Operating Supplies		\$45.89	175164161562	CLEANING SUPPLIES-CITY
E 101-41940-217	Other Operating Supplies		\$26.82	175164450264	PAPER TOWELS-CITY
E 101-42110-221	Equipment Parts/Repairs		\$85.17	263383687187	LOCKS-POLICE
E 101-41310-201	Accessories (paper, pens, etc)		\$329.99	269867433459	PRINTER-CITY MGR
E 211-49000-437	Other Miscellaneous		\$182.19	280094322906	BOARD GAMES-HCP
E 101-41940-217	Other Operating Supplies		\$25.88	280350515582	CLEANING SUPPLIES-CITY
<b>Total AMAZON</b>			<b>\$1,186.04</b>		
Paid Chk# 042173	3/24/2016	<b>BLUE CROSS BLUE SHIELD OF MINN</b>			
G 101-21706	Medical Insur.		\$9,638.18	7S034-M0 4	MEDICAL INSUR-APRIL 2016
<b>Total BLUE CROSS BLUE SHIELD OF MINN</b>			<b>\$9,638.18</b>		
Paid Chk# 042174	3/24/2016	<b>DELTA DENTAL OF MN</b>			
G 101-21706	Medical Insur.		\$24.80	6405904	PED DENTAL-APR 2016
<b>Total DELTA DENTAL OF MN</b>			<b>\$24.80</b>		
Paid Chk# 042175	3/24/2016	<b>FAMILY HERITAGE</b>			
G 101-21707	Disability		\$135.00	566743	SUPPL LIFE INS -MAR 2016
<b>Total FAMILY HERITAGE</b>			<b>\$135.00</b>		
Paid Chk# 042176	3/24/2016	<b>JOHN DEERE FINANCIAL</b>			
E 603-49450-221	Equipment Parts/Repairs		\$223.75	1215416	PARTS-SEWER
<b>Total JOHN DEERE FINANCIAL</b>			<b>\$223.75</b>		
Paid Chk# 042177	3/24/2016	<b>L.E.L.S.</b>			
G 101-21710	Union Dues		\$203.10	LOCAL #238	POLICE UNION DUES-APRIL 2016

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			Check Amt	Invoice	Comment
<b>Total L.E.L.S.</b>			\$203.10		
Paid Chk#	042178	3/24/2016	<b>MN BENEFITS</b>		
	G 101-21712	Dental	\$191.85		LIFE/DENTAL-APR 2016
	G 101-21709	Life Insur.	\$282.31		LIFE/DENTAL-APR 2016
<b>Total MN BENEFITS</b>			\$474.16		
Paid Chk#	042179	3/24/2016	<b>PIONEER TREE &amp; LANDSCAPE INC</b>		
	E 101-45200-310	Other Professional Services	\$1,900.00		TREE REMOVAL
<b>Total PIONEER TREE &amp; LANDSCAPE INC</b>			\$1,900.00		
Paid Chk#	042180	3/24/2016	<b>SELECT ACCOUNT-HSA</b>		
	G 101-21705	Health Saving Account	\$15,874.50		2ND QTR CONTRIBUTIONS
<b>Total SELECT ACCOUNT-HSA</b>			\$15,874.50		
Paid Chk#	042181	3/24/2016	<b>USABLE LIFE</b>		
	G 101-21707	Disability	\$236.85	101408001G	DISABILITY/LIFE-APR 2016
<b>Total USABLE LIFE</b>			\$236.85		
Paid Chk#	042182	3/24/2016	<b>VERIZON WIRELESS</b>		
	E 101-42110-321	Telephone	\$196.43	9761801461	WIRELESS ROUTER/PHONE SVC
	E 602-49400-321	Telephone	\$35.01	9761801461	WIRELESS ROUTER SVC
	E 101-43000-321	Telephone	\$75.68	9761933633	CELL PHONE SVC-MAR
	E 101-45200-321	Telephone	\$63.62	9761933633	CELL PHONE SVC-MAR
	E 101-42280-321	Telephone	\$44.39	9761933633	CELL PHONE SVC-MAR
<b>Total VERIZON WIRELESS</b>			\$415.13		
Paid Chk#	042183	3/24/2016	<b>VISA</b>		
	E 101-42110-208	Training and Travel	\$198.48		SHOTGUN ARMORER TRNG-BOSER-COUNTRY INN & SUITES
	E 101-42280-434	Uniforms	\$11.55		FIRE DEPT EMBLEMS-OUR DESIGNS
	E 700-50000-435	Books and Pamphlets	\$213.00		2015 MN PLUMBING CODE-MN BOOKSTORE
	E 101-42280-208	Training and Travel	\$161.22		LEADING WITH ATTITUDE TRNG-FIRE DEPT
<b>Total VISA</b>			\$584.25		
Paid Chk#	042184	3/28/2016	<b>U.S. POSTMASTER</b>		
	E 603-49450-322	Postage	\$108.19		MARCH BILLINGS
	E 602-49400-322	Postage	\$108.19		MARCH BILLINGS
<b>Total U.S. POSTMASTER</b>			\$216.38		
<b>10100 General Bank</b>			\$32,884.09		

**Fund Summary**

<b>10100 General Bank</b>	
101 GENERAL FUND	\$31,762.61
211 INITIATIVE FOUNDATION	\$182.19
602 WATER FUND	\$291.41
603 SEWER FUND	\$331.94
619 DEPUTY REGISTRAR FUND	\$102.94
700 BRAHAM-MILACA JOINT POWERS	\$213.00
	<u>\$32,884.09</u>

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		Check Amt	Invoice	Comment
<b>10900 Liquor Bank</b>				
Paid Chk#	916009E	3/7/2016	<b>EAST CENTRAL ENERGY</b>	
E 609-49750-381	Utilities	\$1,952.69	7115200	ELECTRIC
<b>Total EAST CENTRAL ENERGY</b>		\$1,952.69		
Paid Chk#	916010E	3/11/2016	<b>CENTERPOINT ENERGY</b>	
E 609-49750-381	Utilities	\$498.84	128-000-782-1	NATURAL GAS
<b>Total CENTERPOINT ENERGY</b>		\$498.84		
Paid Chk#	916011E	3/18/2016	<b>MN DEPT OF REVENUE</b>	
G 609-20800	Sales Tax Payable	\$13,698.00	9576201	LIQUOR SALES TAX
<b>Total MN DEPT OF REVENUE</b>		\$13,698.00		
Paid Chk#	916012E	3/15/2016	<b>MILACA, CITY OF (WATER/SEWER)</b>	
E 609-49750-381	Utilities	\$31.34	01-00015990	WATER/SEWER
<b>Total MILACA, CITY OF (WATER/SEWER)</b>		\$31.34		
<b>10900 Liquor Bank</b>		<b>\$16,180.87</b>		
<b>Fund Summary</b>				
<b>10900 Liquor Bank</b>				
609 MUNICIPAL LIQUOR FUND		\$16,180.87		
		<b>\$16,180.87</b>		

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		Check Amt	Invoice	Comment
<b>10900 Liquor Bank</b>				
Paid Chk#	023645	4/13/2016	<b>JIMS MILLE LACS DISPOSAL</b>	
E 609-49750-384	Refuse/Garbage Disposal	\$77.22	219225	REFUSE COLLECTION
<b>Total JIMS MILLE LACS DISPOSAL</b>		<b>\$77.22</b>		
Paid Chk#	023646	4/13/2016	<b>MN MUNICIPAL BEVERAGE ASSOC.</b>	
E 609-49750-208	Training and Travel	\$120.00		PRE CONF ROOM-V JEYS
E 609-49750-208	Training and Travel	\$55.00		PRE CONF WINE TASTING-V JEYS
E 609-49750-208	Training and Travel	\$460.00		ANNUAL CONF-V JEYS
<b>Total MN MUNICIPAL BEVERAGE ASSOC.</b>		<b>\$635.00</b>		
Paid Chk#	023647	4/21/2016	<b>AMERICAN BOTTLING CO.</b>	
E 609-49750-254	Mix/Non Alcoholic	\$158.46	742914817	NA
<b>Total AMERICAN BOTTLING CO.</b>		<b>\$158.46</b>		
Paid Chk#	023648	4/21/2016	<b>AMERIPRIDE</b>	
E 609-49750-310	Other Professional Services	\$71.03	2200759152	RUGS
E 609-49750-310	Other Professional Services	\$39.80	2200761697	RUGS
E 609-49750-310	Other Professional Services	\$71.03	2200764242	RUGS
E 609-49750-310	Other Professional Services	\$27.25	2200766740	RUGS
E 609-49750-310	Other Professional Services	\$71.03	2200768999	RUGS
<b>Total AMERIPRIDE</b>		<b>\$280.14</b>		
Paid Chk#	023649	4/21/2016	<b>CRYSTAL SPRINGS ICE</b>	
E 609-49750-259	Other For Resale	\$192.50	001.B001870	ICE
E 609-49750-259	Other For Resale	\$136.44	001.B002039	ICE
<b>Total CRYSTAL SPRINGS ICE</b>		<b>\$328.94</b>		
Paid Chk#	023650	4/21/2016	<b>GM CLEANING INC</b>	
E 609-49750-221	Equipment Parts/Repairs	\$21.38	5187	REPAIR CARPET CLEANER
<b>Total GM CLEANING INC</b>		<b>\$21.38</b>		
Paid Chk#	023651	4/21/2016	<b>GRANITE CITY JOBBING</b>	
E 609-49750-333	Freight and Express	\$4.25	1418	DELIVERY
E 609-49750-254	Mix/Non Alcoholic	\$14.11	1418	NA
E 609-49750-217	Other Operating Supplies	\$51.11	1418	SUPPLIES
E 609-49750-259	Other For Resale	\$365.23	1418	MISC
E 609-49750-256	Tobacco Products For Resale	\$294.21	1418	TOBACCO
E 609-49750-256	Tobacco Products For Resale	\$681.78	2112	TOBACCO
E 609-49750-254	Mix/Non Alcoholic	\$7.38	2112	NA
E 609-49750-259	Other For Resale	\$82.76	2112	MISC
E 609-49750-333	Freight and Express	\$4.25	2112	DELIVERY
E 609-49750-256	Tobacco Products For Resale	\$969.96	2765	TOBACCO
E 609-49750-333	Freight and Express	\$4.25	2765	DELIVERY
E 609-49750-259	Other For Resale	\$425.50	2765	MISC
E 609-49750-259	Other For Resale	\$255.71	3394	MISC
E 609-49750-254	Mix/Non Alcoholic	\$26.45	3394	NA
E 609-49750-256	Tobacco Products For Resale	\$317.10	3394	TOBACCO
E 609-49750-333	Freight and Express	\$4.25	754	DELIVERY
E 609-49750-259	Other For Resale	\$206.31	754	MISC
E 609-49750-256	Tobacco Products For Resale	\$982.07	754	TOBACCO
E 609-49750-256	Tobacco Products For Resale	\$61.00	889449	TOBACCO
E 609-49750-333	Freight and Express	\$4.25	889449	DELIVERY
E 609-49750-254	Mix/Non Alcoholic	\$26.46	889450	NA
E 609-49750-256	Tobacco Products For Resale	\$1,520.35	889450	TOBACCO
E 609-49750-259	Other For Resale	\$738.10	889450	MISC
E 609-49750-259	Other For Resale	(\$298.80)	889553	MISC-CREDIT

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		Check Amt	Invoice	Comment
<b>Total GRANITE CITY JOBBING</b>		\$6,748.04		
Paid Chk# 023652	4/21/2016 HOOKUPS			
E 609-49750-309	EDP, Software and Design	\$64.13	1024	DOMAIN NAME-LIQUOR
<b>Total HOOKUPS</b>		\$64.13		
Paid Chk# 023653	4/21/2016 JC SIGNS & GRAPHICS			
E 609-49750-401	Repairs/Maint Buildings	\$50.00	2434	STORE SIGN
<b>Total JC SIGNS &amp; GRAPHICS</b>		\$50.00		
Paid Chk# 023654	4/21/2016 JEYS, VICTORIA			
E 609-49750-208	Training and Travel	\$34.17		GRANITE CITY SHOW-4/6
<b>Total JEYS, VICTORIA</b>		\$34.17		
Paid Chk# 023655	4/21/2016 M. AMUNDSON LLP			
E 609-49750-217	Other Operating Supplies	\$103.70	212909	SUPPLIES
E 609-49750-259	Other For Resale	\$207.55	212909	MISC
E 609-49750-256	Tobacco Products For Resale	\$2,761.45	212909	TOBACCO
E 609-49750-256	Tobacco Products For Resale	\$659.86	213302	TOBACCO
E 609-49750-217	Other Operating Supplies	\$450.00	213407	SUPPLIES
E 609-49750-256	Tobacco Products For Resale	\$1,014.27	214204	TOBACCO
E 609-49750-259	Other For Resale	\$351.05	214204	MISC
E 609-49750-259	Other For Resale	\$99.00	214666	MISC
E 609-49750-256	Tobacco Products For Resale	\$934.83	214666	TOBACCO
<b>Total M. AMUNDSON LLP</b>		\$6,581.71		
Paid Chk# 023656	4/21/2016 MILLE LACS CO. AUDITOR			
E 609-49750-437	Other Miscellaneous	\$1.00	14738	2016 SOLID WASTE FEE
<b>Total MILLE LACS CO. AUDITOR</b>		\$1.00		
Paid Chk# 023657	4/21/2016 RED BULL DISTRIBUTION CO INC			
E 609-49750-254	Mix/Non Alcoholic	(\$42.00)	13531-77	NA-CREDIT
E 609-49750-254	Mix/Non Alcoholic	\$176.50	K-15543557	NA
E 609-49750-254	Mix/Non Alcoholic	\$36.00	K-15840645	NA
<b>Total RED BULL DISTRIBUTION CO INC</b>		\$170.50		
Paid Chk# 023658	4/21/2016 VIKING BOTTLING CO.			
E 609-49750-254	Mix/Non Alcoholic	\$173.00	1704158	NA
E 609-49750-254	Mix/Non Alcoholic	\$191.50	1713275	NA
E 609-49750-254	Mix/Non Alcoholic	\$154.00	1715956	NA
<b>Total VIKING BOTTLING CO.</b>		\$518.50		
Paid Chk# 023659	4/21/2016 ZABINSKI BUSINESS SERVICES INC			
E 609-49750-309	EDP, Software and Design	\$240.00	1611	ONLINE BACKUPS/VERIFICATION
<b>Total ZABINSKI BUSINESS SERVICES INC</b>		\$240.00		
Paid Chk# 023660	4/21/2016 ALTHOFF & NORDQUIST LLC			
E 609-49750-301	Auditing and Acct g Services	\$2,000.00		2015 AUDIT
<b>Total ALTHOFF &amp; NORDQUIST LLC</b>		\$2,000.00		
<b>10900 Liquor Bank</b>		\$17,909.19		

