

CITY OF MILACA  
CITY COUNCIL MEETING  
COUNCIL AGENDA  
JANAURY 17,2024

1. Call Meeting to Order 6:30 p.m.
2. Pledge of Allegiance
3. Roll Call- Present: Mayor-Dave Dillan\_\_\_\_ Council Members; Ken Muller\_\_\_\_ Norris Johnson\_\_\_\_ Lindsee Larsen\_\_\_\_  
Laurie Gahm\_\_\_\_ Absent;\_\_\_\_\_
4. **Approval of Agenda** MB\_\_2<sup>nd</sup>\_\_ AIF\_\_ O\_\_
5. **Consent Agenda** MB\_\_2<sup>nd</sup>\_\_ AIF\_\_ O\_\_
  - a. Approval of the Minutes – December 13, 2023 Special Meeting and December 21, 2023
  - b. Approval of Bills
6. **Open Forum**
7. **Public Hearing**
8. **Requests and Communications** - Attorney Recognition for Years of Service
9. **Ordinances and Resolutions**
  - a. Resolution 23-01 Annual Appointments
10. **Reports of Departments, Boards and Commissions**
  - a. City Manager
  - b. Police-Incident Summary Report (Info. Only-No Action Needed)
  - c. Park -
  - d. Public Works
  - e. Liquor Store
  - f. Fire Department-
  - g. Planning and Zoning-No meeting (still two vacancies)
  - h. Airport-Letter in packet on Update of 110<sup>th</sup> Avenue Project (HUD Grant B-23-CP-MN-0884)
11. **Committees**
  - a. Budget
  - b. EDC
12. **Unfinished Business**
  - a. MB\_\_2<sup>nd</sup>\_\_ AIF\_\_ O\_\_
  - b. MB\_\_2<sup>nd</sup>\_\_ AIF\_\_ O\_\_
13. **New Business**
  - a. Approve Plans and Specification and Authorize Advertisement for Bids for the  
2024 Street Improvements Project MB\_\_2<sup>nd</sup>\_\_ AIF\_\_ O\_\_
  - b. Police Union Contract MB\_\_2<sup>nd</sup>\_\_ AIF\_\_ O\_\_
14. **Miscellaneous**
15. **Council Comments**
16. **Adjournment** MB\_\_2<sup>nd</sup>\_\_ AIF\_\_ O\_\_

**§ 30.19 ORDER OF BUSINESS; AGENDA**

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

**CITY OF MILACA  
SPECIAL COUNCIL MINUTES  
FINALIZING THE 2024 PRELIMINARY BUDGET AND 2024 TAX LEVY  
December 13, 2023**

**Call to Order Roll Call**

Mayor Dillan called the special meeting of the Milaca City Council to order at 6:00 p.m.

**Pledge of Allegiance**

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

Staff present: City Manager Tammy Pfaff, City Treasurer Elizabeth Nealley, Assistant City Clerk Deloris Katke, Police Chief Quinn Rasmussen, Fire Chiefs Jesse Gerads and Chris Ehlen, Liquor Store Manager Vicki Jeys and City Attorney Damien Toven.

Others Present: Chloe Smith

**Resolution #23-41 Resolution Establishing Policy Regarding Pay Rates and Procedures for Paid**

**On-Call Fire Department:** Mayor Dillan called for a motion to approve Resolution #23-41. Motion by Muller, seconded by Gahm. Gahm questioned if they work Friday or Saturday, they get \$10 and \$10 and if they get called out they get \$25? City Manager Pfaff stated that was correct. With no further discussion, all in favor. Resolution #23-41 Establishing Policy Regarding Pay Rates and Procedures for Paid On-Call Fire Department passes.

**Ordinance #520 Water Rates Increase-First Reading:** Mayor Dillan called for a motion to approve Ordinance #520. Motion by Muller, seconded by Gahm. With no further discussion, all in favor. Ordinance #520 Water Rates Increase-First Reading passes.

**Finalize 2024 Budget and 2024 Tax Levy:** City Manager Pfaff presented the following:

Anything in yellow was from the preliminary budget with no changes. Anything in blue indicates changes.

State Aid went down a little bit as we will only have 6 officers until we get full staffed again.

Lot leases- no change

Fire Protection about \$118,746 up a little bit Fire calls were increased a little bit. We hope to keep up the increase in invoicing. Right now, we have about \$8,000 outstanding invoices in fire calls. Some of these will be sent to collections and some will be assessed.

Airport fuel sales in looking at the November fuel report, we are up \$5,600 so that is good.

Court Fines will be a touchy one as it will depend on the new cannabis law. This could take a year to see the affects. Fines have decreased as well as the administrative fines.

Interest rate earnings have increased. We have turned over some of our CD's and some of those are getting over 5% . 4M fund is getting 5.6% interest.

Cable TV revenue is fading out with Netflix.

Liquor Store transfers the same.

Council – no changes.

Planning Commission – no changes.

Health Insurance was 9% increase. Was 15% increase as that is what our agent told us but luckily that came down.

Work Comp Insurance was reduced 15% so that helped a lot.

Utilities are little up. We are looking at carpet replaced in here. We do need to keep this in the budget for sure.

Council Redesign - that didn't change but we are constantly looking at the Surplus website to see if we can get a better deal.

Police Department - Union Contract still not settled. Right now, it is at 3.5% for 2024 and we are not sure of the remaining years of the contract. Overtime is up. Police Pension has decreased due to the loss of one officer. Health insurance also decreased. Uniforms was changed a little bit too.

Fire Department – Salaries are at \$67,525. Jesse and I and Chris cleared up some items on that Resolution. Work Comp was reduced. Equipment parts and repairs – a little adjustment there. There are 24 on the roster right now. There will be some building repairs in 2024. Mayor Dillan asked if that rescue truck does not happen, that \$25,000 is still there? Fire Chief 2 Ehlen stated that it probably won't happen either way as the grant is open until spring. City Manager Pfaff stated that it will just sit in their equipment budget.

Building Inspections – he is keeping his contract the same.

Public Works – Health insurance again was decreased. Uniforms was adjusted. Boiler needs to be replaced at the Public Works building. Paving a portion of Rec Park from Gorecki Center down to the bandshell. There is \$6,726.61 in the Park Improvement Reserve that would be used towards this paving project and use up that Reserve.

Library – we updated a little bit as they seem to have a lot of repairs with their boiler.

Senior Center – budget is about the same every year. No major problems since roof was replaced.

Miscellaneous – transfer each year to the Caterpillar Lease payment. Transfer to the Debt Service.

Airport – reduced from October from their share of the grant. After the preliminary budget, MN DOT Aeronautics came out that they will fund equipment now and will be 95% grant. So, this would include the roller, blower and mower. Still no guarantees that we would get it, but we should try.

Special Revenues – didn't change much.

Events Fund - Other Professional Services was moved so if we wanted to purchase a band and do something down at the park. Some of this will be used for 3<sup>rd</sup> Lair as they will be down in the park a couple of times next year and the kid's event.

Park Improvement Fund – nothing.

Veterans Memorial – nothing.

Debt Service – that is set by the bond schedules.

Still waiting for the 8-unit apartment building to get going for the TIF District.

Enterprise Funds – with the increase to the water and sewer fund, there have been a lot of headaches with the new conversion. A lot of issues with people not letting them in to replace the meters. We are hoping with the rate increase that that will help this fund out.

Sewer fund – This one is coming along pretty good.

Liquor Fund – this is slated to be almost over \$3.1 million this year.

Deputy Registrar Fund – Fees increased October 2023 per the state. January 15 will be their start date for their project. They did get that \$23,000 from the state reimbursement on fees that will help this project out.

Summary for the tax levy final is at 4.43% increase. Councilmember Johnson had called earlier and wanted to see if there was a way to reduce the levy so I will leave that up to you to discuss. Mayor Dillan stated he had talked to Councilmember Johnson and then was in today to see City Manager Pfaff, trying to find something. City Manager Pfaff stated that our operational costs are getting higher due to inflation on everything. Councilmember Muller then stated that on \$9,000 taxes, with the 4.43% increase that would be about \$8.86 increase a month. So, it really isn't a significant increase.

Mayor Dillan stated there were some things we looked at to decrease the levy, but they are not going to go away. Like the Rec Park. Councilmember Gahm stated that if we don't keep current, then you are going to be paying for it in the future. Mayor Dillan stated that he felt like we got rid of the things we could at the workshop. At first, I was not convinced on the carpet, but now that things have been moved around, it's pretty gross.

City Manager Pfaff stated that as far as developers, if they wanted to come in and possibly buy the Pearson property and need to add water/sewer there, then we would need to look at infrastructure grants to move in that direction. Councilmember Muller asked if they were putting water main in the new road out by the airport. City Manager Pfaff advised that water/sewer would be just past the daycare center.

Mayor Dillan asked the councilmembers if there was anything they wanted to look at. Councilmember Muller stated that obviously there was a lot of work put into this and there were a lot of spreadsheets.

Councilmember Gahm asked what the cost of living was at and City Manager Pfaff stated it was at 3.2 and now it lowered to 3.1 this last month.

City Manager Pfaff stated that next year, even though these are estimates, we will see debt levies increase substantially next year. Until we get the final bond issuance, we will see and then that recommendation to spend down some cash for these.

City Manager Pfaff asked Fire Chiefs Gerads and Ehlen if they were going to the townships to see about their help on the truck in 2024. Fire Chief Gerads said the townships just expect make payments each year to the bond like we do. City Manager Pfaff stated that she will need from the townships if they want this added into their budget or invoiced for it. If a township does not want to commit to this truck, that means the city tax payers would make up the difference. Fire Chief Gerads said townships have never done that. Monday night the fire department just donated another \$85,000 from their gambling fund so that's already another \$85,000 on top of that half million we have and hopefully another \$80,000 will be donated next year.

City Manager asked if council was keeping the tax levy at 4.43 or reducing that. Councilmember Muller felt this was low compared to the county. He felt to keep this for street repairs.

City Manager Pfaff stated that our fund balance policy is to keep 1.1 million dollars for a 5-month period in the operational cash. City Manager Pfaff continued to say that when she spoke with Councilmember Johnson earlier, he stated that there was a large amount in LGA but she reminded him that back in 2008-2010 when LGA was frozen, cities did not get increases so street projects and any purchase in capital improvements was on hold. Councilmember Gahm stated that was fine but you still have to pick this up at some point. Mayor Dillan stated that that's kind of where the street project is at. We kept putting it off and now we have to take care of.

With no further discussion, Mayor Dillan called for a motion to finalize the 2024 budget and 2024 tax levy. Motion by Muller, seconded by Gahm. All in favor. Motion to approve the 2024 budget and tax levy passes.

Mayor Dillan called for a motion to approve Resolution #23-42 Approving the Final 2024 Budget and 2024 Tax levy. Motion by Gahm, seconded by Muller. All in favor, motion to approve Resolution #23-42 passes.

CLOSED MEETING FOR CITY MANAGER PERFORMANCE EVALUATION AND CONTRACT.

Mayor Dillan read the script for a closed meeting. Mayor Dillan called for a motion to close the meeting. Motion made by Muller, seconded by Gahm.

MEETING CLOSED AT 6:31 P.M.

Members of the council, following the completion of our business, we will now adjourn into open session and I will entertain a motion to adjourn the closed portion of the meeting and go back into open session. Time is 7:17 p.m. Motion by Muller, seconded by Gahm.

City Manager annual evaluation is completed. Contract will be presented to full council on December 21, 2023.

Mayor Dillan called for a motion to adjourn. Motion by Muller, seconded by Gahm. No further discussion. All in favor.

Meeting adjourned at 7:19 p.m.

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Mayor Dave Dillan

ATTEST:

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City Manager Tammy Pfaff

**CITY OF MILACA  
COUNCIL MINUTES  
December 21, 2023**

**Pledge of Allegiance**

**Call to Order Roll Call**

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

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

Staff present: City Manager Tammy Pfaff, Communications Specialist Mary Mickelson, Assistant City Clerk Deloris Katke, Fire Chief 1 Jesse Gerads, Fire Chief 2 Chris Ehlen, Liquor Store Manager Vicki Jeys

Others present: Chloe Smith, Chris Carlson from Borgholm Twp., Karen Dalbey

**Approval of the Agenda**

Mayor Dillan called for a motion to approve the agenda. Johnson made a motion for approval, seconded by Gahm. With no further discussion, all in favor of the approval of the agenda; motion passed.

**Approval of Consent Agenda**

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

- a. Approval of the Minutes – November 16, 2023
- b. Approval of Bills
- c. Resolution #23-43 Accepting Donations
- d. Resolution #23-44 Liquor/Tobacco/THC License Renewals for 2024
- e. Resolution #23-49 Assessing Unpaid Fire Call

Mayor Dillan called for a motion to approve the consent agenda. Larson made a motion for approval of Consent Agenda, seconded by Muller. Mayor Dillan commented that Tim Poorker had contacted him and asked if the donations in memory of Tom Litfin could be used towards a shelter in Trimble Park by the Veterans Memorial. No further discussion. All in favor of the Consent Agenda; motion passes.

**Citizen Open Forum**

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

**Public Hearings:** Truth and Taxation. Public Hearing opened at 6:32 p.m. No one came forward. Public Hearing closed at 6:33 p.m.

**Requests and Communications:**

**Ordinances and Resolutions**

*Resolution #23-42 Approving the Final 2024 Budget and Tax Levy.* Mayor Dillan called for a motion to approve Resolution #23-42. Motion made by Gahm, seconded by Muller. With no further discussion, all

in favor of Resolution #23-42 Approving the Final 2024 Budget and Tax Levy. Motion passes.

*Resolution #23-45 Declaring a Hazardous Building Located at 230 3<sup>rd</sup> Ave NW-* Mayor Dillan called for a motion to approve Resolution #23-45. Motion made by Muller, seconded by Larsen. Mayor Dillan stated that one Page 2, item #3 of Resolution #23-45 it should read within 20 days of the service of this Order. Councilmember Johnson asked if the owner has indicated his intentions at all. City Manager Pfaff stated no. No contact has been made. Fire Chief Gerads asked if the city would tear it down and assess onto the property and City Manager Pfaff stated yes. Fire Chief 1 Gerads asked if this could possibly be a controlled burn and the fire department use it for training. City Manager Pfaff stated after the asbestos, if any, were removed first. With no further discussion, all in favor of Resolution #23-45 Declaring a Hazardous Building Located at 230 3<sup>rd</sup> Ave N. Motion passes.

*Ordinance #518 Zoning Fees Charges-Second Reading -* Mayor Dillan called for a motion to approve Ordinance #518. Motion made by Gahm, seconded by Muller. With no further discussion, all in favor of Ordinance #518 Zoning Fees Charges-Second Reading. Motion passes.

*Resolution #23-46 to Summarize Ordinance #518 -* Mayor Dillan called for a motion to approve Resolution #23-46. Motion made by Johnson, seconded by Larsen. With no further discussion, all in favor of Resolution #23-46 to Summarize Ordinance #518. Motion passes.

*Ordinance #519 Amending Zoning #156.036(E)(9) – Second Reading -* Mayor Dillan called for a motion to approve Ordinance #519. Motion made by Muller, seconded by Johnson. With no further discussion, all in favor of Ordinance #519 Amending Zoning #156.036(E)(9) – Second Reading. Motion passes.

*Resolution #23-47 to Summarize Ordinance #519 -* Mayor Dillan called for a motion to approve Resolution #23-47. Motion made by Gahm, seconded by Johnson. With no further discussion, all in favor of Resolution #23-47 to Summarize Ordinance #519. Motion passes.

*Ordinance #520 Amending Title III Administration; Chapter 34.40 and 34.41(A)-Second Reading -* Mayor Dillan called for a motion to approve Ordinance #520. Motion made by Muller, seconded by Gahm. With no further discussion, all in favor of Ordinance #520 Amending Title III Administration; Chapter 34.40 and 34.41(A)-Second Reading. Motion passes.

*Resolution #23-48 to Summarize Ordinance #520-* Mayor Dillan called for a motion to approve Resolution #23-48. Motion made by Gahm, seconded by Larsen. With no further discussion, all in favor of Resolution #23-48 to Summarize Ordinance #520. Motion passes.

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

*City Manager – Follow Up on the Parking Issue -* City Manager Pfaff stated she did contact Jiggers and Trent Bergeron with the church in regard to the parking issue. It would not be a good idea to go to permit parking. They have too many customers that use that and the church uses it on Wednesdays intermittently and on Sundays until 12 or 1 p.m. City Manager Pfaff recommended the city council take no action on this.

*Liquor Store –* Liquor Store Manager Vicki Jeys stated that from the 2022 State Auditors Report they reported that the combined net profit for all municipals is \$27.3 million. That is down 25.6% or \$9.4 million from the previous year. Over the past 5 years, net profits are down 5.9%. There are 31 Minnesota cities that reported losses for 2022. 18 more than the year before. Possibly due to Covid. Jeys stated the Milaca Liquor Store is not down in sales. We rank 46 out of 176 municipals.



Vicki Jeys then went over the handouts in the agenda packets in regard to CBD's and THC's.

## Committees

### Unfinished Business

### Miscellaneous

#### New Business-

*North Memorial Health Lease Agreement Renewal* - Mayor Dillan called for a motion to approve. Motion made by Johnson, seconded by Larsen. Fire Chief Ehlen asked what the commons area was and asked if that included the gym area. City Manager Pfaff stated it should not. Fire Chief Gerads then asked why only one year. City Manager Pfaff stated because there was only one year left on the loan. After the one year, then the lease will be changed. With no further discussion, all in favor of North Memorial Health Lease Agreement Renewal. Motion passes.

*Mid-MN Inspections Contract Renewal* - Mayor Dillan called for a motion to approve. Motion made by Muller, seconded by Johnson. With no further discussion, all in favor of Mid-MN Inspections Contract Renewal. Motion passes.

*DAC Contracts for City Hall, Gorecki Center, Library and Fire Hall* - Mayor Dillan called for a motion to approve. Motion made by Larsen, seconded by Muller. With no further discussion, all in favor of DAC Contracts for City Hall, Gorecki Center, Library and Fire Hall. Motion passes.

*Liquor Store Access Road Contractor Payment Request #2 for \$44,960.75 to ACM, LLC* - Mayor Dillan called for a motion to approve. Motion made by Johnson, seconded by Muller. City Manager Pfaff stated the final payment will be in the spring. With no further discussion, all in favor of Liquor Store Access Road Contractor Payment Request #2 for \$44,960.75 to ACM, LLC. Motion passes.

*Milaca Archery Requesting Donation* – Gahm asked if this was for going to a conference and Mayor Dillan stated it was just a general donation. City Manager Pfaff stated we cannot be a sponsor but we can donate through the gambling fund. Gahm asked what did we decide last year and Mayor Dillan stated last year we donated because they were going to nationals and we thought it was a one-time. Larsen then stated she thought the council was going to re-visit the whole donation policy. City Manager Pfaff stated we did do a policy back in May. Mayor Dillan then commented we still didn't for this kind of thing. It fits under the policy but the policy doesn't address that every week if an organization came in wanting money, we need to have a plan to address that. Mayor Dillan stated we have a plan on how the funds would be spent because of a lot of it is going to trails and music stuff and arts and those categories. City Manager Pfaff stated this would only benefit activities going to state or national competitions. Not general expenses. Mayor Dillan stated we had until January 12 so we would have time to think it over. (Someone enters the room at approximately 6:50 p.m.). Gahm then commented what if the band comes in and wants new instruments and what if baseball. You know. City Manager Pfaff stated our next meeting isn't until January 17 so we would need to make a decision. Mayor Dillan asked how everybody feels. Johnson stated that we need some kind of policy as to when and who we donate to. City Manager Pfaff stated this request does not meet the qualifications that we passed. Council consensus was to pass on this request.

