MILACA CITY COUNCIL AGENDA
MARCH 17, 2016

6:30

Call meeting to order
Roll Call

Consent Agenda
Minutes of the February 18 regular meeting
Bills for payment
City Treasurer's Report

Citizens Forum

Public Hearing

Requests and Communications
Letter from Chamber

Ordinances and Resolutions

Reports of Boards and Commissions
Planning commission
Economic Development commission
Airport commission
Parks commission
MCAT

Unfinished Business
Prior month citizen forum comments
Police Department Reserve policy

New Business
Shovel ready certification

Council Comments

Adjourn

This agenda and attachments are available on the city's website, www.cityofmilaca.org

MILACA CITY COUNCIL MINUTES
FEBRUARY 18, 2016

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, Johnson, Muller, and Gahm.

Staff present: Lerud, Gann-Olehy, and Toven

Others present: Jerry Jacobson and Tim Truebenbach

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

1. Minutes of the January 21 regular meeting.
2. General bills: 816010E-816018E, #41940-41948, #42019-42031, #42037-42106, totaling $180,202.30; Liquor bills, 916001E-916004E, #23541-23556, #23569, #23585-23597, totaling $168,557.28.
3. City Treasurer's report

Unanimous consent.

No one was present for citizen's forum.

Council member Muller offered Resolution No. 16 – 05 and moved for its adoption, second by Gahm

RESOLUTION NO. 16 – 05
AUTHORIZATION TO EXECUTE MINNESOTA DEPARTMENT OF TRANSPORTATION GRANT CONTRACT FOR AIRPORT MAINTENANCE AND OPERATION
(entire text appears in Resolution book)

Unanimous consent.

There was no planning commission meeting in February.

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

Council member Muller said the airport commission did not meet, but he was going to be speaking at the state of the city chamber meeting on Tuesday about the economic impact of the airport.

Mayor Pedersen said the parks meeting minutes were in the agenda packet and the only other item was the band shell bids, and those will be discussed shortly.

Council member Dillan said Snow Dayz is right now with events planned this weekend. Mayor Pedersen said that they are also working on permanently putting up American flags downtown.

Lerud said a month or so ago he brought up the master plan for the regional park. He said that the Greater MN Regional Parks and Trails Commission is going to be changing the master park plan process so that eligible cities are able to complete it without a huge expense. He said he thought that staff would be able to do most of the work, and that there will be a couple of times in the next month for public input and comment about the plan.

The bids for the remaining work on the band shell were presented. Jerry Jacobson described the remaining work. He said that Ardy Becklin and Lola Vedders have prepared two grants that we are waiting to hear back on. After a brief discussion a motion was made by Dillan, second by Muller to approve the following bids:

Milaca Building Center - $9,930.91
LED Lighting Inc. - $6,969
Baas Construction - $22,860
Granite Ledge Electric - $29,270

Unanimous consent.

The Mayor and Council thanked Jacobson for all of his work on this project. Jacobson said the band shell will be spectacular when completed and it will be a centerpiece to the park.

Mayor Pedersen called for council comments.

Council member Gahm said the county held the local option sales tax hearing. She said they will be adding another meeting and urged anyone interested to attend the next hearing.

With no other business a motion to adjourn was made by Gahm, second by Johnson, all voted in favor and the meeting adjourned at 6:49 p.m.

_____
Mayor Harold Pedersen

ATTEST

_____
Greg Lerud, City Manager

CITY OF MILACA

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FEBRUARY 2016

		Check Amt	Invoice	Comment
10100 General Bank				
Paid Chk# 816037E 2/19/2016	**CENTERPOINT ENERGY**			
G 101-20200	Accounts Payable	$155.88	10551998	NATURAL GAS-COMM BLDG
G 208-20200	Accounts Payable	$121.96	5813915	NATURAL GAS-SR CENTER
G 101-20200	Accounts Payable	$186.92	5817670	NATURAL GAS-HISTORICAL SOCIETY
G 101-20200	Accounts Payable	$1,034.40	5826633	NATURAL GAS-PW
G 101-20200	Accounts Payable	$250.98	5831068	NATURAL GAS-CITY HALL
G 101-20200	Accounts Payable	$499.47	6122593	NATURAL GAS-FIRE
G 602-20200	Accounts Payable	$273.44	6672186	NATURAL GAS-WATER TRMT
G 101-20200	Accounts Payable	$326.53	7142283	NATURAL GAS-LIBRARY
Total	**CENTERPOINT ENERGY**	$2,849.58		
Paid Chk# 816038E 2/7/2016	**EAST CENTRAL ENERGY**			
G 603-20200	Accounts Payable	$36.00	201875902	ELECTRIC
G 603-20200	Accounts Payable	$76.17	203981301	ELECTRIC
G 101-20200	Accounts Payable	$3,052.46	204619700	ELECTRIC
G 101-20200	Accounts Payable	$30.00	205400900	ELECTRIC
G 602-20200	Accounts Payable	$1,097.80	206041500	ELECTRIC
G 101-20200	Accounts Payable	$754.36	206085200	ELECTRIC
G 602-20200	Accounts Payable	$536.00	206734200	ELECTRIC
G 101-20200	Accounts Payable	$30.00	5379600	ELECTRIC
G 101-20200	Accounts Payable	$253.10	5448100	ELECTRIC
G 101-20200	Accounts Payable	$59.63	6302100	ELECTRIC
G 603-20200	Accounts Payable	$85.29	6678100	ELECTRIC
G 101-20200	Accounts Payable	$935.23	6751501	ELECTRIC
G 101-20200	Accounts Payable	$681.04	7546001	ELECTRIC
G 101-20200	Accounts Payable	$924.53	8145502	ELECTRIC
G 101-20200	Accounts Payable	$72.70	830700	ELECTRIC
G 101-20200	Accounts Payable	$48.76	831000	ELECTRIC
G 101-20200	Accounts Payable	$91.58	831300	ELECTRIC
G 101-20200	Accounts Payable	$572.72	831500	ELECTRIC
G 603-20200	Accounts Payable	$668.50	832000	ELECTRIC
G 602-20200	Accounts Payable	$167.75	832100	ELECTRIC
G 101-20200	Accounts Payable	$128.11	832400	ELECTRIC
G 603-20200	Accounts Payable	$80.63	832500	ELECTRIC
G 603-20200	Accounts Payable	$100.66	832600	ELECTRIC
G 602-20200	Accounts Payable	$331.04	833100	ELECTRIC
G 602-20200	Accounts Payable	$81.73	833300	ELECTRIC
G 101-20200	Accounts Payable	$30.00	833400	ELECTRIC
G 101-20200	Accounts Payable	$30.00	833600	ELECTRIC
G 208-20200	Accounts Payable	$122.85	9084202	ELECTRIC
G 602-20200	Accounts Payable	$398.20	970110800	ELECTRIC
G 101-20200	Accounts Payable	$33.92	97017300	ELECTRIC
Total	**EAST CENTRAL ENERGY**	$11,510.76		
Paid Chk# 816039E 2/20/2016	**MILACA LOCAL LINK**			
E 619-49900-321	Telephone	$95.56	320-982-1099	PHONE SERVICE-DEP REG
E 101-45500-321	Telephone	$46.26	320-982-1549	ALARM LINE - LIBRARY
E 101-45200-321	Telephone	$51.25	320-982-1549	INTERNET-REC PARK
E 101-42280-321	Telephone	$89.39	320-982-3465	PHONE SERVICE-FIRE
Total	**MILACA LOCAL LINK**	$282.46		
Paid Chk# 816040E 2/5/2016	**UNION SECURITY INSURANCE CO.**			
G 101-21707	Disability	$490.64	4022335-0-1	LTD-FEB 2016
Total	**UNION SECURITY INSURANCE CO.**	$490.64		
Paid Chk# 816041E 2/29/2016	**INCONTACT INC**			

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		Check Amt	Invoice	Comment
E 101-42280-321	Telephone	$7.64	4020342	LONG DISTANCE SERVICE-FIRE
E 101-41940-321	Telephone	$32.67	4020370	LONG DISTANCE SERVICE-CITY HALL
E 101-43000-321	Telephone	$8.22	4020375	LONG DISTANCE SERVICE-PW
E 101-42110-321	Telephone	$36.20	4021370	LONG DISTANCE SERVICE-PD
E 619-49900-321	Telephone	$11.40	4021396	LONG DISTANCE SERVICE-DEP REG
E 602-49400-321	Telephone	$1.55	4021432	LONG DISTANCE SERVICE-WATER
E 101-45200-321	Telephone	$7.37	4580547	LONG DISTANCE SERVICE-PARKS
	Total INCONTACT INC	$105.05		
Paid Chk# 816042E	2/12/2016 **MIDCONTINENT COMMUNICATIONS**			
E 101-42110-321	Telephone	$65.00	147990801	INTERNET-FEB
	Total MIDCONTINENT COMMUNICATIONS	$65.00		
Paid Chk# 816043E	2/8/2016 **ENDICIA ACCOUNTING**			
E 619-49900-322	Postage	$250.00		POSTAGE FOR METER
E 101-41940-322	Postage	$250.00		POSTAGE FOR METER
	Total ENDICIA ACCOUNTING	$500.00		
	10100 General Bank	$15,803.49		

Fund Summary

10100 General Bank	
101 GENERAL FUND	$11,266.96
208 CHARITABLE GAMBLING FUND	$244.81
602 WATER FUND	$2,887.51
603 SEWER FUND	$1,047.25
619 DEPUTY REGISTRAR FUND	$356.96
	$15,803.49