Fund Summary

<b>10900 Liquor Bank</b>	
609 MUNICIPAL LIQUOR FUND	\$17,909.19
	\$17,909.19

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			Check Amt	Invoice	Comment
<b>10900 Liquor Bank</b>					
Paid Chk#	023598	3/3/2016	<b>ARTISAN BEER COMPANY</b>		
E 609-49750-252	Beer For Resale		\$64.00	3081825	BEER
<b>Total ARTISAN BEER COMPANY</b>			\$64.00		
Paid Chk#	023599	3/3/2016	<b>BELLBOY CORP.</b>		
E 609-49750-251	Liquor For Resale		\$3,890.01	52439300	LIQUOR
E 609-49750-253	Wine For Resale		\$864.00	52439300	WINE
E 609-49750-251	Liquor For Resale		\$56.00	52439400	LIQUOR
<b>Total BELLBOY CORP.</b>			\$4,810.01		
Paid Chk#	023600	3/3/2016	<b>BERNICKS</b>		
E 609-49750-254	Mix/Non Alcoholic		\$20.25	82289	NA
E 609-49750-253	Wine For Resale		\$96.75	82290	WINE
E 609-49750-252	Beer For Resale		\$1,409.50	82290	BEER
E 609-49750-254	Mix/Non Alcoholic		(\$25.85)	82291	NA-CREDIT
E 609-49750-252	Beer For Resale		(\$19.98)	82292	BEER-CREDIT
E 609-49750-254	Mix/Non Alcoholic		\$38.00	85182	NA
E 609-49750-252	Beer For Resale		\$1,192.45	85183	BEER
E 609-49750-252	Beer For Resale		(\$79.20)	85184	BEER-CREDIT
E 609-49750-254	Mix/Non Alcoholic		(\$6.18)	85185	NA-CREDIT
E 609-49750-252	Beer For Resale		(\$21.60)	85186	BEER-CREDIT
E 609-49750-254	Mix/Non Alcoholic		\$84.75	90830	NA
E 609-49750-252	Beer For Resale		\$1,193.20	90831	BEER
E 609-49750-253	Wine For Resale		\$123.00	90831	WINE
E 609-49750-254	Mix/Non Alcoholic		(\$9.87)	90832	NA-CREDIT
E 609-49750-252	Beer For Resale		(\$14.52)	90833	BEER-CREDIT
<b>Total BERNICKS</b>			\$3,980.70		
Paid Chk#	023601	3/3/2016	<b>BREAKTHRU BEVERAGE MN</b>		
E 609-49750-333	Freight and Express		\$79.55	1080430973	DELIVERY
E 609-49750-251	Liquor For Resale		\$4,939.65	1080430973	LIQUOR
E 609-49750-251	Liquor For Resale		\$1,830.45	1080434007	LIQUOR
E 609-49750-333	Freight and Express		\$36.07	1080434007	DELIVERY
E 609-49750-333	Freight and Express		\$17.11	1080439275	DELIVERY
E 609-49750-251	Liquor For Resale		\$961.68	1080439275	LIQUOR
E 609-49750-251	Liquor For Resale		(\$200.00)	2080124584	LIQUOR-CREDIT
E 609-49750-251	Liquor For Resale		(\$45.18)	2080124586	LIQUOR-CREDIT
E 609-49750-251	Liquor For Resale		(\$26.15)	2080124957	LIQUOR-CREDIT
E 609-49750-251	Liquor For Resale		(\$584.90)	2080124959	LIQUOR-CREDIT
<b>Total BREAKTHRU BEVERAGE MN</b>			\$7,008.28		
Paid Chk#	023602	3/3/2016	<b>C &amp; L DISTRIBUTING CO.</b>		
E 609-49750-252	Beer For Resale		\$352.10	529394	BEER
E 609-49750-252	Beer For Resale		\$12,108.20	529395	BEER
E 609-49750-252	Beer For Resale		\$286.50	533742	BEER
E 609-49750-252	Beer For Resale		\$1,926.25	533800	BEER
E 609-49750-254	Mix/Non Alcoholic		\$108.00	533800	NA
E 609-49750-252	Beer For Resale		\$188.00	533810	BEER
E 609-49750-252	Beer For Resale		\$429.30	534864	BEER
E 609-49750-253	Wine For Resale		\$51.00	534865	WINE
E 609-49750-252	Beer For Resale		\$9,309.85	534865	BEER
E 609-49750-254	Mix/Non Alcoholic		\$137.95	534865	NA
E 609-49750-252	Beer For Resale		\$108.00	536449	BEER
E 609-49750-252	Beer For Resale		\$11.25	537564	BEER
E 609-49750-253	Wine For Resale		\$161.00	537565	WINE
E 609-49750-252	Beer For Resale		\$722.90	537565	BEER

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			Check Amt	Invoice	Comment
E 609-49750-252	Beer For Resale		\$4,519.40	539239	BEER
E 609-49750-254	Mix/Non Alcoholic		\$19.50	539239	NA
E 609-49750-252	Beer For Resale		(\$48.00)	541602	BEER-CREDIT
<b>Total C &amp; L DISTRIBUTING CO.</b>			\$30,391.20		
<hr/>					
Paid Chk#	023603	3/3/2016	<b>DAHLHEIMER DISTRIBUTING CO.</b>		
E 609-49750-254	Mix/Non Alcoholic		\$59.65	1188282	NA
E 609-49750-252	Beer For Resale		\$7,168.46	1188282	BEER
E 609-49750-253	Wine For Resale		\$246.50	1188282	WINE
E 609-49750-252	Beer For Resale		\$9,195.50	1188329	BEER
E 609-49750-253	Wine For Resale		\$108.75	1188329	WINE
E 609-49750-252	Beer For Resale		\$5,778.80	122315	BEER
E 609-49750-253	Wine For Resale		(\$6.53)	122315	WINE
E 609-49750-254	Mix/Non Alcoholic		(\$24.30)	122315	NA
E 609-49750-252	Beer For Resale		\$5,356.85	122590	BEER
E 609-49750-254	Mix/Non Alcoholic		\$26.40	122590	NA
E 609-49750-252	Beer For Resale		\$156.50	12517	BEER
<b>Total DAHLHEIMER DISTRIBUTING CO.</b>			\$28,066.58		
<hr/>					
Paid Chk#	023604	3/3/2016	<b>FRONTIER</b>		
E 609-49750-321	Telephone		\$110.01	320983625511	MAR PHONE SVC
<b>Total FRONTIER</b>			\$110.01		
<hr/>					
Paid Chk#	023605	3/3/2016	<b>GM CLEANING INC</b>		
E 609-49750-310	Other Professional Services		\$485.45	5180	CARPET CLEANING
<b>Total GM CLEANING INC</b>			\$485.45		
<hr/>					
Paid Chk#	023606	3/3/2016	<b>J.J. TAYLOR DIST OF MN</b>		
E 609-49750-252	Beer For Resale		\$193.50	2455958	BEER
E 609-49750-333	Freight and Express		\$3.00	2455958	DELIVERY
<b>Total J.J. TAYLOR DIST OF MN</b>			\$196.50		
<hr/>					
Paid Chk#	023607	3/3/2016	<b>JOHNSON BROTHERS LIQUOR CO.</b>		
E 609-49750-251	Liquor For Resale		\$190.50	5364094	LIQUOR
E 609-49750-333	Freight and Express		\$34.30	5364094	DELIVERY
E 609-49750-253	Wine For Resale		\$837.60	5364094	WINE
E 609-49750-251	Liquor For Resale		\$675.40	5369258	LIQUOR
E 609-49750-254	Mix/Non Alcoholic		\$64.50	5369258	NA
E 609-49750-333	Freight and Express		\$52.11	5369258	DELIVERY
E 609-49750-253	Wine For Resale		\$835.95	5369258	WINE
E 609-49750-333	Freight and Express		\$10.55	5369259	DELIVERY
E 609-49750-251	Liquor For Resale		\$699.32	5369259	LIQUOR
E 609-49750-251	Liquor For Resale		\$324.00	5374424	LIQUOR
E 609-49750-253	Wine For Resale		\$560.10	5374424	WINE
E 609-49750-333	Freight and Express		\$28.09	5374424	DELIVERY
E 609-49750-251	Liquor For Resale		\$85.50	5374425	LIQUOR
E 609-49750-333	Freight and Express		\$1.62	5374425	DELIVERY
E 609-49750-251	Liquor For Resale		\$5,597.90	5379618	LIQUOR
E 609-49750-333	Freight and Express		\$140.41	5379618	DELIVERY
E 609-49750-253	Wine For Resale		\$807.10	5379618	WINE
E 609-49750-254	Mix/Non Alcoholic		\$215.05	5379618	NA
E 609-49750-252	Beer For Resale		\$47.99	5379619	BEER
E 609-49750-251	Liquor For Resale		\$1,337.66	5379620	LIQUOR
E 609-49750-333	Freight and Express		\$12.96	5379620	DELIVERY
E 609-49750-333	Freight and Express		(\$0.27)	563902	DELIVERY-CREDIT
E 609-49750-251	Liquor For Resale		(\$16.50)	563902	LIQUOR-CREDIT
E 609-49750-333	Freight and Express		(\$1.62)	564402	DELIVERY-CREDIT

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E 609-49750-251	Liquor For Resale		(\$66.00)	564402	LIQUOR-CREDIT
<b>Total JOHNSON BROTHERS LIQUOR CO.</b>			\$12,474.22		
Paid Chk#	023608	3/3/2016	<b>MCDONALD DISTRIBUTING</b>		
E 609-49750-253	Wine For Resale		\$135.00	242348	LIQUOR
E 609-49750-252	Beer For Resale		\$640.00	245566	BEER
<b>Total MCDONALD DISTRIBUTING</b>			\$775.00		
Paid Chk#	023609	3/3/2016	<b>PAUSTIS WINE COMPANY</b>		
E 609-49750-253	Wine For Resale		\$873.02	8537451	WINE
E 609-49750-333	Freight and Express		\$16.25	8537451	DELIVERY
<b>Total PAUSTIS WINE COMPANY</b>			\$889.27		
Paid Chk#	023610	3/3/2016	<b>PHILLIPS WINE AND SPIRITS</b>		
E 609-49750-259	Other For Resale		\$59.95	2923968	MISC
E 609-49750-333	Freight and Express		\$1.62	2923968	DELIVERY
E 609-49750-251	Liquor For Resale		\$1,096.25	2927410	LIQUOR
E 609-49750-253	Wine For Resale		\$56.00	2927410	WINE
E 609-49750-333	Freight and Express		\$24.30	2927410	DELIVERY
E 609-49750-253	Wine For Resale		\$160.00	2930913	WINE
E 609-49750-251	Liquor For Resale		\$348.50	2930913	LIQUOR
E 609-49750-333	Freight and Express		\$6.48	2930913	DELIVERY
E 609-49750-254	Mix/Non Alcoholic		\$106.25	2930913	NA
E 609-49750-253	Wine For Resale		\$1,496.00	2934454	WINE
E 609-49750-251	Liquor For Resale		\$2,616.30	2934454	LIQUOR
E 609-49750-333	Freight and Express		\$82.62	2934454	DELIVERY
<b>Total PHILLIPS WINE AND SPIRITS</b>			\$6,054.27		
Paid Chk#	023611	3/3/2016	<b>SOUTHERN WINE &amp; SPIRITS OF MN</b>		
E 609-49750-251	Liquor For Resale		\$688.59	1374404	LIQUOR
E 609-49750-333	Freight and Express		\$9.30	1374404	DELIVERY
E 609-49750-333	Freight and Express		\$9.30	1376599	DELIVERY
E 609-49750-251	Liquor For Resale		\$666.07	1376599	LIQUOR
E 609-49750-253	Wine For Resale		\$210.00	1376600	WINE
E 609-49750-333	Freight and Express		\$7.75	1376600	DELIVERY
E 609-49750-251	Liquor For Resale		\$2,466.41	1381097	LIQUOR
E 609-49750-333	Freight and Express		\$35.65	1381097	DELIVERY
<b>Total SOUTHERN WINE &amp; SPIRITS OF MN</b>			\$4,093.07		
Paid Chk#	023612	3/3/2016	<b>TDS MEDIA DIRECT INC</b>		
E 609-49750-343	Other Advertising		\$100.00	65411	ADVERTISING
<b>Total TDS MEDIA DIRECT INC</b>			\$100.00		
Paid Chk#	023629	3/15/2016	<b>SOUTHERN WINE &amp; SPIRITS OF MN</b>		
E 609-49750-259	Other For Resale		\$78.00	1374405	MISC
E 609-49750-333	Freight and Express		\$3.10	1374405	DELIVERY
<b>Total SOUTHERN WINE &amp; SPIRITS OF MN</b>			\$81.10		
Paid Chk#	023630	3/24/2016	<b>AMAZON</b>		
E 609-49750-401	Repairs/Maint Buildings		\$366.12	010150879536	NORTON DOOR CONTROL PARTS
<b>Total AMAZON</b>			\$366.12		
<b>10900 Liquor Bank</b>			\$99,945.78		

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Fund Summary

**10900 Liquor Bank**

609 MUNICIPAL LIQUOR FUND

\$99,945.78

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\$99,945.78

RESOLUTION NO. 16 – 07

RESOLUTION ACCEPTING AND RECOGNIZING DONATION

BE IT RESOLVED by the Milaca City Council that the Council hereby recognizes a donation in the amount of \$50,000 from Benedict and Dorothy Gorecki on April 1, 2016 for the purpose of assisting with the construction of a new park building. Be it further Resolved that the Gorecki's received no benefit, either promised or implied, in exchange for the donation.

Adopted this 21<sup>st</sup> day of April, 2016.

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Mayor Harold Pedersen

ATTEST

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Greg Lerud, City Manager

I hereby certify that the foregoing Resolution is a true and correct copy of the Resolution presented to and adopted by the City Council of Milaca at a meeting thereof held in the City of Milaca, Minnesota on the 21<sup>st</sup> day of April, 2016, as disclosed by the records of said City in my possession.

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Greg Lerud, City Manager

RESOLUTION NO. 16 - 08

A RESOLUTION ASSESSING AN UNPAID WATER SERVICE CHARGE

WHEREAS property owners of record, Eugene and Diane Galba, own the property located at 345 7<sup>th</sup> Street NW in Milaca; and,

WHEREAS the property owner's stand pipe and curb box needed repair or replacement and it is the property owners' responsibility to effect repairs; and,

WHEREAS the property owners and the City of Milaca signed an Agreement of Assessment and Waiver on January 14, 2016;

NOW THEREFORE BE IT RESOLVED by the Milaca City Council that the Council hereby approves the following unpaid water service charge be levied against the described property at a rate of six (6.0) percent interest per annum for a period of seven (7) years:

\$3,036.00  
Eugene and Diane Galba  
245 7<sup>th</sup> Street NW  
Milaca, MN 56353  
PID #21-360-0070

Adopted this 21<sup>st</sup> day of April, 2016.