*Contract Amendment for City Manager* - Mayor Dillan called for a motion to approve. Motion made by Muller, seconded by Gahm. With no further discussion, all in favor of Contract Amendment for City Manager. Motion passes.

**Council Comments**

Ken Muller commented that he had someone from out-of-town approach him and they commented on how nice the skating rinks and skate park were last year.

Mayor Dillan stated some people talked to him at that open house on Hwy 23 and he met yesterday with Representative Schultz in regard to an issue about Hwy. 23 and 5 out by Koch's. MN Dot will not do a round-about. But these people brought up a possible solution to change that 60 by the bridge to past County Road 5. So, you would be like 45 up the hill and then go 60 beyond that. MN Dot just cautioned on using speed studies.

**Adjourn:**

Mayor Dillan called for a motion to adjourn. Motion made by Johnson, seconded by Muller to adjourn. No further discussion. All in favor; motion carried. Meeting adjourned at 7:03 p.m.

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Mayor Dave Dillan

Attest:

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City Manager Tammy Pfaff

Check Number	Check Issue Date	Payee	Invoice Number	In S	Invoice GL Account	Invoice Amount	Check Amount	Description
50682	12/20/23	QUADIENT FINANCING USA, IN	4970-121023	1	101-41940-322	539.00	539.00	POSTAGE
Total 50682:							539.00	
50683	12/21/23	DEPUTY REGISTRAR #093	122123	1	101-42280-437	22.50	22.50	TITLE CORRECTION ON ALUMA TRAILER-FD
Total 50683:							22.50	
50684	12/22/23	ACM, LLC	193806303-2	1	200-46500-530	44,960.75	44,960.75	ACCESS ROAD PROJECT
Total 50684:							44,960.75	
50685	12/26/23	BELLBOY CORP.	0201903800	1	609-49750-251	6,279.95	6,279.95	LIQUOR
Total 50685:							6,279.95	
50686	12/26/23	BERNICKS	10160163	1	609-49750-252	1,095.00	1,095.00	BEER
50686	12/26/23	BERNICKS	10160164	1	609-49750-254	45.36	45.36	NA
50686	12/26/23	BERNICKS	10162726	1	609-49750-254	79.95	79.95	NA
50686	12/26/23	BERNICKS	10162726	2	609-49750-252	1,809.30	1,809.30	BEER
50686	12/26/23	BERNICKS	10162727	1	609-49750-254	19.28	19.28	NA
Total 50686:							3,048.89	
50687	12/26/23	BREAKTHRU BEVERAGE MN	113618064	1	609-49750-253	240.00	240.00	WINE
50687	12/26/23	BREAKTHRU BEVERAGE MN	113618064	2	609-49750-254	148.02	148.02	NA
50687	12/26/23	BREAKTHRU BEVERAGE MN	113618064	3	609-49750-251	4,380.32	4,380.32	LIQUOR
50687	12/26/23	BREAKTHRU BEVERAGE MN	113618064	4	609-49750-333	86.04	86.04	DELIVERY
50687	12/26/23	BREAKTHRU BEVERAGE MN	363441317	1	609-49750-251	171.00-	171.00-	CREDIT LIQUOR
50687	12/26/23	BREAKTHRU BEVERAGE MN	363441317	2	609-49750-333	1.85-	1.85-	CREDIT DELIVERY
Total 50687:							4,681.53	
50688	12/26/23	BROOKVIEW WINERY	KISS-0109	1	609-49750-253	108.00	108.00	WINE
Total 50688:							108.00	
50689	12/26/23	C & L DISTRIBUTING CO.	1821069	1	609-49750-259	1,380.50	1,380.50	OTHER FOR RESALE
50689	12/26/23	C & L DISTRIBUTING CO.	1821070	1	609-49750-254	78.05	78.05	NA
50689	12/26/23	C & L DISTRIBUTING CO.	1821070	2	609-49750-259	97.95-	97.95-	CREDIT OTHER FOR RESALE
50689	12/26/23	C & L DISTRIBUTING CO.	1821070	3	609-49750-252	5,878.10	5,878.10	BEER
50689	12/26/23	C & L DISTRIBUTING CO.	1824706	1	609-49750-254	106.55	106.55	NA
50689	12/26/23	C & L DISTRIBUTING CO.	1824706	2	609-49750-252	16,419.20	16,419.20	BEER
50689	12/26/23	C & L DISTRIBUTING CO.	2692000349	1	609-49750-252	187.20-	187.20-	CREDIT BEER
50689	12/26/23	C & L DISTRIBUTING CO.	2692000363	1	609-49750-252	42.60-	42.60-	CREDIT BEER
50689	12/26/23	C & L DISTRIBUTING CO.	2692000364	1	609-49750-259	5.69-	5.69-	CREDIT OTHER FOR RESALE
Total 50689:							23,528.96	
50690	12/26/23	DAHLHEIMER DISTRIBUTING C	2068503	1	609-49750-254	186.85	186.85	NA
50690	12/26/23	DAHLHEIMER DISTRIBUTING C	2068503	2	609-49750-253	54.00	54.00	WINE
50690	12/26/23	DAHLHEIMER DISTRIBUTING C	2068503	3	609-49750-259	75.00	75.00	OTHER FOR RESALE
50690	12/26/23	DAHLHEIMER DISTRIBUTING C	2068503	4	609-49750-252	8,540.60	8,540.60	BEER
50690	12/26/23	DAHLHEIMER DISTRIBUTING C	2069412	1	609-49750-254	19.80	19.80	NA
50690	12/26/23	DAHLHEIMER DISTRIBUTING C	2069412	2	609-49750-251	47.00	47.00	LIQUOR
50690	12/26/23	DAHLHEIMER DISTRIBUTING C	2069412	3	609-49750-253	18.70	18.70	WINE
50690	12/26/23	DAHLHEIMER DISTRIBUTING C	2069412	4	609-49750-259	144.00	144.00	OTHER FOR RESALE
50690	12/26/23	DAHLHEIMER DISTRIBUTING C	2069412	5	609-49750-252	11,977.08	11,977.08	BEER

Check Number	Check Issue Date	Payee	Invoice Number	In S	Invoice GL Account	Invoice Amount	Check Amount	Description
50690	12/26/23	DAHLHEIMER DISTRIBUTING C	2069617	1	609-49750-252	320.00-	320.00-	CREDIT BEER
50690	12/26/23	DAHLHEIMER DISTRIBUTING C	2073769	1	609-49750-252	158.00-	158.00-	CREDIT BEER
Total 50690:							20,585.03	
50691	12/26/23	FORESTEDGE WINERY	5432	1	609-49750-253	264.00	264.00	WINE
Total 50691:							264.00	
50692	12/26/23	GRANITE CITY JOBBING	364524	1	609-49750-259	175.60-	175.60-	CREDIT OTHER FOR RESALE
50692	12/26/23	GRANITE CITY JOBBING	365065	1	609-49750-256	921.76	921.76	TOBACCO
50692	12/26/23	GRANITE CITY JOBBING	365065	2	609-49750-259	326.15	326.15	OTHER FOR RESALE
50692	12/26/23	GRANITE CITY JOBBING	365065	3	609-49750-333	10.00	10.00	DELIVERY
50692	12/26/23	GRANITE CITY JOBBING	366094	1	609-49750-254	4.38	4.38	NA
50692	12/26/23	GRANITE CITY JOBBING	366094	2	609-49750-259	177.50	177.50	OTHER FOR RESALE
50692	12/26/23	GRANITE CITY JOBBING	366094	3	609-49750-333	10.00	10.00	DELIVERY
Total 50692:							1,274.19	
50693	12/26/23	JOHNSON BROTHERS LIQUOR	2441371	1	609-49750-253	454.00	454.00	WINE
50693	12/26/23	JOHNSON BROTHERS LIQUOR	2441371	2	609-49750-333	15.36	15.36	DELIVERY
50693	12/26/23	JOHNSON BROTHERS LIQUOR	2441372	1	609-49750-251	1,008.50	1,008.50	LIQUOR
50693	12/26/23	JOHNSON BROTHERS LIQUOR	2441372	2	609-49750-333	17.28	17.28	DELIVERY
50693	12/26/23	JOHNSON BROTHERS LIQUOR	2446372	1	609-49750-251	100.20	100.20	LIQUOR
50693	12/26/23	JOHNSON BROTHERS LIQUOR	2446372	2	609-49750-333	1.92	1.92	DELIVERY
50693	12/26/23	JOHNSON BROTHERS LIQUOR	2446798	1	609-49750-251	4,876.05	4,876.05	LIQUOR
50693	12/26/23	JOHNSON BROTHERS LIQUOR	2446798	2	609-49750-253	74.00	74.00	WINE
50693	12/26/23	JOHNSON BROTHERS LIQUOR	2446798	3	609-49750-254	3,217.00	3,217.00	NA
50693	12/26/23	JOHNSON BROTHERS LIQUOR	2446798	4	609-49750-333	212.64	212.64	DELIVERY
50693	12/26/23	JOHNSON BROTHERS LIQUOR	2446799	1	609-49750-251	4,906.94	4,906.94	LIQUOR
50693	12/26/23	JOHNSON BROTHERS LIQUOR	2446799	2	609-49750-333	40.32	40.32	DELIVERY
50693	12/26/23	JOHNSON BROTHERS LIQUOR	277517	1	609-49750-251	13.08-	13.08-	CREDIT LIQUOR
50693	12/26/23	JOHNSON BROTHERS LIQUOR	277518	1	609-49750-253	12.00-	12.00-	CREDIT WINE
Total 50693:							14,899.13	
50694	12/26/23	M. AMUNDSON LLP	374056	1	609-49750-256	760.28	760.28	TOBACCO
50694	12/26/23	M. AMUNDSON LLP	374439	1	609-49750-256	314.10	314.10	TOBACCO
50694	12/26/23	M. AMUNDSON LLP	374439	2	609-49750-259	39.84	39.84	OTHER FOR RESALE
Total 50694:							1,114.22	
50695	12/26/23	MAVERICK WINE COMPANY MI	INV1137602	1	609-49750-251	480.00	480.00	LIQUOR
50695	12/26/23	MAVERICK WINE COMPANY MI	INV1137602	2	609-49750-333	5.00	5.00	DELIVERY
50695	12/26/23	MAVERICK WINE COMPANY MI	INV1138880	1	609-49750-251	1,144.02	1,144.02	LIQUOR
50695	12/26/23	MAVERICK WINE COMPANY MI	INV1138880	2	609-49750-333	15.00	15.00	DELIVERY
50695	12/26/23	MAVERICK WINE COMPANY MI	INV1138890	1	609-49750-251	120.00	120.00	LIQUOR
50695	12/26/23	MAVERICK WINE COMPANY MI	INV1138890	2	609-49750-333	5.00	5.00	DELIVERY
Total 50695:							1,769.02	
50696	12/26/23	MID-MN INSPECTIONS LLC	1141	1	101-42400-300	2,435.42	2,435.42	CONTRACTED BLDG OFFICIAL-OCT & NOV
Total 50696:							2,435.42	
50697	12/26/23	MILACA AREA TOURISM BUREA	083123	1	101-31410	1,027.43	1,027.43	AUGUST RECEIPTS-SEPT TAX
50697	12/26/23	MILACA AREA TOURISM BUREA	083123	2	101-31410	1,146.04	1,146.04	SEPT RECEIPTS-OCT TAX
50697	12/26/23	MILACA AREA TOURISM BUREA	083123	3	101-31410	1,079.15	1,079.15	OCT RECEIPTS-NOV TAX

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Total 50697:							3,252.62	
50698	12/26/23	PAUSTIS WINE COMPANY	222818	1	609-49750-253	1,688.00	1,688.00	WINE
50698	12/26/23	PAUSTIS WINE COMPANY	222818	2	609-49750-333	24.00	24.00	DELIVERY
Total 50698:							1,712.00	
50699	12/26/23	PHILLIPS WINE AND SPIRITS	6708542	1	609-49750-253	782.65	782.65	WINE
50699	12/26/23	PHILLIPS WINE AND SPIRITS	6708542	2	609-49750-251	2,610.55	2,610.55	LIQUOR
50699	12/26/23	PHILLIPS WINE AND SPIRITS	6708542	3	609-49750-333	92.16	92.16	DELIVERY
Total 50699:							3,485.36	
50700	12/26/23	SOUTHERN GLAZERS OF MN	2423633	1	609-49750-251	262.75	262.75	LIQUOR
50700	12/26/23	SOUTHERN GLAZERS OF MN	2423633	2	609-49750-333	1.55	1.55	DELIVERY
50700	12/26/23	SOUTHERN GLAZERS OF MN	2423634	1	609-49750-253	480.00	480.00	WINE
50700	12/26/23	SOUTHERN GLAZERS OF MN	2423634	2	609-49750-333	10.85	10.85	DELIVERY
50700	12/26/23	SOUTHERN GLAZERS OF MN	2426614	1	609-49750-251	3,351.59	3,351.59	LIQUOR
50700	12/26/23	SOUTHERN GLAZERS OF MN	2426614	2	609-49750-333	37.20	37.20	DELIVERY
50700	12/26/23	SOUTHERN GLAZERS OF MN	2426615	1	609-49750-254	58.29	58.29	NA
50700	12/26/23	SOUTHERN GLAZERS OF MN	2426615	2	609-49750-253	9.71	9.71	WINE
50700	12/26/23	SOUTHERN GLAZERS OF MN	2426615	3	609-49750-333	1.81	1.81	DELIVERY
50700	12/26/23	SOUTHERN GLAZERS OF MN	5105116	1	609-49750-251	2,281.25	2,281.25	LIQUOR
50700	12/26/23	SOUTHERN GLAZERS OF MN	5105116	2	609-49750-333	44.95	44.95	DELIVERY
50700	12/26/23	SOUTHERN GLAZERS OF MN	9545424	1	609-49750-251	660.00-	660.00-	CREDIT LIQUOR
Total 50700:							5,879.95	
50701	12/26/23	STANTEC	2170394	1	101-41940-310	1,140.28	1,140.28	GENERAL ENGINEERING
50701	12/26/23	STANTEC	2170396	1	200-46500-530	101.00	101.00	ACCESS ROAD AT LIQUOR STORE
50701	12/26/23	STANTEC	2170397	1	101-43000-303	516.00	516.00	2024 STREET PROJECT
Total 50701:							1,757.28	
50702	12/26/23	STANTEC	2170395	1	501-43100-303	7,695.03	7,695.03	AIRPORT ROAD GRANT
Total 50702:							7,695.03	
50703	12/26/23	VERIZON WIRELESS	9951276565	1	609-49750-321	40.01	40.01	STORE DISPLAY SIGN - LIQUOR
50703	12/26/23	VERIZON WIRELESS	9951276565	2	101-43000-321	46.23	46.23	CELL PHONE SVC 4055-PW
Total 50703:							86.24	
50704	12/26/23	VIKING BOTTLING CO.	3335983	1	609-49750-254	362.55	362.55	NA
50704	12/26/23	VIKING BOTTLING CO.	3346269	1	609-49750-254	242.95	242.95	NA
Total 50704:							605.50	
50705	12/26/23	VINOCOPIA	0342615-IN	1	609-49750-253	120.00	120.00	WINE
50705	12/26/23	VINOCOPIA	0342615-IN	2	609-49750-251	607.16	607.16	LIQUOR
50705	12/26/23	VINOCOPIA	0342615-IN	3	609-49750-333	7.50	7.50	DELIVERY
Total 50705:							734.66	
50706	12/26/23	VISA	8948121323	1	101-45200-437	52.00	52.00	RESERVATION KEY
50706	12/26/23	VISA	8948121323	3	101-41940-437	20.93	20.93	PIZZA CENTRAL-CITY
50706	12/26/23	VISA	8948121323	4	101-43000-208	35.20	35.20	PANDA EXPRESS-PW

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50706	12/26/23	VISA	8948121323	5	101-43000-212	403.99	403.99	GAS-PW
50706	12/26/23	VISA	8948121323	6	101-43000-208	246.34	246.34	HOLIDAY INN-PW
50706	12/26/23	VISA	8948121323	7	101-42110-437	46.96	46.96	POSTAGE-PD
Total 50706:							805.42	
50707	12/26/23	WATSON COMPANY	138837	1	609-49750-259	106.30	106.30	OTHER FOR RESALE
50707	12/26/23	WATSON COMPANY	138837	2	609-49750-256	604.27	604.27	TOBACCO
50707	12/26/23	WATSON COMPANY	138837	3	609-49750-333	6.00	6.00	DELIVERY
50707	12/26/23	WATSON COMPANY	139009	1	609-49750-259	293.72	293.72	OTHER FOR RESALE
50707	12/26/23	WATSON COMPANY	139009	2	609-49750-256	1,020.27	1,020.27	TOBACCO
50707	12/26/23	WATSON COMPANY	139009	3	609-49750-333	6.00	6.00	DELIVERY
Total 50707:							2,036.56	
50708	12/28/23	CKW DEVELOPERS	32-1770-01	1	001-10005	29.46	29.46	CREDIT ON FINAL WATER BILL
Total 50708:							29.46	
50709	12/28/23	ILLINOIS TOLLWAY	IN590660817	1	101-43000-208	203.45	203.45	TOLLS-PW
Total 50709:							203.45	
50710	12/28/23	MONROE, PEGGY	11-5230-00	1	001-10005	54.34	54.34	CREDIT ON FINAL WATER BILL
Total 50710:							54.34	
50711	12/28/23	NOVAK, PATRICK	11-3720-00	1	001-10005	27.06	27.06	CREDIT ON FINAL WATER BILL
Total 50711:							27.06	
50712	12/28/23	U.S. POSTMASTER	122823	1	602-49400-322	243.06	243.06	DECEMBER WATER BILLS-WATER
50712	12/28/23	U.S. POSTMASTER	122823	2	603-49450-322	243.05	243.05	DECEMBER WATER BILLS-SEWER
Total 50712:							486.11	
50713	01/10/24	AMAZON CAPITAL SERVICES	11G3-LL6K-T	1	101-41110-217	156.61	156.61	LAPTOP BATTERIES-COUNCIL
50713	01/10/24	AMAZON CAPITAL SERVICES	11G3-LL6K-T	2	101-41940-201	73.07	73.07	CALENDARS/FILE FOLDERS/OFFICE SUPPLIES
50713	01/10/24	AMAZON CAPITAL SERVICES	11G3-LL6K-T	3	101-41940-217	211.40	211.40	PAPER PRODUCTS/BATTERIES-CITY
50713	01/10/24	AMAZON CAPITAL SERVICES	11G3-LL6K-T	4	101-42110-201	8.77	8.77	PEN REFILLS-PD
50713	01/10/24	AMAZON CAPITAL SERVICES	11G3-LL6K-T	5	101-42110-437	85.00	85.00	GLOVES-PD
50713	01/10/24	AMAZON CAPITAL SERVICES	11G3-LL6K-T	6	101-42280-240	658.00	658.00	PRINTERS-FIRE
50713	01/10/24	AMAZON CAPITAL SERVICES	11G3-LL6K-T	7	101-43000-221	670.96	670.96	BED LINER/TIE ROD ENDS/HUB ASSEMBLY-PW
50713	01/10/24	AMAZON CAPITAL SERVICES	11G3-LL6K-T	8	101-43000-240	575.96	575.96	OUTDOOR ANTENNA/CELL PHONE BOOSTER-P
50713	01/10/24	AMAZON CAPITAL SERVICES	11G3-LL6K-T	9	101-45200-221	184.99	184.99	EPOXY KIT-PARKS
50713	01/03/24	AMERICAN FDS	PR1231231	1	101-21708	325.00	325.00	AMERICAN FUNDS AMERICAN FUNDS Pay Per
Total 50713:							2,949.76	
50714	01/10/24	ASCAP	1000062655	1	101-41940-433	434.00	434.00	2024 LICENSE FEES
50714	01/03/24	EFTPS-FED TAXPAYMENT	PR1231231	1	101-21703	2,628.46	2,628.46	FED/SSI/MEDICARE SOCIAL SECURITY Pay Pe
50714	01/03/24	EFTPS-FED TAXPAYMENT	PR1231231	2	101-21701	4,646.57	4,646.57	FED/SSI/MEDICARE FEDERAL WITHHOLDING T
50714	01/03/24	EFTPS-FED TAXPAYMENT	PR1231231	3	101-21703	2,628.46	2,628.46	FED/SSI/MEDICARE SOCIAL SECURITY Pay Pe
50714	01/03/24	EFTPS-FED TAXPAYMENT	PR1231231	4	101-21703	870.71	870.71	FED/SSI/MEDICARE MEDICARE Pay Period: 12/
50714	01/03/24	EFTPS-FED TAXPAYMENT	PR1231231	5	101-21703	870.71	870.71	FED/SSI/MEDICARE MEDICARE Pay Period: 12/
Total 50714:							12,078.91	