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		Check Amt	Invoice	Comment
10100 General Bank				
Paid Chk# 042122	3/17/2016 **ACCURATE RADAR SPECIALTIES**			
E 101-42110-240	Small Tools and Minor Equip	$1,095.00	2681	REFURBISHED RADAR
Total	**ACCURATE RADAR SPECIALTIES**	$1,095.00		
Paid Chk# 042123	3/17/2016 **ALEX AIR APPARATUS, INC.**			
E 101-42280-240	Small Tools and Minor Equip	$4,458.67	29238	STRUT TRUCK KIT
Total	**ALEX AIR APPARATUS, INC.**	$4,458.67		
Paid Chk# 042124	3/17/2016 **AMERIPRIDE**			
E 101-45500-310	Other Professional Services	$33.56	2200746435	RUGS-LIBRARY
E 101-41940-310	Other Professional Services	$9.28	2200746436	RUGS-CITY HALL
E 619-49900-310	Other Professional Services	$19.28	2200746436	RUGS-DEP REG
E 101-45500-310	Other Professional Services	$33.56	2200751516	RUGS-LIBRARY
E 619-49900-310	Other Professional Services	$19.28	2200751517	RUGS-DEP REG
E 101-41940-310	Other Professional Services	$9.28	2200751517	RUGS-CITY HALL
Total	**AMERIPRIDE**	$124.24		
Paid Chk# 042125	3/17/2016 **BILLINGS SERVICE**			
E 101-43000-212	Auto Expense (Fuel/Repair)	$469.21		GAS-PW
E 101-45200-212	Auto Expense (Fuel/Repair)	$70.62		GAS-PARKS
E 101-42280-212	Auto Expense (Fuel/Repair)	$278.13		GAS-FIRE
Total	**BILLINGS SERVICE**	$817.96		
Paid Chk# 042126	3/17/2016 **BILLINGS, CRAIG**			
E 101-42280-208	Training and Travel	$43.98		EMT REFRESHER TRNG-2/20-21 & 3/3-4
Total	**BILLINGS, CRAIG**	$43.98		
Paid Chk# 042127	3/17/2016 **BURKLUND, STEVEN**			
E 602-49400-208	Training and Travel	$15.00		MRWA TRNG-3/1-3
Total	**BURKLUND, STEVEN**	$15.00		
Paid Chk# 042128	3/17/2016 **CORNER MART**			
E 101-43000-212	Auto Expense (Fuel/Repair)	$179.27		GAS-PW
E 602-49400-212	Auto Expense (Fuel/Repair)	$49.15		GAS-WATER
E 101-42110-212	Auto Expense (Fuel/Repair)	$653.68		GAS-POLICE
E 700-50000-212	Auto Expense (Fuel/Repair)	$102.45		GAS-JP
E 101-45200-212	Auto Expense (Fuel/Repair)	$124.00		GAS-PARKS
E 603-49450-212	Auto Expense (Fuel/Repair)	$46.72		GAS-SEWER
Total	**CORNER MART**	$1,155.27		
Paid Chk# 042129	3/17/2016 **DANS AUTO BODY**			
E 101-45200-437	Other Miscellaneous	$1,005.05		TRUCK REPAIRS-PARKS
Total	**DANS AUTO BODY**	$1,005.05		
Paid Chk# 042130	3/17/2016 **DOVE FRETLAND & VAN VALKENBURG**			
E 101-41610-304	Legal Fees	$875.00	71315	CIVIL RETAINER-FEB
E 101-41610-304	Legal Fees	$3,135.77	71316	CRIMINAL RETAINER
tal	**DOVE FRETLAND & VAN VALKENBURG**	$4,010.77		
Paid Chk# 042131	3/17/2016 **E.C.M. PUBLISHERS, INC.**			
E 101-41110-351	Legal Notices Publishing	$67.60	308253	2016 SUMMARY BUDGET AD
Total	**E.C.M. PUBLISHERS, INC.**	$67.60		
Paid Chk# 042132	3/17/2016 **EMERGENCY RESPONSE SOLUTIONS**			
E 101-42280-221	Equipment Parts/Repairs	$82.81	5746	EQUIPMENT REPAIR-FIRE
E 101-42280-240	Small Tools and Minor Equip	$153.97	5763	CHEST STRAP KITS-FIRE

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		Check Amt	Invoice	Comment
otal EMERGENCY RESPONSE SOLUTIONS		$236.78		
Paid Chk# 042133 3/17/2016 **EVANS, BETTY**				
E 101-45500-217	Other Operating Supplies	$5.13		REIMB-CUTTER PINS-LIBRARY
Total EVANS, BETTY		$5.13		
Paid Chk# 042134 3/17/2016 **FAIRVIEW HEALTH SERVICES**				
E 101-42280-305	Medical and Dental Fees	$76.00	2649084	ZILLMER PHYSICAL
E 101-42280-305	Medical and Dental Fees	$336.00	75001609	ZILLMER PHYSICAL
Total FAIRVIEW HEALTH SERVICES		$412.00		
Paid Chk# 042135 3/17/2016 **FIRE EQUIPMENT SPECIALTIES INC**				
E 101-42280-240	Small Tools and Minor Equip	$467.39	9187	FIRE HOSE
Total FIRE EQUIPMENT SPECIALTIES INC		$467.39		
Paid Chk# 042136 3/17/2016 **FIRST LAB**				
E 101-43000-305	Medical and Dental Fees	$200.00	FL00141828	ANNUAL FEE-PW
E 101-45200-310	Other Professional Services	$50.00	FL00141828	ANNUAL FEE-PARKS
Total FIRST LAB		$250.00		
Paid Chk# 042137 3/17/2016 **GK CONSULTING LLC**				
E 101-41940-309	EDP, Software and Design	$900.00	1165	MARCH NETWORK
E 101-41940-309	EDP, Software and Design	$85.00	1165	SSL CERTIFICATE FOR EMAIL
E 101-42280-309	EDP, Software and Design	$279.49	1165	WARRANTY EXTENSION-LAPTOP-FIRE
Total GK CONSULTING LLC		$1,264.49		
Paid Chk# 042138 3/17/2016 **GOPHER STATE ONE CALL**				
E 602-49400-310	Other Professional Services	$100.00	6000558	ANNUAL FEE
E 602-49400-310	Other Professional Services	$5.80	6010559	JAN LOCATES
E 602-49400-310	Other Professional Services	$1.45	6020559	FEB LOCATES
Total GOPHER STATE ONE CALL		$107.25		
Paid Chk# 042139 3/17/2016 **GRANITE ELECTRONICS**				
E 101-42280-226	Radio Repair	$145.00	153000961-1	RADIO REPAIR-FIRE
Total GRANITE ELECTRONICS		$145.00		
Paid Chk# 042140 3/17/2016 **GREATER MN PARKS & TRAILS**				
E 101-41940-433	Dues and Subscriptions	$150.00		2016 MEMBERSHIP
Total GREATER MN PARKS & TRAILS		$150.00		
Paid Chk# 042141 3/17/2016 **HD SUPPLY WATERWORKS, LTD**				
E 602-49400-240	Small Tools and Minor Equip	$133.17	F198495	DRIVE SOCKET-WATER
E 602-49400-240	Small Tools and Minor Equip	$174.57	F198511	PENTAGON SOCKET-WATER
Total HD SUPPLY WATERWORKS, LTD		$307.74		
Paid Chk# 042142 3/17/2016 **HJORT EXCAVATING**				
E 101-49810-310	Other Professional Services	$2,187.50	2016.35	CUT BRUSH-AIRPORT
Total HJORT EXCAVATING		$2,187.50		
Paid Chk# 042143 3/17/2016 **ISD #912**				
E 101-42120-217	Other Operating Supplies	$108.00		YEARBOOKS
Total ISD #912		$108.00		
Paid Chk# 042144 3/17/2016 **K.E.E.P.R.S.**				
E 101-42110-550	Motor Vehicles	$8,260.56	293660	NEW SQUAD SET UP-16 FORD SUV
Total K.E.E.P.R.S.		$8,260.56		
Paid Chk# 042145 3/17/2016 **KLM ENGINEERING, INC.**				
E 602-49400-310	Other Professional Services	$1,500.00	5927	ANTENNA DRAWING REVIEW-AT&T