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

ATTEST

\_\_\_\_\_  
Greg Lerud, City Manager

# Sewer Fund Profit/Loss

January - March  
2016

## REVENUES:

Sales	\$71,893
Penalty	1,029
Reserve	<u>5,250</u>
	\$78,171

## EXPENSES:

Salaries	\$31,151
Utilities	1,934
Supplies	379
Insurance	0
Professional/Contracted Services	2,625
Repairs/Maintenance	224
Depreciation	27,500
Miscellaneous	<u>1,037</u>
	\$64,850

## NET PROFIT/LOSS

\$13,321

## NON OPERATING REV/EXP

Connections	\$0
Interest	3,328
Interest Expense/Fiscal Agent Fees	(2,558)
Bond Discount Amortization	0
	<u><u>\$14,092</u></u>

Bond Principal	\$30,000
Capital Expenditures	0

# Water Fund Profit/Loss

January - March  
2016

## REVENUES:

Sales	\$126,835
Miscellaneous Charges	3,681
Penalties	<u>1,565</u>
	\$132,081

## EXPENSES:

Salaries	\$30,193
Utilities	6,674
Supplies	7,345
Insurance	0
Professional/Contracted Services	12,038
Repairs/Maintenance	180
Depreciation	45,000
Miscellaneous	<u>1,469</u>
	\$102,898

## NET PROFIT/LOSS

\$29,183

## NON OPERATING REV/EXP

Connections	\$0
Assessed Repairs	0
Interest	2,370
Interest Expense/Fiscal Agent Fees	(10,024)
Bond Discount Amortization	0

\$21,529

Bond Principal	\$5,000
Capital Expenditures	0

## Deputy Registrar Profit/Loss

January - March  
2016

### REVENUES:

Vehicle License	\$31,106
Drivers License	11,496
DNR	1,827
Hunting	17
Miscellaneous	702
	<hr/>
	\$45,147

### EXPENSES:

Salaries	\$31,201
Utilities	867
Supplies	886
Professional/Contracted Service	683
Depreciation	0
Miscellaneous	753
Repairs/Maintenance	0
Rent Expense	0
	<hr/>
	\$34,391

NET PROFIT/LOSS	<hr/> <hr/>
	\$10,756

### NON OPERATING REV/EXP

Interest	\$31
----------	------

	<hr/> <hr/>
	\$10,787

**Liquor Profit/Loss**  
**January - March**  
**2016**

**REVENUES:**

Sales:

Liquor Sales	\$142,889		
Cost of Goods	<u>100,438</u>	42,451	<b>30%</b>
Wine Sales	55,404		
Cost of Goods	<u>36,753</u>	18,651	<b>34%</b>
Beer Sales	215,427		
Cost of Goods	<u>176,681</u>	38,745	<b>18%</b>
Tobacco	28,200		
Cost of Goods	<u>24,352</u>	3,848	<b>14%</b>
Mix-NonAlcoholic	7,590		
Cost of Goods	<u>5,801</u>	1,790	<b>24%</b>
Miscellaneous	9,690		
Cost of Goods	<u>7,494</u>	2,196	<b>23%</b>

Miscellaneous Revenue

22  
**\$107,703**

**EXPENSES:**

Salaries	\$47,084	
Utilities	5,226	
Supplies	2,079	
Insurance	0	
Professional Services	4,691	
Repairs/Minor Equipment	1,366	
Depreciation	11,000	
Miscellaneous	1,985	
Freight	2,652	
Credit Card Fees	6,145	
Unallocated	<u>0</u>	
		<u>\$82,226</u>

**NET PROFIT/LOSS**

**\$25,478**

**NON OPERATING REV/EXP**

Interest	\$1,252	
Interest Expense/Fiscal Agent Fees	\$0	
Transfer to General Fund	\$0	
		<u>\$26,730</u>

Bond Principal	\$0
Capital Expenditures	3,220



# CITY OF MILACA

## Council Monthly Budget Report

March 2016

<b>DEPT Descr</b>	<b>2016 YTD Budget</b>	<b>2016 YTD Amt</b>	<b>Balance</b>	<b>2016 % of Budget Remain</b>
Airport	\$194,375.00	\$17,034.68	\$177,340.32	91.24%
Assessing	\$12,000.00	\$0.00	\$12,000.00	100.00%
Auditing	\$5,500.00	\$5,500.00	\$0.00	0.00%
Building Inspection	\$51,575.00	\$46,735.85	\$4,839.15	9.38%
City Attorney	\$49,000.00	\$11,970.87	\$37,029.13	75.57%
City Hall	\$272,025.00	\$54,608.72	\$217,416.28	79.93%
City Manager	\$29,450.00	\$9,049.77	\$20,400.23	69.27%
Council	\$12,550.00	\$2,372.68	\$10,177.32	81.09%
Elections	\$2,000.00	\$0.00	\$2,000.00	0.00%
Fire Dept.	\$163,120.00	\$55,792.24	\$107,327.76	65.80%
Historical Society	\$12,000.00	\$813.75	\$11,186.25	93.22%
Liaison Officer	\$71,490.00	\$26,476.33	\$45,013.67	62.96%
Libraries	\$27,200.00	\$4,926.64	\$22,273.36	81.89%
Ogilvie	\$32,610.00	\$9,598.89	\$23,011.11	70.56%
Parks	\$172,725.00	\$45,911.63	\$126,813.37	73.42%
Planning Comm.	\$1,500.00	\$0.00	\$1,500.00	100.00%
Police Dept.	\$492,525.00	\$167,265.81	\$325,259.19	66.04%
Public Works	\$273,200.00	\$44,289.33	\$228,910.67	83.79%
Rec Fest	\$0.00	\$0.00	\$0.00	0.00%
Recreation	\$2,500.00	\$0.00	\$2,500.00	100.00%
Treasurer	\$31,000.00	\$8,224.77	\$22,775.23	73.47%
Unallocated	\$13,195.00	\$11,187.25	\$2,007.75	15.22%
	\$1,921,540.00	\$521,759.21	\$1,399,780.79	72.85%



**General Bank Reconciliation**  
**March 2016**

	<u>Balance</u>	<u>Receipts</u>	<u>Disburse</u>	<u>Balance</u>
Balance	202,112.51	127,669.06	229,401.74	100,379.83
Current Month Outstanding			1,494.93	(1,494.93)
Last Month Outstanding	(60,033.60)		(60,033.60)	
ACH Fees		(34.18)	(34.18)	
Bank Charges		(54.30)	(54.30)	
Credit Card Fees		(72.30)	(72.30)	
Deposit in transit				
Deposit correction				
Deposit not recorded				
<b>NSF Check</b>				
Hempel 2/16	30.03	(30.03)	0.00	0.00
Larsen 1/16	25.03	0.00	0.00	25.03
Larsen 2/16	25.03	0.00	0.00	25.03
Larsen 3/16	0.00	0.00	(80.06)	80.06
Swanson 12/15	48.78	0.00	0.00	48.78
Book Balance	142,207.78	127,478.25	170,622.23	99,063.80
Book Balance		127,478.25	98,724.77	
Motor			600.89	
Payroll			71,296.57	
		<u>127,478.25</u>	<u>170,622.23</u>	
		0.00	0.00	

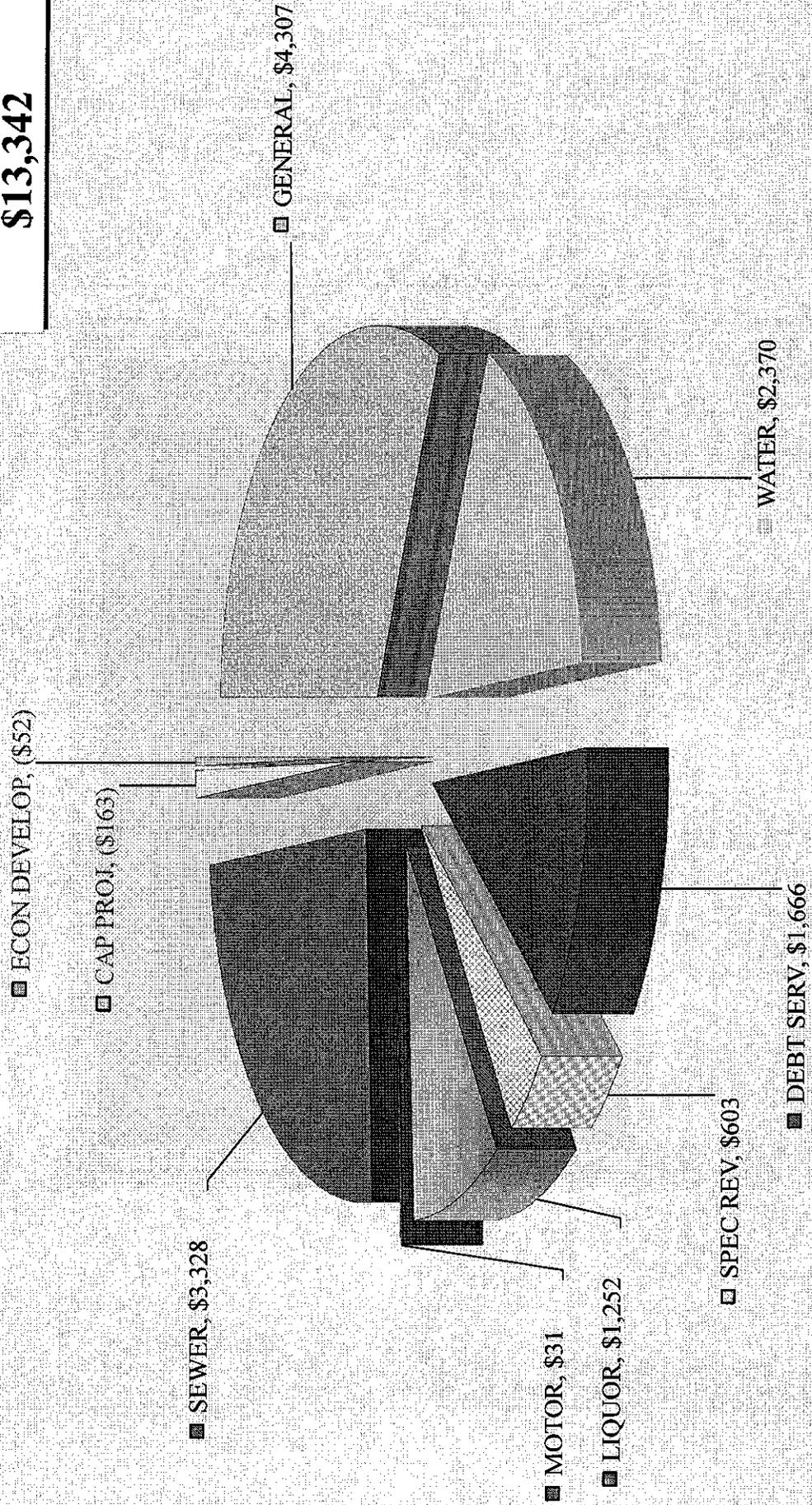
**Liquor Bank Reconciliation  
March 2016**

	<u>Balance</u>	<u>Receipts</u>	<u>Disburse</u>	<u>Balance</u>
Balance	524,147.49	178,716.34	142,836.87	560,026.96
Current Mnth Outstanding			154.28	(154.28)
Last Mnth Outstanding	(224.52)		(224.52)	
Deposit in Transit		2,438.66		2,438.66
Last Mnth Deposit in Transit	2,304.01	(2,304.01)		
Bank Charges		0.00	0.00	
Deposit Correction		0.00	0.00	
Credit Card Fees		(1,944.96)	(1,944.96)	
Balance	526,226.98	176,906.03	140,821.67	562,311.34
Book Balance		176,906.03	124,655.39	
Payroll			16,166.28	
			<u>140,821.67</u>	
		0.00	0.00	

**Deputy Registrar Bank Reconciliation**  
**March 2016**

	<u>Balance</u>	<u>Receipts</u>	<u>Disburse</u>	<u>Balance</u>
Balance	124,314.72	337,870.77	331,985.47	130,200.02
Last Month Outstanding	(34,111.50)		(34,111.50)	
Current Month Outstand			7,854.54	(7,854.54)
Last Mnth Dep in Transit	35,615.50	(35,615.50)		
Current Deposit in Transit		8,945.29		8,945.29
ACH TRANSACTION		(3,142.50)	(3,142.50)	
Bank Charges		(7.00)	(7.00)	
Deposit in transit		0.00	0.00	
Deposit correction		0.00	0.00	
<b>NSF Check</b>				
Grimm 3/16	0.00	0.00	(100.00)	100.00
Messer 3/16	0.00	(242.00)	(484.00)	242.00
Piatt 10/15	15.75	0.00	0.00	15.75
Book Balance	125,834.47	307,809.06	301,995.01	131,648.52
Book Balance		307,809.06	291,607.64	
Payroll			10,988.26	
Gen Exp			(600.89)	
		307,809.06	301,995.01	
		0.00	0.00	

**2016  
First Quarter  
Interest Allocation  
\$13,342**



GATEWAY TO THE NORTHLAND FESTIVAL  
June 14 - 18, 2016  
MILACA AREA CHAMBER OF COMMERCE

INFLATABLE FUN RIDES:

Location: Peterson-Johnson parking lot on corner of Central and 3<sup>rd</sup> St SW, 100 block of 3<sup>rd</sup> St SW, south end of Teals Parking lot. **Request that the 100 block of 3<sup>rd</sup> St SW be closed and the alley between 3<sup>rd</sup> St and hwy 23 be closed except to residents. Request snow fencing along south side of 3<sup>rd</sup> St SW and residential property.**

Date & Times:

- set up – Friday 17<sup>th</sup> morning take down Saturday 18<sup>th</sup> night
- Rides open Friday 17<sup>th</sup> 4:00 – 8:00 pm and Saturday 18<sup>th</sup> 2:00 pm – 6:00 pm.

Vendor is Game World out of Isanti [www.gameworld17.com](http://www.gameworld17.com)

PARADE:

Marching Band Competition and “Board Game” themed floats  
Thursday 16<sup>th</sup> 5:30 – 8:00 PM. Same parade route as previous years (see attached map)

5K RUN:

Friday 17<sup>th</sup> Registration 5:00 PM Run at 6:00 PM OR Saturday 18<sup>th</sup> (AM time TBD)  
Route (map attached): Start at Teals, safe route to rec park, follow 4<sup>th</sup> Av NW to north end of town; turn around at cul de sac near Rum River Ct. Return same route to Rec Park, cut through Tank Park onto 2<sup>nd</sup> Av SW to End at Teals.

FIREMANS WATER BALL CONTEST:

Saturday 18<sup>th</sup> 6:00 – 8:00 pm  
**Request that the 200 block of 2<sup>nd</sup> Ave SW be closed**

STREET DANCE:

Thursday 16<sup>th</sup> after Parade till midnight DJ Music  
Friday 17<sup>th</sup> 8:00pm – midnight DJ Music  
Saturday 18<sup>th</sup> 8:00 pm – midnight Live Band  
Parking lot between Teals and Peterson-Johnson Funeral Home

BEER AND ALCOHOL SALES:

Teals parking lot area Thursday, Friday and Saturday evenings – sponsor (Stones Throw Golf) will submit a separate permit request.