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50715	01/10/24	AT&T MOBILITY	2873260566	1	101-42280-321	38.23	38.23	PHONE 1004-FIRE TABLET
50715	01/10/24	AT&T MOBILITY	2873260566	2	101-42110-321	38.23	38.23	PHONE 9578-SQUAD MDC 532
50715	01/10/24	AT&T MOBILITY	2873260566	3	101-42110-321	38.23	38.23	PHONE 0563-SQUAD MDC 531
50715	01/10/24	AT&T MOBILITY	2873260566	4	101-42110-321	44.73	44.73	PHONE 0565-OFFICER 5312
50715	01/10/24	AT&T MOBILITY	2873260566	5	101-42110-321	38.23	38.23	PHONE 1255-SQUAD MDC 533
50715	01/10/24	AT&T MOBILITY	2873260566	6	101-42110-321	29.00	29.00	PHONE 4974-PT OFFICER FLIP PHONE
50715	01/10/24	AT&T MOBILITY	2873260566	7	101-42110-321	44.73	44.73	PHONE 0405-OFFICER 5301
50715	01/10/24	AT&T MOBILITY	2873260566	8	101-42110-321	44.73	44.73	PHONE 0452-OFFICER 5307
50715	01/10/24	AT&T MOBILITY	2873260566	9	101-42110-321	44.73	44.73	PHONE 0453-OFFICER 5309
50715	01/10/24	AT&T MOBILITY	2873260566	10	101-42110-321	44.73	44.73	PHONE 0454-OFFICER 5310
50715	01/10/24	AT&T MOBILITY	2873260566	11	101-42110-321	44.73	44.73	PHONE 4975-OFFICER 5306
50715	01/10/24	AT&T MOBILITY	2873260566	12	101-42110-321	44.73	44.73	PHONE 4976-OFFICER 5305
50715	01/03/24	GOVONE SOLUTIONS	PR1231231	1	101-21704	3,208.95	3,208.95	PERA PERA PROTECTIVE Pay Period: 12/31/20
50715	01/03/24	GOVONE SOLUTIONS	PR1231231	2	101-21704	2,827.61	2,827.61	PERA PERA COORDINATED Pay Period: 12/31/2
50715	01/03/24	GOVONE SOLUTIONS	PR1231231	3	101-21704	3,262.64	3,262.64	PERA PERA COORDINATED Pay Period: 12/31/2
50715	01/03/24	GOVONE SOLUTIONS	PR1231231	4	101-21704	2,139.30	2,139.30	PERA PERA PROTECTIVE Pay Period: 12/31/20
Total 50715:							11,933.53	
50716	01/10/24	AT&T MOBILITY	2873260586	1	602-49400-321	38.23	38.23	PHONE 1168-WATER HOTSPOT
50716	01/10/24	AT&T MOBILITY	2873260586	2	602-49400-321	38.23	38.23	PHONE 4035-WATER TABLET
50716	01/10/24	AT&T MOBILITY	2873260586	3	602-49400-321	41.23	41.23	PHONE 0290-1997 WELL UNIT
50716	01/10/24	AT&T MOBILITY	2873260586	4	602-49400-321	41.23	41.23	PHONE 9067-2006 WELL UNIT
50716	01/10/24	AT&T MOBILITY	2873260586	5	101-43000-321	44.73	44.73	PHONE 8248-ON CALL PW
50716	01/10/24	AT&T MOBILITY	2873260586	6	101-43000-321	44.73	44.73	PHONE 1076-WARNE JOHNSON
50716	01/10/24	AT&T MOBILITY	2873260586	7	101-41940-321	44.73	44.73	PHONE 4544-CITY ADMIN
50716	01/10/24	AT&T MOBILITY	2873260586	8	101-41940-321	41.23	41.23	PHONE 9066-TOWER UNIT
50716	01/03/24	MN-STATE TAXPAYMENT	PR1231231	1	101-21702	2,464.15	2,464.15	SWT STATE WITHHOLDING TAX Pay Period: 12
Total 50716:							2,798.49	
50717	01/10/24	AW RESEARCH LABORATORIE	60550	1	602-49400-310	101.00	101.00	COLIFORM BACTERIA/E.COLI TESTING
50717	01/10/24	AW RESEARCH LABORATORIE	60675	1	603-49450-310	78.00	78.00	SEWER TESTING
50717	01/10/24	AW RESEARCH LABORATORIE	60699	1	602-49400-310	75.00	75.00	ANNUAL FEE
Total 50717:							254.00	
50718	01/10/24	BERNICKS	10164684	1	609-49750-252	175.75	175.75	BEER
50718	01/10/24	BERNICKS	10164685	1	609-49750-254	68.80	68.80	NA
50718	01/10/24	BERNICKS	10166954	1	609-49750-254	33.85	33.85	NA
50718	01/10/24	BERNICKS	10166954	2	609-49750-252	851.60	851.60	BEER
50718	01/10/24	BERNICKS	10166955	1	609-49750-254	33.60	33.60	NA
Total 50718:							1,163.60	
50719	01/10/24	BIG J'S SERVICE STATION	001201	1	602-49400-212	281.03	281.03	GAS-WATER
50719	01/10/24	BIG J'S SERVICE STATION	001201	2	603-49450-212	281.04	281.04	GAS-SEWER
50719	01/10/24	BIG J'S SERVICE STATION	001201	3	101-43000-212	116.33	116.33	GAS-PW
50719	01/10/24	BIG J'S SERVICE STATION	001201	4	101-42280-212	245.41	245.41	GAS-FIRE
Total 50719:							923.81	
50720	01/10/24	BOURGEOIS, KELLI	23-003-01	1	101-42110-310	654.50	654.50	POLICE MEDIATION
Total 50720:							654.50	
50721	01/10/24	BREAKTHRU BEVERAGE MN	113712868	1	609-49750-253	373.80	373.80	WINE
50721	01/10/24	BREAKTHRU BEVERAGE MN	113712868	2	609-49750-254	60.00	60.00	NA

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50721	01/10/24	BREAKTHRU BEVERAGE MN	113712868	3	609-49750-251	3,090.15	3,090.15	LIQUOR
50721	01/10/24	BREAKTHRU BEVERAGE MN	113712868	4	609-49750-333	37.46	37.46	DELIVERY
50721	01/10/24	BREAKTHRU BEVERAGE MN	113758126	1	609-49750-253	268.00	268.00	WINE
50721	01/10/24	BREAKTHRU BEVERAGE MN	113758126	2	609-49750-333	3.85	3.85	DELIVERY
50721	01/10/24	BREAKTHRU BEVERAGE MN	113818212	1	609-49750-254	177.98	177.98	NA
50721	01/10/24	BREAKTHRU BEVERAGE MN	113818212	2	609-49750-251	2,214.00	2,214.00	LIQUOR
50721	01/10/24	BREAKTHRU BEVERAGE MN	113818212	3	609-49750-333	59.20	59.20	DELIVERY
Total 50721:							6,284.44	
50722	01/10/24	C & L DISTRIBUTING CO.	1828585	1	609-49750-254	145.67	145.67	NA
50722	01/10/24	C & L DISTRIBUTING CO.	1828585	2	609-49750-251	261.23	261.23	LIQUOR
50722	01/10/24	C & L DISTRIBUTING CO.	1828585	3	609-49750-252	2,806.97	2,806.97	BEER
50722	01/10/24	C & L DISTRIBUTING CO.	18311960	1	609-49750-251	1,227.00	1,227.00	LIQUOR
50722	01/10/24	C & L DISTRIBUTING CO.	18311960	2	609-49750-254	45.00	45.00	NA
50722	01/10/24	C & L DISTRIBUTING CO.	18311960	3	609-49750-252	5,604.40	5,604.40	BEER
50722	01/10/24	C & L DISTRIBUTING CO.	1831940	1	609-49750-259	500.52	500.52	OTHER FOR RESALE
50722	01/10/24	C & L DISTRIBUTING CO.	2692000369	1	609-49750-252	18.21-	18.21-	CREDIT BEER
Total 50722:							10,572.58	
50723	01/10/24	CINTAS	4175927719	1	101-43000-434	89.35	89.35	UNIFORMS-PW
50723	01/10/24	CINTAS	4175927747	1	101-45200-310	52.85	52.85	RUGS-GCC
50723	01/10/24	CINTAS	4175927838	1	101-45500-310	43.66	43.66	RUGS-LIBRARY
50723	01/10/24	CINTAS	4175927856	1	101-41940-310	18.38	18.38	RUGS-CITY HALL
50723	01/10/24	CINTAS	4176642968	1	101-43000-434	89.35	89.35	UNIFORMS-PW
50723	01/10/24	CINTAS	4176642971	1	609-49750-310	85.02	85.02	RUGS - LIQUOR STORE
50723	01/10/24	CINTAS	4177371880	1	101-45200-310	52.85	52.85	RUGS-GCC
50723	01/10/24	CINTAS	4177371955	1	101-43000-434	89.35	89.35	UNIFORMS-PW
50723	01/10/24	CINTAS	4177372115	1	101-45500-310	43.66	43.66	RUGS-LIBRARY
50723	01/10/24	CINTAS	4177372152	1	101-41940-310	28.62	28.62	RUGS-CITY HALL
50723	01/10/24	CINTAS	4178142606	1	609-49750-310	93.61	93.61	RUGS - LIQUOR STORE
50723	01/10/24	CINTAS	4178142615	1	101-43000-434	97.35	97.35	UNIFORMS-PW
Total 50723:							784.05	
50724	01/10/24	CIVIC SYSTEMS, LLC	CVC24129	1	602-49400-309	650.88	650.88	SEMI-ANNUAL SUPPORT FEES-WATER
50724	01/10/24	CIVIC SYSTEMS, LLC	CVC24129	2	603-49450-309	650.88	650.88	SEMI-ANNUAL SUPPORT FEES-SEWER
50724	01/10/24	CIVIC SYSTEMS, LLC	CVC24129	3	609-49750-309	650.87	650.87	SEMI-ANNUAL SUPPORT FEES-LIQUOR
50724	01/10/24	CIVIC SYSTEMS, LLC	CVC24129	5	101-41940-309	2,603.50	2,603.50	SEMI-ANNUAL SUPPORT FEES-CITY
Total 50724:							4,556.13	
50725	01/10/24	CORE & MAIN LP	U113076	1	602-49400-580	2,000.00	2,000.00	ANALYTICS TRAINING-CIP AMI METER PROJECT
50725	01/10/24	CORE & MAIN LP	U123140	1	602-49400-580	1,140.00	1,140.00	CIP AMI METER PROJECT
50725	01/10/24	CORE & MAIN LP	U146988	1	602-49400-580	18.86	18.86	PARTS FOR WATER METER PROJECT
Total 50725:							3,158.86	
50726	01/10/24	CRYSTAL SPRINGS ICE	2009739	1	609-49750-259	166.64	166.64	OTHER FOR RESALE - ICE
50726	01/10/24	CRYSTAL SPRINGS ICE	2009739	2	609-49750-333	4.00	4.00	DELIVERY
Total 50726:							170.64	
50727	01/10/24	DAHLHEIMER DISTRIBUTING C	2078836	1	609-49750-254	66.00	66.00	NA
50727	01/10/24	DAHLHEIMER DISTRIBUTING C	2078836	2	609-49750-251	530.00	530.00	LIQUOR
50727	01/10/24	DAHLHEIMER DISTRIBUTING C	2078836	3	609-49750-252	16,737.20	16,737.20	BEER
50727	01/10/24	DAHLHEIMER DISTRIBUTING C	2079117	1	609-49750-252	491.30-	491.30-	CREDIT BEER



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50727	01/10/24	DAHLHEIMER DISTRIBUTING C	2084231	1	609-49750-251	83.00	83.00	LIQUOR
50727	01/10/24	DAHLHEIMER DISTRIBUTING C	2084231	2	609-49750-252	5,428.55	5,428.55	BEER
50727	01/10/24	DAHLHEIMER DISTRIBUTING C	2084231	3	609-49750-253	21.29-	21.29-	CREDIT WINE
50727	01/10/24	DAHLHEIMER DISTRIBUTING C	2084231	4	609-49750-254	207.55	207.55	NA
50727	01/10/24	DAHLHEIMER DISTRIBUTING C	2084231	5	609-49750-259	9.17-	9.17-	CREDIT OTHER FOR RESALE
50727	01/10/24	DAHLHEIMER DISTRIBUTING C	2084661	1	609-49750-252	127.60-	127.60-	CREDIT BEER
Total 50727:							22,402.94	
50728	01/10/24	Damien F. Toven & Associates, LL	1345	1	101-41610-304	1,075.00	1,075.00	CIVIL RETAINER
50728	01/10/24	Damien F. Toven & Associates, LL	1347	1	101-41610-304	4,029.82	4,029.82	CRIMINAL RETAINER
Total 50728:							5,104.82	
50729	01/10/24	DEPUTY REGISTRAR #093	011724	1	101-42280-433	21.25	21.25	LICENSE TABS-FIRE
50729	01/10/24	DEPUTY REGISTRAR #093	011724	2	101-49810-437	21.25	21.25	LICENSE TABS-AIRPORT
50729	01/10/24	DEPUTY REGISTRAR #093	011724	3	101-45200-437	21.25	21.25	LICENSE TABS-PARKS
50729	01/10/24	DEPUTY REGISTRAR #093	011724	4	101-43000-433	255.00	255.00	LICENSE TABS-PW
Total 50729:							318.75	
50730	01/10/24	E.C.M. PUBLISHERS, INC.	977321	1	101-41110-351	80.50	80.50	TRUTH IN TAXATION AD
Total 50730:							80.50	
50731	01/10/24	EMERGENCY MEDICAL PRODU	2603160	1	101-42280-217	319.80	319.80	LATEX GLOVES-FIRE
Total 50731:							319.80	
50732	01/10/24	FARM-RITE EQUIPMENT INC.	P77340	1	101-43000-221	194.94	194.94	TOOL CAT PARTS-PW
50732	01/10/24	FARM-RITE EQUIPMENT INC.	P77596	1	101-43000-221	252.92	252.92	TOOL CAT PARTS-PW
50732	01/10/24	FARM-RITE EQUIPMENT INC.	P77792	1	101-43000-221	208.21	208.21	TOOL CAT PARTS-PW
Total 50732:							656.07	
50733	01/10/24	FIRST NATIONAL BANK MILACA	1172024	1	602-49400-601	67,000.00	67,000.00	2022B GO WATER REVENUE BOND-PRINCIPAL
50733	01/10/24	FIRST NATIONAL BANK MILACA	1172024	2	602-49400-611	6,061.25	6,061.25	2022B GO WATER REVENUE BOND-INTEREST
Total 50733:							73,061.25	
50734	01/10/24	FRONTIER	011993-2-01	1	609-49750-321	182.74	182.74	PHONE SVC-LIQUOR STORE
50734	01/10/24	FRONTIER	032802-2-01	1	101-42280-321	53.38	53.38	PHONE SVC-FIRE (3465)
50734	01/10/24	FRONTIER	072480-2-01	1	602-49400-321	148.32	148.32	PHONE SVC-WATER (6134)
50734	01/10/24	FRONTIER	082197-2-01	1	602-49400-321	1.80	1.80	PHONE SVC-WATER (0121)
50734	01/10/24	FRONTIER	082488-2-01	1	101-49810-321	227.02	227.02	PHONE SVC-AIRPORT (2648)
Total 50734:							613.26	
50735	01/10/24	GALLS INC	026456683	1	101-42110-226	82.93	82.93	RADIO PARTS-PD
Total 50735:							82.93	
50736	01/10/24	GOPHER STATE ONE CALL	3120594	1	602-49400-310	6.75	6.75	DECEMBER LOCATES
Total 50736:							6.75	
50737	01/10/24	GRANITE CITY JOBBING	366979	1	609-49750-256	137.40	137.40	TOBACCO
50737	01/10/24	GRANITE CITY JOBBING	366979	2	609-49750-259	272.12	272.12	OTHER FOR RESALE