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		Check Amt	Invoice	Comment
	Total KLM ENGINEERING, INC.	$1,500.00		
Paid Chk# 042146	3/17/2016 **KOCHS HARDWARE HANK**			
E 101-43000-215	Shop Supplies	$718.45	3181	SHOP SUPPLIES-PW
E 101-42110-240	Small Tools and Minor Equip	$79.98	3181	TOOLS-POLICE
E 101-42110-437	Other Miscellaneous	$27.97	3181	SQUAD SUPPLIES-POLICE
E 101-42110-437	Other Miscellaneous	$91.26	3181	SUPPLIES-POLICE
E 101-45200-240	Small Tools and Minor Equip	$499.90	3181	TABLES-COMM CENTER
E 101-45200-437	Other Miscellaneous	$61.17	3181	SUPPLIES-COMM CENTER
E 101-45200-240	Small Tools and Minor Equip	$3.99	3181	HEX WRENCH SET-PARKS
E 101-45200-221	Equipment Parts/Repairs	$20.92	3181	FUEL LINE-PARKS
E 101-45200-215	Shop Supplies	$95.84	3181	SHOP SUPPLIES-PARKS
E 101-42280-217	Other Operating Supplies	$39.97	3181	SUPPLIES-FIRE
E 602-49400-217	Other Operating Supplies	$52.97	3181	SUPPLIES-WATER
E 101-45200-437	Other Miscellaneous	$75.39	3181	STEPPING STONES-BANDSHELL
E 101-49810-217	Other Operating Supplies	$2.24	3181	SUPPLIES-AIRPORT
	Total KOCHS HARDWARE HANK	$1,770.05		
Paid Chk# 042147	3/17/2016 **LAUGHERY, ROBERT**			
E 101-42280-208	Training and Travel	$297.74		MANKATO FIRE SCHOOL-3/4-6
	Total LAUGHERY, ROBERT	$297.74		
Paid Chk# 042148	3/17/2016 **LEAGUE OF MN CITIES INSUR TRST**			
E 700-50000-151	Worker s Comp Insurance Prem	$398.00	31550	JOINT POWERS WORK COMP
E 700-50000-361	Liability/Property	$950.00	51966	JOINT POWERS
E 700-50000-363	Automotive Ins	$245.00	51966	JOINT POWERS
	Total LEAGUE OF MN CITIES INSUR TRST	$1,593.00		
Paid Chk# 042149	3/17/2016 **LERUD, GREGORY**			
E 101-49910-208	Training and Travel	$79.56		OGILVIE MILEAGE-1/20-3/7
E 211-49000-437	Other Miscellaneous	$35.50		RRCF ANNUAL MTG-1/21 - HCP
E 211-49000-437	Other Miscellaneous	$36.00		PO BOX RENTAL-RRCF-HCP
E 101-42280-217	Other Operating Supplies	$46.27		SUPPLIES-FIRE DEPT
E 101-42280-208	Training and Travel	$148.02		FIRE SCHOOL-3/5-6
E 101-42280-208	Training and Travel	$17.34		MTG WITH NORTH & HOSPITAL-2/8
E 101-42280-208	Training and Travel	$149.87		COURTRM PREP 1ST RESPNDERS TRNG-1/9-10
E 101-41310-208	Training and Travel	$34.17		MEET REP NOLAN-2/5
E 101-41310-201	Accessories (paper, pens, etc)	$57.00		EDC SUPPLIES - 12/17, 1/14, 2/18
E 101-42280-208	Training and Travel	$41.31		FIRE CHIEFS MTG-1/27
	Total LERUD, GREGORY	$645.04		
Paid Chk# 042150	3/17/2016 **MACQUEEN EQUIPMENT**			
E 101-43000-221	Equipment Parts/Repairs	$1,312.86	2161555	SWEEPER PARTS-PW
	Total MACQUEEN EQUIPMENT	$1,312.86		
Paid Chk# 042151	3/17/2016 **MEDICS TRAINING INC**			
E 101-42280-208	Training and Travel	$285.00	9921	HALF OF EMR REFRESHER-SOLOMON/TALBERG/ZIEGLER
E 101-42280-208	Training and Travel	$340.00	9921	EMT REFRESHER-BILLINGS
E 101-42280-208	Training and Travel	$440.00	9921	EMERG MEDICAL RESPONDER-DREW
	Total MEDICS TRAINING INC	$1,065.00		
Paid Chk# 042152	3/17/2016 **MEYERS MILACA PARTS CITY**			
E 101-45200-240	Small Tools and Minor Equip	$289.93	2071	TOOLS-PARKS
E 101-45200-221	Equipment Parts/Repairs	$201.63	2071	PARTS-PARKS
	Total MEYERS MILACA PARTS CITY	$491.56		
Paid Chk# 042153	3/17/2016 **MIDWEST MACHINERY (3)**			

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E 101-43000-221	Equipment Parts/Repairs	$2,597.55	1212080	REPAIR-JD TRACTOR-PW
Total	**MIDWEST MACHINERY (3)**	$2,597.55		
Paid Chk# 042154	3/17/2016 **MILACA AUTO VALUE**			
E 101-43000-221	Equipment Parts/Repairs	$364.53	1302823	PARTS-PW
E 602-49400-221	Equipment Parts/Repairs	$45.43	1302823	PARTS-WATER
Total	**MILACA AUTO VALUE**	$409.96		
Paid Chk# 042155	3/17/2016 **MILACA IRON & METAL**			
E 101-45200-437	Other Miscellaneous	$121.74	1185422	FLATBAR METAL-PARKS
Total	**MILACA IRON & METAL**	$121.74		
Paid Chk# 042156	3/17/2016 **MILACA LAWN & GARDEN**			
E 602-49400-221	Equipment Parts/Repairs	$85.14	654012	WATER PUMP REPAIR-WATER
E 101-45200-221	Equipment Parts/Repairs	$47.50	654015	PARTS-PARKS
E 101-45200-221	Equipment Parts/Repairs	$7.32	654128	PARTS-PARKS
Total	**MILACA LAWN & GARDEN**	$139.96		
Paid Chk# 042157	3/17/2016 **MILLE LACS COUNTY DAC**			
E 101-41940-310	Other Professional Services	$340.73	114506	CLEANING SVCS - JAN
Total	**MILLE LACS COUNTY DAC**	$340.73		
Paid Chk# 042158	3/17/2016 **MILLE LACS SWCD**			
E 101-45200-437	Other Miscellaneous	$175.00	2016-12	TREES
Total	**MILLE LACS SWCD**	$175.00		
Paid Chk# 042159	3/17/2016 **MILLER, PATTI**			
E 101-49910-208	Training and Travel	$132.60		FEB 2016 OGILVIE MILEAGE
Total	**MILLER, PATTI**	$132.60		
Paid Chk# 042160	3/17/2016 **MN COMPUTER SYSTEMS INC**			
E 101-41940-310	Other Professional Services	$82.14	182455	COPIER MAINTENANCE-CITY HALL
Total	**MN COMPUTER SYSTEMS INC**	$82.14		
Paid Chk# 042161	3/17/2016 **MN DEPT MANAGEMENT & BUDGET**			
R 101-35105	Administrative Fines	$40.00		ADMINISTRATIVE FINES-FEB 2016
Total	**MN DEPT MANAGEMENT & BUDGET**	$40.00		
Paid Chk# 042162	3/17/2016 **MN DEPT OF HEALTH**			
G 602-20810	Water Test Fee Payable	$1,590.00	1480002 MILA	1ST QTR TEST FEE
Total	**MN DEPT OF HEALTH**	$1,590.00		
Paid Chk# 042163	3/17/2016 **MN POLICE & PEACE OFFICERS**			
E 101-42110-437	Other Miscellaneous	$50.00		2016 DUES-QUAINTANCE
Total	**MN POLICE & PEACE OFFICERS**	$50.00		
Paid Chk# 042164	3/17/2016 **MN VALLEY TESTING LABS**			
E 602-49400-310	Other Professional Services	$83.00	796028	TESTING
Total	**MN VALLEY TESTING LABS**	$83.00		
Paid Chk# 042165	3/17/2016 **MTI DISTRIBUTING**			
E 101-49810-221	Equipment Parts/Repairs	$342.70	1049367	MOWER PARTS-AIRPORT
E 101-49810-221	Equipment Parts/Repairs	$106.55	1049944	MOWER PARTS-AIRPORT
Total	**MTI DISTRIBUTING**	$449.25		
Paid Chk# 042166	3/17/2016 **NORTHLAND FIRE PROTECTION**			
E 101-41940-310	Other Professional Services	$60.00	20972	FIRE EXTINGUISHER-CITY HALL
E 101-42110-310	Other Professional Services	$70.00	20973	FIRE EXTINGUISHER-POLICE
E 101-49810-310	Other Professional Services	$60.00	20974	FIRE EXTINGUISHER-AIRPORT

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E 101-45200-310	Other Professional Services	$94.00	20975	FIRE EXTINGUISHER-PARKS
E 101-45500-310	Other Professional Services	$70.00	20976	FIRE EXTINGUISHER-LIBRARY
E 602-49400-310	Other Professional Services	$60.00	20977	FIRE EXTINGUISHER-WATER
E 101-43000-310	Other Professional Services	$290.40	21132	FIRE EXTINGUISHER-PW
E 101-42280-310	Other Professional Services	$264.10	21133	FIRE EXTINGUISHER-FIRE DEPT
E 208-49010-310	Other Professional Services	$97.60	21134	FIRE EXTINGUISHER-SR CTR
E 101-45600-310	Other Professional Services	$195.60	21139	FIRE EXTINGUISHER-MUSEUM
Total	**NORTHLAND FIRE PROTECTION**	$1,261.70		
Paid Chk# 042167	3/17/2016 **QUILL CORPORATION**			
E 619-49900-201	Accessories (paper, pens, etc)	$21.98	2972076	OFC SUPPLIES-DEP REG
E 619-49900-201	Accessories (paper, pens, etc)	$47.98	3091768	OFC SUPPLIES-DEP REG
E 101-41110-201	Accessories (paper, pens, etc)	$19.99	3228431	CALENDAR-COUNCIL
E 101-42400-201	Accessories (paper, pens, etc)	$14.19	3228431	PAPER-B&Z
E 101-43000-215	Shop Supplies	$77.98	3231235	PAPER TOWELS-PW
E 101-41940-201	Accessories (paper, pens, etc)	($34.00)	337768	CREDIT-CITY
E 101-41940-217	Other Operating Supplies	$43.96	3469634	KLEENEX-CITY
E 101-41110-201	Accessories (paper, pens, etc)	$47.97	3781700	PAPER-COUNCIL
E 101-41940-201	Accessories (paper, pens, etc)	$71.72	3781700	OFC SUPPLIES-CITY
Total	**QUILL CORPORATION**	$311.77		
Paid Chk# 042168	3/17/2016 **REIMAN AUTO & TRAILER SALES**			
E 101-42280-221	Equipment Parts/Repairs	$119.94	2338	PARTS-FIRE DEPT
Total	**REIMAN AUTO & TRAILER SALES**	$119.94		
Paid Chk# 042169	3/17/2016 **SENSUS**			
E 602-49400-309	EDP, Software and Design	$808.73	ZA16013852	ANNUAL SUPPORT
E 603-49450-309	EDP, Software and Design	$808.72	ZA16013852	ANNUAL SUPPORT
Total	**SENSUS**	$1,617.45		
Paid Chk# 042170	3/17/2016 **STANTEC**			
E 603-49450-303	Engineering Fees	$684.00	1015795	SEEPAGE REPORT WORK-SEWER
E 101-45200-310	Other Professional Services	$68.00	1015795	REC PARK MAP UPDATES
E 101-43000-303	Engineering Fees	$68.00	1015795	ENGINEERING-PW
Total	**STANTEC**	$820.00		
Paid Chk# 042171	3/17/2016 **TEALS MARKET**			
E 211-49000-437	Other Miscellaneous	$31.99	3141018	SUPPLIES-COMM CTR OPEN HOUSE-HCP
Total	**TEALS MARKET**	$31.99		
10100	**General Bank**	$45,745.41		