VOLLEYBALL TOURNAMENT:

Friday 17<sup>th</sup> Time TDB at Blue Moon

SOFTBALL TOURNAMENT:

Saturday 18<sup>th</sup> (tentative) at Rec Park

MOST AMAZING RACE:

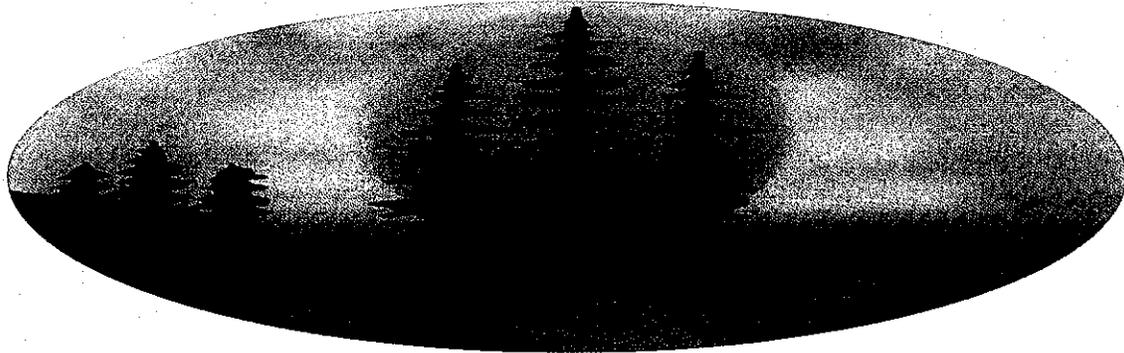
Saturday 18<sup>th</sup> begins at Rec Park ends at Teals

ECFE KIDDIE PARADE & LITTLE MISS and MR PAGEANT

Tuesday 14<sup>th</sup> Kiddie parade at 4:00 Teals to Rec Park, Pageant to follow at Rec Park

## **MILACA AREA CHAMBER OF COMMERCE**

*"Helping the Milaca Area Prosper and Grow as a Great Place to Live, Work and Play!"*



### **GATEWAY TO THE NORTHLAND FESTIVAL**

June 14 - 18, 2016

#### Tuesday 14<sup>th</sup>

- MACC MORNING PERK! Milaca DAC 7:00-8:30 AM
- ECFE Kiddies Parade! Starts at Teals 5:00 PM (Reg.@ 4:30)
- LITTLE MISS &MR. PAGEANT! Rec Park Band Shell 5:30 PM

#### Wednesday 15<sup>th</sup>

- FARMERS MARKET! Alfred Olson Memorial Park 2:00-6:00 PM

#### Thursday 16<sup>th</sup>

- PARADE! One of Central Minnesota's largest parades with "Board Games" Themed floats and Marching Bands! 5:30 PM to 8:30 PM
- MUSIC by Reti2DJ & BEER GARDEN! Teals Parking lot after parade to midnight!

#### Friday 19<sup>th</sup>

- INFATABLE FUN RIDES 4:00-8:00 Teal's
- MUSIC by DJ & BEER GARDEN 8:00-12:00 Teal's
- TEAM VOLLEYBALL (tentative) Blue Moon, PM

#### Saturday 20<sup>th</sup>

- MOST AMAZING RACE - 9:00 AM - 2:00 PM Starts at Rec Park
- SOFTBALL TOURNAMENT (tentative)
- INFLATBLE FUN RIDES - 2:00-6:00 Teals
- 5K Race
- FIREFIGHTERS WATER BALL FIGHT! 6:00 PM
- STREET DANCE & BEER GARDEN! MARSHALL STARR BAND! 8:00-12:00 AM

\*schedule above is tentative on 4.18.16, events, dates and times subject to change



MAR 28 2016

3105 1st Street South • St. Cloud, MN 56301 • (320) 240-8188 • Fax: (320) 240-8081 • www.jjsproperty.com

March 23, 2016

City of Milaca  
Attn: City Council  
255 First Street East  
Milaca, Mn 56353

We manage the Milaca Apts located at 215, 220, 225 5<sup>th</sup> Street NE, Milaca.

We have ongoing concerns regarding vehicles parking in front of the sidewalk exits onto 5<sup>th</sup> Street. We are requesting an area of 10' be painted yellow in these 3 exits to inform Residents and/or guests not to park too close to the sidewalk exit. We are requesting a 10' area to allow a vehicle, handi-cap transportation, or an emergency vehicle the space needed to access the sidewalk exits. We have attached a map of the desired locations.

If this is granted to the Milaca Apts, we are prepared to inform our Residents of the change.

We ask this request be considered as soon as possible.

Thank You

Michelle Notch  
Office Manager

Enclosure

# Milaca satellite view & Milaca street view

City:  
Milaca

Milaca maps | Milaca road map | Photos from Milaca

City Name: Milaca  
State/County: Minnesota  
Mille Lacs County  
Country: United States  
Capital: Washington

Population: 2,975

coordinates:  
Latitude: 45.76° N  
Longitude: 93.65° W  
Elevation: 1086 ft / 331 m

## Milaca Weather Forecast

**Fatal error:** Uncaught exception  
'Exception' with message 'String could  
not be parsed as XML' in  
/home/mapsstre/public\_html/include/weathe  
Stack trace: #0  
/home/mapsstre/public\_html/include/weathe  
SimpleXMLElement->\_\_construct() #1  
(main) thrown in  
/home/mapsstre/public\_html/include/wea  
on line 30

## Nearest localities:

St. Cloud, MN  
Duluth, MN  
Cloquet, MN  
Grand Rapids, MN  
Bemidji, MN  
Warrior, MN  
Dorset, MN  
Balsam Lake, MN

## Search Hotels

Where?

e.g. city, region, district or specific hotel

Check-in

Day ▼ Month ▼

Check-out

Day ▼ Month ▼

I don't have specific dates yet

Guests

2 adults in 1 room ▼

## Milaca (Minnesota) satellite view & Milaca street view - view streets, places, buildings and natural landforms...



Nei  
Marsden B  
David P  
14

Naig

2013 EPA  
Marsden B  
David P  
14

Business

Write

Reference Link

Paw Patrol 5th  
Toddler Girl 1-

Your girl will love it  
featuring her favor  
cute decorative bo

infolinks

Milaca (Minnesota) satellite view - take a tour of Milaca from your computer and plan your visit to Milaca: accommodation, restaurants, car rentals, jobs and more...

Hotels | Restaurants | Car Rentals | Jobs

up \$12.83

## Events in Milaca, Minnesota, United States

See all [concerts](#), [sports events](#), [theater shows](#), [comedy acts](#), [musicals](#), [family shows](#) and other events in the area.

Shop Now

## Great Hotels in Milaca MN area

**HiwayHouse Motel**  
SLEEP IS OUR BUSINESS  
3200 Central Avenue SE (Route 66)  
Albuquerque, NM 87106  
Phone: 505-268-3971



- 5 star hotels
  - 4 star hotels
  - 3 star hotels
  - 2 star hotels  
2 hotels
  - 1 star hotels  
1 hotel
- AmericInn Lodge & Suites Princeton**  
910 South Rum River Dr.,  
Princeton (Minnesota),  
United States
- Super 8 Motel Milaca**  
215 10th Avenue Se,  
Milaca, , United States
- Rum River Motel**  
510 19th Ave. North,

walmart.com

RESOLUTION NO. 16 - 08

A RESOLUTION APPROVING A CHARITABLE GAMBLING PREMISES PERMIT

BE IT RESOLVED BY THE MILACA CITY COUNCIL that the City Council hereby acknowledges and approves the Milaca Firefighter's Relief Association's charitable gambling premises permit application to the Gambling Control Board for pull tabs.

The following premises' so indicated are located within the City limits:

Jigger's Grill and Bar 130 Central Avenue South

Any change in application information must be submitted to the City Council within ten (10) days of the change.

Adopted this 21<sup>st</sup> day of April, 2016.

---

Mayor Harold Pedersen

ATTEST

---

Greg Lerud, City Manager

MINNESOTA LAWFUL GAMBLING  
**LG214 Premises Permit Application**

**Annual Fee \$150 (NON-REFUNDABLE)**

**REQUIRED ATTACHMENTS TO LG214**

1. If the premises is leased, attach a copy of your lease. Use **LG215 Lease for Lawful Gambling Activity**.
2. \$150 annual premises permit fee, for each permit (non-refundable). Make check payable to "**State of Minnesota**."

**Mail the application and required attachments to:**  
Minnesota Gambling Control Board  
1711 West County Road B, Suite 300 South  
Roseville, MN 55113

**Questions?** Call 651-539-1900 and ask for Licensing.

**ORGANIZATION INFORMATION**

Organization Name: Milaca Firefighter's Relief Association

License Number: 2413

Chief Executive Officer (CEO) Tom Christensen

Daytime Phone: [REDACTED]

Gambling Manager: Tom DeVries

Daytime Phone: [REDACTED]

**GAMBLING PREMISES INFORMATION**

Current name of site where gambling will be conducted: Jigger's Grill & Bar

List any previous names for this location:

Street address where premises is located: 130 Central Avenue South

(Do not use a P.O. box number or mailing address.)

City: Milaca OR Township:

County: Mille Lacs

Zip Code:

Milaca

Mille Lacs

56353

Does your organization own the building where the gambling will be conducted?

Yes

No

If no, attach LG215 Lease for Lawful Gambling Activity.

A lease is not required if only a raffle will be conducted.

Is any other organization conducting gambling at this site?

Yes

No

Don't know

Note: Bar bingo can only be conducted at a site where another form of lawful gambling is being conducted by the applying organization or another permitted organization. Electronic games can only be conducted at a site where paper pull-tabs are played.

Has your organization previously conducted gambling at this site?

Yes

No

Don't know

**GAMBLING BANK ACCOUNT INFORMATION; MUST BE IN MINNESOTA**

Bank Name: First National Bank of Milaca

Bank Account Number: [REDACTED]

Bank Street Address: PO Box 38

City: Milaca

State: MN Zip Code: 56353

**ALL TEMPORARY AND PERMANENT OFF-SITE STORAGE SPACES**

Address (Do not use a P.O. box number):

City:

State: Zip Code:

1005 Central Avenue North

Milaca

MN

56353

MN

MN

**ACKNOWLEDGMENT BY LOCAL UNIT OF GOVERNMENT: APPROVAL BY RESOLUTION**

**CITY APPROVAL  
for a gambling premises  
located within city limits**

City Name: Milaca

Date Approved by City Council: \_\_\_\_\_

Resolution Number: \_\_\_\_\_  
(If none, attach meeting minutes.)

Signature of City Personnel: \_\_\_\_\_

Title: \_\_\_\_\_ Date Signed: \_\_\_\_\_

**Local unit of government  
must sign.**

**COUNTY APPROVAL  
for a gambling premises  
located in a township**

County Name: \_\_\_\_\_

Date Approved by County Board: \_\_\_\_\_

Resolution Number: \_\_\_\_\_  
(If none, attach meeting minutes.)

Signature of County Personnel: \_\_\_\_\_

Title: \_\_\_\_\_ Date Signed: \_\_\_\_\_

TOWNSHIP NAME: \_\_\_\_\_

**Complete below only if required by the county.**  
On behalf of the township, I acknowledge that the organization is applying to conduct gambling activity within the township limits. (A township has no statutory authority to approve or deny an application, per Minnesota Statutes 349.213, Subd. 2.)

Print Township Name: \_\_\_\_\_

Signature of Township Officer: \_\_\_\_\_

Title: \_\_\_\_\_ Date Signed: \_\_\_\_\_

**ACKNOWLEDGMENT AND OATH**

1. I hereby consent that local law enforcement officers, the Board or its agents, and the commissioners of revenue or public safety and their agents may enter and inspect the premises.
2. The Board and its agents, and the commissioners of revenue and public safety and their agents, are authorized to inspect the bank records of the gambling account whenever necessary to fulfill requirements of current gambling rules and law.
3. I have read this application and all information submitted to the Board is true, accurate, and complete.
4. All required information has been fully disclosed.
5. I am the chief executive officer of the organization.
6. I assume full responsibility for the fair and lawful operation of all activities to be conducted.
7. I will familiarize myself with the laws of Minnesota governing lawful gambling and rules of the Board and agree, if licensed, to abide by those laws and rules, including amendments to them.
8. Any changes in application information will be submitted to the Board no later than ten days after the change has taken effect.
9. I understand that failure to provide required information or providing false or misleading information may result in the denial or revocation of the license.
10. I understand the fee is non-refundable regardless of license approval/denial.

  
Signature of Chief Executive Officer (designee may not sign)

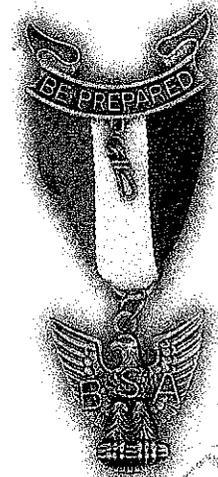
3-24-16  
Date

Data privacy notice: The information requested on this form (and any attachments) will be used by the Gambling Control Board (Board) to determine your organization's qualifications to be involved in lawful gambling activities in Minnesota. Your organization has the right to refuse to supply the information; however, if your organization refuses to supply this information, the Board may not be able to determine your organization's qualifications and, as a consequence, may refuse to issue a permit. If your organization supplies the information requested, the Board will be able to process your organization's application. Your organization's name and address will be public

information when received by the Board. All other information provided will be private data about your organization until the Board issues the permit. When the Board issues the permit, all information provided will become public. If the Board does not issue a permit, all information provided remains private, with the exception of your organization's name and address which will remain public. Private data about your organization are available to: Board members, Board staff whose work requires access to the information;

Minnesota's Department of Public Safety, Attorney General, Commissioners of Administration, Minnesota Management & Budget, and Revenue; Legislative Auditor, national and international gambling regulatory agencies; anyone pursuant to court order; other individuals and agencies specifically authorized by state or federal law to have access to the information; individuals and agencies for which law or legal order authorizes a new use or sharing of information after this notice was given; and anyone with your written consent.

This form will be made available in alternative format, i.e. large print, braille, upon request.



## Eagle Scout Service Project Proposal



BOY SCOUTS OF AMERICA®

Eagle Scout candidate's full legal name Collin Nathaniel Staup

Eagle Scout Service Project Name Rec Park flag pole

### Eagle Scout Requirement 5

While a Life Scout, plan, develop, and give leadership to others in a service project helpful to any religious institution, any school, or your community. (The project must benefit an organization other than Boy Scouting.) The project proposal must be approved by the organization benefiting from the effort, your unit leader and unit committee, and the council or district before you start. You must use the *Eagle Scout Service Project Workbook*, No. 512-927, in meeting this requirement.

# Instructions for Preparing Your Proposal

---

## Meeting the Five Tests of an Acceptable Eagle Scout Service Project

Your proposal must be prepared first. It is an overview, but also the beginnings of planning. It must show your unit leader, unit committee, and council or district that your project can meet the following tests.

1. **It provides sufficient opportunity to meet the Eagle Scout service project requirement.** You must show that planning, development, and leadership will take place; and how the three factors will benefit a religious institution, a school, or your community.
2. **It appears to be feasible.** You must show the project is realistic for you to carry out.
3. **Safety issues will be addressed.** You must show you have an understanding of what must be done to guard against injury, and what will be done if someone gets hurt.
4. **Action steps for further detailed planning are included.** You must make a list of the key steps you will take to make sure your plan will have enough details so it can be carried out successfully.
5. **You are on the right track with a reasonable chance for a positive experience.**

When completing your proposal you only need enough detail to show a reviewer that you can meet the tests above. If showing that you meet the tests requires a lengthy and complicated proposal, your project might be more complex than necessary. Remember, the proposal is only the *beginnings* of planning. Most of your planning will come with the next step, preparation of your project plan.

If your project does not require materials or supplies, etc., simply mark those spaces "not applicable." As a reminder, do not begin any work, or raise any money, or obtain any materials, until your project proposal has been approved.

**Consider also, that if you submit your proposal too close to your 18<sup>th</sup> birthday, it may not be approved in time to finish planning and executing the project.**

## Working with Your Project Beneficiary

On the last two pages of this workbook there is an information sheet called, "Navigating the Eagle Scout Service Project." This is for you to print and give to the religious institution, school, or community that will benefit from your efforts. You should do this as part of your first meeting with your beneficiary and use the sheet to help explain how the Eagle Scout service project works. Be sure to read it carefully so you can explain what it says.

"Navigating the Eagle Scout Service Project" will help you communicate a number of things to your beneficiary. For example, it provides thanks and congratulations for accepting the project; and it gives some background, discusses the requirements, and points out the responsibilities connected with approving your project proposal. It also explains that the beneficiary has the right to review, and also to require changes in your project plan.