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50737	01/10/24	GRANITE CITY JOBBING	366979	3	609-49750-333	10.00	10.00	DELIVERY
Total 50737:							419.52	
50738	01/10/24	GRANITE LEDGE ELECTRIC	F23557	1	602-49400-401	230.00	230.00	TREATMENT PLANT REPAIR-WATER
Total 50738:							230.00	
50739	01/10/24	HAWKINS, INC.	6646070	1	602-49400-216	40.00	40.00	CHEMICALS
50739	01/10/24	HAWKINS, INC.	6651176	1	602-49400-216	2,192.73	2,192.73	CHEMICALS
Total 50739:							2,232.73	
50740	01/10/24	HJORT EXCAVATING	2023-644	1	609-49750-530	400.00	400.00	RED ROCK-LIQUOR
Total 50740:							400.00	
50741	01/10/24	HY-TECH AUTOMOTIVE	54391	1	101-42110-212	382.09	382.09	2019 FORD INTERCEPTOR REPAIR
Total 50741:							382.09	
50742	01/10/24	INDEPENDENT TESTING TECH	43522	1	101-43000-403	2,370.00	2,370.00	SOIL BORINGS-2024 STREET PROJECT
Total 50742:							2,370.00	
50743	01/10/24	INDIAN ISLAND WINERY	5364	1	609-49750-253	439.20	439.20	WINE
Total 50743:							439.20	
50744	01/10/24	INITIATIVE FOUNDATION	13308	1	101-49200-450	3,100.00	3,100.00	2024 PLEDGE
Total 50744:							3,100.00	
50745	01/10/24	JIMS MILLE LACS DISPOSAL	211948-0124	1	101-42280-384	25.00	25.00	GARBAGE-FIRE
50745	01/10/24	JIMS MILLE LACS DISPOSAL	211948-0124	2	101-41940-310	96.60	96.60	GARBAGE-CITY
50745	01/10/24	JIMS MILLE LACS DISPOSAL	211948-0124	3	101-45200-384	54.34	54.34	GARBAGE-PARKS
50745	01/10/24	JIMS MILLE LACS DISPOSAL	212276-0124	1	101-45200-384	109.26	109.26	GARBAGE-PARKS
50745	01/10/24	JIMS MILLE LACS DISPOSAL	219225-0124	1	609-49750-384	86.58	86.58	GARBAGE - LIQUOR
50745	01/10/24	JIMS MILLE LACS DISPOSAL	3249517-012	1	101-45200-415	148.39	148.39	CHANGING SHELTER
Total 50745:							520.17	
50746	01/10/24	JOHNSON BROTHERS LIQUOR	2446338	1	609-49750-253	331.68	331.68	WINE
50746	01/10/24	JOHNSON BROTHERS LIQUOR	2446338	2	609-49750-333	13.44	13.44	DELIVERY
50746	01/10/24	JOHNSON BROTHERS LIQUOR	2455550	1	609-49750-251	236.25	236.25	LIQUOR
50746	01/10/24	JOHNSON BROTHERS LIQUOR	2455550	2	609-49750-253	293.50	293.50	WINE
50746	01/10/24	JOHNSON BROTHERS LIQUOR	2455550	3	609-49750-333	19.20	19.20	DELIVERY
50746	01/10/24	JOHNSON BROTHERS LIQUOR	2455551	1	609-49750-251	296.05	296.05	LIQUOR
50746	01/10/24	JOHNSON BROTHERS LIQUOR	2455551	2	609-49750-333	3.84	3.84	DELIVERY
50746	01/10/24	JOHNSON BROTHERS LIQUOR	2456659	1	609-49750-251	1,408.15	1,408.15	LIQUOR
50746	01/10/24	JOHNSON BROTHERS LIQUOR	2456659	2	609-49750-333	15.36	15.36	DELIVERY
50746	01/10/24	JOHNSON BROTHERS LIQUOR	2456660	1	609-49750-253	878.25	878.25	WINE
50746	01/10/24	JOHNSON BROTHERS LIQUOR	2456660	2	609-49750-251	390.00	390.00	LIQUOR
50746	01/10/24	JOHNSON BROTHERS LIQUOR	2456660	3	609-49750-254	40.00	40.00	NA
50746	01/10/24	JOHNSON BROTHERS LIQUOR	2456660	4	609-49750-333	42.24	42.24	DELIVERY
Total 50746:							3,967.96	

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50747	01/10/24	KATKE, DELORIS	123123	1	101-41940-437	22.63	22.63	BREAKROOM SUPPLIES/DECORATIONS
Total 50747:							22.63	
50748	01/10/24	KEVIN D. KRAFT	355530	1	609-49750-259	598.50	598.50	OTHER FOR RESALE
Total 50748:							598.50	
50749	01/10/24	KOCHS HARDWARE HANK	123123	1	101-41940-437	5.99	5.99	SOLAR SALT-CITY
50749	01/10/24	KOCHS HARDWARE HANK	123123	2	101-42280-437	5.99	5.99	SOLAR SALT-FIRE
50749	01/10/24	KOCHS HARDWARE HANK	123123	3	101-43000-215	236.32	236.32	BATTERIES/GRIND WHEEL/MISC-PW
50749	01/10/24	KOCHS HARDWARE HANK	123123	4	101-43000-217	33.08	33.08	GLOVES/RESPIRATOR-PW
50749	01/10/24	KOCHS HARDWARE HANK	123123	5	101-43000-221	122.14	122.14	SPRAY PAINT/NUTS/BOLTS-PW
50749	01/10/24	KOCHS HARDWARE HANK	123123	6	101-43000-240	62.94	62.94	SPRAYER/WHEEL GRINDER-PW
50749	01/10/24	KOCHS HARDWARE HANK	123123	7	101-45500-437	5.99	5.99	SOLAR SALT-LIBRARY
50749	01/10/24	KOCHS HARDWARE HANK	123123	8	101-49010-401	7.49	7.49	FLUSH LEVER-SR CTR
50749	01/10/24	KOCHS HARDWARE HANK	123123	9	101-49010-437	265.98	265.98	SEWAGE PUMP/SOLAR SALT-SR CTR
50749	01/10/24	KOCHS HARDWARE HANK	123123	10	602-49400-322	13.16	13.16	POSTAGE-WATER
50749	01/10/24	KOCHS HARDWARE HANK	123123	11	602-49400-580	23.12	23.12	BOLTS-WATER
50749	01/10/24	KOCHS HARDWARE HANK	123123	12	609-49750-217	28.96	28.96	BATTERIES/WIPES-LIQUOR
50749	01/10/24	KOCHS HARDWARE HANK	123123	13	609-49750-437	9.65	9.65	SILICONE/BOLTS-LIQUOR
Total 50749:							820.81	
50750	01/10/24	L.E.L.S.	238-0124	1	101-21710	352.50	352.50	POLICE UNION DUES-JANUARY 2024
Total 50750:							352.50	
50751	01/10/24	M. AMUNDSON LLP	374584	1	609-49750-259	289.44	289.44	OTHER FOR RESALE
50751	01/10/24	M. AMUNDSON LLP	374584	2	609-49750-256	399.00	399.00	TOBACCO
50751	01/10/24	M. AMUNDSON LLP	374967	1	609-49750-259	14.04	14.04	OTHER FOR RESALE
50751	01/10/24	M. AMUNDSON LLP	374967	2	609-49750-256	874.11	874.11	TOBACCO
Total 50751:							1,576.59	
50752	01/10/24	MEYERS MILACA PARTS CITY	123023	1	101-43000-221	125.97	125.97	ANTIFREEZE-PW
Total 50752:							125.97	
50753	01/10/24	MILACA AREA TOURISM BUREA	NOV RECEI	1	101-31410	777.51	777.51	LODGING TAX-DECEMBER
Total 50753:							777.51	
50754	01/10/24	MILACA AUTO VALUE	1302823-122	1	101-43000-221	771.93	771.93	PARTS-PW
50754	01/10/24	MILACA AUTO VALUE	1302823-122	2	101-45200-221	60.96	60.96	PARTS-PARKS
Total 50754:							832.89	
50755	01/10/24	MILACA UNCLAIMED FREIGHT	010424	1	101-43000-215	69.94	69.94	PAINTING SUPPLIES-PW
Total 50755:							69.94	
50756	01/10/24	MILLE LACS COUNTY DAC	41033	1	101-41940-310	262.13	262.13	CLEANING SVCS - CITY
50756	01/10/24	MILLE LACS COUNTY DAC	41033	2	101-45500-310	252.04	252.04	CLEANING SVCS - LIBRARY
50756	01/10/24	MILLE LACS COUNTY DAC	41033	3	101-42280-310	34.92	34.92	CLEANING SVCS - FIRE
50756	01/10/24	MILLE LACS COUNTY DAC	41033	4	101-45200-310	76.98	76.98	CLEANING SVCS - GCC

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Total 50756:							626.07	
50757	01/10/24	MILLER TRUCKING	6947	1	609-49750-333	86.10	86.10	DELIVERY
Total 50757:							86.10	
50758	01/10/24	MN COMPUTER SYSTEMS INC	388433	1	101-41940-310	39.49	39.49	COPIER CONTRACT-CITY
Total 50758:							39.49	
50759	01/10/24	MN DEPT OF NATURAL RESOU	1972-0092-2	1	602-49400-437	871.29	871.29	MPARS WATER PERMIT
Total 50759:							871.29	
50760	01/10/24	MN DEPT OF PUBLIC SAFETY (	4806900292	1	602-49400-433	100.00	100.00	HAZ MAT RIGHT TO KNOW
Total 50760:							100.00	
50761	01/10/24	MN PUBLIC FACILITIES AUTHO	022024	1	602-49400-611	2,744.55	2,744.55	2006 WATER TREATMENT FACILITY BOND INTE
Total 50761:							2,744.55	
50762	01/10/24	NAPA CENTRAL MN	123123	1	101-43000-221	14.32	14.32	PARTS-PW
Total 50762:							14.32	
50763	01/10/24	NORTHERN HOLLOW WINERY	1740	1	609-49750-253	210.00	210.00	WINE
Total 50763:							210.00	
50764	01/10/24	NORTHLAND TRUST SERVICES	MILACA12A-	1	383-47000-601	30,000.00	30,000.00	GO 2012A PRINCIPAL
50764	01/10/24	NORTHLAND TRUST SERVICES	MILACA12A-	2	383-47000-611	322.50	322.50	GO 2012A INTEREST
50764	01/10/24	NORTHLAND TRUST SERVICES	MILACA19A-	1	388-47000-601	45,000.00	45,000.00	GO 2019A PRINCIPAL
50764	01/10/24	NORTHLAND TRUST SERVICES	MILACA19A-	2	388-47000-611	5,497.50	5,497.50	GO 2019A INTEREST
50764	01/10/24	NORTHLAND TRUST SERVICES	MILACA21A-	1	303-47000-601	45,000.00	45,000.00	GO 2021A PRINCIPAL
50764	01/10/24	NORTHLAND TRUST SERVICES	MILACA21A-	2	303-47000-611	5,456.25	5,456.25	GO 2021A INTEREST
50764	01/10/24	NORTHLAND TRUST SERVICES	MILACA22A-	1	350-47000-601	30,000.00	30,000.00	GO 2022A PRINCIPAL
50764	01/10/24	NORTHLAND TRUST SERVICES	MILACA22A-	2	350-47000-611	10,066.25	10,066.25	GO 2022A INTEREST
Total 50764:							171,342.50	
50765	01/10/24	OLDENBURG, JOHN	010224	1	101-43000-321	75.00	75.00	1ST QTR CELL PHONE REIMBURSEMENT
Total 50765:							75.00	
50766	01/10/24	OXYGEN SERVICE COMPANY	8691465	1	101-43000-215	102.60	102.60	COMPRESSED GAS-PW
Total 50766:							102.60	
50767	01/10/24	PELARSKI, ZACH	010224	1	101-43000-321	75.00	75.00	1ST QUARTER CELL PHONE REIMB
50767	01/10/24	PELARSKI, ZACH	122023	1	603-49450-208	55.00	55.00	WASTEWATER CLASS D EXAM REIMB
Total 50767:							130.00	
50768	01/10/24	PFAFF, TAMMY	010424	1	101-41310-321	150.00	150.00	1ST QTR CELL PHONE REIMB

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Total 50768:							150.00	
50769	01/10/24	PHILLIPS WINE AND SPIRITS	6716293	1	609-49750-251	260.90	260.90	LIQUOR
50769	01/10/24	PHILLIPS WINE AND SPIRITS	6716293	2	609-49750-333	3.84	3.84	DELIVERY
50769	01/10/24	PHILLIPS WINE AND SPIRITS	6716990	1	609-49750-254	54.25	54.25	NA
50769	01/10/24	PHILLIPS WINE AND SPIRITS	6716990	2	609-49750-251	661.39	661.39	LIQUOR
50769	01/10/24	PHILLIPS WINE AND SPIRITS	6716990	3	609-49750-333	13.44	13.44	DELIVERY
Total 50769:							993.82	
50770	01/10/24	QUADIENT LEASING USA, INC.	Q1113985	1	101-41940-240	425.97	425.97	FOLDER/INSERTER 3 MTH LEASE
50770	01/10/24	QUADIENT LEASING USA, INC.	Q1120541	1	101-41940-240	280.47	280.47	POSTAGE MACHINE 3 MTH LEASE
Total 50770:							706.44	
50771	01/10/24	QUILL CORPORATION	36010979	2	101-41940-201	109.44	109.44	COPIER PAPER-CITY
Total 50771:							109.44	
50772	01/10/24	RASINKSKI TOTAL DOOR SERVI	4633	1	609-49750-401	79.01	79.01	KEYS-LIQUOR
50772	01/10/24	RASINKSKI TOTAL DOOR SERVI	4641	1	609-49750-401	1,120.52	1,120.52	LOCKSETS-LIQUOR
Total 50772:							1,199.53	
50773	01/10/24	RDT PROPERTIES LLC	010224	1	404-49100-439	20,220.16	20,220.16	TIF REIMBURSEMENT
Total 50773:							20,220.16	
50774	01/10/24	ROELOFS, TROY	010224	1	101-43000-221	75.00	75.00	1ST QTR CELL PHONE REIMB
Total 50774:							75.00	
50775	01/10/24	SELECT URGENT CARE LLC	1455	1	609-49750-310	25.00	25.00	DRUG SCREEN-SODERBERG
50775	01/10/24	SELECT URGENT CARE LLC	1455	2	101-42280-305	904.80	904.80	NEW HIRE PHYSICAL-ROBERTSON
Total 50775:							929.80	
50776	01/10/24	SENTRY SYSTEMS, INC.	790396	1	609-49750-310	598.71	598.71	2024 ALARM MONITORING-LIQUOR
Total 50776:							598.71	
50777	01/10/24	SOUTHERN GLAZERS OF MN	2431151	1	609-49750-251	7,184.74	7,184.74	LIQUOR
50777	01/10/24	SOUTHERN GLAZERS OF MN	2431151	2	609-49750-333	62.00	62.00	DELIVERY
50777	01/10/24	SOUTHERN GLAZERS OF MN	2431152	1	609-49750-253	180.00	180.00	WINE
50777	01/10/24	SOUTHERN GLAZERS OF MN	2431152	2	609-49750-333	4.65	4.65	DELIVERY
50777	01/10/24	SOUTHERN GLAZERS OF MN	9500129	1	609-49750-251	34.62-	34.62-	CREDIT LIQUOR
50777	01/10/24	SOUTHERN GLAZERS OF MN	9514438	1	609-49750-253	42.00-	42.00-	Credit WINE
50777	01/10/24	SOUTHERN GLAZERS OF MN	9515752	1	609-49750-251	24.00-	24.00-	CREDIT LIQUOR
50777	01/10/24	SOUTHERN GLAZERS OF MN	9546425	1	609-49750-251	10.38-	10.38-	CREDIT LIQUOR
50777	01/10/24	SOUTHERN GLAZERS OF MN	9547619	1	609-49750-253	60.00-	60.00-	Credit WINE
50777	01/10/24	SOUTHERN GLAZERS OF MN	9556635	1	609-49750-253	108.00-	108.00-	Credit WINE
50777	01/10/24	SOUTHERN GLAZERS OF MN	9556712	1	609-49750-251	12.00-	12.00-	CREDIT LIQUOR
50777	01/10/24	SOUTHERN GLAZERS OF MN	9556749	1	609-49750-251	54.00-	54.00-	CREDIT LIQUOR
Total 50777:							7,086.39	
50778	01/10/24	ST. CLOUD REFRIGERATION	W94533	1	101-45500-401	876.00	876.00	MAINTENANCE-LIBRARY

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Total 50778:							876.00	
50779	01/10/24	ST. CLOUD STATE UNIVERSITY	MCFOA-032	1	101-41510-208	375.00	375.00	MCFOA ANNL CONF-E NEALLEY
50779	01/10/24	ST. CLOUD STATE UNIVERSITY	MCFOA-032	1	101-41310-208	375.00	375.00	MCFOA ANNL CONF-T PFAFF
Total 50779:							750.00	
50780	01/10/24	STAR PUBLICATIONS	218792	1	609-49750-343	190.00	190.00	ADVERTISING
Total 50780:							190.00	
50781	01/10/24	SURPLUS SERVICES	00014288	1	101-43000-240	59.00	59.00	TOOLBOX/GLOVES-PW
50781	01/10/24	SURPLUS SERVICES	20041189	1	101-42110-240	235.00	235.00	STORAGE CABINETS-PD
50781	01/10/24	SURPLUS SERVICES	20041189	2	101-41940-437	4.00	4.00	AWARD PLAQUE-CITY
Total 50781:							298.00	
50782	01/10/24	TAPES PLUS ADVERTISING	15343	1	609-49750-343	275.00	275.00	ADVERTISING
Total 50782:							275.00	
50783	01/10/24	TEALS MARKET	3141018-122	1	101-41940-437	4.29	4.29	BREAKROOM SUPPLIES
50783	01/10/24	TEALS MARKET	6255018-122	1	609-49750-437	17.97	17.97	FIRST AID KIT SUPPLIES-LIQUOR
50783	01/10/24	TEALS MARKET	6547018-122	1	602-49400-437	43.14	43.14	WATER TREATMENT PLANT SUPPLIES
50783	01/10/24	TEALS MARKET	6547018-122	2	101-43000-208	25.06	25.06	SAFETY MEETING REFRESHMENTS-PW
Total 50783:							90.46	
50784	01/10/24	TWIN CITIES AIR CLEANING SP	16924	1	101-43000-401	17.86	17.86	FILTERS-PW
Total 50784:							17.86	
50785	01/10/24	UDOFOT BEER & BEVERAGE C	298078	1	609-49750-252	220.00	220.00	BEER
Total 50785:							220.00	
50786	01/10/24	VIKING BOTTLING CO.	3357413	1	609-49750-254	217.10	217.10	NA
Total 50786:							217.10	
50787	01/10/24	VINOCOPIA	0343542-IN	1	609-49750-251	473.00	473.00	LIQUOR
50787	01/10/24	VINOCOPIA	0343542-IN	2	609-49750-333	10.00	10.00	DELIVERY
Total 50787:							483.00	
50788	01/10/24	WATSON COMPANY	139251	1	609-49750-256	514.61	514.61	TOBACCO
50788	01/10/24	WATSON COMPANY	139251	2	609-49750-333	6.00	6.00	DELIVERY
50788	01/10/24	WATSON COMPANY	139394	1	609-49750-256	504.69	504.69	TOBACCO
50788	01/10/24	WATSON COMPANY	139394	2	609-49750-259	114.30	114.30	OTHER FOR RESALE
50788	01/10/24	WATSON COMPANY	139394	3	609-49750-333	6.00	6.00	DELIVERY
Total 50788:							1,145.60	
50789	01/10/24	WEX BANK	94408255	1	101-42110-212	950.39	950.39	GAS - POLICE
Total 50789:							950.39	