Fund Summary

10100 General Bank	
101 GENERAL FUND	$37,496.50
208 CHARITABLE GAMBLING FUND	$97.60
211 INITIATIVE FOUNDATION	$103.49
602 WATER FUND	$4,704.41
603 SEWER FUND	$1,539.44
619 DEPUTY REGISTRAR FUND	$108.52
700 BRAHAM-MILACA JOINT POWERS	$1,695.45
	$45,745.41

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10100 General Bank					
Paid Chk# 042032	2/8/2016	**FRONTIER**			
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		$203.23	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		$52.64	320-983-3142	PHONE SVC-CITY HALL
E 619-49900-321	Telephone		$98.44	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
		Total FRONTIER	$873.33		
Paid Chk# 042033	2/8/2016	**JIMS MILLE LACS DISPOSAL**			
E 101-43000-384	Refuse/Garbage Disposal		$56.70	211948	GARBAGE-CITY
E 101-45200-384	Refuse/Garbage Disposal		$31.90	211948	GARBAGE-PARKS
E 101-42280-384	Refuse/Garbage Disposal		$25.00	211948	GARBAGE-FIRE
		Total JIMS MILLE LACS DISPOSAL	$113.60		
Paid Chk# 042034	2/8/2016	**MILACA BLDG CENTER**			
E 101-45200-215	Shop Supplies		$9.98	3141	SHOP SUPPLIES-PARKS
E 101-42110-437	Other Miscellaneous		$43.99	3141	LOCK FOR PD GARAGE
		Total MILACA BLDG CENTER	$53.97		
Paid Chk# 042035	2/8/2016	**MN DNR - DIVISION OF WATER**			
E 602-49400-433	Dues and Subscriptions		$384.29	1972-0092	ANNUAL REPORT OF WATER USE
		Total MN DNR - DIVISION OF WATER	$384.29		
Paid Chk# 042036	2/8/2016	**MN PUBLIC FACILITIES AUTHORITY**			
E 602-49400-611	Bond Interest		$9,651.40	05-0055-R-FY	WATER TRMT FACILITY-INTEREST
		Total MN PUBLIC FACILITIES AUTHORITY	$9,651.40		
Paid Chk# 042107	2/23/2016	**AMAZON**			
E 101-43000-240	Small Tools and Minor Equip		$34.43	011150550309	WIRELESS KEYBOARD/MOUSE-PW
E 602-49400-240	Small Tools and Minor Equip		$34.43	011150550309	WIRELESS KEYBOARD/MOUSE-WATER
E 619-49900-201	Accessories (paper, pens, etc)		$164.93	018154460864	PRINTER TONER-DEP REG
E 101-42110-201	Accessories (paper, pens, etc)		$43.00	150521363327	OFC SUPPLIES-POLICE
E 619-49900-201	Accessories (paper, pens, etc)		$16.49	213152000801	SUPPLIES-DEP REG
E 101-43000-215	Shop Supplies		$14.99	257046640517	FLASH DRIVE-PW
E 602-49400-217	Other Operating Supplies		$21.58	257046640617	ORGANIZER-WATER
E 101-42400-201	Accessories (paper, pens, etc)		$82.67	269864036471	PRINTER TONER-B&Z
E 101-41310-201	Accessories (paper, pens, etc)		$347.66	269864036471	PRINTER TONER-CITY MGR
		Total AMAZON	$760.18		
Paid Chk# 042108	2/23/2016	**BLUE CROSS BLUE SHIELD OF MINN**			
G 101-21706	Medical Insur.		$9,638.18	7S034-M0 4	MEDICAL INSUR-MARCH 2016
		Total BLUE CROSS BLUE SHIELD OF MINN	$9,638.18		
Paid Chk# 042109	2/23/2016	**DELTA DENTAL OF MN**			
G 101-21706	Medical Insur.		$24.80	6280539	PED DENTAL-MARCH 2016
		Total DELTA DENTAL OF MN	$24.80		
Paid Chk# 042110	2/23/2016	**FAMILY HERITAGE**			
G 101-21707	Disability		$135.00	562284	SUPPL LIFE INS - FEB 2016
		Total FAMILY HERITAGE	$135.00		

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Paid Chk# 042111	2/23/2016 **L.E.L.S.**			
G 101-21710	Union Dues	$203.10	LOCAL #238	POLICE UNION DUES-MARCH 2016
	Total L.E.L.S.	$203.10		
Paid Chk# 042112	2/23/2016 **MN BENEFITS**			
G 101-21709	Life Insur.	$282.31		LIFE/DENTAL-MARCH 2016
G 101-21712	Dental	$191.85		LIFE/DENTAL-MARCH 2016
	Total MN BENEFITS	$474.16		
Paid Chk# 042113	2/23/2016 **UNIVERSITY OF MINNESOTA (TREE)**			
E 101-45200-208	Training and Travel	$220.00		SHADE TREE SHORT-G MOYER-3/15-16
	Total UNIVERSITY OF MINNESOTA (TREE)	$220.00		
Paid Chk# 042114	2/23/2016 **USABLE LIFE**			
G 101-21707	Disability	$234.85	101408001G	DISABILITY/LIFE-MARCH 2016
	Total USABLE LIFE	$234.85		
Paid Chk# 042115	2/23/2016 **VERIZON WIRELESS**			
E 101-42110-321	Telephone	$196.41	9760167178	FEB WIRELESS ROUTER/PHONE SVC
E 602-49400-321	Telephone	$35.01	9760167178	FEB WIRELESS ROUTER SVC
E 101-45200-321	Telephone	$63.62	9760298167	CELL PHONE SVC-FEB
E 101-42280-321	Telephone	$44.39	9760298167	CELL PHONE SVC-FEB
E 101-43000-321	Telephone	$75.68	9760298167	CELL PHONE SVC-FEB
	Total VERIZON WIRELESS	$415.11		
Paid Chk# 042116	2/23/2016 **VISA**			
E 602-49400-309	EDP, Software and Design	$10.00		HARDCOPY PRO-WATER
E 603-49450-309	EDP, Software and Design	$10.00		HARDCOPY PRO-SEWER
E 700-50000-433	Dues and Subscriptions	$80.00		BLDG OFFICIAL LICENSE RENEWAL-MN DEPT LABOR
E 101-42280-208	Training and Travel	$152.45		TRNG BOOKS-FIRE DEPT-NFPA
E 101-42280-208	Training and Travel	$55.95		TRNG BOOKS-FIRE DEPT-NFPA
E 700-50000-208	Training and Travel	$117.55		JP TRAINING-2/9-10-GRANDSTAY HOTEL
	Total VISA	$425.95		
Paid Chk# 042117	2/26/2016 **BAAS CONSTRUCTION, INC**			
E 101-45200-530	Improv Other Than Bldgs	$5,000.00		BANDSHELL INTERIOR DOWN PMT
	Total BAAS CONSTRUCTION, INC	$5,000.00		
Paid Chk# 042118	2/26/2016 **U.S. POSTMASTER**			
E 603-49450-322	Postage	$108.33		FEB BILLINGS
E 602-49400-322	Postage	$108.33		FEB BILLINGS
	Total U.S. POSTMASTER	$216.66		
	10100 General Bank	$28,824.58		

Fund Summary

10100 General Bank	
101 GENERAL FUND	$17,835.59
602 WATER FUND	$10,393.25
603 SEWER FUND	$118.33
619 DEPUTY REGISTRAR FUND	$279.86
700 BRAHAM-MILACA JOINT POWERS	$197.55
	$28,824.58

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10900 Liquor Bank				
Paid Chk# 916005E 2/7/2016	**EAST CENTRAL ENERGY**			
G 609-20200 Accounts Payable		$1,834.87	7115200	ELECTRIC
Total EAST CENTRAL ENERGY		$1,834.87		
Paid Chk# 916006E 2/12/2016	**CENTERPOINT ENERGY**			
G 609-20200 Accounts Payable		$499.89	128-000-782-1	NATURAL GAS
Total CENTERPOINT ENERGY		$499.89		
Paid Chk# 916007E 2/19/2016	**MN DEPT OF REVENUE**			
E 609-49750-201 Accessories (paper, pens, etc)		$4.00	9576201	USE TAX-QUILL INV# 2159433
G 609-20800 Sales Tax Payable		$13,233.00	9576201	LIQUOR SALES TAX
Total MN DEPT OF REVENUE		$13,237.00		
Paid Chk# 916008E 2/16/2016	**MILACA, CITY OF (WATER/SEWER)**			
E 609-49750-381 Utilities		$31.34	01-00015990	WATER/SEWER
Total MILACA, CITY OF (WATER/SEWER)		$31.34		
10900 Liquor Bank		$15,603.10		