Again, be sure to read carefully "Navigating the Eagle Scout Service Project" so you will have a full understanding of the role of your beneficiary.

## Next Step: Your Project Plan

Once your proposal is approved, you are **strongly encouraged** to prepare your project plan using the form in this workbook. Doing so increases the likelihood your project will be approved at your Eagle Scout board of review. As you begin preparing it, you should meet with a project coach. Check with the person who handled the approval of your project proposal to learn how coaches are designated in your community.

Your designated coach can help you avoid the common pitfalls associated with Eagle Scout service projects and be a big part of your success. You may also want to talk to your unit leader. There may be adults in your troop who are experts in conducting the kind of project you are planning. It's ok for you to work with them as well. The more coaching you get, the better your results will be.

## Beginning Work on Your Project

Once your proposal has been fully approved and you have finished your project planning, only then, may you begin work on your project.

## Contact Information

Eagle Scout candidates should know who is involved, but contact information may be more important to unit leaders and others in case they want to talk to one another. While it is recognized that not all the information will be needed for every project, Scouts are expected to provide as much as reasonably possible. Approval representatives must understand, however, that doing so is not part of the service project requirement.

### Eagle Scout Candidate

Name: <u>Collin Nathaniel Stawp</u>		Birth date: [REDACTED]	
Email address: <u>collinstawp@gmail.com</u>		BSA PID number*: <u>130187324</u>	
Address: <u>12285 195th Ave NE</u>		City: <u>Foreston</u>	State: <u>MN</u> Zip: <u>56330</u>
Preferred telephone(s): [REDACTED]		Life board of review date: <u>8-1-2015</u>	

\*BSA PID No., found on the BSA membership card

### Current Unit Information

Check one: <input checked="" type="checkbox"/> Troop <input type="checkbox"/> Team <input type="checkbox"/> Crew <input type="checkbox"/> Ship	Unit Number: <u>0019</u>
Name of District: <u>Gate way</u>	Name of Council: <u>Central Minnesota Council</u>

Unit Leader Check one: <input checked="" type="checkbox"/> Scoutmaster <input type="checkbox"/> Varsity Coach <input type="checkbox"/> Crew Advisor <input type="checkbox"/> Skipper	
Name: <u>Jason Fulin</u>	Preferred telephone(s): [REDACTED]
Address: <u>9279 421st Ave NW</u>	City: <u>Milaca</u> State: <u>MN</u> Zip: <u>56353</u>
Email address: <u>sm19gateway@yahoo.com</u>	

### Unit Committee Chair

Name: <u>Dean Angermermeier</u>	Preferred telephone(s): [REDACTED]
Address: <u>10206 115th Ave</u>	City: <u>Milaca</u> State: <u>MN</u> Zip: <u>56353</u>
Email address: <u>anger0509@citlink.net</u>	

### Unit Advancement Coordinator (If your unit has one)

Name: <u>Kelly Bryson</u>	Preferred telephone(s): [REDACTED]
Address: <u>625 Central Ave S</u>	City: <u>Milaca</u> State: <u>MN</u> Zip: <u>56353</u>
Email address: <u>kelly.j.bryson@yahoo.com</u>	

### Project Beneficiary (Name of religious institution, school, or community)

Name: <u>City of Milaca - Recreation Park</u>	Preferred telephone(s): [REDACTED]
Address: <u>255 First Street E</u>	City: <u>Milaca</u> State: <u>MN</u> Zip: <u>56353</u>
Email address: <u>glerud@milacacity.com</u>	

### Project Beneficiary Representative (Name of contact person for the project beneficiary)

Name: <u>Greg Lerud</u>	Preferred telephone(s): [REDACTED]
Address: <u>255 First Street E</u>	City: <u>Milaca</u> State: <u>MN</u> Zip: <u>56353</u>
Email address: <u>glerud@milacacity.com</u>	

### Your Council Service Center

Contact name: <u>Central Minnesota Council</u>	Preferred telephone(s): [REDACTED]
Address: <u>1191 Scout Drive</u>	City: <u>Sartell</u> State: <u>MN</u> Zip: <u>56377</u>

### Council or District Project Approval Representative

*(Your unit leader, unit advancement coordinator, or council or district advancement chair may help you learn who this will be.)*

Name: <u>Judy Hanson</u>	Preferred telephone(s): [REDACTED]
Address:	City: State: Zip:
Email address: <u>judy.hanson12@gmail.com</u>	

### Project Coach (Your council or district project approval representative may help you learn who this will be.)

Name: <u>Jason Fulin</u>	Preferred telephone(s): [REDACTED]
Address: <u>9279 421st Ave NW</u>	City: <u>Milaca</u> State: <u>MN</u> Zip: <u>56353</u>
Email address: <u>sm19gateway@yahoo.com</u>	

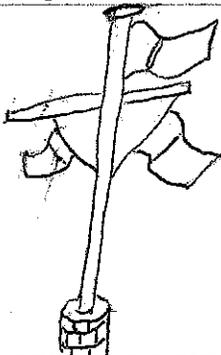
## Project Description and Benefit

Briefly describe your project.

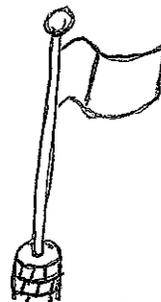
I am planning on putting up a flag pole in Rec Park in Milaca MN. It will be between 20 and 30' tall

Attach sketches or "before" photographs if these will help others visualize the project.

Please click below to add images (JPEG, JPG, BMP, GIF, TIF, PNG, etc.)



Click above box to add an image. Click here to add an image caption.



Click above box to add an image. Click here to add an image caption.

Tell how your project will be helpful to the beneficiary. Why is it needed?

Rec Park does not have a flag pole, so I thought putting one up would benefit the park because they are expanding and it can be used for ceremonies.

When do you plan to begin carrying out your project? Summer 2016

When do you think your project will be completed? September 2016

## Giving Leadership

Approximately how many people will be needed to help on your project?

Where will you recruit them (unit members, friends, neighbors, family, others)? Explain:

Troop, family, and community. Possibly an electrician and cement worker.

What do you think will be most difficult about leading them?

Coordinating all the volunteers.

## Materials

Materials are things that become part of the finished project, such as lumber, nails, and paint.

What types of materials, if any, will you need? You do not need a detailed list or exact quantities, but you must show you have a reasonable idea of what is required. For example, for lumber, include basic dimensions such as 2 x 4 or 4 x 4.

Cement - 15 bags, lumber - base frame, flag, flag pole, lighting.

## Supplies

Supplies are things you use up, such as food and refreshments, gasoline, masking tape, tarps, safety supplies, and garbage bags.

What kinds of supplies, if any, will you need? You do not need a detailed list or exact quantities, but you must show you have a reasonable idea of what is required.

Levels, shovels, cement, flag pole, flag, lights, drills, safety glasses, garbage bags, and bottled water.

**Tools**

*Include tools, and also equipment, that will be borrowed, rented, or purchased.*

What tools or equipment, if any, will you need? You do not need a detailed list, but you must show you have a reasonable idea of what is required.

drills, levels, shovels, wheel barrows.

**Other Needs**

*Items that don't fit the above categories; for example, parking or postage, or services such as printing or pouring concrete, etc.*

What other needs do you think you might encounter?

Cement truck, Possible brick work at the base, and Grass seed.

**Permits and Permissions**

*Note that property owners should obtain and pay for permits.*

Will permissions or permits (such as building permits) be required for your project? Who will obtain them? How long will it take?

Permission will be obtained by the City of Milaca, and I will be getting a letter from the city. It will take a few days, and there is no cost for the Permit.

**Preliminary Cost Estimate**

*You do not need exact costs yet. Reviewers will just want to see if you can reasonably expect to raise enough money to cover an initial estimate of expenses. Include the value of donated material, supplies, tools, and other items. It is not necessary to include the value of tools or other items that will be loaned at no cost. Note that if your project requires a fundraising application, you do not need to submit it with your proposal.*

Enter estimated expenses below: <i>(Include sales tax if applicable)</i>		<b>Fundraising:</b> Explain how you will raise the money to pay for the total costs. If you intend to seek donations of actual materials, supplies, etc., then explain how you plan to do that, too.
Materials:	1680 <sup>00</sup> - 2300 <sup>00</sup>	
Supplies:	160 <sup>00</sup>	
Tools:	borrowed	
Other:	59 <sup>00</sup> - 170 <sup>00</sup>	
<b>Total costs:</b>	1899 <sup>00</sup> - 2630 <sup>00</sup>	

**Project Phases**

Think of your project in terms of phases, and list what they might be. The first may be to prepare your project plan. Other phases might include fundraising, preparation, execution, and reporting. You may have as many phases as you want, but it is not necessary to become overly complicated; brief, one line descriptions are sufficient.

1. Complete my proposal.
2. present it to the parks commission and get approval
3. fundraising
4. getting volunteers
5. ordering supplies
6. construction
- 7.
- 8.

**Logistics**

Check with your council service center to determine if a Tour and Activity Plan is required.

How will you handle transportation of materials, supplies, tools, and helpers? Will you need a Tour and Activity Plan?

We will transport every thing with Trucks and a gooseneck trailer that some of my volunteers. There will not be a need for a tour and activity plan as every thing is being done locally.

**Safety Issues**

The Guide to Safe Scouting is an important resource in considering safety issues.

Describe the hazards and safety concerns you and your helpers should be aware of.

Windy conditions during the erecting of the flag pole. We need good leverage when we erect it.

**Project Planning**

You do not have to list every step, but it must be enough to show you have a reasonable idea of how to prepare your plan.

List some action steps you will take to prepare your project plan. For example "Complete a more detailed set of drawings."

Work with the City of miluca for where we are going to set the plug and scheduling fundraising.

**Candidate's Promise\*** Sign below before you seek the other approvals for your proposal.

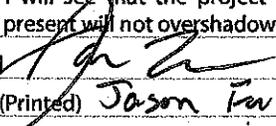
On my honor as a Scout, I have read this entire workbook, including the "Message to Scouts and Parents or Guardians" on page 5. I promise to be the leader of this project, and to do my best to carry it out for the maximum benefit to the religious institution, school, or community I have chosen as beneficiary.

Signed  Date 3-22-2016

\*Remember: Do not begin any work on your project, or raise any money, or obtain any materials, until your project proposal has been approved.

**Unit Leader Approval\***

I have reviewed this proposal and discussed it with the candidate. I believe it provides impact worthy of an Eagle Scout service project, and will involve planning, development, and leadership. I am comfortable the Scout understands what to do, and how to lead the effort. I will see that the project is monitored, and that adults or others present will not overshadow him.

Signed  Date 3/29/16  
Name (Printed) Jason Furlin

**Unit Committee Approval\***

This Eagle Scout candidate is a Life Scout, and registered in our unit. I have reviewed this proposal, I am comfortable the project is feasible, and I will do everything I can to see that our unit measures up to the level of support we have agreed to provide (if any). I certify that I have been authorized by our unit committee to provide its approval for this proposal.

Signed \_\_\_\_\_ Date \_\_\_\_\_  
Name (Printed) \_\_\_\_\_

**Beneficiary Approval\***

This service project will provide significant benefit, and we will do all we can to see it through. We realize funding on our part is not required, but we have informed the Scout of the financial support (if any) that we have agreed to. We understand any fund raising he conducts will be in our name and that funds left over will come to us if we are allowed to accept them. We will provide receipts to donors as required.

Our Eagle candidate has provided us a copy of "Navigating the Eagle Scout Service Project, Information for Project Beneficiaries."

Yes  No

Signed \_\_\_\_\_ Date \_\_\_\_\_  
Name (Printed) \_\_\_\_\_

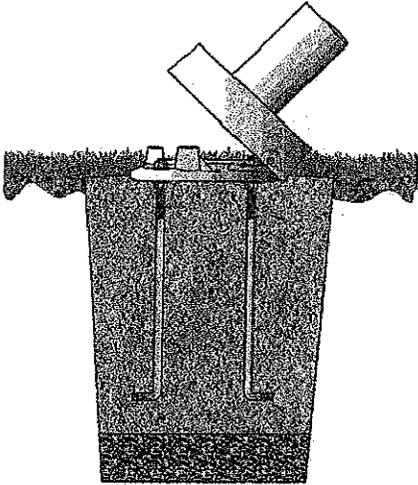
**Council or District Approval**

I have read topics 9.0.2.0 through 9.0.2.15, regarding the Eagle Scout service project, in the *Guide to Advancement*, No. 33088. I agree on my honor to apply the procedures as written, and in compliance with the policy on "Unauthorized Changes to Advancement." Accordingly, I approve this proposal. I will encourage the candidate to prepare a project plan and further encourage him to share it with a project coach who has been designated for him.

Signed \_\_\_\_\_ Date \_\_\_\_\_  
Name (Printed) \_\_\_\_\_

\*While it makes sense to obtain approvals in the order they appear, there shall be no required sequence for the order of obtaining those approvals marked with an asterisk (\*). Council or district approval, however, must come after the others.

I was planing on making a regular flag pole base.

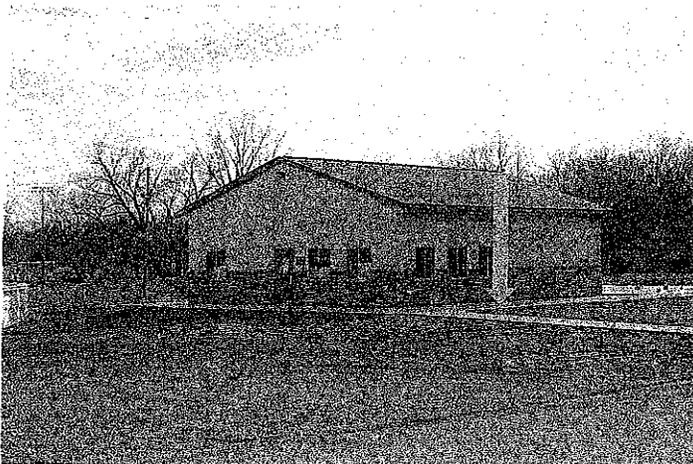


This is the estimated price of the entire project.

25' Single Flag Pole	1,580.00
5x8 American Flag	54.00
Lighting – solar	100.00
15 bags of Concrete 4.00	<u>60.00</u>
<b>Total</b>	<b>1,794.00</b>

25' Triple Flag Pole	2,200.00
5x8 American Flag	54.00
4x6 State Flag	53.00
4x6 POW Flag (2 sided)	62.00
Lighting – solar	100.00
15 bags of Concrete 4.00	<u>60.00</u>
<b>Total</b>	<b>2,529.00</b>

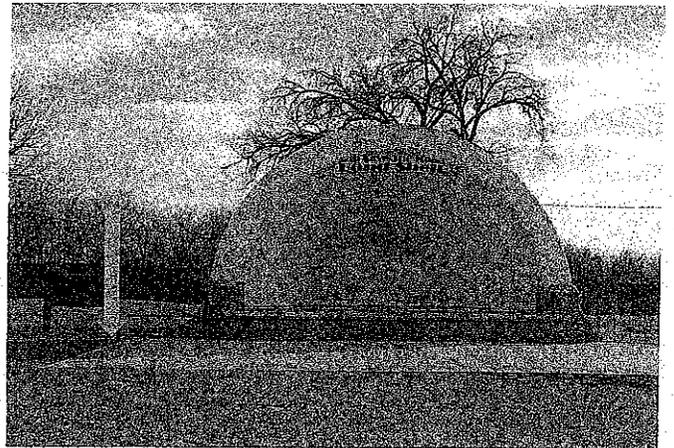
The last thing is the location of the flag pole. I had a few ideas on where to put the flag pole, but it is up to the City on the final location.