Check Number	Check Issue Date	Payee	Invoice Number	In S	Invoice GL Account	Invoice Amount	Check Amount	Description
50790	01/10/24	WUBBEN, MARK	010224	1	101-43000-321	75.00	75.00	1ST QTR CELL PHONE REIMB
Total 50790:							75.00	
50791	01/10/24	MN PEIP	1352981	1	101-21706	28,987.90	28,987.90	MEDICAL INS-FEB
Total 50791:							28,987.90	
821458	01/10/24	BENTON COMMUNICATIONS	0238009623-	1	101-42280-321	100.23	100.23	PHONE SERVICE 3465 - FIRE
Total 821458:							100.23	
821459	01/10/24	BENTON COMMUNICATIONS	0238009658-	1	101-41940-321	112.73	112.73	PHONE SERVICE 1099-CITY MARY M
821459	01/10/24	BENTON COMMUNICATIONS	0238009658-	2	101-45500-321	45.59	45.59	PHONE SERVICE ALARM - LIBRARY
821459	01/10/24	BENTON COMMUNICATIONS	0238009658-	3	101-45200-321	43.59	43.59	INTERNET SERVICE - REC PARK
821459	01/10/24	BENTON COMMUNICATIONS	0238009658-	4	101-43000-321	91.18	91.18	INTERNET SERVICE - PW
821459	01/10/24	BENTON COMMUNICATIONS	0238009658-	5	101-42110-321	62.86	62.86	PHONE SERVICE 3069- POLICE
821459	01/10/24	BENTON COMMUNICATIONS	0238009658-	6	101-42110-321	43.05	43.05	PHONE SERVICE 5325 - POLICE
821459	01/10/24	BENTON COMMUNICATIONS	0238009658-	7	101-42110-321	76.29	76.29	PHONE SERVICE 6166 - POLICE
821459	01/10/24	BENTON COMMUNICATIONS	0238009658-	8	101-41940-321	111.69	111.69	PHONE SERVICE 3141 - CITY HALL
821459	01/10/24	BENTON COMMUNICATIONS	0238009658-	9	101-41940-321	7.16	7.16	PHONE SERVICE 3142 - CITY HALL
821459	01/10/24	BENTON COMMUNICATIONS	0238009658-	10	101-43000-321	82.64	82.64	PHONE SERVICE 5216 - PW
821459	01/10/24	BENTON COMMUNICATIONS	0238009658-	11	619-49900-321	81.67	81.67	PHONE SERVICE 3143 - DEP REG
821459	01/10/24	BENTON COMMUNICATIONS	0238009658-	12	619-49900-321	7.16	7.16	PHONE SERVICE 3449 - DEP REG
Total 821459:							765.61	
821460	01/10/24	CENTERPOINT ENERGY	5826769-1-0	1	609-49750-381	493.43	493.43	LIQUOR STORE
Total 821460:							493.43	
821461	01/10/24	CENTERPOINT ENERGY	8000014099-	1	101-42280-381	208.62	208.62	FIRE HALL
821461	01/10/24	CENTERPOINT ENERGY	8000014099-	2	208-45600-381	265.41	265.41	HISTORICAL SOCIETY
821461	01/10/24	CENTERPOINT ENERGY	8000014099-	3	101-43000-381	904.41	904.41	PUBLIC WORKS
821461	01/10/24	CENTERPOINT ENERGY	8000014099-	4	101-49010-381	182.19	182.19	SENIOR CENTER
821461	01/10/24	CENTERPOINT ENERGY	8000014099-	5	101-41940-381	317.96	317.96	CITY HALL
821461	01/10/24	CENTERPOINT ENERGY	8000014099-	6	602-49400-381	410.41	410.41	WATER PLANT
821461	01/10/24	CENTERPOINT ENERGY	8000014099-	7	101-45500-381	587.01	587.01	LIBRARY
821461	01/10/24	CENTERPOINT ENERGY	8000014099-	8	101-45200-381	146.65	146.65	GORECKI BLDG
Total 821461:							3,022.66	
821462	01/10/24	CITY HIVE INC	6592D693A1	1	609-49750-310	49.00	49.00	LIQUOR WEBSITE
Total 821462:							49.00	
821463	01/10/24	DELTA DENTAL OF MN	CNS0001425	1	101-21712	2,057.14	2,057.14	DENTAL INS
Total 821463:							2,057.14	
821464	01/10/24	EAST CENTRAL ENERGY	832400-0124	1	101-43000-381	388.17	388.17	PUBLIC WORKS
821464	01/10/24	EAST CENTRAL ENERGY	832400-0124	2	101-49010-381	89.84	89.84	SENIOR CENTER
821464	01/10/24	EAST CENTRAL ENERGY	832400-0124	3	101-49810-381	330.32	330.32	AIRPORT
821464	01/10/24	EAST CENTRAL ENERGY	832400-0124	4	101-45200-381	160.43	160.43	PARKS
821464	01/10/24	EAST CENTRAL ENERGY	832400-0124	5	101-43000-380	3,073.93	3,073.93	STREET LIGHTS
821464	01/10/24	EAST CENTRAL ENERGY	832400-0124	6	101-42110-437	100.54	100.54	PUBLIC SAFETY
821464	01/10/24	EAST CENTRAL ENERGY	832400-0124	7	208-45600-381	169.05	169.05	HISTORICAL SOCIETY
821464	01/10/24	EAST CENTRAL ENERGY	832400-0124	8	101-45500-381	777.03	777.03	LIBRARY

Check Number	Check Issue Date	Payee	Invoice Number	In S	Invoice GL Account	Invoice Amount	Check Amount	Description
821464	01/10/24	EAST CENTRAL ENERGY	832400-0124	9	602-49400-381	2,933.93	2,933.93	WATER DEPT
821464	01/10/24	EAST CENTRAL ENERGY	832400-0124	10	603-49450-381	862.75	862.75	SEWER DEPT
821464	01/10/24	EAST CENTRAL ENERGY	832400-0124	11	101-42280-381	1,272.26	1,272.26	FIRE HALL
821464	01/10/24	EAST CENTRAL ENERGY	832400-0124	12	101-41940-381	811.78	811.78	CITY HALL
Total 821464:							10,970.03	
821465	01/10/24	MIDCONTINENT COMMUNICATI	14799080113	1	101-42110-321	133.39	133.39	INTERNET- POLICE
Total 821465:							133.39	
821466	01/10/24	NCPERS GROUP LIFE INS	6272000120	1	101-21709	112.00	112.00	GROUP LIFE INS
Total 821466:							112.00	
821467	01/10/24	UNUM	0691590-001	1	101-21707	1,020.23	1,020.23	LIFE, STD, LTD-JAN 2024
Total 821467:							1,020.23	
821468	01/10/24	FURTHER-HSA	010124	1	101-21705	8,420.00	8,420.00	JANUARY HSA CONTRIBUTIONS
Total 821468:							8,420.00	
821469	01/10/24	MN DEPT OF REVENUE	DEC LIQ TA	1	609-20800	26,673.00	26,673.00	LIQUOR SALES TAX
Total 821469:							26,673.00	
821470	01/10/24	MN DEPT OF REVENUE	DEC WAT TA	1	602-20800	309.00	309.00	W/S SALES TAX
821470	01/10/24	MN DEPT OF REVENUE	DEC WAT TA	2	101-34107	2.00	2.00	SALES TAX-SPECIAL SEARCHES
821470	01/10/24	MN DEPT OF REVENUE	DEC WAT TA	3	101-34780	83.00	83.00	SALES TAX-RESERVATION FEE
821470	01/10/24	MN DEPT OF REVENUE	DEC WAT TA	4	101-36200	3.00	3.00	SALES TAX - MISC
Total 821470:							397.00	
990000259	12/20/23	EFTPS-FED TAXPAYMENT	PR1217231	6	101-21703	220.82	220.82	FED/SSI/MEDICARE
990000259	12/20/23	EFTPS-FED TAXPAYMENT	PR1217231	7	101-21703	51.64	51.64	FED/SSI/MEDICARE
990000259	12/20/23	EFTPS-FED TAXPAYMENT	PR1217231	8	101-21701	135.94	135.94	FED/SSI/MEDICARE
Total 990000259:							408.40	
990000260	12/20/23	GOVONE SOLUTIONS	PR1217231	5	101-21704	525.33	525.33	PERA
Total 990000260:							525.33	
990000261	12/20/23	MN-STATE TAXPAYMENT	PR1217231	2	101-21702	70.24	70.24	SWT
Total 990000261:							70.24	
Grand Totals:							632,736.22	



Summary by General Ledger Account Number

GL Account	Debit	Credit	Proof
001-10005	110.86	.00	110.86
001-20200	.00	110.86-	110.86-
101-20200	.00	116,669.70-	116,669.70-
101-21701	4,782.51	.00	4,782.51
101-21702	2,534.39	.00	2,534.39
101-21703	7,270.80	.00	7,270.80
101-21704	11,963.83	.00	11,963.83
101-21705	8,420.00	.00	8,420.00
101-21706	28,987.90	.00	28,987.90
101-21707	1,020.23	.00	1,020.23
101-21708	325.00	.00	325.00
101-21709	112.00	.00	112.00
101-21710	352.50	.00	352.50
101-21712	2,057.14	.00	2,057.14
101-31410	4,030.13	.00	4,030.13
101-34107	2.00	.00	2.00
101-34780	83.00	.00	83.00
101-36200	3.00	.00	3.00
101-41110-217	156.61	.00	156.61
101-41110-351	80.50	.00	80.50
101-41310-208	375.00	.00	375.00
101-41310-321	150.00	.00	150.00
101-41510-208	375.00	.00	375.00
101-41610-304	5,104.82	.00	5,104.82
101-41940-201	182.51	.00	182.51
101-41940-217	211.40	.00	211.40
101-41940-240	706.44	.00	706.44
101-41940-309	2,603.50	.00	2,603.50
101-41940-310	1,585.50	.00	1,585.50
101-41940-321	317.54	.00	317.54
101-41940-322	539.00	.00	539.00
101-41940-381	1,129.74	.00	1,129.74
101-41940-433	434.00	.00	434.00
101-41940-437	57.84	.00	57.84
101-42110-201	8.77	.00	8.77
101-42110-212	1,332.48	.00	1,332.48
101-42110-226	82.93	.00	82.93
101-42110-240	235.00	.00	235.00
101-42110-310	654.50	.00	654.50
101-42110-321	772.39	.00	772.39
101-42110-437	232.50	.00	232.50
101-42280-212	245.41	.00	245.41
101-42280-217	319.80	.00	319.80
101-42280-240	658.00	.00	658.00
101-42280-305	904.80	.00	904.80
101-42280-310	34.92	.00	34.92
101-42280-321	191.84	.00	191.84
101-42280-381	1,480.88	.00	1,480.88
101-42280-384	25.00	.00	25.00
101-42280-433	21.25	.00	21.25
101-42280-437	28.49	.00	28.49
101-42400-300	2,435.42	.00	2,435.42
101-43000-208	510.05	.00	510.05
101-43000-212	520.32	.00	520.32
101-43000-215	408.86	.00	408.86
101-43000-217	33.08	.00	33.08
101-43000-221	2,436.39	.00	2,436.39

GL Account	Debit	Credit	Proof
101-43000-240	697.90	.00	697.90
101-43000-303	516.00	.00	516.00
101-43000-321	534.51	.00	534.51
101-43000-380	3,073.93	.00	3,073.93
101-43000-381	1,292.58	.00	1,292.58
101-43000-401	17.86	.00	17.86
101-43000-403	2,370.00	.00	2,370.00
101-43000-433	255.00	.00	255.00
101-43000-434	365.40	.00	365.40
101-45200-221	245.95	.00	245.95
101-45200-310	182.68	.00	182.68
101-45200-321	43.59	.00	43.59
101-45200-381	307.08	.00	307.08
101-45200-384	163.60	.00	163.60
101-45200-415	148.39	.00	148.39
101-45200-437	73.25	.00	73.25
101-45500-310	339.36	.00	339.36
101-45500-321	45.59	.00	45.59
101-45500-381	1,364.04	.00	1,364.04
101-45500-401	876.00	.00	876.00
101-45500-437	5.99	.00	5.99
101-49010-381	272.03	.00	272.03
101-49010-401	7.49	.00	7.49
101-49010-437	265.98	.00	265.98
101-49200-450	3,100.00	.00	3,100.00
101-49810-321	227.02	.00	227.02
101-49810-381	330.32	.00	330.32
101-49810-437	21.25	.00	21.25
200-20200	.00	45,061.75-	45,061.75-
200-46500-530	45,061.75	.00	45,061.75
208-20200	.00	434.46-	434.46-
208-45600-381	434.46	.00	434.46
303-20200	.00	50,456.25-	50,456.25-
303-47000-601	45,000.00	.00	45,000.00
303-47000-611	5,456.25	.00	5,456.25
350-20200	.00	40,066.25-	40,066.25-
350-47000-601	30,000.00	.00	30,000.00
350-47000-611	10,066.25	.00	10,066.25
383-20200	.00	30,322.50-	30,322.50-
383-47000-601	30,000.00	.00	30,000.00
383-47000-611	322.50	.00	322.50
388-20200	.00	50,497.50-	50,497.50-
388-47000-601	45,000.00	.00	45,000.00
388-47000-611	5,497.50	.00	5,497.50
404-20200	.00	20,220.16-	20,220.16-
404-49100-439	20,220.16	.00	20,220.16
501-20200	.00	7,695.03-	7,695.03-
501-43100-303	7,695.03	.00	7,695.03
602-20200	.00	87,798.20-	87,798.20-
602-20800	309.00	.00	309.00
602-49400-212	281.03	.00	281.03
602-49400-216	2,232.73	.00	2,232.73
602-49400-309	650.88	.00	650.88
602-49400-310	182.75	.00	182.75
602-49400-321	309.04	.00	309.04
602-49400-322	256.22	.00	256.22
602-49400-381	3,344.34	.00	3,344.34
602-49400-401	230.00	.00	230.00
602-49400-433	100.00	.00	100.00

GL Account	Debit	Credit	Proof
602-49400-437	914.43	.00	914.43
602-49400-580	3,181.98	.00	3,181.98
602-49400-601	67,000.00	.00	67,000.00
602-49400-611	8,805.80	.00	8,805.80
603-20200	.00	2,170.72-	2,170.72-
603-49450-208	55.00	.00	55.00
603-49450-212	281.04	.00	281.04
603-49450-309	650.88	.00	650.88
603-49450-310	78.00	.00	78.00
603-49450-322	243.05	.00	243.05
603-49450-381	862.75	.00	862.75
609-20200	2,857.54	184,001.55-	181,144.01-
609-20800	26,673.00	.00	26,673.00
609-49750-217	28.96	.00	28.96
609-49750-251	50,772.14	979.08-	49,793.06
609-49750-252	77,543.75	1,344.91-	76,198.84
609-49750-253	7,267.49	243.29-	7,024.20
609-49750-254	5,718.83	.00	5,718.83
609-49750-256	6,050.49	.00	6,050.49
609-49750-259	4,498.57	288.41-	4,210.16
609-49750-309	650.87	.00	650.87
609-49750-310	851.34	.00	851.34
609-49750-321	222.75	.00	222.75
609-49750-333	1,051.20	1.85-	1,049.35
609-49750-343	465.00	.00	465.00
609-49750-381	493.43	.00	493.43
609-49750-384	86.58	.00	86.58
609-49750-401	1,199.53	.00	1,199.53
609-49750-437	27.62	.00	27.62
609-49750-530	400.00	.00	400.00
619-20200	.00	88.83-	88.83-
619-49900-321	88.83	.00	88.83
Grand Totals:	638,451.30	638,451.30-	.00

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

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

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

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

# Certificate of Appreciation

PRESENTED TO

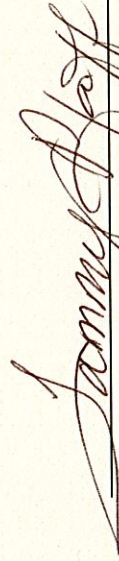
**DAMIEN F. TOVEN**

*In Recognition of your commitment and expertise as City Attorney in serving the Milaca City Council,  
City of Milaca Staff and residents, we greatly appreciate your hard-work.*

*On behalf of the City of Milaca we honor your 5 years of dedicated service.*

Awarded this 17<sup>th</sup> day of January, 2024

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



Tammy Pfaff, City Manager

# Certificate of Appreciation

PRESENTED TO

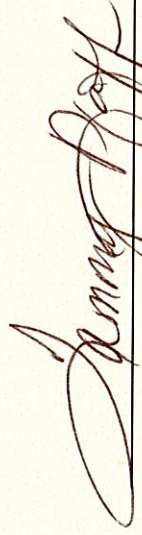
**DAMIEN F. TOVEN**

*In Recognition of your commitment and expertise as City Attorney in serving the Milaca City Council,  
City of Milaca Staff and residents, we greatly appreciate your hard-work.*

*On behalf of the City of Milaca we honor your 10 years of dedicated service.*

Awarded this 17<sup>th</sup> day of January, 2024

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

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

# Certificate of Appreciation

PRESENTED TO

**DAMIEN F. TOVEN**

*WHEREAS, In Recognition of your commitment and expertise as City Attorney in serving the Milaca City Council, City of Milaca Staff and residents, we greatly appreciate your hard-work.*

*THEREFORE, On behalf of the City of Milaca, we honor your 15 years of dedicated service.*

Awarded this 17<sup>th</sup> day of January, 2024

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

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

**RESOLUTION #24-01  
RESOLUTION SETTING ANNUAL APPOINTMENTS AND  
OFFICIAL DESIGNATIONS FOR 2024**

NOW THEREFORE, BE IT RESOLVED that the City Council of the City of Milaca, hereby sets the following annual appointments and official designations for 2024:

Official Newspaper: Union Times

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

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

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

Mayor Protem: Norris Johnson

Order of Succession for  
Declaring an Emergency: Dillan-Johnson-Larsen-Muller-Gahm

Commission Appointments:

**PARKS**

Gary Kirkeby	Continuous
Jordan DeBoer	12/31/2024
Kurt Bauerly	12/31/2024
Matt Follmuth	12/31/2025
Cory Greninger	12/31/2025
Amy Goeble	12/31/2025
Council Member-	12/31/2023 (Annual Designation)

**PLANNING**

Arla Johnson	12/31/2024
Brad Tolzman	12/31/2025
Brett Freese	12/31/2025
Joel Millam	12/31/2023
Greg Kuperus	12/31/2024
Council Member-	12/31/2023 (Annual Designation)

**Fire Department Officers**

Fire Chief 1 Jesse Gerads  
Fire Chief 2 Chris Ehlen

Deputy Chief 1 Michael Nelson  
Deputy Chief 2 Adam Solomon  
Captain 1 Andy Ziegler  
Captain 2 Mike Talberg  
Secretary Chris Ehlen

**Budget Committee**

City Manager Tammy Pfaff  
City Treasurer- Elizabeth Nealley  
Council Member-  
Council Member-

12/31/2023 (Annual Designation)  
12/31/2023 (Annual Designation)

**EDC-Economic Development Committee**

Chair-Joe Cronin  
Council Member-Dave Dillan  
City Manager- Tammy Pfaff  
Secretary- John Creasy  
Dave Wedin  
Rachel Nelson  
Matt Heggerness  
Jeff Brown  
Lainy Hoskins

Adopted this 17<sup>th</sup> day of January, 2024.