Fund Summary

10900 Liquor Bank	
609 MUNICIPAL LIQUOR FUND	$15,603.10
	$15,603.10

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10900 Liquor Bank				
Paid Chk# 023613	3/10/2016 **JIMS MILLE LACS DISPOSAL**			
E 609-49750-384	Refuse/Garbage Disposal	$95.94	219225	REFUSE COLLECTION
Total	**JIMS MILLE LACS DISPOSAL**	$95.94		
Paid Chk# 023614	3/17/2016 **AMERICAN BOTTLING CO.**			
E 609-49750-254	Mix/Non Alcoholic	$184.78	7429709209	NA
E 609-49750-254	Mix/Non Alcoholic	($12.16)	7429709210	NA-CREDIT
Total	**AMERICAN BOTTLING CO.**	$172.62		
Paid Chk# 023615	3/17/2016 **AMERIPRIDE**			
E 609-49750-310	Other Professional Services	$71.03	2200748988	RUGS
E 609-49750-310	Other Professional Services	$39.80	2200751525	RUGS
E 609-49750-217	Other Operating Supplies	$83.28	2200754078	PAPER TOWELS
E 609-49750-217	Other Operating Supplies	$69.85	2200754078	TOILET PAPER
E 609-49750-310	Other Professional Services	$83.59	2200754078	RUGS
E 609-49750-310	Other Professional Services	$27.25	2200756461	RUGS
Total	**AMERIPRIDE**	$374.80		
Paid Chk# 023616	3/17/2016 **CRYSTAL SPRINGS ICE**			
E 609-49750-259	Other For Resale	$59.28	001.B001579	ICE
E 609-49750-259	Other For Resale	$95.00	001.B001683	ICE
Total	**CRYSTAL SPRINGS ICE**	$154.28		
Paid Chk# 023617	3/17/2016 **GODFATHER S EXTERMINATING**			
E 609-49750-310	Other Professional Services	$51.21	106519	PEST CONTROL
Total	**GODFATHER S EXTERMINATING**	$51.21		
Paid Chk# 023618	3/17/2016 **GRANITE CITY JOBBING**			
E 609-49750-256	Tobacco Products For Resale	($127.28)	886488	TOBACCO-CREDIT
E 609-49750-333	Freight and Express	$4.25	887195	DELIVERY
E 609-49750-217	Other Operating Supplies	$102.21	887195	KIDDIE KANDY
E 609-49750-256	Tobacco Products For Resale	$1,206.27	887195	TOBACCO
E 609-49750-259	Other For Resale	$255.56	887195	MISC
E 609-49750-256	Tobacco Products For Resale	($57.92)	887951	TOBACCO-CREDIT
E 609-49750-256	Tobacco Products For Resale	$330.61	887959	TOBACCO
E 609-49750-259	Other For Resale	$312.16	887959	MISC
E 609-49750-333	Freight and Express	$4.25	887959	DELIVERY
E 609-49750-333	Freight and Express	$4.25	888658	DELIVERY
E 609-49750-256	Tobacco Products For Resale	$189.84	888658	TOBACCO
E 609-49750-259	Other For Resale	$165.52	888658	MISC
Total	**GRANITE CITY JOBBING**	$2,389.72		
Paid Chk# 023619	3/17/2016 **JEYS, VICTORIA**			
E 609-49750-208	Training and Travel	$60.69		BELLBOY SHOW-2/11
E 609-49750-208	Training and Travel	$61.20		BREAKTHRU SHOW-3/3
E 609-49750-208	Training and Travel	$89.76		PAUSTIS SHOW-3/9
E 609-49750-217	Other Operating Supplies	$86.76		REIMB-SHELF PRICING COVERS
E 609-49750-208	Training and Travel	$55.59		THIRD STREET BREWERY OPEN HOUSE-2/26
Total	**JEYS, VICTORIA**	$354.00		
Paid Chk# 023620	3/17/2016 **KOCHS HARDWARE HANK**			
E 609-49750-217	Other Operating Supplies	$63.52	3752	SUPPLIES
Total	**KOCHS HARDWARE HANK**	$63.52		
Paid Chk# 023621	3/17/2016 **LINCOLN MARKETING**			
E 609-49750-343	Other Advertising	$399.00	43402	ADVERTISING

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		Total LINCOLN MARKETING	$399.00		
Paid Chk# 023622	3/17/2016	**M. AMUNDSON LLP**			
E 609-49750-259	Other For Resale		$81.60	211472	MISC
E 609-49750-256	Tobacco Products For Resale		$1,034.91	211472	TOBACCO
E 609-49750-217	Other Operating Supplies		$57.60	211472	PAPER SUPPLIES
E 609-49750-256	Tobacco Products For Resale		$1,808.35	212106	TOBACCO
E 609-49750-259	Other For Resale		$241.50	212106	MISC
		Total M. AMUNDSON LLP	$3,223.96		
Paid Chk# 023623	3/17/2016	**MILLER TRUCKING**			
E 609-49750-333	Freight and Express		$56.00	4509	DELIVERY
		Total MILLER TRUCKING	$56.00		
Paid Chk# 023624	3/17/2016	**NORTHLAND FIRE PROTECTION**			
E 609-49750-310	Other Professional Services		$118.91	21131	FIRE EXTINGUISHER
		Total NORTHLAND FIRE PROTECTION	$118.91		
Paid Chk# 023625	3/17/2016	**QUILL CORPORATION**			
E 609-49750-201	Accessories (paper, pens, etc)		$61.97	3458892	PRINTER TONER
		Total QUILL CORPORATION	$61.97		
Paid Chk# 023626	3/17/2016	**TAPES PLUS ADVERTISING**			
E 609-49750-343	Other Advertising		$275.00	2772	ADVERTISING
		Total TAPES PLUS ADVERTISING	$275.00		
Paid Chk# 023627	3/17/2016	**TRUE BRANDS**			
E 609-49750-259	Other For Resale		$89.82	77931	MISC
		Total TRUE BRANDS	$89.82		
Paid Chk# 023628	3/17/2016	**VIKING BOTTLING CO.**			
E 609-49750-254	Mix/Non Alcoholic		$178.50	1686892	NA
E 609-49750-254	Mix/Non Alcoholic		$128.50	1690635	NA
E 609-49750-254	Mix/Non Alcoholic		($71.51)	1690636	NA-CREDIT
E 609-49750-254	Mix/Non Alcoholic		$162.50	1690778	NA
E 609-49750-254	Mix/Non Alcoholic		$127.50	1695927	NA
E 609-49750-254	Mix/Non Alcoholic		$122.50	1699875	NA
		Total VIKING BOTTLING CO.	$647.99		
		10900 Liquor Bank	$8,528.74		

Fund Summary

10900 Liquor Bank	
609 MUNICIPAL LIQUOR FUND	$8,528.74
	$8,528.74

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10900 Liquor Bank				
Paid Chk# 023570	2/2/2016 **BELLBOY CORP.**			
E 609-49750-251	Liquor For Resale	$1,228.40	51881900	LIQUOR
	Total BELLBOY CORP.	$1,228.40		
Paid Chk# 023571	2/2/2016 **BERNICKS**			
E 609-49750-254	Mix/Non Alcoholic	$26.40	70748	NA
E 609-49750-252	Beer For Resale	$1,070.05	70749	BEER
E 609-49750-254	Mix/Non Alcoholic	$61.80	76566	NA
E 609-49750-252	Beer For Resale	$863.05	76567	BEER
	Total BERNICKS	$2,021.30		
Paid Chk# 023572	2/2/2016 **BREAKTHRU BEVERAGE MN**			
E 609-49750-251	Liquor For Resale	$1,186.60	1080420238	LIQUOR
E 609-49750-333	Freight and Express	$27.75	1080420238	DELIVERY
E 609-49750-254	Mix/Non Alcoholic	$144.00	1080420238	NA
E 609-49750-253	Wine For Resale	$72.00	1080420238	WINE
E 609-49750-333	Freight and Express	$122.10	1080422820	DELIVERY
E 609-49750-251	Liquor For Resale	$5,796.01	1080422820	LIQUOR
E 609-49750-251	Liquor For Resale	$1,954.02	1080425396	LIQUOR
E 609-49750-333	Freight and Express	$18.50	1080425396	DELIVERY
E 609-49750-254	Mix/Non Alcoholic	$28.59	1080425396	NA
E 609-49750-333	Freight and Express	$14.80	1080428500	DELIVERY
E 609-49750-251	Liquor For Resale	$584.90	1080428500	LIQUOR
E 609-49750-253	Wine For Resale	$256.00	1080428500	WINE
G 609-20200	Accounts Payable	($9.25)	2080099124	DELIVERY-CREDIT
G 609-20200	Accounts Payable	($405.75)	2080099124	LIQUOR-CREDIT
	Total BREAKTHRU BEVERAGE MN	$9,790.27		
Paid Chk# 023573	2/2/2016 **C & L DISTRIBUTING CO.**			
E 609-49750-252	Beer For Resale	($16.20)	355-70	BEER-CREDIT
E 609-49750-252	Beer For Resale	$496.55	518787	BEER
E 609-49750-252	Beer For Resale	$9,652.60	518788	BEER
E 609-49750-254	Mix/Non Alcoholic	$19.50	518788	NA
E 609-49750-252	Beer For Resale	$238.00	521408	BEER
E 609-49750-254	Mix/Non Alcoholic	$153.50	521409	NA
E 609-49750-252	Beer For Resale	$1,456.20	521409	BEER
E 609-49750-252	Beer For Resale	$108.00	523007	BEER
E 609-49750-252	Beer For Resale	$81.80	524029	BEER
E 609-49750-254	Mix/Non Alcoholic	$58.00	524029	NA
E 609-49750-253	Wine For Resale	$103.80	524030	WINE
E 609-49750-252	Beer For Resale	$4,736.60	524030	BEER
E 609-49750-252	Beer For Resale	$943.20	526718	BEER
E 609-49750-254	Mix/Non Alcoholic	$45.18	526719	NA
E 609-49750-252	Beer For Resale	$3,731.20	526719	BEER
	Total C & L DISTRIBUTING CO.	$21,807.93		
Paid Chk# 023574	2/2/2016 **DAHLHEIMER DISTRIBUTING CO.**			
E 609-49750-252	Beer For Resale	$5,967.20	1184487	BEER
E 609-49750-253	Wine For Resale	$32.00	1184487	WINE
E 609-49750-254	Mix/Non Alcoholic	$174.00	1184487	NA
E 609-49750-253	Wine For Resale	$305.95	1184533	WINE
E 609-49750-252	Beer For Resale	$5,412.71	1184533	BEER
E 609-49750-252	Beer For Resale	$4,155.74	1184580	BEER
E 609-49750-217	Other Operating Supplies	$70.00	1188233	SUPPLIES
E 609-49750-254	Mix/Non Alcoholic	$84.00	1188233	NA
E 609-49750-252	Beer For Resale	$4,798.15	1188233	BEER