Next to the  
Community center \_\_\_\_\_

Single pole \_\_\_\_\_

Approval \_\_\_\_\_



Next to the  
Band shell \_\_\_\_\_

Nautical \_\_\_\_\_

Date \_\_\_\_/\_\_\_\_/\_\_\_\_

# Eagle Project Proposal

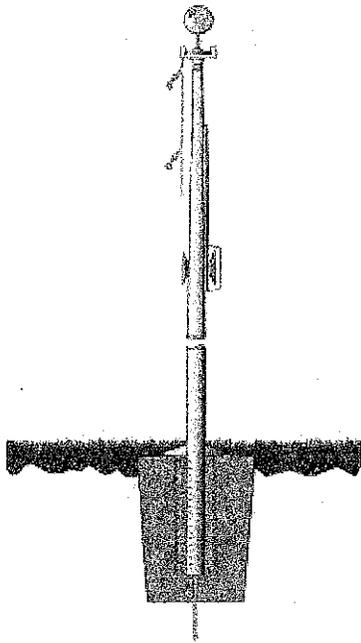
**Proposed by:**

**Collin Nathaniel Staup – Troop 19**

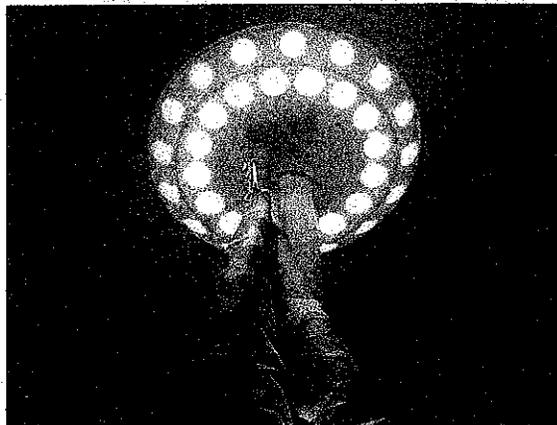
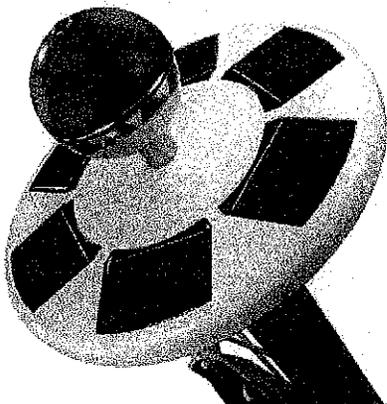
**Flag Pole at Rec Park**

**Project Beneficiary: City of Milaca**

This is my proposal for the flagpole at Rec Park. There are a couple of different options I am proposing, an upright or a nautical flagpole. The upright is for the American flag, the nautical has the option of the POW and state flag.



There are also lighting options. This light is a solar light that was recommended to me by Tim Coil, the onier of Coil Flags in St. Cloud. He said he has had one on his flag pole for four years and it is as bright as ever.





Braun Intertec Corporation  
3900 Roosevelt Road, Suite 113  
Saint Cloud, MN 56301

Phone: 320.253.9940  
Fax: 320.253.3054  
Web: braunintertec.com

March 10, 2016

Proposal QTB035155

Mr. Greg Lerud  
City of Milaca  
255 1<sup>st</sup> Street East  
Milaca, MN 56353

Re: Proposal to Conduct a Phase I Environmental Site Assessment  
Highway 169 Industrial Park 2<sup>nd</sup> Addition  
13<sup>th</sup> Street NE & 6<sup>th</sup> Avenue NE  
Milaca, Minnesota

Dear Mr. Lerud:

Braun Intertec Corporation is pleased to present this proposal to conduct a phase I environmental site assessment (ESA) of the referenced site. The objective of a Phase I ESA is to evaluate the site for indications of recognized environmental conditions and to assist in satisfying All Appropriate Inquiries (AAI) criteria and requirements. The Phase I ESA will be conducted in general conformance with the scope and limitations of ASTM International Practice E 1527-13 (ASTM Practice E 1527-13) and 40 CFR Part 312.

## Scope of Services

### Site History Review

The Phase I ESA will summarize reasonably ascertainable information pertaining to former and current land-use activities at the site. Our summary will include a review of aerial photographs, fire insurance atlases, city directories, property tax files, building records, topographic maps, and/or other historical documents to satisfy the historical-use requirements of the ASTM Practice E 1527-13 and 40 CFR Part 312.

### Regulatory Information Review

We will request that a national regulatory information vendor, such as Environmental Data Resources, Inc., conduct a limited file evaluation of the site. If readily available and practically reviewable, the file evaluation will include, at a minimum, a review of the following databases within the corresponding approximate minimum search distance indicated in the ASTM Practice E 1527-13 and 40 CFR Part 312:

- Federal National Priorities List (NPL)
- Federal Comprehensive Environmental Response, Compensation, and Liability Information System (CERCLIS)
- Federal Institutional and Engineering Controls
- Federal Resource Conservation and Recovery Act (RCRA) Transport, Storage and Disposal (TSD) facilities
- Federal RCRA TSD facilities that have received RCRA corrective action activities
- Federal RCRA generators
- Federal Emergency Response Notification (ERNS) sites

AA/EOE

- State NPL and CERCLIS equivalents
- State landfill and/or solid waste disposal sites
- State Voluntary cleanup programs
- State leaking underground and aboveground storage tank (LUST/LAST) sites
- State registered underground and aboveground storage tank (UST/AST) sites
- State Brownfield programs
- State Institutional and Engineering Controls
- State spills list
- Environmental Liens

We will review and summarize this information, and comment on known and potential environmental hazards that may impact the site. The scope of work does not include a detailed review of file information of identified facilities listed on the regulatory databases. However, if in our opinion a file review is warranted to evaluate the existence of a recognized environmental condition, historical recognized environmental condition, controlled recognized environmental condition, or a *de minimis* condition, we will contact you to discuss expanding the assessment to include a file review and the associated costs.

#### **Site Reconnaissance and Interviews**

The Phase I ESA will include a reconnaissance of the site. During the reconnaissance we will note, if observed, the type of vegetation, exposed soils, open excavations or depressions, and site topography. Visible indications of underground and aboveground storage tanks, dumping, spills of petroleum and chemicals, and other obvious potential sources of contamination will be noted. In addition, we will conduct interviews with site representatives and governmental officials regarding past and current land-use activities.

#### **Results and Reporting**

A draft Phase I ESA report will be sent to you for review and comment. The Phase I ESA report will remain in draft status until we are notified by you to proceed with issuance of the final Phase I ESA report.

If we encounter indications of existing or potential sources of contamination during our assessment, we will notify you to discuss how the assessment may proceed. You may wish to discontinue the Phase I ESA or you may consider expanding the assessment to further evaluate the contamination sources that are identified. If contamination at the site is confirmed, the property owner may be required to notify proper governmental authorities.

#### **User-Provided Information**

As part of Phase I ESA, the "User" should provide available information to Braun Intertec as the Environmental Professional to help identify the possibility of recognized environmental conditions in connection with the Site. A "User" is the party seeking to use ASTM Practice E 1527-13 to complete an environmental site assessment and may include, without limitation, a potential purchaser, tenant or owner of the property, a lender, or a property manager.

***The attached User questionnaire should be completed in its entirety by the User(s) and returned with the signed authorization. If multiple Users are requesting reliance on the Phase I ESA, please provide us with a questionnaire completed by each of the appropriate entities.***

**Assessment Limitations**

Upon completion of the Phase I ESA, Braun Intertec does not guarantee qualification for Landowner Liability Protections (LLP). Our proposed scope of work is consistent with “good commercial and customary practices” (as defined by ASTM Practice E 1527-13) conducted in an effort to evaluate recognized environmental conditions at a site in this area.

The assessment will not include vapor encroachment screening as defined in ASTM Practice E2600-10, *Standard Guide for Vapor Encroachment Screening on Property Involved in Real Estate Transactions*. ASTM Practice E2600-10 is not a requirement or component of AAI, and its results are not determinative of whether hazardous substances from a release are or may be present at the property for the sake of AAI or ASTM E1527-13. However, vapors present or likely present from hazardous substances or petroleum products will be considered no differently than hazardous substances or petroleum products present or likely present as a result of a release to the environment. Therefore, while a vapor encroachment screening per the ASTM Practice E2600-10 standard will not be conducted as part of this proposal, the potential for impacts to the property from vapor migration that is a result of a release of hazardous substances and/or petroleum products to the environment will be considered when assessing for the presence of a recognized environmental condition as defined by ASTM E1527-13.

**Cost**

The lump-sum cost for the tasks described in this proposal is as follows.

Service Description	Lump Sum Cost
Phase I Environmental Site Assessment	\$2,000

**Schedule**

We anticipate the draft Phase I ESA report will be completed within approximately two to three weeks from the date of your written authorization. The Phase I ESA report will remain in draft status until we are notified by you to proceed with issuance of the final Phase I ESA report.

**General Remarks**

Braun Intertec appreciates the opportunity to present this proposal to you. It is being sent in an electronic version *only*. A hard copy of the proposal will be supplied upon request. ***Please return a signed copy of the proposal, the completed User Questionnaire, and the completed Client Information Request Form, in their entirety.***

The proposed fee is based on the scope of services described and the assumption that our services will be authorized within 30 days and that others will not delay us beyond our proposed schedule.

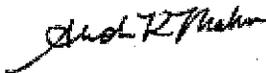


We include the Braun Intertec General Conditions, which provide additional terms and are a part of our agreement.

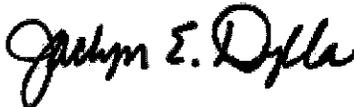
We appreciate the opportunity to provide professional services for you on this project. If you have questions regarding the contents of this proposal, please call Andrea Maher at 320.253.9940.

Sincerely,

BRAUN INTERTEC CORPORATION



Andrea R. Maher  
Project Scientist



Jaclyn E. Dylla, CHMM  
Principal – Senior Scientist

Attachments:

General Conditions – Phase I Assessments (9/1/13)  
Client Information Request Form  
ASTM Practice E 1527-13 User questionnaire

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The proposal is accepted, and you are authorized to proceed.

---

Authorizer's Firm

---

Authorizer's Signature

---

Authorizer's Name (please print or type)

---

Authorizer's Title

---

Date



Braun Intertec Corporation  
3900 Roosevelt Road, Suite 113  
Saint Cloud, MN 56301

Phone: 320.253.9940  
Fax: 320.253.3054  
Web: braunintertec.com

April 7, 2016

Proposal QTBO36547

City of Milaca  
Mr. Greg Lerud  
255 1<sup>st</sup> Street East  
Milaca, MN 56353

Re: Proposal for a Geotechnical Evaluation  
Highway 169 Industrial Park  
6<sup>th</sup> Avenue Northeast and 13<sup>th</sup> Street Northeast  
Milaca, Minnesota

Dear Mr. Lerud:

Braun Intertec Corporation respectfully submits this proposal to complete a geotechnical evaluation for seven lots in the industrial park located in Milaca, Minnesota.

### **Our Understanding of Project**

Per the provide site map and email correspondence, it is our understanding that the City of Milaca is planning for future development of seven lots within the Highway 169 industrial park located in the northwest quadrant of Highway 169 and 10<sup>th</sup> Street Northeast .

### **Purpose**

The purpose of our geotechnical evaluation will be to characterize subsurface geologic conditions at selected exploration locations and evaluate their impact on the design and construction of future buildings.

### **Scope of Services**

The following tasks are proposed to help achieve the stated purpose. If unfavorable or unforeseen conditions are encountered at any point during the completion of the tasks that lead us to recommend an expanded scope of services, we will contact you to discuss the conditions before resuming work.

### **Site Access, Staking and Utility Clearance**

Based on cursory review of aerial photos, it appears that the cited property is primarily grass covered. Therefore, a truck-mounted drill rig can likely be used to access the site.

We will stake prospective subsurface exploration locations and obtain surface elevations at those locations using GPS (Global Positioning System) technology. For purposes of linking the GPS data to an appropriate reference, we request that you provide CAD files indicating location/elevation references appropriate for this project, or give us contact information for the consultant that might have such information.

Depending on access requirements, ground conditions or potential utility conflicts, our field crew may alter the exploration locations from those proposed to facilitate accessibility.

Prior to drilling or excavating, we will contact Gopher State One Call and arrange for notification to the appropriate utility vendors to mark and clear the exploration locations of public underground utilities. You or your authorized representative is responsible to notify us before we begin our work of the presence and location of any underground objects or private utilities that are not the responsibility of public agencies.

#### **Penetration Test Borings**

We propose to drill 7 standard penetration test borings for the project, extending them to a depth of 15 feet. Standard penetration tests will be performed at 2 1/2-foot vertical intervals to a depth of about 15 feet.

If groundwater is encountered in the boreholes, the depth where it is observed will be recorded on the boring logs.

If existing fill, organic materials or other structurally unfavorable soils are not penetrated above the intended boring termination depths, we will extend the borings to obtain at least five feet of penetration into more competent materials at greater depths. If deeper borings (or additional borings) are needed, we will contact you prior to increasing our total estimated drilled footage and submit a Change Order summarizing the anticipated additional effort and the associated cost, for your review and authorization.

#### **Borehole Abandonment**

Minnesota Well Code requires sealing of any boring or core that encounters groundwater and is either greater than 25 feet deep or penetrates a confining layer. We currently do not anticipate having to seal any of the boring locations.

#### **Reporting**

Data obtained from the borings and laboratory tests will be used to evaluate the subsurface profile and groundwater conditions, perform engineering analyses related to structure design and performance and prepare a report, including:

- A sketch showing project components, limits, and exploration locations.
- Logs of the borings describing the materials encountered and presenting the results of our groundwater measurements and laboratory tests.
- A summary of the subsurface profile and groundwater conditions.

- Discussion identifying the site conditions that will impact structure design and performance, qualifying the nature of their impact, and outlining alternatives for mitigating their impact.
- Discussion regarding the reuse of on-site materials during construction and the impact of groundwater on construction.
- General recommendations for site grading.
- General recommendation for suitability of the site for supporting the buildings on spread footing foundations, slabs-on-grade and pavements.

Only an electronic copy of our report will be submitted to you unless you request otherwise.

### **Cost**

We will furnish the services described in this proposal for a lump sum fee of \$4,689. Our work may extend over several invoicing periods. As such, for work that is performed during the course of each invoicing period, we will submit partial progress invoices.

### **Schedule**

We anticipate the field exploration can begin within approximately 2 weeks upon receipt of written authorization; the field exploration will take 1 day to complete. Sample classification, laboratory testing, engineering analyses and report preparation will likely take an additional 2 to 3 weeks. We will pass along results, however, as they are obtained and reviewed.

If our proposed scope of services cannot be completed according to this schedule due to circumstances beyond our control, we may need to revise this proposal prior to completing the remaining tasks.

### **General Remarks**

We will be happy to meet with you to discuss our proposed scope of services further and clarify the various scope components.

We appreciate the opportunity to present this proposal to you. ***Please sign and return a copy to us in its entirety.***

The proposed fee is based on the scope of services described and the assumptions that our services will be authorized within 30 days and that others will not delay us beyond our proposed schedule.