---

Mayor Dave Dillan

ATTEST

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City Manager Tammy Pfaff





## Incident Summary by Incident Type

Date Range: 12/1/2023 to 12/31/2023

Incident Type	# of Incidents
Accident	8
Agency Assist	22
Alarm	13
Animal	5
Assault	2
Cdtp	8
Civil Issue	1
Community Contact	3
Csc	1
Disturbance	4
Domestic	2
Driving Complaint	3
Family Services Referral	6
Fire	1
Found Property	2
Fraud-forgery-scam	1
Funeral Escort	1
Gas Drive Off	1
Harassment Complaint	4
Icr Misc	33
Juvenile Complaint	5
Lockout	7
Medical	42
Noise Complaint	1
Parking Complaint	27
Public Assist	16
Remove Unwanted	1



## Incident Summary by Incident Type

Date Range: 12/1/2023 to 12/31/2023

Suicidal Party	1
Suspicious Activity	13
Theft	2
Threats Complaint	1
Traffic	27
Welfare Check	10
<b>Total: 274</b>	



January 9, 2024

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

**Reference:** B-23-CP-MN-0884, City of Milaca  
110<sup>th</sup> Avenue (airport road) Improvements Project (193806178)  
**Project Status Update**

Dear Tammy:

This letter serves as an update on the progress of the 110<sup>th</sup> Avenue Improvements Project (HUD Community Project Funding grant). The project is generally following the schedule provided last March and May. The current status of specific project work plan tasks are shown below.

**FUNDING ASSISTANCE.** As you know, you submitted final grant agreement B-23-CP-MN-0884 was signed June 15, 2023. The City set up a DRGR account last summer and the Action Plan was approved on December 4, 2023. Semi-Annual reporting is required (need to get started on this). A request for release of funds (RORF) is tied to the environmental Finding of No Significant Impact (FONSI).

**ENVIRONMENTAL REVIEW.** We continue working with the HUD Environmental Manager on the environmental review process. The project requires an Environmental Assessment (EA) to satisfy the National Environmental Policy Act (NEPA) requirements.

Review coordination with State Historic Preservation Office (SHPO) continues. The City Manager send a formal review request and information (including cultural resources report) to the SHPO on October 13, 2023 (no response has been received to date).

Once comments are received from SHPO, it will take about two months to complete the Environmental Assessment completed and submitted the HUD. A FONSI can be expected about two weeks after the final EA is submitted to HUD and put out for public notice. A conservative estimate is that the environmental review process (including HUD authorization to release funds) can be completed by the end of March.

**PRELIMINARY SURVEY - DATA COLLECTION.** Completed in June 2023.

**RIGHT-OF-WAY AND EASEMENTS.** The extent of necessary easements for the project was determined last summer based on preliminary design. Easement sketches and descriptions were prepared last October. A neighborhood meeting to present easement information was held on November 2, 2023. Since then, 14 of the 19 property owners along the roadway have signed easement documents. City Staff is working with the remaining 5 property owners to get the easement documents signed.

**WETLAND DELINEATION AND PERMITTING.** The project construction will impact wetlands. A wetland delineation process was completed last summer. The local Technical Evaluation Panel (TEP) reviewed the delineation and provided comments on October 16, 2023. The TEP approved a Local Government Road Wetland Replacement Program Application (LGRWRP) on December 7, 2023.

The City received a permit letter from the Corps of Engineers (COE) on January 4, 2024.



All wetland permit approvals have been received. The Board of Water and Soil Resources have approved replacing 1.075 acres of wetland impacts with credit from the road program. This means the city will not need to purchase private credits.

**GEOTECHNICAL INVESTIGATION AND REPORT.** A geotechnical report with pavement design recommendations was completed by a geotechnical engineering firm (American Engineering Testing). The report was received on August 11, 2023.

**PRELIMINARY ENGINEERING – ROADWAY DESIGN.** Preliminary roadway design including a preliminary road section design, centerline profile, and ditch design has been completed. The street section has been determined to meet minimum safety requirements and to provide a 9-Ton design. The proposed street width will include a 24-foot-wide paved surface with 4-foot-wide gravel shoulders on each side. The proposed new width is 3 to 4 feet wider on each side of the current road. Initial layout of the planned sanitary sewer and water main extensions have also been prepared.

**FINAL ENGINEERING – ROADWAY DESIGN.** The final engineering and preparation of plans and specifications has been on hold pending environmental review. We will begin the final design process this month in anticipation of completing the environmental review by the end of March. Final Engineering consists of the preparation of the actual final plan and specification documents. These documents will be provided to the City for approval.

The final plans should also be provided to Borgholm and Milaca Townships for their approval. We recommend that the city process an agreement or memorandum of understanding with the townships in order to clarify expectations for the 2024 construction project and to define future maintenance responsibilities for the roadway.

**SUMMARY.** The project environmental review process is taking longer than expected due to slow response from some review agencies. The general schedule for the project includes Final Engineering January 2024 – April 2024, Bidding in April 2024 and beginning Construction in May 2024. Construction should be completed in one construction season (unless it is decided to delay the final lift of bituminous paving for one-year).

We would be pleased to meet with you to discuss this matter. Please feel free to contact us if you have any questions or require any additional information.

Sincerely,  
**Stantec**

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

Phil Gravel



January 08, 2023

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

**Reference: 2024 Street Improvement Project – Approve Plans and Authorize Bidding**

Dear Tammy,

Plans and Specifications have been prepared for the 2024 Street Improvement Project based on the project scope determined during the city budgeting process last year. A copy of the plan set is attached.

The project includes pavement replacement on 3<sup>rd</sup> Avenue (between 5<sup>th</sup> Street NW and 2<sup>nd</sup> Street SE) and on SW River Drive (south of TH-23 to the city limits). A map showing the project areas is at the bottom of this letter.

Based on the geotechnical report for the project area and a review of the street surface conditions, the recommended pavement improvement process is a full depth reclamation (FDR) process. The FDR process is what was done with the streets in the Hidden Pines neighborhood a few years ago.

The process will include grinding (reclaiming) the existing bituminous surface to a gravel consistency, then placing a new bituminous surface over the reclaimed material. On 3<sup>rd</sup> Avenue, the existing curb and gutter will remain in place as is. The bituminous thickness will be 4-inches on Southwest River Drive, 4-inches on 3<sup>rd</sup> Avenue north of 2<sup>nd</sup> St. NW, and 5-inches on 3<sup>rd</sup> Avenue south of 2<sup>nd</sup> St. NW 2<sup>nd</sup> (lumber yard area).

**At this time, we request that the city approve the plans and specifications and authorize obtaining bids.**

The current Opinion of Probable Project Costs for the project is:

Construction	\$617,300
Soft Costs	<u>\$142,700</u>
<b>TOTAL EST. PROJECT</b>	<b>\$760,000</b>

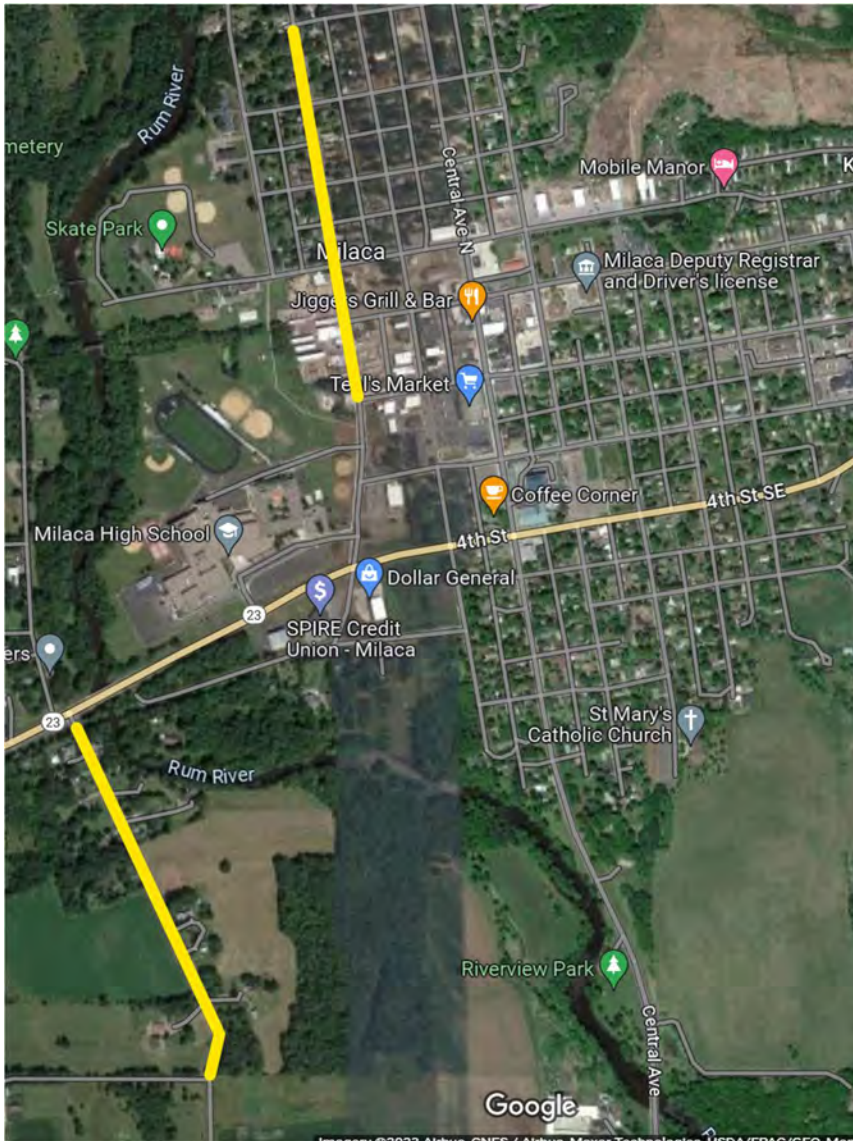
Schedule wise, bids will be received in late February and the city council can review bid results at the March 2024 meeting.

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

Reference: 2024 Street Improvement Project – Approve Plans and Authorize Bidding

Sincerely,  
**STANTEC**  
*Phil Gravel*  
Phil Gravel

cc: Gary Kirkeby  
Attachment: Approval Copy of Construction Plans



Street Segments in 2024 Milaca Street Project



3177 2nd Avenue S  
St. Cloud, MN 56301  
www.stantec.com

PROJECT NAME:  
DATE:  
SHEET NO.:  
PROJECT NO.:

CITY OF MILACA, MINNESOTA  
2024 STREET PROJECT

TITLE SHEET

DESIGNED BY	DATE
CHECKED BY	DATE
APPROVED BY	DATE
PROJECT NO.	PROJECT NO.

G0.01

# CITY OF MILACA, MINNESOTA

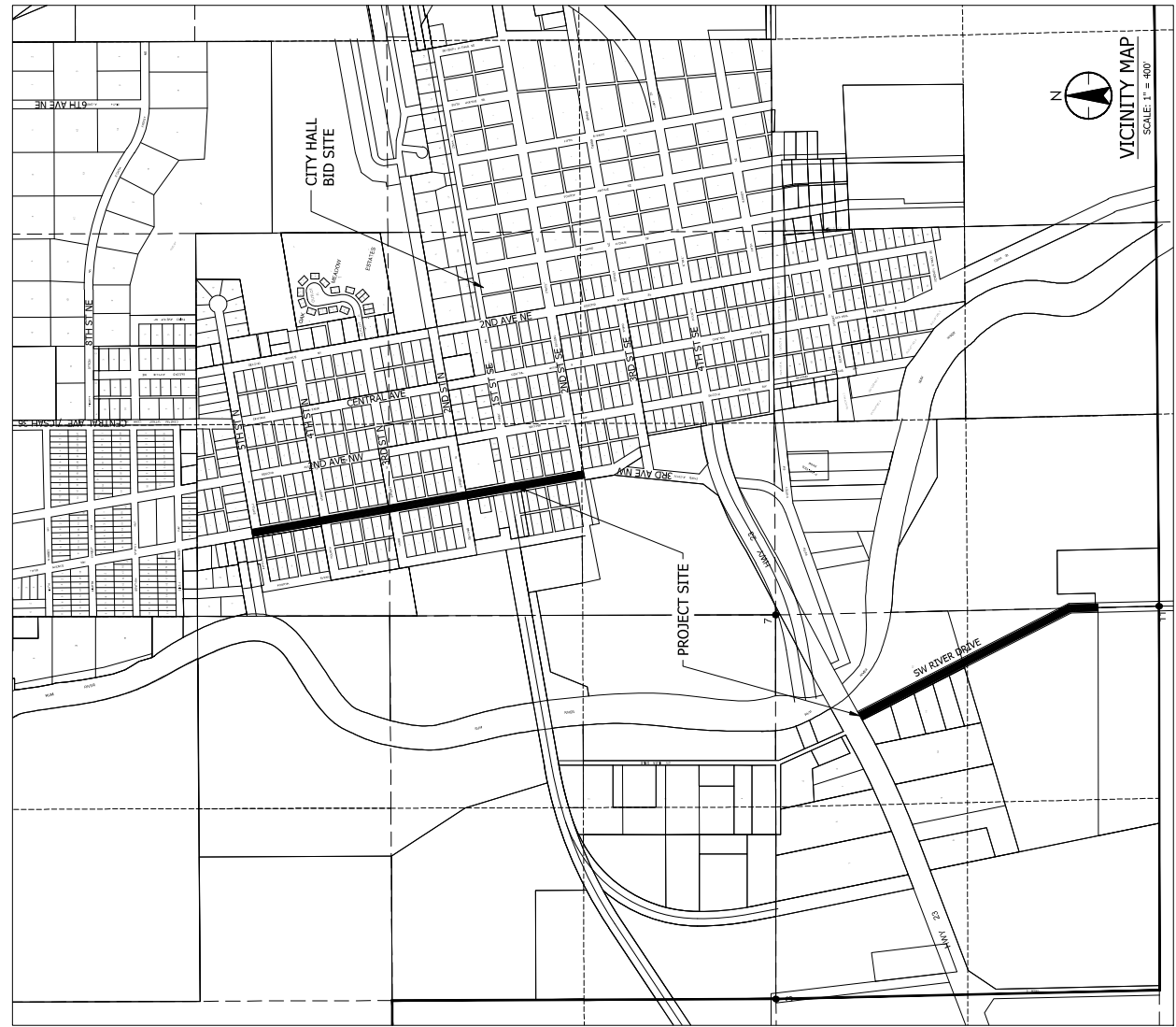
## 2024 STREET PROJECT

### SHEET INDEX

SHEET NO.	SHEET TITLE
G0.01	TITLE SHEET
G0.02	LEGEND
C1.01	TYPICAL SECTIONS
C2.01	STORMWATER POLLUTION PREVENTION PLAN (SWPPP)
C2.02	TEMPORARY & PERMANENT EROSION CONTROL PLAN
C6.01	MILL & OVERLAY
C8.01	CONSTRUCTION DETAILS

### 2024 CITY OFFICIALS

DAVE DILLAN	MAYOR
LAURIE GAHN	COUNCIL MEMBER
NORRIS JOHNSON	COUNCIL MEMBER
LINDSEY LARSEN	COUNCIL MEMBER
KEN MULLER	COUNCIL MEMBER
TAMMY PFAFF	CITY MANAGER
GARY KIRKEY	PUBLIC WORKS SUPERVISOR



EXISTING TOPOGRAPHIC SYMBOLS

	STORM SEWER APRON
	BASKETBALL POST
	BARRICADE PERMANENT
	BENCH
	BOOSTER STATION
	BUILDING LOWEST OPENING
	BURIAL CONTROL MONUMENT
	BUSH DECIDUOUS
	CATCH BASIN BEEHIVE
	CURB BOX
	CATCH BASIN
	COLUMN
	CONTROL BOX SIGNAL
	CLEAN OUT (SEWER)
	CULVERT END
	DRINKING FOUNTAIN
	ENERGY DISSIPATER
	FLAG POLE
	FUEL PUMP
	GUY WIRE
	GRILL
	HANDICAP SPACE
	HANDHOLE
	FIRE HYDRANT
	HYDRANT VALVE
	INLET (SMALL DIA.)
	LIFT STATION CONTROL PANEL
	LIFT STATION DRY WELL
	LIFT STATION WET WELL
	LIGHT YARD
	LOOP DETECTOR
	MAIL BOX
	MAIL RELAY BOX
	MANHOLE-AIR RELEASE
	MANHOLE-HEAT
	MANHOLE-GAS
	MANHOLE-POWER
	MANHOLE-SANITARY SEWER
	MANHOLE-STORM SEWER
	MANHOLE-COMMUNICATIONS
	MANHOLE-UNKNOWN
	MANHOLE-WATER
	METER POWER
	METER GAS
	ORDINARY HIGH WATER MARK
	OUTLET CONTROL STRUCTURE
	PARKING METER
	PEDESTRIAN PUSH BUTTON
	PEDESTAL POWER

EXISTING TOPOGRAPHIC LINES

	RETAINING WALL
	FENCE - BARBED WIRE
	FENCE - CHAIN LINK
	FENCE - DECORATIVE
	FENCE - STOCKADE
	FENCE - WOOD
	FENCE - ELECTRIC
	GUARD RAIL
	TREE LINE
	WETLAND

SURVEY SYMBOLS

	AERIAL CONTROL POINT
	BACKSIGHT CONTROL POINT
	GPS CONTROL POINT
	JUDICIAL LAND MONUMENT
	MONUMENT COMPUTED
	MONUMENT IRON FOUND
	MONUMENT IRON SET
	RESECTED POINT
	ROW MONUMENT
	ROW MARKER POST
	SECTION CORNER
	TRAVERSE CONTROL POINT
	BENCH MARK LOCATION

PROPOSED TOPOGRAPHIC SYMBOLS

	BOLLARD
	SANITARY CLEANOUT
	MANHOLE
	SANITARY OR STORM LIFT STATION
	STORM SEWER BEEHIVE CATCH BASIN
	STORM SEWER CATCH BASIN
	STORM SEWER FLARED END SECTION
	STORM SEWER OUTLET STRUCTURE
	STORM SEWER OVERFLOW STRUCTURE
	CURB BOX
	FIRE HYDRANT
	WATER REDUCER
	VALVE
	RIP RAP
	DRAINAGE FLOW
	PEDESTRIAN RAMP

EXISTING PRIVATE UTILITY LINES

	CABLE TV QUALITY LEVEL D
	CABLE TV QUALITY LEVEL C
	CABLE TV QUALITY LEVEL B
	CABLE TV QUALITY LEVEL A
	FIBER OPTIC QUALITY LEVEL D
	FIBER OPTIC QUALITY LEVEL C
	FIBER OPTIC QUALITY LEVEL B
	FIBER OPTIC QUALITY LEVEL A
	POWER QUALITY LEVEL D
	POWER QUALITY LEVEL C
	POWER QUALITY LEVEL B
	POWER QUALITY LEVEL A
	GAS QUALITY LEVEL D
	GAS QUALITY LEVEL C
	GAS QUALITY LEVEL B
	GAS QUALITY LEVEL A
	COMMUNICATION QUALITY LEVEL D
	COMMUNICATION QUALITY LEVEL C
	COMMUNICATION QUALITY LEVEL B
	COMMUNICATION QUALITY LEVEL A
	OVERHEAD POWER
	OVERHEAD COMMUNICATION
	OVERHEAD UTILITIES