CITY OF MILACA

*Check Detail Register©

FEBRUARY 2016

		Check Amt	Invoice	Comment
G 609-20200	Accounts Payable	($57.00)	120555	BEER-CREDIT
E 609-49750-252	Beer For Resale	($116.00)	120734	BEER-CREDIT
E 609-49750-252	Beer For Resale	($28.00)	120993	BEER-CREDIT
E 609-49750-252	Beer For Resale	($96.60)	121293	BEER-CREDIT
E 609-49750-252	Beer For Resale	($76.00)	121581	BEER
Total	**DAHLHEIMER DISTRIBUTING CO.**	$20,626.15		
Paid Chk# 023575	2/2/2016 **FRONTIER**			
E 609-49750-321	Telephone	$110.01	320983625511	FEB PHONE SVC
Total	**FRONTIER**	$110.01		
Paid Chk# 023576	2/2/2016 **J.J. TAYLOR DIST OF MN**			
E 609-49750-333	Freight and Express	$3.00	2444430	DELIVERY
E 609-49750-252	Beer For Resale	$54.30	2444430	BEER
Total	**J.J. TAYLOR DIST OF MN**	$57.30		
Paid Chk# 023577	2/2/2016 **JOHNSON BROTHERS LIQUOR CO.**			
E 609-49750-253	Wine For Resale	$839.40	5344388	WINE
E 609-49750-251	Liquor For Resale	$274.10	5344388	LIQUOR
E 609-49750-254	Mix/Non Alcoholic	$32.25	5344388	NA
E 609-49750-333	Freight and Express	$34.02	5344388	DELIVERY
E 609-49750-252	Beer For Resale	$191.99	5344389	BEER
E 609-49750-251	Liquor For Resale	$663.25	5344390	LIQUOR
E 609-49750-333	Freight and Express	$4.86	5344390	DELIVERY
E 609-49750-333	Freight and Express	$76.93	5349343	DELIVERY
E 609-49750-253	Wine For Resale	$920.25	5349343	WINE
E 609-49750-251	Liquor For Resale	$2,526.17	5349343	LIQUOR
E 609-49750-333	Freight and Express	$106.92	5354027	DELIVERY
E 609-49750-251	Liquor For Resale	$2,581.50	5354027	LIQUOR
E 609-49750-253	Wine For Resale	$1,539.80	5354027	WINE
E 609-49750-254	Mix/Non Alcoholic	$32.25	5354027	NA
E 609-49750-333	Freight and Express	$4.86	5354028	DELIVERY
E 609-49750-251	Liquor For Resale	$415.59	5354028	LIQUOR
E 609-49750-253	Wine For Resale	$1,307.25	5358962	WINE
E 609-49750-251	Liquor For Resale	$2,738.08	5358962	LIQUOR
E 609-49750-254	Mix/Non Alcoholic	$100.97	5358962	NA
E 609-49750-333	Freight and Express	$100.28	5358962	DELIVERY
E 609-49750-333	Freight and Express	$18.63	5358963	DELIVERY
E 609-49750-251	Liquor For Resale	$2,408.35	5358963	LIQUOR
G 609-20200	Accounts Payable	($13.08)	556276	LIQUOR-CREDIT
G 609-20200	Accounts Payable	($360.00)	556277	LIQUOR-CREDIT
G 609-20200	Accounts Payable	($29.42)	558210	LIQUOR-CREDIT
G 609-20200	Accounts Payable	($1.63)	558560	DELIVERY-CREDIT
G 609-20200	Accounts Payable	($101.52)	558560	LIQUOR-CREDIT
Total	**JOHNSON BROTHERS LIQUOR CO.**	$16,412.05		
Paid Chk# 023578	2/2/2016 **MCDONALD DISTRIBUTING**			
E 609-49750-253	Wine For Resale	$58.00	235947	WINE
E 609-49750-252	Beer For Resale	$100.00	240473	BEER
Total	**MCDONALD DISTRIBUTING**	$158.00		
Paid Chk# 023579	2/2/2016 **PAUSTIS WINE COMPANY**			
E 609-49750-253	Wine For Resale	$887.00	8532207	WINE
E 609-49750-333	Freight and Express	$10.00	8532207	DELIVERY
E 609-49750-333	Freight and Express	$12.50	8533883	DELIVERY
E 609-49750-253	Wine For Resale	$945.50	8533883	WINE
Total	**PAUSTIS WINE COMPANY**	$1,855.00		

CITY OF MILACA

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FEBRUARY 2016

		Check Amt	Invoice	Comment
Paid Chk# 023580	2/2/2016 **PHILLIPS WINE AND SPIRITS**			
G 609-20200	Accounts Payable	($69.55)	227885	LIQUOR-CREDIT
G 609-20200	Accounts Payable	($1.62)	227885	DELIVERY-CREDIT
E 609-49750-253	Wine For Resale	$1,996.00	2913942	WINE
E 609-49750-251	Liquor For Resale	$240.10	2913942	LIQUOR
E 609-49750-333	Freight and Express	$69.65	2913942	DELIVERY
E 609-49750-254	Mix/Non Alcoholic	$22.25	2917269	NA
E 609-49750-333	Freight and Express	$1.62	2917269	DELIVERY
E 609-49750-253	Wine For Resale	$56.00	2917269	WINE
E 609-49750-333	Freight and Express	$17.82	2920576	DELIVERY
E 609-49750-251	Liquor For Resale	$917.20	2920576	LIQUOR
E 609-49750-253	Wine For Resale	$46.00	2920576	WINE
	Total PHILLIPS WINE AND SPIRITS	$3,295.47		
Paid Chk# 023581	2/2/2016 **SOUTHERN WINE & SPIRITS OF MN**			
E 609-49750-251	Liquor For Resale	$377.95	1365636	LIQUOR
E 609-49750-333	Freight and Express	$6.20	1365636	DELIVERY
E 609-49750-253	Wine For Resale	$832.00	1365637	WINE
E 609-49750-333	Freight and Express	$24.80	1365637	DELIVERY
E 609-49750-251	Liquor For Resale	$867.83	1367782	LIQUOR
E 609-49750-333	Freight and Express	$12.69	1367782	DELIVERY
E 609-49750-251	Liquor For Resale	$2,781.00	1369932	LIQUOR
E 609-49750-333	Freight and Express	$56.12	1369932	DELIVERY
E 609-49750-333	Freight and Express	$12.40	1369933	DELIVERY
E 609-49750-253	Wine For Resale	$546.00	1369933	WINE
	Total SOUTHERN WINE & SPIRITS OF MN	$5,516.99		
Paid Chk# 023582	2/2/2016 **THE WINE COMPANY**			
E 609-49750-253	Wine For Resale	$432.00	415141	WINE
E 609-49750-333	Freight and Express	$20.00	415141	DELIVERY
	Total THE WINE COMPANY	$452.00		
Paid Chk# 023583	2/2/2016 **VINOCOPIA**			
E 609-49750-253	Wine For Resale	$224.00	143058	WINE
E 609-49750-251	Liquor For Resale	$566.00	143058	LIQUOR
E 609-49750-333	Freight and Express	$24.00	143058	DELIVERY
	Total VINOCOPIA	$814.00		
Paid Chk# 023584	2/2/2016 **WINE MERCHANTS**			
E 609-49750-253	Wine For Resale	$211.00	7065613	WINE
E 609-49750-333	Freight and Express	$3.24	7065613	DELIVERY
	Total WINE MERCHANTS	$214.24		
	10900 Liquor Bank	$84,359.11		

Fund Summary

10900 Liquor Bank	
609 MUNICIPAL LIQUOR FUND	$84,359.11
	$84,359.11

CITY OF MILACA

Council Monthly Budget Report

February 2016

DEPT Descr	2016 YTD Budget	2016 YTD Amt	Balance	2016 % of Budget Remain
Airport	$194,375.00	$11,549.16	$182,825.84	94.06%
Assessing	$12,000.00	$0.00	$12,000.00	100.00%
Auditing	$5,500.00	$0.00	$5,500.00	100.00%
Building Inspection	$51,575.00	$46,191.86	$5,383.14	10.44%
City Attorney	$49,000.00	$7,985.77	$41,014.23	83.70%
City Hall	$272,025.00	$35,127.79	$236,897.21	87.09%
City Manager	$29,450.00	$5,611.78	$23,838.22	80.94%
Council	$12,550.00	$1,235.56	$11,314.44	90.15%
Elections	$2,000.00	$0.00	$2,000.00	0.00%
Fire Dept.	$163,120.00	$33,081.70	$130,038.30	79.72%
Historical Society	$12,000.00	$528.66	$11,471.34	95.59%
Liaison Officer	$71,490.00	$16,677.54	$54,812.46	76.67%
Libraries	$27,200.00	$3,856.53	$23,343.47	85.82%
Ogilvie	$32,610.00	$6,005.99	$26,604.01	81.58%
Parks	$172,725.00	$25,427.87	$147,297.13	85.28%
Planning Comm.	$1,500.00	$0.00	$1,500.00	100.00%
Police Dept.	$492,525.00	$114,288.04	$378,236.96	76.80%
Public Works	$273,200.00	$25,702.40	$247,497.60	90.59%
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	$5,139.27	$25,860.73	83.42%
Unallocated	$13,195.00	$3,000.00	$10,195.00	77.26%
	$1,921,540.00	$341,409.92	$1,580,130.08	82.23%

Milaca Area

Chamber of Commerce

P.O. Box 155
Milaca, MN 56353 • (320) 983-3140

Greg Lerud
Milaca City Manager
Milaca City Hall

March 8, 2016

Dear Greg,

The Milaca Area Chamber of Commerce is committed to helping the Milaca Area prosper and grow as a great place to live, work and play. One of the ways we do this is by bringing the community together each summer for the "Gateway to the Northland Festival". This traditional event provides an opportunity for members of all ages in our community to come together to socialize and celebrate. This is our most ambitious community event and in the past it has included a carnival, live band street dance, 5K run, fireman's water fight, and more. The main event is the parade with nearly 100 participants and boasting one of the largest high school marching band competitions in the state.