We include the Braun Intertec General Conditions, which provide additional terms and are a part of our agreement.

To have questions answered or schedule a time to meet and discuss our approach to this project further, please call Sarah Mattes at (320) 202-7224 or email at [smattes@braunintertec.com](mailto:smattes@braunintertec.com).

Sincerely,

BRAUN INTERTEC CORPORATION



Sarah A. Mattes, PE  
Project Engineer



Steve A. Thayer, PE  
Associate Principal/Senior Engineer

Attachments:  
General Conditions (9-1-13)

---

The proposal is accepted, and you are authorized to proceed.

---

Authorizer's Firm

---

Authorizer's Signature

---

Authorizer's Name (please print or type)

---

Authorizer's Title

---

Date



BOX 881 ST. CLOUD MN 56302 (320) 252-9400

# PROPOSAL

## Proposal #: 16391

Proposal Date: 04/14/16  
 Customer #: CRM006200  
 Page: 1 of 4

<b>SOLD TO:</b>	<b>JOB LOCATION:</b>
MILACA LIQUOR 220 10TH AVE SE MILACA MN 56353	MILACA LIQUOR 220 10TH AVE SE MILACA MN 56353
	REQUESTED BY: VICKI AND GREG

SCENIC SIGN CORPORATION (HEREINAFTER CALLED THE "COMPANY") HEREBY PROPOSES TO FURNISH ALL THE MATERIALS AND PERFORM ALL THE LABOR NECESSARY FOR THE COMPLETION OF:

QTY	DESCRIPTION	UNIT PRICE	TOTAL PRICE
1	QUOTE #12436 SMALL PYLON - FABRICATE AND INSTALL (1) 11'3"x 7'11.5" S/F SMALL A ALUMINUM FRAMED SIGN WITH FLEXIBLE FABRIC FACES, PAINTED ALUMINUM EXTERIOR, LED LIGHTING AND SLOAN GREEN LEDSTRIPE AROUND CABINET AND EMC. TO FIT IN BETWEEN EXISTING POLES ON FRONT PLYON. REMOVE EXISTING AND SCRAP.(verify structure can support sign)	\$10,295.00	\$10,295.00
1	QUOTE #12437 SMALL PYLON - SINGLE FACED LED DISPLAY - RECIEVE AND INSTALL DAKTRONICS MODEL GS6-100X175-15.85-RGB-SF DISPLAY WITH WIRELESS ETHERNET COMMUNICATIONS, TEMPERATURE SENSOR, INSTALLATION AND TRAINING INCLUDED. SIZE 5'9"H x 9'5"W.	\$28,345.00	\$28,345.00
1	QUOTE #12486 BUILDING SIGNAGE - 2 SETS OF REPLACEMENT CHANNEL LETTERS, (1) "OFF SALE" AND (1) "LIQUOR" DIRECT WALL MOUNT, US L.E.D.S, 1" TRIM, ACRYLIC FACES.	\$4,795.00	\$4,795.00
	<b>SUB TOTAL:</b>		<b>\$43,435.00</b>
	<b>ESTIMATED SALES TAXES:</b>		<b>\$0.00</b>

ALL MATERIAL IS GUARANTEED TO BE AS SPECIFIED, AND THE ABOVE TO BE IN ACCORDANCE WITH THE DRAWINGS AND OR SPECIFICATIONS SUBMITTED FOR THE ABOVE WORK AND COMPLETED IN A WORKMANLIKE MANNER FOR THE SUM OF:

**TOTAL PROPOSAL AMOUNT: \$43,435.00**

**TERMS: 50.0% DOWN, BALANCE DUE ON COMPLETION**  
 (INTEREST OF 1.5% PER MONTH WILL BE ADDED TO PAST DUE ACCOUNTS)

**THIS PRICE DOES NOT INCLUDE PRIMARY ELECTRICAL SUPPLY AND CONNECTION. PERMIT AND ENGINEERING FEES AS REQUIRED BY GOVERNMENT WILL BE ADDED AT ACTUAL COST PLUS PROCUREMENT FEE. STATE SALES TAX IS INCLUDED UNLESS SPECIFICALLY STATED OTHERWISE.**

**A FEE FOR DISPOSAL OF HAZARDOUS WASTE CONTAINED IN SIGNS AND MATERIALS REMOVED FROM CUSTOMER'S PROPERTY WILL BE ADDED TO THE FINAL INVOICE.**

COMPANY INITIALS \_\_\_\_\_

CUSTOMER INITIALS \_\_\_\_\_



BOX 881 ST. CLOUD MN 56302 (320) 252-9400

# PROPOSAL

## Proposal #: 16391

Proposal Date: 04/14/16  
Customer #: CRM006200  
Page: 2 of 4

NOTE: THIS PROPOSAL MAY BE WITHDRAWN IF NOT ACCEPTED WITHIN 30 DAYS. WORK WILL NOT BEGIN UNTIL DOWN PAYMENT AND WRITTEN ACCEPTANCE IS RECEIVED.

ANY ALTERATION FROM THE ABOVE SPECIFICATIONS INVOLVING EXTRA COSTS, WILL BE EXECUTED ONLY UPON WRITTEN ORDERS, AND WILL BECOME AN EXTRA CHARGE OVER AND ABOVE THE ESTIMATE TO BE PAID BY THE PURCHASER.

### TERMS AND CONDITIONS

1. This proposal is made for specially constructed equipment and when accepted is not subject to cancellation. Company shall not be responsible for errors in plans, designs, specifications or drawings furnished by PURCHASER or for defects caused thereby.
2. A. The company agrees to secure all necessary governmental permits. The purchaser agrees to secure all necessary permits from the building owner and/or others whose permission is required for the installation of this display and he assumes all liability with regard to same and all liability, public and otherwise, for damages caused by the display or by reason of it being on or attached to the premises. Purchaser agrees to secure all necessary permission for use of all registered trademarks or copyrights used on the display.
2. B. All necessary electrical wiring, outlets and connections to the display from the building meter and/or fuse panel will be properly fused and installed, at the expense of the Purchaser.
2. C. INSTALLATION PRICES QUOTED ARE SUBJECT TO REVISION WHERE EXCESS ROCK OR OTHER UNFORESEEABLE FOUNDATION CONDITIONS ARE ENCOUNTERED; ADDITIONAL CHARGES WILL BE INCURRED IF THESE CONDITIONS EXIST.
2. D. ALL PRIVATE UNDERGROUND UTILITIES IN THE AREA OF EXCAVATION ARE TO BE MARKED BY THE CUSTOMER, AT THEIR EXPENSE, PRIOR TO EXCAVATION. SCENIC SIGN CORPORATION SHALL NOT BE HELD RESPONSIBLE FOR DAMAGES RELATED TO THE STRIKING OF ANY UNMARKED PRIVATE UTILITIES, OR DAMAGES TO ANY PERSON, BUSINESS OR PROPERTY AS A RESULT OF THIS EXCAVATION, INCLUDING BUT NOT LIMITED TO ELECTRICAL, IRRIGATION, GAS, SURVEILLANCE OR ANY OTHER UNDERGROUND UTILITY.
3. Company warrants the display against defective workmanship in construction and assembly for one (1) year from date of shipment or installation, if installation is made by Company. Additionally, Company will replace defective components manufactured by others for one (1) year from date of shipment or installation by Company, unless specifically stated otherwise, for normal labor and travel charges only. Any part found by Company to be defective due to faulty workmanship or materials, if returned prepaid, within the warranty period, will be repaired or replaced f.o.b. point of production. Company shall not be liable for any damages or losses other than the replacement of such defective work or material. Whenever there is any circumstance on which a claim might be based, Company must be informed immediately or the provisions of this warranty are voided.
4. Any items not shipped or installed on or before 60 days from contract date will be invoiced in full at the designated unit price, and PURCHASER hereby agrees to pay said invoice per above items. It is agreed that storage charges shall accrue at the rate of one percent (1%) per month of the price of the display commencing at the end of said 60-day period. Company, at its option, may invoice each item called for in the proposal separately upon completion, or, if for reasons beyond its control completion is delayed, it may invoice for that portion of the work completed during any given month. Under no condition, will any item be held beyond 60 days after completion. In the event that size and weight of any item prohibits storage by Company on its own property, Purchaser must make arrangements for shipments immediately upon completion.
5. Payment for items purchased under the terms of the contract will be made on receipt of invoices submitted. In the event payment is not made as agreed, PURCHASER agrees to pay a service charge on past due amounts from the times they are due, thirty (30) days from invoice date, at the rate of one and one half percent (1½%) per month. In the event this contract is placed for collection or if collected by suit or through any Court, reasonable attorneys' fees shall be added.

COMPANY INITIALS \_\_\_\_\_

CUSTOMER INITIALS \_\_\_\_\_



BOX 881 ST. CLOUD MN 56302 (320) 252-9400

**PROPOSAL**  
**Proposal #: 16391**

**Proposal Date:** 04/14/16  
**Customer #:** CRM006200  
**Page:** 3 of 4

6. All applicable taxes payable under the laws of the State of Minnesota are included in the price quoted. Taxes due in other states may be additional as noted in the specifications section of this document.

7. Company will not be responsible for delays in shipments caused by delays created by supplies or transportation services or by labor disputes or due to any other circumstances beyond its control.

8. Title to all unincorporated materials and property covered by this contract shall remain in and be the property of the Company until the purchase price is paid in full. The Company reserves the right to enter any job site and reclaim all materials or property used or intended to be used in this construction of said equipment in the event of default by Purchaser, including, but not limited to, payment of any amounts due and payable in accordance with terms of this contract. The Company retains a security interest in the materials and equipment whether or not incorporated into a project or realty until the Company has been paid in full, notwithstanding the manner in which the personal property has been annexed or attached to the realty. The Purchaser agrees to execute appropriate Commercial Code forms to provide to the Company a Perfected security interest.

9. It is agreed that this contract shall be construed according to the laws of the State of Minnesota.

10. When this contract is signed by a duly authorized person of each party, all provisions contained herein become integral parts of this contract, and there is no other agreement or understanding of any nature concerning same unless such agreement or understanding, if any, is specifically incorporated here by reference.

**THIS PROPOSAL DOES NOT BECOME EFFECTIVE UNTIL SIGNED AND DATED BY THE COMPANY; ONCE SIGNED THIS PROPOSAL WILL EXPIRE AFTER 30 DAYS.**

**THE ABOVE PRICES, SPECIFICATIONS, AND CONDITIONS ARE SATISFACTORY AND ARE HEREBY ACCEPTED. YOU ARE AUTHORIZED TO DO THE WORK AS SPECIFIED. PAYMENT WILL BE MADE AS OUTLINED ABOVE.**

SALESPERSON: \_\_\_\_\_

DATE: \_\_\_\_\_

ACCEPTED BY: \_\_\_\_\_

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

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

COMPANY INITIALS \_\_\_\_\_

CUSTOMER INITIALS \_\_\_\_\_



BOX 881 ST. CLOUD MN 56302 (320) 252-9400

# DEPOSIT INVOICE

Invoice #: DP16391

Inv Date: 04/14/16  
 Customer #: CRM006200  
 Page: 4 of 4

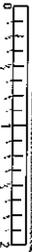
<b>SOLD TO:</b>	<b>JOB LOCATION:</b>
MILACA LIQUOR 220 10TH AVE SE MILACA MN 56353	MILACA LIQUOR 220 10TH AVE SE MILACA MN 56353
	REQUESTED BY: VICKI AND GREG

ORDERED BY	PO NUMBER	SALESPERSON	ORDER DATE	PAYMENT TERMS	DUE DATE
VICKI AND GREG		DARYL KIRT	04/05/16	50.0% Due Upon Receipt	05/05/16

QTY	DESCRIPTION	UNIT PRICE	TOTAL PRICE
1	QUOTE #12436 SMALL PYLON - FABRICATE AND INSTALL (1) 11'3"x 7'11.5" S/F SMALL A ALUMINUM FRAMED SIGN WITH FLEXIBLE FABRIC FACES, PAINTED ALUMINUM EXTERIOR, LED LIGHTING AND SLOAN GREEN LEDSTRIPE AROUND CABINET AND EMC. TO FIT IN BETWEEN EXISTING POLES ON FRONT PLYON. REMOVE EXISTING AND SCRAP.(verify structure can support sign)	\$10,295.00	\$10,295.00
1	QUOTE #12437 SMALL PYLON - SINGLE FACED LED DISPLAY - RECIEVE AND INSTALL DAKTRONICS MODEL GS6-100X175-15.85-RGB-SF DISPLAY WITH WIRELESS ETHERNET COMMUNICATIONS, TEMPERATURE SENSOR, INSTALLATION AND TRAINING INCLUDED. SIZE 5'9"H x 9'5"W.	\$28,345.00	\$28,345.00
1	QUOTE #12486 BUILDING SIGNAGE - 2 SETS OF REPLACEMENT CHANNEL LETTERS, (1) "OFF SALE" AND (1) "LIQUOR" DIRECT WALL MOUNT, US L.E.D.S, 1" TRIM, ACRYLIC FACES.	\$4,795.00	\$4,795.00
		<b>SUB TOTAL</b>	\$43,435.00
		ESTIMATED SALES TAXES	\$0.00
		<b>TOTAL PROPOSAL AMOUNT</b>	\$43,435.00
	<b>*** FINAL INVOICE AMOUNT MAY VARY UPON COMPLETION ***</b>		
<b>PLEASE PAY THIS DEPOSIT AMOUNT:</b>			\$21,717.50



AFTER IMAGE: NOT TO SCALE



FILE NAME: MILACA-MUNICIPAL-LIQUOR-MILACA-CAB-PY-EMC-V1.A1

All digital drawings are working property of Smith Sign Corp. 801 St. Cloud St. 55002-1820/562-9400 / 320-574-2616 NE PERC. 102-5101-1304-83-45-2

ELECTRICAL THIS SIGN IS INTENDED TO BE INSTALLED IN ACCORDANCE WITH THE REQUIREMENTS OF ARTICLE 600 OF THE NATIONAL ELECTRICAL CODE AND/OR OTHER APPLICABLE LOCAL CODES. THIS INCLUDES PROPER GROUND AND BONDING OF THE SIGN.



BEFORE IMAGE: NOT TO SCALE

NIGHT VIEW: NOT TO SCALE

EXTRA ELEMENT: NONE	RETAINER SIZE: 2 1/2"	LIGHTING TYPE: D3	POLE QUANTITY: 2 EXISTING	SALESMAN: DAVE KIRT	DATE: 4/1/16
# OF FACES: 1	DIVIDER BAR SIZE: NONE	LED COLOR: WHITE	# OF EMC/FACES: 2	LOCATION: MILACA, MN	SCALE: AS ABOVE
FACE MATERIAL: FIBER FACE	FRAME MATERIAL: ALUM.	POLE TYPE: STEEL EXISTING	POLE HEIGHT: 15 FEET EXISTING	DRAWN BY: RYAN UNGER	
CABINET TYPE: SMALL A	PHOTO EYE: TO BE DETERMINED	ADDITIONAL NOTES:			
MONUMENT / PHOTO EYE SIGN					

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W.O. #

# Plan Description

## Statewide Volunteer Firefighter Retirement Plan

(Lump-Sum Plan)

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Legislation passed in 2009 created a **Statewide Volunteer Firefighter Retirement Plan (SVFRP)**, referred to as "the Plan" in this document) for volunteer firefighters who provide service to a municipal fire department or an independent nonprofit firefighting corporation. The Plan is voluntary, and open to fire departments as a replacement of their existing volunteer firefighter retirement plan. It is also open to municipalities currently without a volunteer firefighter retirement plan. The Plan is codified as Minnesota Statutes Chapter 353G.