EXISTING UTILITY LINES

	FORCE MAIN
	SANITARY SEWER
	STORM SEWER
	WATER MAIN
	WATER SERVICE

PROPOSED UTILITY LINES

	FORCE MAIN
	SANITARY SEWER
	STORM SEWER
	WATER MAIN
	WATER SERVICE
	PIPE CASING

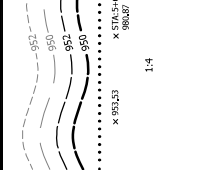
FUTURE UTILITY LINES

	FORCE MAIN
	SANITARY SEWER
	STORM SEWER
	WATER MAIN
	WATER SERVICE
	PIPE CASING

CONCRETE CURB AND GUTTER

	EXISTING
	PROPOSED
	FUTURE
	DEMOLITION

GRADING INFORMATION



ABBREVIATIONS

AD	ALGEBRAIC DIFFERENCE
BY	BUTTERFLY VALVE
BVCS	BEGIN VERTICAL CURVE ELEVATION
CL	CENTER LINE
CL	CLASS
CMP	CORRUGATED METAL PIPE
C.O.	CHANGE ORDER
DP	DUCTILE IRON PIPE
ELEV	ELEVATION
EVCE	END VERTICAL CURVE ELEVATION
EVCS	END VERTICAL CURVE STATION
EX	EXISTING
FES	FLARED END SECTION
FF	FACE TO FACE
FM	FORCE MAIN
F.O.	FIELD ORDER
GV	GATE VALVE
HP	HIGH POINT
HWL	HIGH WATER LEVEL
INV	INVERT
K	CURVE COEFFICIENT
L	LOW POINT
LP	LOW POINT
MH	MANHOLE (SANITARY)
NTS	NOT TO SCALE
NWL	NORMAL WATER LEVEL
PC	POINT OF CURVE
PC	POINT OF INTERSECTION
PT	POINT OF TANGENT
PVC	POLYVINYL CHLORIDE PIPE
PVI	POINT OF VERTICAL INTERSECTION
R	RADIUS
RCP	REINFORCED CONCRETE PIPE
RM	RIGHT-OF-WAY
SS	STORM SEWER STRUCTURE
STA	STATION
TCE	TEMPORARY CONSTRUCTION EASEMENT
TNH	TOP-NUT HYDRANT
TYP	TYPICAL
VC	VERTICAL CURVE
WM	WATER MAIN

HATCH PATTERNS

	HEAVY DUTY BITUMINOUS
	BITUMINOUS
	CONCRETE
	GRAVEL

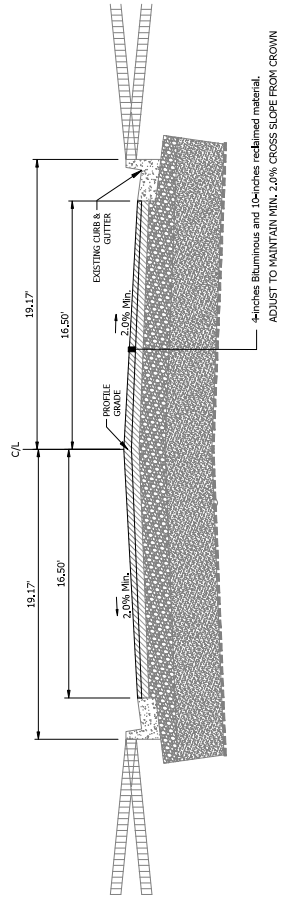


NO.	DESCRIPTION	DATE
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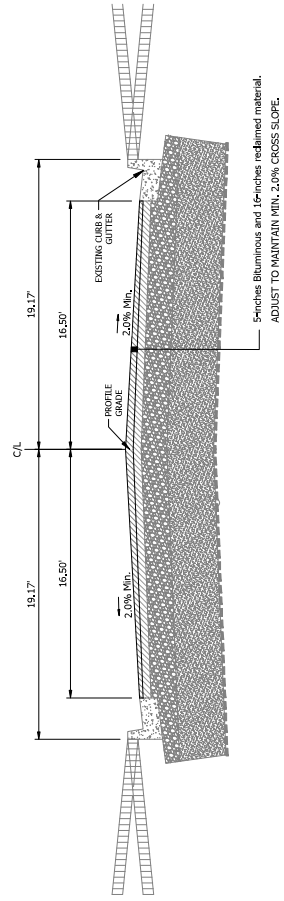
NO.	DESCRIPTION	DATE
1		

C1.01

4" BITUMINOUS SECTION



5" BITUMINOUS SECTION



PROJECT NAME:	
DATE:	
DATE:	
DATE:	
DATE:	

NO.	DESCRIPTION	DATE
1		
2		
3		
4		
5		
6		
7		
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21		
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23		

DESIGNED	SR
CHECKED	
APPROVED	
PROJECT NO.	2024001

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

18. DEWATERING OR BASIN DRAINING ACTIVITIES OF TURBID OR SEDIMENT LADEN WATER WILL BE DISCHARGED TO TEMPORARY SEDIMENT BASINS, WHICHEVER IS POSSIBLE. IN THE EVENT THAT IT IS NOT POSSIBLE TO DISCHARGE TO A SEDIMENT BASIN, THE WATER MUST BE TREATED SO THAT IT DOES NOT ADVERSELY AFFECT RECEIVING WATERS OR DOWNSTREAM LANDOWNERS.

19. THE CONTRACTOR WILL NEED TO PROVIDE AN EROSION CONTROL SUPERVISOR WHO CAN INSPECT THE SITE FOR NPDES PERMIT COMPLIANCE. MAINTENANCE OF ALL BEST MANAGEMENT PRACTICES (BMPs) WILL BE REQUIRED AS SET FORTH IN THE PREVIOUSLY NAMED SECTIONS.

A. THE EROSION CONTROL SUPERVISOR WILL NEED TO ASSIST THE CITY WITH ROUTINE INSPECTIONS OF THE ENTIRE CONSTRUCTION SITE ONCE EVERY SEVEN DAYS DURING ACTIVE CONSTRUCTION AND WITHIN SEVEN DAYS OF THE COMPLETION OF CONSTRUCTION. THE INSPECTIONS SHOULD BE MAINTAINED ON SITE WITH THE SWPPP.

B. DATE AND TIME OF INSPECTIONS

C. NAME OF PERSONS CONDUCTING INSPECTIONS

D. CORRECTIVE ACTIONS TAKEN

E. DATE AND AMOUNT OF ALL RAINFALL EVENTS GREATER THAN 0.5 INCHES IN 24 HOURS

F. DOCUMENTS AND CHANGES MADE TO THE SWPPP

G. MAINTENANCE ACTIVITIES

20. MAINTENANCE WILL BE PERFORMED WITHIN A PERIOD OF 24 HOURS FROM A RAINFALL EVENT AND WILL BE COMPLETED WHEN:

A. SILT FENCE REPAIRS SHOULD BE MADE WHEN IT BECOMES NON-FUNCTIONAL OR SEDIMENT REACHES 1/3 THE HEIGHT OF THE FENCE

B. INLET PROTECTION DEVICES SHOULD BE REPAIRED WHEN THEY BECOME NON-FUNCTIONAL OR SEDIMENT REACHES 1/3 THE HEIGHT AND/OR DEPTH OF THE DEVICE

C. TEMPORARY SEDIMENT BASIN MUST BE HAVE THE SEDIMENT REMOVED ONCE THE SEDIMENT HAS REACHED 1/2 THE STORAGE VOLUME WITHIN 72 HOURS OF DISCOVERY

D. TRACKED SEDIMENT MUST BE REMOVED WITHIN 24 HOURS OF DISCOVERY

E. CONTRACTOR IS RESPONSIBLE FOR MAINTAINING ALL BMPs UNTIL WORK HAS BEEN COMPLETED. SITE HAS GONE UNDER FINAL STABILIZATION, AND THE NOTICE OF TERMINATION HAS BEEN SUBMITTED TO THE NPCA IN ACCORDANCE WITH PART II.B.5 OF THE CONSTRUCTION GENERAL PERMIT.

21. BURNING OF TREES, BRUSH, OR OTHER VEGETATED MATERIAL IS NOT ALLOWED WITHIN THE PROJECT BOUNDARIES.

22. THE CONTRACTOR MAY SKIP TEMPORARY OR RAPID STABILIZATION METHODS IF THEY CHOOSE TO STABILIZE AN AREA WITH PERMANENT STABILIZATION WITHIN THE APPROPRIATE TIME FRAMES ESTABLISHED ABOVE.

23. ALL SEDIMENT DEPOSITED INTO A WATER OF THE STATE MUST BE REMOVED WITHIN 7 DAYS UNLESS PROHIBITED DUE TO WEATHER CONDITIONS OR REGULATORY ISSUES. DOCUMENTATION OF THIS EXEMPTION MUST BE IN THE SWPPP IF APPLICABLE.

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

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

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

9. WORK IN DRAINAGE SWALES OR THE NORMAL WETTED PERIMETER OF ANY SURFACE WATER WILL REQUIRE STABILIZATION WITHIN 24 HOURS OF CONNECTION. THESE AREAS WILL INCLUDE ALL AREAS THAT DRAIN WATER TO SURFACE WATER OR ARE OTHERWISE PROTECTED BY A SWPPP OR DISCHARGE TO ANY SURFACE WATER. RAPID STABILIZATION METHOD 4 WILL BE USED TO STABILIZE THESE AREAS.

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

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

12. DITCHES AND EXPOSED SOILS MUST BE KEPT IN A SMOOTH ROUGH GRADED CONDITION IN ORDER TO BE ABLE TO APPLY EROSION CONTROL MEASURES AND BLANKETS.

13. ALL EXPOSED SOIL AREAS WILL BE STABILIZED PRIOR TO THE ONSET OF WINTER. ANY WORK STILL BEING PERFORMED WILL BE SNOW MULCHED, SEEDDED, OR BLANKETTED.

14. SEDIMENT CONTROL DEVICES MUST BE ESTABLISHED ON ALL DOWN GRADIENT PERIMETERS BEFORE ANY UP GRADIENT LAND DISTURBING ACTIVITIES BEGIN. THE TIMING OF THE INSTALLATION OF THE SEDIMENT CONTROL DEVICES CAN BE ADJUSTED TO ACCOMMODATE SHORT-TERM ACTIVITIES SUCH AS CLEARING AND GRUBBING, OR PASSAGE OF VEHICLES. ANY SHORT TERM ACTIVITY MUST BE COMPLETED PRIOR TO THE NEXT RAINFALL EVENT.

A. SILT FENCE SHALL BE INSTALLED SO THAT IT FOLLOWS AS CLOSE AS POSSIBLE TO A SINGLE CONTOUR TO CAPTURE OVERLAND, LOW-VELOCITY SHEET FLOWS DOWN GRADIENT OF ALL EXPOSED SOILS AND PRIOR TO DISCHARGING TO SURFACE WATERS WITH THE SILT FENCE 3-HOOKED AT A MAXIMUM OF 100 FOOT INTERVALS AND SHALL CONTAIN NO MORE THAN 1/4 ACRE OF DRAINAGE AREA.

B. DITCH CHECKS WILL BE INSTALLED AS INDICATED ON THE PLANS DURING THE CONSTRUCTION PERIOD AND SHALL CONSIST OF USING ROCK DITCH CHECKS AND ROCK WEEPERS IN FRONT OF CULVERT INLETS.

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

C. SEDIMENT DAMAGE FROM STOCKPILES WILL BE MINIMIZED BY PLACING A ROW OF SILT FENCE 6 FEET FROM THE TOE.

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

15. STREET SURFACES SHALL BE SWEEP WITHIN 24 HOURS OF DISCOVERY OF ANY EXPOSED SURFACES. ALL VACUUM OPERATED BROOM SWEEPERS, NO OPERA-BROOM SWEEPERS ALLOWED.

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

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

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

STORM WATER POLLUTION PREVENTION PLAN (SWPPP) NARRATIVE

ST. CLOUD OFFICE- STAMTEC  
3717 23RD STREET SOUTH  
ST. CLOUD, MN 56301  
320-251-4553

**MPCA CONTACT INFORMATION:**  
MINNESOTA POLLUTION CONTROL AGENCY  
CONSTRUCTION STORMWATER PERMIT PROGRAM  
520 LAFAVETTE ROAD NORTH  
ST. PAUL, MN 55155-4194  
651-649-5451 (24-HOUR CONTACT)  
800-422-0798 (24-HOUR CONTACT)

**CONSTRUCTION NOTES**  
CONSTRUCTION SHALL BE GOVERNED BY THE PROJECT MANUAL, THE CITY MANUAL, AND ALL APPLICABLE REGULATIONS. THE CONTRACTOR SHALL KEEP AND MAINTAIN THE INSPECTION AND MAINTENANCE RECORDS.

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

**SEQUENCE OF CONSTRUCTION ACTIVITIES**

- INSTALL TEMPORARY EROSION CONTROL AS SHOWN ON THE PLANS.
- COMPLETE THE REMOVALS AS NOTED ON THE PLANS.
- CONSTRUCT ALL TEMPORARY SEDIMENT TRAPS.
- TEMPORARILY SEED DEULDED AREAS WITHIN 7 DAYS DEPENDING ON THE SLOPE FOR ALL AREAS WITHIN 200 FEET OF A SURFACE WATER AS MANY TIMES AS NECESSARY TO MAINTAIN NPDES PERMIT COMPLIANCE.
- CONTINUALLY STABILIZE THE NORMAL WETTED PERIMETER OF ALL AREAS WITHIN 200 LINEAL FEET OF THE SURFACE WATER OR THE PROPERTY EDGE.
- UPDATE THE INLET PROTECTION DEVICES.
- INSTALL CURB AND GUTTER.
- COMPLETE PAVING AND STRIPPING
- COMPLETE PERMANENT STABILIZATION
- SUBMIT NOTICE OF TERMINATION (NOT)

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

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

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

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

4. THE CONTRACTOR WILL DEVELOP A CHAIN OF COMMAND WITH ALL OPERATORS ON THE SITE TO ENSURE THAT THE SWPPP WILL BE IMPLEMENTED AND STAY IN EFFECT UNTIL THE CONSTRUCTION PROJECT IS COMPLETE. THE ENTIRE SITE HAS UNDERGONE FINAL STABILIZATION, AND A NOTICE OF TERMINATION (NOT) HAS BEEN SUBMITTED TO THE NPCA.

5. THE CONTRACTOR WILL PREPARE A WRITTEN WEEKLY SCHEDULE OF PROPOSED EROSION CONTROL ACTIVITIES FOR THE PROJECT ENGINEERS APPROVAL AS PER MNDOT SPEC. 1717.2D.

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

**PROJECT DESCRIPTION/LOCATION**  
THE CITY PORTION OF THE WORK INCLUDES STREET MILL & OVERLAY.

**PLANS**  
THE PLANS SHOW THE PROJECT LIMITS, MILL & OVERLAY AREAS, AND IMPERVIOUS SURFACES.

**ENVIRONMENTALLY SENSITIVE AREAS**  
THERE ARE NO ENVIRONMENTALLY SENSITIVE AREAS WITHIN THE PROJECT.

PUBLIC WATERS LOCATED WITHIN 1 MILE OF THE PROJECT BOUNDARY ARE IDENTIFIED IN THE TABLE BELOW.

**RECEIVING WATERS**

xx	<b>IMPAIRED</b>
xx	

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

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

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

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

**TOTAL MAXIMUM DAILY LOAD (TMDL) WATERS**

NONE.	
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**LAND FEATURE CHANGES**

TOTAL PROJECT AREA DISTURBED:	x ACRES
TOTAL EXISTING IMPERVIOUS SURFACE AREA:	x ACRES
TOTAL EXISTING PERVIOUS SURFACE AREA:	x ACRES
TOTAL PROPOSED IMPERVIOUS SURFACE AREA:	x ACRES
TOTAL PROPOSED PERVIOUS SURFACE AREA:	x ACRES

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

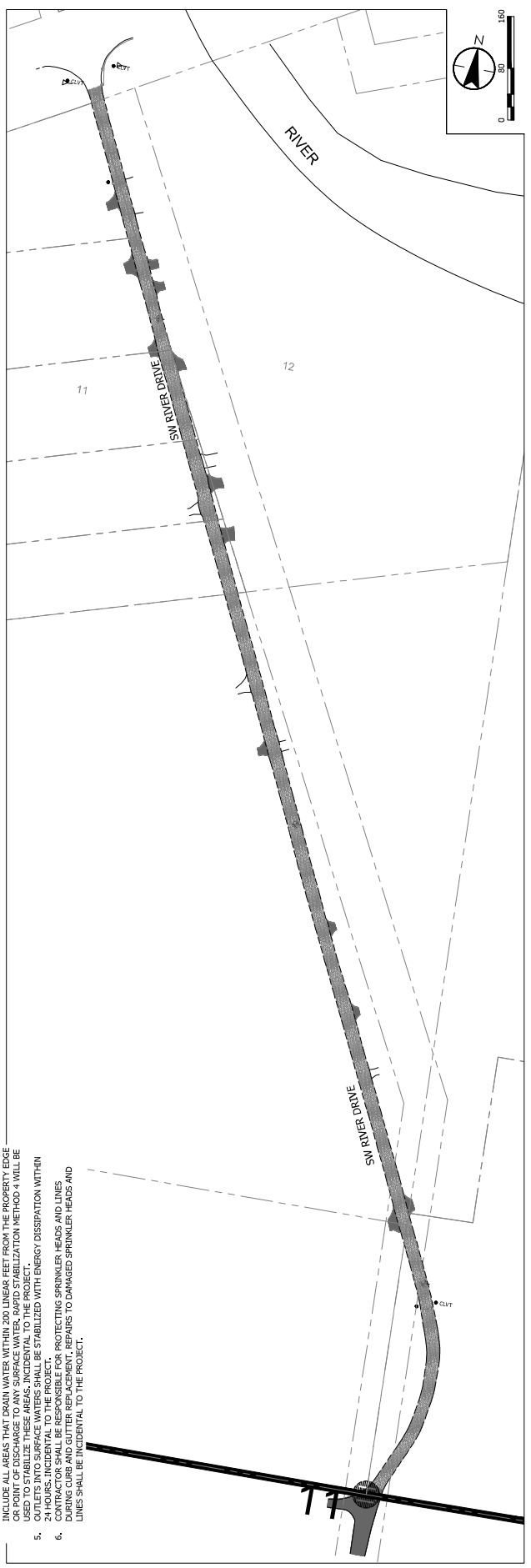
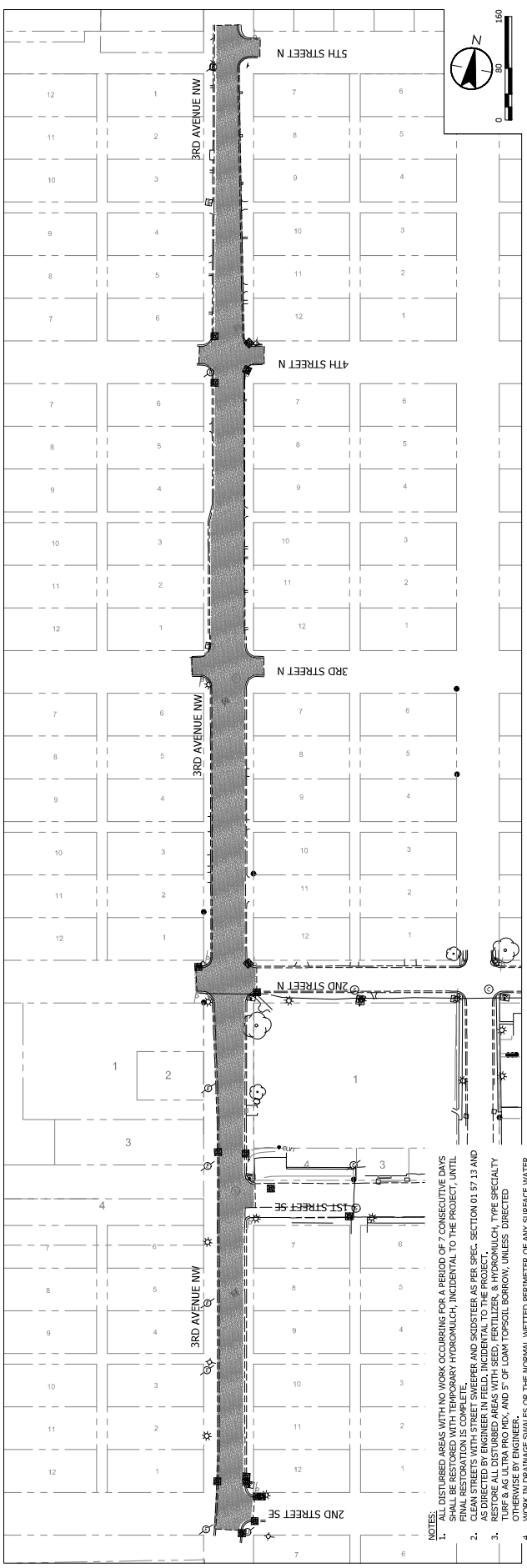
**DRAINAGE COMPUTATIONS**  
COMPUTATIONS ARE KEPT ON FILE WITH THE CITY OF MAPLE LAKE.