In the past the City of Milaca has been extremely supportive of our efforts both financially and in spirit with the many organizational details and requests that are required for an event of this nature.

Last year the City was able to contribute $1,500 to help offset some of our costs. The purpose of this letter is to once again request your financial support.

The Gateway to the Northland Festival is scheduled for June 14 – 18 with the parade on Thursday June 16th.

Respectfully,

Rachelle Nelson

Rachelle Nelson
President

Rich Melvin

Rich Melvin
Executive Director

MILACA ECONOMIC DEVELOPMENT COMMISSION MINUTES
FEBRUARY 19, 2016 MEETING

The meeting of the Milaca economic development commission was called to order at 7:35 a.m. by Chairman Joe Cronin with the following members present: Brad Maitland, Ken Muller, Dave Dillan, Rodney DeFouw, and Greg Lerud.

The secretary's report from the January 15 meeting was approved as read.

Lerud said that he has a meeting scheduled with the owners of the bypass property to discuss the city parcel and access. He said Cronin suggested swapping property with the land company so that will also be discussed.

Richard Baker arrived at 7:45.

Lerud said that the Greater MN Regional Parks and Trails Commission is in the process of revising the master plan process. Lerud said Baker told him that if the change is approved next month, the city should not have to hire an outside consultant to do the work, and staff could do most of the work. He said if that is the case, there is a possibility that we could submit for 2017 funding. Lerud said that he, Dillan, and Charlie Plumadore, are working on a survey that will be available at the "State of the Cities" chamber luncheon as well as the business Expo. He said the public input component is still an important part of the master plan process.

Baker said that Congressman Nolan has been working with parks and trails organizations and cities in a five county region with the idea that there may be federal assistance for some of the projects.

The local option sales tax proposed by Mille Lacs County was discussed. The discussion was about using the funds for specific road improvements and the sales tax option had a cost of $18 per year per person, whereas doing the same work under the levy had a cost of $50 per person to do the same work. The county announced there would be a second public hearing.

Baker said the county economic development task force is waiting for the visitor profile study and the local area retail study before putting the finishing touches on the economic development plan.

Muller said that the golf course is going to be purchasing the Lunn property by the city shop. The closing will be in March.

With no other business the meeting adjourned at 8:45.

Respectfully submitted,

Greg Lerud, Secretary
Milaca Economic Development Commission

Volunteer Reserve Officer Program

1036.1 RESERVE OFFICERS

The authority to organize the Milaca Police Reserve was granted by the Mayer and the City Council for the City of Milaca. The purpose of the Police Reserve shall be to cooperate with and assist the legally constituted police department of the City of Milaca under the order and directions of the Chief of Police. In accordance with MN SS 626.84 subd. 1 (G) under definitions and scope a reserve officer means an individual whose services are utilized by a law enforcement agency to provide supplementary assistance at special events, traffic or crowd control, and administrative or clerical assistance. A reserve officer's duties do not include enforcement of the general criminal laws of the state, and the officer does not have full powers of arrest or authorization to carry a firearm on duty. Also, in accordance with MN SS 169.98 subd. 1 b, number 4, a marked vehicle that is operated by a reserve officer providing supplementary assistance at the direction of the chief law enforcement officer or the officer's designee, when a licensed peace officer as defined in MN SS 626.84 subd. 1, Para. (C) who is employed by the political subdivision, is on duty within the political subdivision, is permissible.

1. Services of the Police Reserve shall not be used in any manner in which to circumvent guidelines put in place by State Statute.

1036.2 PURPOSE

(a) The services of the Police Reserve shall not be used in any manner which could circumvent the development of the regular department to its proper strength, nor shall the services of the individual members be used to the detriment of the personnel of the regular police department.

(b) The policy of the Police Reserve shall be non-partisan, and said organization, as such, shall not take part in political activities of any kind.

(c) When, in the opinion of the Chief of Police, the public health, welfare and safety is endangered, the Police Reserve may be activated and assigned to duties and responsibilities which are in the competence of the members of the Police Reserve to discharge.

(d) All officers and members of the Police Reserve shall serve without compensation, except in those instances where the service of Police Reserve are requested on a compensated basis in a non-emergency situation.

(e) The Reserve Officers are a part of and work for the Police Department with a very clear definable chain of command. Their tenure of duty will be at the pleasure of the Chief of Police.

(f) Personnel accepted as active Reserve Officers for the Police Department will be expected to abide by all laws, rules, regulations, policies and procedures expected of any law enforcement agency.

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1036.3 COMMANDING OFFICER

The Chief of Police of the City of Milaca shall be the commanding officer of the Milaca Reserves. He/She may appoint an assistant, Reserve Commander, from the regular police officers, who may be assigned such duties and responsibilities as the Chief shall direct.

(a) The Reserve Commander shall preside at all reserve meetings. He/She shall be responsible for the actions, training, conduct and personal appearance of the Reserve Officer. The Reserve Commander reports directly to the Chief and is answerable for any violations or misconduct of the Reserve Officers.

(b) Regular license officer(s) shall have charge over any situation when aided by a reserve officer.

1036.4 MEMBERSHIP

(a) There shall be one class of membership. However, one reserve officer may be promoted to the rank of sergeant at the appointment of the Chief of Police and/or Reserve Commander. The Police Reserve Sergeant will assist the Reserve Commander with various tasks and responsibilities. The Sergeant will be ranked within the Police Reserves only and will not outrank any licensed peace officer.

(b) The total membership of the Police Reserve shall be maintained at not less than one commander and 4 Reserve Officers. Whenever the membership falls below the minimum number, every effort shall be made to recruit additional personnel.

(c) Applicants for membership shall be required to pass a satisfactory physical examination, be fingerprinted, photographed, thoroughly investigated, be at least 18 years of age, have a clear police record, and must possess a high school diploma or GED equivalent.

(d) Applicants must have a valid Minnesota driver's license and a good driving record.

(e) There shall be no discrimination in the selection, appointment, compensation, terms, conditions, facilities, or privileges of members because of race, color, creed, religion, national origin, sex, marital status, status with regard to public assistance, age or disability.

(f) All members of the Police Reserve once accepted shall hold appointment as long as a record of satisfactory performance and attendance is maintained.

1036.5 GENERAL OPERATIONS

(a) The duties of the officer of the Police Reserve:

1. The Commander of the Reserve shall be appointed by the Chief of Police. The commander shall preside at all reserve meetings. The Commander shall be responsible to the Chief for the actions, training, conduct and personal appearance of the Reserve Officer. The commander reports directly to the Chief and is answerable for any violations or misconduct of the Reserve Officers.

2. The Reserve Officers will be expected to comply with the instructions, written or verbal, of the Reserve Commander. Disagreement with any course of action received from the Commander will not be cause to disobey. Upon completion of the instruction, the Reserve Officer may submit complaints through the Commander or

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the Chief for a solution. If a disagreement does occur, the Reserve member will not argue with the Commander, or Police Chief, but shall retire from his tour of duty until he/she can submit it in writing to the Chief.

(b) Familiarization:

1. Each member of the Police Reserve is requested to read and understand the full police manual and policy.

(c) Operations, orders governing Reserve activity:

1. Operations – Orders are instructions issued by the Chief of Police to direct the operations of the Police Department. As such, they include all subject related to police activities. Compliance with the Police Department orders and instruction is of utmost importance. Additionally, however, it must be stressed that at times there will be orders, directives, rules, regulations, and procedures written specifically for Reserve Officers.
2. It is mandatory that when members of the Reserve are in active Reserve capacity, their conduct and actions will be controlled by police policy. Other related documents such as procedures, rules and regulations, and general orders include instructions will be promulgated by the Chief and will be compiled with the same as operations orders.
3. Members of the Milaca Police Reserve, either on or off duty, will conduct themselves at all times in such a manner so as not to being discredit upon themselves, the Police Reserve, or the Milaca Police Department. While on or off duty, Reserve members will not present themselves as police officers.

(d) Data Privacy Act.

1. Absolutely no information regarding juveniles, adults, civil cases, criminal cases or investigations will be given out to the public, friends, or family members. All police records are off-limits to all Reserve members.

1036.6 REWARDS AND GRATUITIES

Members shall not, either while on duty or off, through the representation of any position or connection with the department, solicit or accept any reward or gratuity of any nature, including money or any form of merchandise, personal services, admissions to entertainment, or the receiving of special discounts or privileges

1036.7 MERIT AWARDS

Since extended service to the community as a volunteer Police Reserve Officer is commendable and noteworthy, awards may be presented for recognition of services rendered by Reserve Officers when deemed appropriate.