The purpose of this Plan Description is to provide information to volunteer firefighters, relief associations and municipalities about the Plan. It includes information about how the Plan is funded, how benefits are determined, and how an entity elects to join the Plan.

### Background

Several relief associations asked the State to create a statewide plan so that they could concentrate on fighting fires rather than administering a retirement plan. They did not like having to pay for an annual audit, and did not like all the paperwork involved in administering the plan. They also believed the State Board of Investment could get better investment returns, which would reduce their required contributions. Depending on the perspective of the relief association, there are several advantages and disadvantages of joining the statewide plan.

### Advantages

Although the new Statewide Plan may not be right for all fire departments, there are several advantages of joining the Plan for many entities.

First, the assumed investment earnings rate of 6% in the Statewide Plan is higher than the 5% rate set in statute for local relief associations. When determining the municipality's required contribution amount, the Statewide Plan is allowed to assume that more of the contribution will be covered by investment earnings, thus reducing the amount required to be provided by the municipality.

Second, once a fire department's volunteers are covered by the Statewide Plan, the fire relief association board (FRAB) will no longer be obligated to assemble and file many of the various financial reports and statements with the State Auditor's Office, as is currently required by law. The FRAB will need to file one last set of reports in the year they join the plan, but PERA will handle all of the paperwork in subsequent years.

## *Volunteer Firefighter Retirement Plan*

Third, once a fire department's volunteers are covered by the Statewide Plan, the FRAB will no longer be required to pay for an outside audit or attestation by a CPA. The FRAB (or municipality) will need to conduct one last audit or attestation in the year they join the plan, but then will be relieved of that responsibility.

Fourth, the relief association will no longer need to invest the assets of the special fund. The State Board of Investment will take over that responsibility using professional portfolio managers. Since they are able to pool the assets of several entities together when investing, they are often able to take advantage of efficiencies and asset size to negotiate better returns.

Fifth, the relief association will no longer need to be in the business of paying benefits and filing the paperwork necessary to receive the Department of Revenue reimbursement for the supplemental piece of the benefit.

Sixth, in most cases the volunteer firefighters will join the plan at a benefit level equal to or higher than the benefit level currently in effect with the relief association. Since the assumed investment earnings rate is 6%, municipalities can afford to provide a higher benefit level without seeing an increase in required contributions.

Seventh, the statewide plan provides portability provisions for firefighters who transfer from one fire department to another fire department. If both fire departments belong to the statewide plan, the combined service in both fire departments is added together to determine vesting and benefit amounts.

## **Disadvantages**

While some relief associations look forward to giving up the work involved in investing assets, handling paperwork and administering benefits, others view giving up control as a disadvantage. They are uncomfortable giving up control of their assets and design of their retirement plan—especially to the State. Once they give up control, it may be difficult to gain it back. Should an entity wish to re-establish the relief association's special fund and take back control of the assets and plan design after joining the statewide plan, it would require special legislation to do so.

Second possible disadvantage of joining the statewide plan is future benefit increases are at the discretion of the entity sponsoring the fire department, not the relief association. (Once a benefit level is established, a sponsoring agency cannot unilaterally decrease it.)

A third possible disadvantage is the statewide plan is not set up to pay annuities on a monthly basis, although 2015 legislation allows PERA to assume administration of plans of departments that currently provide monthly benefits to their retirees.

## *Volunteer Firefighter Retirement Plan*

### **Funding**

The lump sum benefits payable from the Plan are funded by existing fire state aid\* allocated to a municipality, additional municipal contributions, as applicable, and earnings on the investment of these funds. Each participating entity will have a separate Entity Account in which the assets necessary to fund the benefits will be maintained.

An investment account has been established in the Supplemental Investment Fund (SIF) managed by the State Board of Investment (SBI) expressly for investment of the Plan assets. The SBI is vested with the authority to determine the asset allocation of this new SIF account with the expectation that the account will earn a **6 percent** return over the long-term. PERA will track separately the assets of each Entity Account within the Plan.

PERA will perform annual calculations for each Entity Account to assess the level of funding needed to maintain assets sufficient to pay the benefits being earned by the participating entity's volunteer firefighters. The calculations will resemble the procedure already defined in law for use by all existing volunteer fire relief associations. Required contributions for the coming year will be based on service credit data provided to PERA in March of each year by each participating entity's fire chief. Entities that sponsor the fire department (either municipalities or nonprofit firefighting corporation) are able to voluntarily contribute above and beyond the required contribution amount.

Once an entity joins the Plan, future fire state aid payments allocated to that participating entity will be sent to PERA and deposited directly into the entity's account. If the fire state aid is not sufficient to adequately fund the account for the year, PERA will bill the participating entity for the required additional municipal contribution. Additional contributions, if any, are due by December 31 of each year. A sample time line for the calculation and billing of annual costs is found on Page 10 of this document.

### **Governance**

#### **PERA's Board of Trustees**

The policy-making, management, and administrative functions related to the Plan are vested in the board of trustees and the executive director of the Public Employees Retirement Association. Their duties, authorities, and responsibilities are described in Minnesota Statutes Chapter 353.03. Fiduciary activities of the Plan must be consistent with Minnesota Statutes governing public pensions.

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\* Fire State Aid is a program that collects a premium tax from insurance companies based upon gross direct premiums, including policy fees, premium finance and other charges from customers insuring against property losses. The premium tax is collected expressly to pay the pension costs of municipalities and non-profit fire corporations employing firefighters. The program is described in detail in Minnesota Statutes Chapter 69.

## *Volunteer Firefighter Retirement Plan*

### **Advisory Board**

Chapter 353G provides for an Advisory Board made up of eight representatives from townships, cities, fire chiefs and volunteer firefighters. The advisory board provides advice and guidance to PERA's Board of Trustees about the retirement coverage needs of volunteer firefighters.

### **Benefits**

#### **Retirement Benefits**

The Plan provides for the payment of lump sum retirement benefits that are based on a specific dollar value paid for each year of credited service accumulated by a volunteer firefighter who terminates service and meets the minimum requirements for receipt of the benefits. The dollar value payable per year of service is determined by the sponsoring municipality or entity at the time an election to participate in the Plan is made, selected from 69 possible benefit levels in \$100 increments between \$500 and \$7,500. An entity may elect to increase the benefit level after joining the Plan.

To be eligible for a benefit, a firefighter must:

- be at least 50 years old;
- be vested, which means having acquired a minimum of 5 years of "good-time" service credit<sup>†</sup> in the Plan; and,
- have severed his or her employment relationship with the fire department for a minimum of 30 days.

A full retirement benefit is payable to a firefighter with 20 years of service. Firefighters retiring with fewer than 20 but at least 5 years of service are eligible for a percentage of a full benefit as described in Table 2 on page 9. Former members of the fire department who were vested at the time they left the department are also entitled to benefits when they attain age 50.

#### **Minimum participation in the Plan**

If an existing volunteer firefighter relief association becomes part of the Plan, the former plan benefits are payable to anyone who is vested and who leaves volunteer service within the first five years of participation in the statewide plan. A firefighter must participate in and earn at least 5 years of service credit in the SVFRP to receive a benefit based upon the levels provided by the Plan. Once a firefighter has participated in the statewide plan for at least 5 years, all years of credited service will be paid at the dollar value provided by the SVFRP.

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<sup>†</sup> Chapter 353G does not define "good-time service credit." The chief of each participating fire department determines the minimum activity levels and length of time an individual volunteer must serve to receive credit. Credit may be awarded in annual or monthly increments as determined by the chief of the fire company.

## *Volunteer Firefighter Retirement Plan*

### **Non-vested benefits**

No benefits are payable to a firefighter who leaves the volunteer fire department before having earned five years of credited service, except as provided for under the portability provisions of the Plan as noted in the next paragraph.

### **Portability provisions**

One of the goals of the Plan is to provide portability of benefits for volunteer firefighters. The Plan is designed to pay benefits to a firefighter who may not vest in one account, but when all volunteer service earned in accounts participating in the Plan is combined, the individual has earned more than five years of credited service. If that is the case, a prorated share of benefits payable based on credits earned in each account would be payable to the individual who meets all other requirements for payment of a lump sum benefit under the Plan.

### **Survivor benefits**

Benefits are paid to the surviving spouse of an active or deferred member who dies. If there is no surviving spouse, benefits are paid to the firefighters minor children, and if no children, to the deceased firefighter's estate. The survivor benefit is equivalent to the lump sum benefit that would have been payable to the firefighter at age 50 using the service credit earned as of the date of death.

### **Supplemental benefits**

In addition to primary benefits, the Plan provides supplemental benefits equivalent to those outlined in Minnesota Statutes Chapter 424A.10. With supplemental benefits, the retiring firefighter receives a one-time cash payment equal to 10% of the lump sum benefit up to a maximum of \$1,000. For a survivor, a supplemental benefit is 20% of the lump sum, up to a maximum of \$2,000.\*

### **Other benefits**

The Plan does not provide disability benefits. Most relief associations, fire departments, or municipalities already offer disability benefits provided by the Volunteer Firefighters' Benefit Association, and can continue (or begin) to do so after joining the statewide plan.

### **Process for Joining the Plan**

The decision to participate in the Plan is made jointly by the entity operating the fire department and the volunteer firefighter relief association (if one exists). Individual firefighters cannot join the Plan on their own. The process for electing coverage of volunteer firefighters by the Plan is initiated by a request to PERA for a cost analysis of the prospective retirement coverage, as follows.

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\* Supplemental benefits are paid by PERA, and PERA is reimbursed for their costs by the State of Minnesota. Thus, municipalities and entities participating in the Plan do not fund supplemental benefits.

## *Volunteer Firefighter Retirement Plan*

- 1.** If the volunteer firefighters are covered by an existing relief association, the secretary of the relief association must ask the relief association board to approve a request for a cost analysis from PERA. Whether or not there is an existing relief association, the chief administrative officer of the municipality or non-profit fire corporation that sponsors the fire department must seek approval from the city council or the non-profit's board to request a cost analysis.
- 2.** If the municipality's council or the non-profit's board (and the relief association board, if one exists) approve of a cost analysis, the secretary of the relief association (if one exists) and chief administrative officer jointly submit a request to PERA's executive director for estimates of costs of the potential retirement coverage. If the volunteer fire department is associated with more than one municipality or non-profit, the chief administrative officer of each sponsoring entity of the volunteer fire department must jointly execute the request.
- 3.** PERA prepares estimated costs for the benefit level(s) requested.
- 4.** The State Board of Investment (SBI) reviews the investment portfolio of the existing relief association (if one exists) and determines which assets could be transferred to SBI and which must be sold before December 31<sup>st</sup> should the entity elect to join the Plan.
- 5.** Upon receipt of the cost analysis, the governing body of the municipality or municipalities, or independent nonprofit corporation associated with the fire department has 90 days to approve coverage in the Plan. If the retirement coverage change is not acted upon within 120 days, it is deemed to be disapproved. If the retirement coverage is approved by the applicable governing body, a copy of the approval is sent to PERA.
- 6.** If coverage is approved, PERA begins administering the Plan for the entity effective the following January 1 and issues all future benefit payments.
- 7.** On the date immediately prior to the effective date of the coverage change (December 31), the special fund of the applicable volunteer firefighters' relief association, if one exists, ceases to exist as a pension fund of the association and legal title to the assets of the special fund transfers to the State Board of Investment. With some modifications, the relief association may continue as an organization and maintain its general fund.
- 8.** If coverage is not approved, the Plan is not extended to firefighters and the firefighters continue as before with or without a relief association benefit plan, as applicable.

## **Relief Association Changes**

In addition to the transfer of assets and disestablishment of the relief association's special fund, other relief association changes will take place on the effective date of the change in volunteer firefighter retirement coverage. These changes are listed in Minnesota Statutes 353G.06, subdivision 2. The relief association has the option to dissolve itself. If the relief association membership elects to retain the relief association, however, the following changes must be implemented. The relief association:

- board of trustees membership is reduced to five, comprised of the fire department's fire chief and four trustees elected by and from the relief association membership;
- may only maintain a general fund, which continues to be governed by Minnesota Statutes 424A.06;
- is not authorized to receive the proceeds of any state aid or to receive any municipal funds. Future fire state aid payments will be sent directly from the Department of Revenue to PERA to be deposited in your account; and
- may not pay any service pension or benefit that was not authorized as a general fund disbursement under the articles of incorporation or bylaws of the relief association in effect prior to the plan coverage election process.

Should the association membership elect to retain the relief association, the association will need to update the bylaws to reflect these changes. Amended bylaws do not need to be filed with any agency, but it would be helpful to send a copy to PERA. They must be kept with records of the relief association. The relief association will also likely need to amend its articles of incorporation and file the changes with the Secretary of State's Office.

Since relief associations are non-profit corporations, they will still have an annual renewal obligation with the Secretary of State's Office, but that can be done online. Relief associations may also have an obligation as a non-profit to file Form 990 with the IRS every year, although that is an issue better discussed with an attorney.

Should you have questions about amending articles of incorporation and the annual renewal process, please contact the Secretary of State's Office at 1-877-551-6767 or 651-296-2803.

*Volunteer Firefighter Retirement Plan*

**Table 1:**  
Plan Benefit Levels

<b>Benefit Level</b>	<b>Cash benefit per year of "good-time" service credit</b>
Set by Department and Sponsor	\$500- \$7,500 in \$100 Increments (May be changed once per year on January 1)

**Benefit Example**

The *City of Anytown* joined the Plan and selected a benefit level of \$1,000 for each year of good time service for their volunteer firefighters. If a firefighter had 20 years of good time service credit and then "retired" at age 50, that firefighter would receive a lump sum benefit of \$20,000 (\$1,000 per year of service times 20 years), plus a \$1,000 supplemental benefit.

## Volunteer Firefighter Retirement Plan

**Table 2**

Prorated benefits for participants with at least five, but less than 20 years of service credit

<b>Completed full years of good-time service credit</b>	<b>percentage of the full service pension</b>
5	40%
6	44%
7	48%
8	52%
9	56%
10	60%
11	64%
12	68%
13	72%
14	76%
15	80%
16	84%
17	88%
18	92%
19	96%
20 or more	100%

### **Benefit Example**

The *City of Anytown* joined the Plan and selected \$1,000 as the benefit level for their volunteer firefighters. If a firefighter had 10 years of good time service credit and then "retired" at age 50, that firefighter would receive a lump sum benefit of \$6,000 (plus a supplemental benefit of \$600). That is calculated by multiplying the number of years of good time service credit (10 in this example) times the benefit level (\$1,000 per year of service) times the nonforfeitable percentage of the service pension (60% in this example) since the firefighter had less than 20 years of service.

$10 \times \$1,000 \times 60\% = \$6,000$ . The supplemental benefit is 10% of the base benefit, capped at \$1,000. In this case the supplemental benefit would be \$600.

*Volunteer Firefighter Retirement Plan*

**Table 3**  
**Example schedule for payment of required contributions**

March 31, 2016	Deadline for Fire Chief to certify good-time service credits to PERA for previous calendar year.
Spring 2016	PERA calculates liabilities and required contributions for 2017.
Summer 2016	PERA notifies municipalities and independent fire corporations of required contributions for 2017.
Dec. 31, 2017	If the employer received an invoice for required municipal contributions, the payment is due by the end of the year.