1036.8 TRAINING

(a) Upon acceptance, the following training is required:

1. Firearms

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2. Self Defense
3. Department Manual (Rules and Regulations)
4. General Police Operations
5. Use of Department Issued Gear and Vehicles

1036.9 WEAPONS

(a) As previously stated by MN SS 626.84 definitions and scope under subd. 1 (G) definition of Reserve Officers last sentence: A Reserve Officer's duties does not include enforcement of the general criminal laws of the State, and the officer does not have full powers of or authorization to carry a firearm while on duty.

(b) The only exception that will be allowed for a Reserve Officer to use a firearm while on duty would be as a last resort to protecting the Reserve Officer's life from the immediate threat of

1036.10 LOST, STOLEN DAMAGED PROPERTY

(a) Members are responsible for the proper care of department property and equipment assigned to them. Damaged or lost property may subject the responsible individual to reimbursement charges and appropriate disciplinary action.

1. Members shall immediately report to the officer on duty and in writing to the Chief of Police with a copy to the Reserve Commander any loss, stolen, or damaged department property assigned to or used by them.

(b) Members shall surrender all department property in their possession upon separation from the Reserve. Failure to return any non-expendable items will require the person to reimburse the department for the fair market value of the articles not turned in.

1036.11 POLICE VEHICLES

(a) In compliance with MN SS 169.98 subd. 1 b: Operation of marked vehicles (4) A marked vehicle that is operated by a Reserve Officer providing supplementary assistance at the direction of the Chief Law Enforcement Officer or the Officer's designee, when a licensed Police Officer as defined in MN SS 626.84, subd. 1, Para. (C) who is employed by the political subdivision, is on duty within the political subdivision, is permissible.

(b) Again, in accordance with 169.98, subd. 1 a: Vehicle stops: No Reserve Officers will at any time be allowed to make a vehicle stop when operating a motor vehicle of a municipal Police Department whether that vehicle be marked or unmarked.

(c) When may a Reserve Officer use a police vehicle's red lights?

1. When directing funeral traffic or leading funeral procession.
2. After arriving at the scene of an accident for safety reasons.
3. When directing traffic during community functions as directed by the Police Chief or his/her designee.

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4. When offering supplementary back-up to a full-time officer during a traffic stop only after arriving at the scene. In this particular case the amber flashing lights to the rear of the squad if at all possible should be the only lights used.
5. When so ordered by the Police Chief or his/her designees, except where it may violate state law.

1036.12 JOB DUTIES

(a) Patrols assigned areas on foot or in squad car.

(b) Preserves law and order.

(c) Protect life and property.

(d) Facilitate traffic flow.

(e) Prepares reports when needed or directed to.

(f) Provides counsel, guidance and service to the public.

(g) Responds to all calls when directed to.

(h) Administers first aid.

(i) Transport or arranges transportation of injured to hospital as needed.

(j) Maintains order at accident or crime scenes.

(k) Calls for assistance as needed.

(l) Responds to Fire Department alarms.

(m) Collects and preserves evidence as directed.

(n) Shares information with the Milaca Police Officers only.

(o) Assist in making arrests and searches when directed to do so and safely transports prisoners as may be required in accordance with approved department policies.

(p) Directs traffic to relieve congestion.

(q) Checks security of business establishments and vacant residences.

(r) Checks public gathering places.

(s) Cleans office area.

(t) Perform minor squad maintenance.

(u) Performs other duties, where competent to do so, and responsibilities as assigned.

(v) Respond to all dog complaints as directed, transport dogs to the city pound and fill out impoundment sheet.

(w) Assists with all safety programs sanctioned by the Milaca Police Department.

(x) Assists in the protection and promotion of public safety, health and welfare in the City of Milaca during civil defense emergencies.

(y) Keeps daily log with number of hours worked.

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Minnesota's Shovel Ready Program

READY TO ROLL

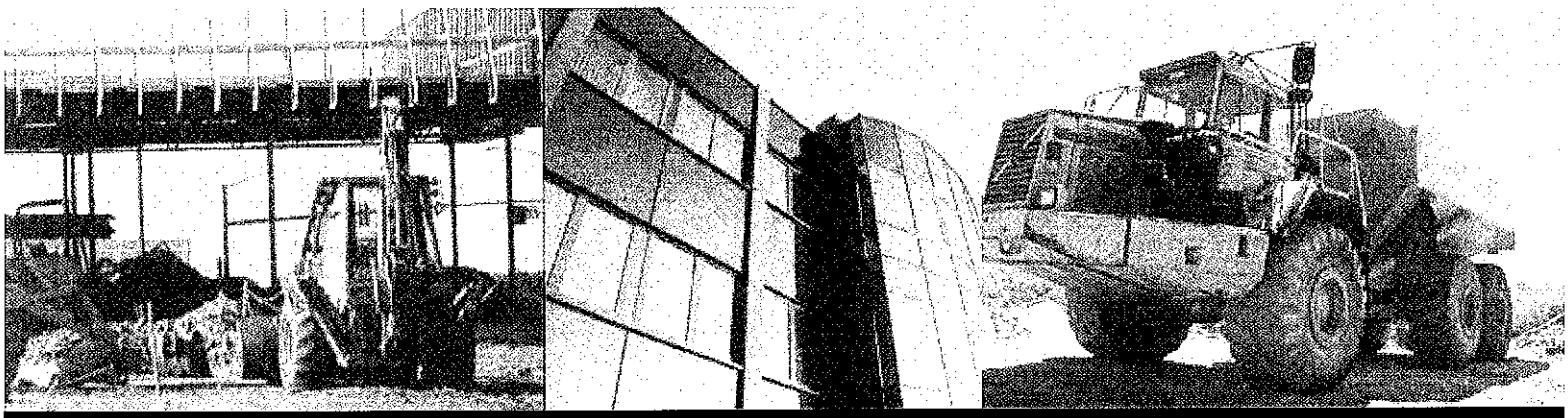
Get ready to dig in and attract new business and industry with ease — *with a streamlined process to promote your city's economic development.*

Check out the new Shovel Ready Site Certification Program at mn.gov/deed/shovelready.

The certification program makes the site-selection process easier, faster and more predictable for companies that are looking to grow in Minnesota. Certified shovel-ready status is fast becoming a standard for sites that are marketed around the country.

Minnesota's Certified Shovel Ready sites will be marketed at national conferences, trade shows and on the MnPRO.com Web site, the state's site-selection database.

John Rhodes, national site-location consultant with Moran, Stahl & Boyer, will assist communities with the certification process. Applications may be submitted at any time. The application fee for shovel-ready certification is $3,250 and covers the initial review, onsite inspection, final certification and marketing.



For more information on Minnesota's Shovel Ready Site Certification Program, contact:

Kevin Kelleher
Business Specialist
Department of Employment and Economic Development
507-453-2926 toll free 888-438-5627
E-mail: kevin.kelleher@state.mn.us

John Rhodes
Senior Principal
Moran, Stahl & Boyer
941-755-0074
E-mail: john.rhodes@msbconsulting.com

SHARE THIS

DEPARTMENT OF EMPLOYMENT AND ECONOMIC DEVELOPMENT

How to Become Shovel-Ready Certified

To make the certification as meaningful and valuable to your community as possible, we've engaged the consulting firm Moran, Stahl & Boyer to guide you through the process.

Widely regarded as authorities in site selection and economic development, Moran, Stahl & Boyer helped develop our certification standards and will process and analyze all applications and work closely with you to see that all criteria for certification are met.

Application Process **Documents** **Certification Schedule** **FAQs** **Partners**

Application Process

The application fee for the Minnesota Certified Shovel-Ready Site program is $3,250. The fee covers the cost of initial review, onsite inspection, final certification, marketing and annual maintenance of the Shovel-Ready program.

View an Approval Process for Shovel-Ready Certification Program flowchart (/deed/images/app-process-shovel-ready.pdf).

The application is a seven-step process.

Step One
Download and save the Shovel-Ready Site Application (/deed/images/Shovel_Ready_Application.xls) to your computer. The application is in an Excel file format. Next, view the Instruction Sheet (/deed/images/shovel-ready-app-instruct.doc) that will guide you through the application.

Step Two
Gather the required support documentation requested in the application. If not all the information, site tests, and assessments are immediately available but will be complete within four to six weeks, finish the application and note when the supporting documentation is expected to be available.

Step Three
Submit electronic copies of the completed application and supporting documentation by email to Kevin.Kelleher@state.mn.us (mailto:Kevin.Kelleher@state.mn.us) and john.rhodes@msbconsulting.com (mailto:john.rhodes@msbconsulting.com)
It is also acceptable to provide the electronic documents on CD and send them by mail to the addresses below.

Step Four
After all necessary documents have been sent electronically AND accepted by John Rhodes, mail a check for $3,250 payable to the State of Minnesota to:

Minnesota Department of Employment and Economic Development
1st National Bank Building
332 Minnesota Street, Suite E200
St. Paul, MN 55101-1351
Attn: Kevin Kelleher

Mail a paper copy of the completed application and supporting documentation to:

Moran, Stahl & Boyer
8374 Market Street 422
Lakewood Ranch, FL 34202
Attn: John Rhodes

Step Five
Moran, Stahl & Boyer will review the application and telephone the contact listed in the application to schedule an onsite visit.

A consulting team from Moran, Stahl & Boyer will conduct the onsite visit and discuss aspects of the site. This also is an opportunity to bring together local economic development stakeholders and have a question-and-answer session with the consulting team.

Step Seven

Within six weeks of the onsite visit, Moran, Stahl & Boyer will issue a letter either certifying the site or providing a list of what needs to be completed in order to obtain certification.