**PROJECT CONTACTS**  
THE PROJECT ENGINEER AND CONTRACTOR ARE RESPONSIBLE FOR IMPLEMENTATION OF THE SWPPP AND INSTALLATION, INSPECTION AND MAINTENANCE OF THE EROSION PREVENTION AND SEDIMENT CONTROL BMPs RESPONSIBLE FOR LONG TERM OPERATION AND MAINTENANCE OF THE PERMANENT STORM WATER MANAGEMENT SYSTEM ACCORDING TO THE CITY'S MS4 NPDES PERMIT REQUIREMENTS.

PROJECT ENGINEERS

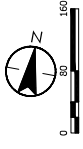
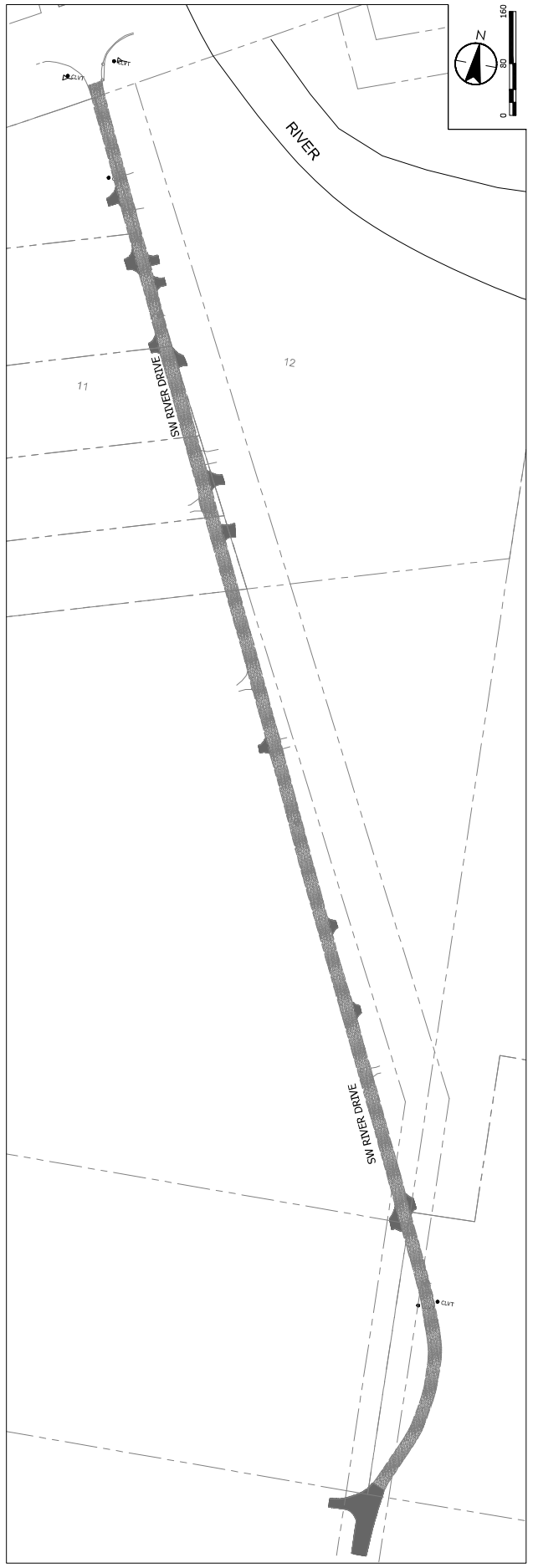
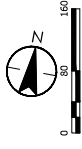
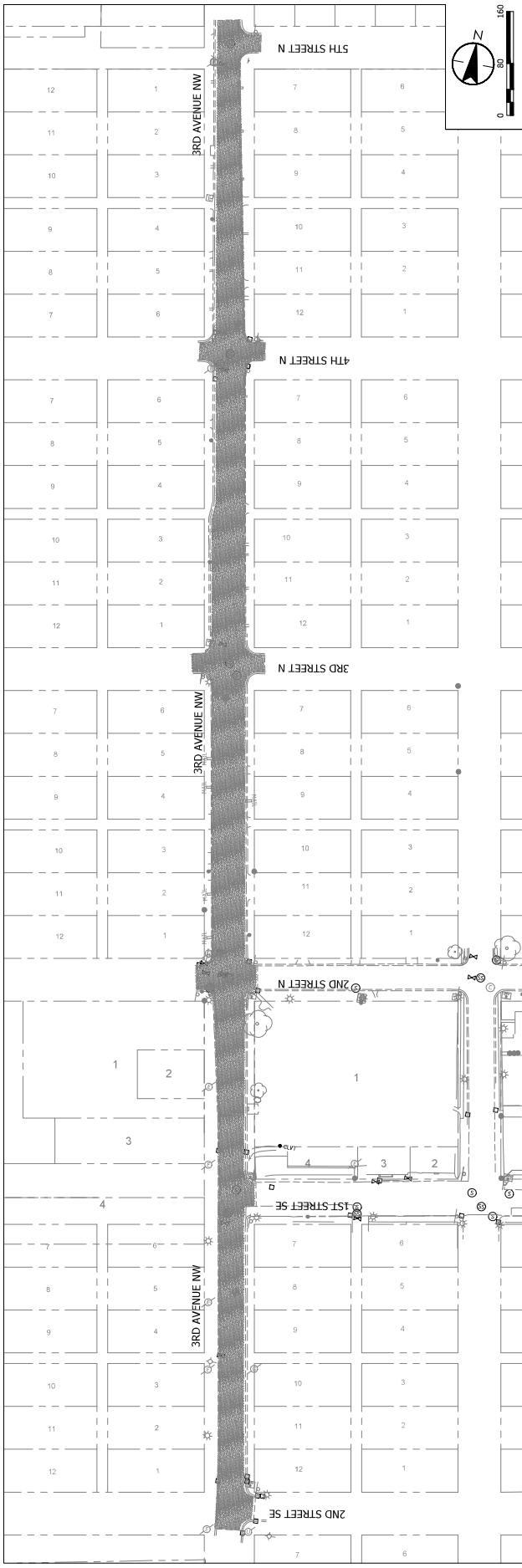
CITY OF MAPLE LAKE

NO.	DESCRIPTION	DATE
1		
2		
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10		
11		
12		



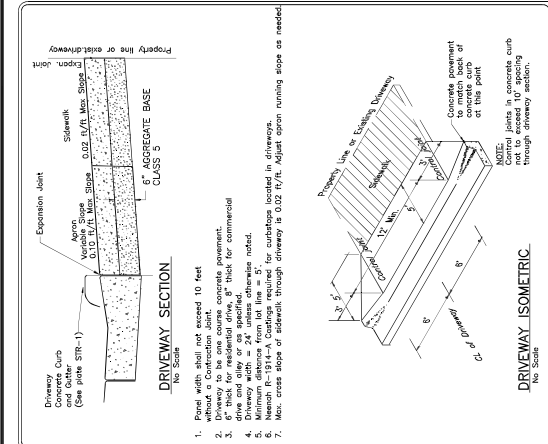
- NOTES:**
1. DISTURBED AREAS WITH NO WORK OCCURRING FOR A PERIOD OF 7 CONSECUTIVE DAYS SHALL BE RESTORED WITH TEMPORARY HYDROMULCH, INCIDENTAL TO THE PROJECT, UNTIL FINAL RESTORATION IS COMPLETE.
  2. CLEAN STREETS WITH STREET SWEEPER AND SKIDSTEER AS PER SPEC. SECTION 01 57 13 AND AS DIRECTED BY ENGINEER IN FIELD, INCIDENTAL TO THE PROJECT.
  3. TURF & AG ULTRA PRO MIX. AND 5" OF LOAM TOPSOIL BORROW, UNLESS SPECIALLY OTHERWISE BY ENGINEER.
  4. WORK IN DRAINAGE SWALES OR THE NORMAL WETTED PERIMETER OF ANY SURFACE WATER WILL REQUIRE STABILIZATION WITHIN 24 HOURS OF COMPLETION. THESE AREAS SHALL BE USED TO STABILIZE THESE AREAS. INCIDENTAL TO THE PROJECT.
  5. OUTLETS INTO SURFACE WATERS SHALL BE STABILIZED WITH ENERGY DISSIPATION WITHIN 24 HOURS OF COMPLETION. THESE AREAS SHALL BE USED TO STABILIZE THESE AREAS. INCIDENTAL TO THE PROJECT.
  6. CONTRACTOR SHALL BE RESPONSIBLE FOR PROTECTING SPRINKLER HEADS AND LINES DURING CURB AND GUTTER REPLACEMENT. REPAIRS TO DAMAGED SPRINKLER HEADS AND LINES SHALL BE INCIDENTAL TO THE PROJECT.

NO.	DESCRIPTION	DATE
1		



NO.	REVISION	DATE
1		

STANDARD SHEET NUMBER  
**C8.01**

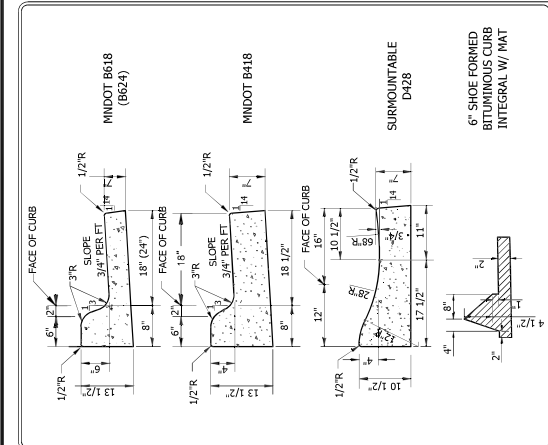


**1-** Flare width shall not exceed 10 feet.  
**2-** Concrete curb shall be 6" thick for residential drives, 8" thick for commercial drives.  
**3-** Driveway to be cast against concrete pavement.  
**4-** Driveway width shall be 24" unless otherwise noted.  
**5-** Minimum distance from lot line = 5'.  
**6-** Max. cross slope of sidewalk through driveway is 0.02 ft./ft. Adjust upon running slope as needed.  
**7-** Max. cross slope of sidewalk through driveway is 0.02 ft./ft. Adjust upon running slope as needed.

**Stantec**

CONCRETE DRIVEWAY APRON

LAST REVISION: Feb, 2004  
 SHEET NO. STR-4



**Stantec**

CURB AND GUTTER

LAST REVISION: Feb, 2004  
 SHEET NO. STR-4

**LABOR AGREEMENT**

**BETWEEN**

**CITY OF MILACA, MINNESOTA**

**AND**

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



**Effective January 1, 2024, through December 31, 2026**

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## **MILACA**

### **ARTICLE 1 - PURPOSE OF AGREEMENT**

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

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

### **ARTICLE 2 - RECOGNITION**

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

### **ARTICLE 3 - DEFINITIONS**

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

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

**ARTICLE 4 - EMPLOYER SECURITY**

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

**ARTICLE 5 - EMPLOYER AUTHORITY**

- 5.1 The City of Milaca retains the full and unrestricted right to operate and manage all matters of inherent managerial function and policy including, but are not limited to; operation and management of all manpower, facilities, and equipment; to establish functions and programs; to set and amend budgets, to determine the utilization of technology; to establish and modify organization structure; to select and direct personnel; to establish work schedule and to perform and other inherent managerial function as determined by the City.
- 5.2 Any term and condition of employment not specifically established or modified by this AGREEMENT shall remain solely within the discretion of the EMPLOYER to modify, establish or eliminate.

**ARTICLE 6 - UNION SECURITY**

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

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

**ARTICLE 7 - EMPLOYEE RIGHTS - GRIEVANCE PROCEDURE**

**7.1 DEFINITION OF A GRIEVANCE**

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

**7.2 UNION REPRESENTATIVES**

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

**7.3 PROCESSING OF A GRIEVANCE**

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

**7.4 PROCEDURE**

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

- Step 1 An EMPLOYEE claiming a violation concerning the interpretation or application of this AGREEMENT shall, within twenty-one (21) calendar days after such alleged violation has occurred, present such grievance to the EMPLOYEE'S supervisor as designated by the EMPLOYER. The EMPLOYER-designated representative will discuss and give an answer to such Step 1 grievance within ten (10) calendar days after receipt. A grievance not resolved in Step 1 and appealed to Step 2 shall be placed in writing setting forth the nature of the grievance, the facts on which it is based, the provision or provisions of the AGREEMENT allegedly violated, and the remedy requested and shall be appealed to Step 2 within ten (10) calendar days after the EMPLOYER-designated representative's final answer in Step 1. Any grievance not appealed in writing to Step 2 by the UNION within ten (10) calendar days shall be considered waived.
- Step 2 If appealed, the written grievance shall be presented by the UNION and discussed with the EMPLOYER-designated Step 2 representative. The EMPLOYER-designated representative shall give the UNION the EMPLOYER'S Step 2 answer in writing within ten (10) calendar days after receipt of such Step 2 grievance. A grievance not resolved in Step 2 may be appealed to Step 3 within ten (10) calendar days following the EMPLOYER -designated representative's final Step 2 answer. Any grievance not appealed in writing to Step 3 by the UNION within ten (10) calendar days shall be considered waived.
- Step 3 A grievance unresolved in Step 2 and appealed to Step 3 may be submitted to the Minnesota Bureau of Mediation Services. A grievance not resolved in Step 3 may be appealed to Step 4 within ten (10) calendar days following the EMPLOYER'S final answer in Step 3. Any grievance not appealed in writing to Step 4 by the UNION within ten (10) calendar days shall be considered waived.
- Step 4 A grievance unresolved in Step 3 and appealed in Step 4 shall be submitted to arbitration subject to the provisions of the Public Employment Labor Relations Act of 1971, as amended. The EMPLOYER and the Union representative shall endeavor to select a mutually acceptable arbitrator to hear and decide the grievance. If the parties cannot agree on an arbitrator, the selection of an arbitrator shall be made in accordance with the "Rules Governing the Arbitration of Grievances" as established by the Bureau of Mediation Services. For grievance matters involving a peace officer's written disciplinary action, discharge, or termination, the assignment of an arbitrator shall be consistent with Minnesota Statute 626.892.

## 7.5 ARBITRATOR'S AUTHORITY

- A. The arbitrator shall have no right to amend, modify, nullify, ignore, add to, or subtract from the terms and conditions of this AGREEMENT. The arbitrator shall consider and decide only the specific issue(s) submitted in writing by the EMPLOYER and the UNION, and shall have no authority to make a decision on any other issue not so submitted.
- B. The arbitrator shall be without power to make decisions contrary to, or inconsistent with, or modifying or varying in any way the application of laws, rules, or regulations having the force and effect of law. The arbitrator's decision shall be submitted in writing within thirty (30) days following the close of the hearing or the submission of briefs by the parties, whichever be later, unless the parties agree to an extension. The decision shall be binding on both the EMPLOYER and the UNION and shall be based solely on the arbitrator's interpretation or application of the express terms of this AGREEMENT and to the facts of the grievance presented.
- C. The fees and expenses for the arbitrator's services and proceedings shall be borne equally by the EMPLOYER and the UNION provided that each party shall be responsible for compensating its own representatives and witnesses. If either party desires a verbatim record of the proceedings, it may cause such a record to be made, providing it pays for the record. If both parties desire a verbatim record of the proceedings the cost shall be shared equally.

## 7.6 WAIVER

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

## ARTICLE 8 - SAVING CLAUSE

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

## ARTICLE 9 - SENIORITY

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

#### **ARTICLE 10- PROBATIONARY PERIODS**

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

#### **ARTICLE 11 - DISCIPLINE**

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

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

- 11.2 Suspensions, demotions and discharges will be in written form.

- 11.3 Written reprimands, notices of suspension, notices of demotion and notices of discharge which are to become part of an Employee's personnel file shall be read and acknowledged by signature of the Employee. Employees and the UNION will receive a copy of such reprimands and/or notices.
- 11.4 Employees may examine their own individual personnel files at reasonable times under the direct supervision of the EMPLOYER.
- 11.5 Employees will not be questioned concerning an investigation of disciplinary action unless the employee has been given an opportunity to have a Union representative present at such questioning.
- 11.6 Grievances relating to this ARTICLE shall be initiated by the UNION at Step 2 of the grievance procedure under Article 7 of this AGREEMENT.

## **ARTICLE 12 - WORK SCHEDULES**

- 12.1 The normal work year is two thousand eighty (2,080) hours to be accounted for by each full-time employee through:
  - a) hours worked on assigned shifts;
  - b) holidays;
  - c) assigned training;
  - d) authorized leave time.
- 12.2 Nothing contained in this or any other ARTICLE shall be interpreted to be a guarantee of a minimum or maximum number of hours the EMPLOYER may assign employees.
- 12.3 Part time employees will be offered shifts based on seniority. The employer may offer shifts in excess of first 30 hours to next senior part time employee.

## **ARTICLE 13 - OVERTIME**

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

- 13.4 For the purpose of computing overtime compensation, overtime hours worked shall not be pyramided, compounded, or paid twice for the same hours worked.
- 13.5 Overtime will be calculated to the nearest fifteen (15) minutes.
- 13.6 Employees have the obligation to work overtime or call back if requested by the Employer unless unusual circumstances prevent the employee from so working.
- 13.7 Employees may accumulate up to a maximum of eighty (80) hours of compensatory time in lieu of payment under Section 13.1. Compensatory time may be used at Employee's discretion with the approval of the Chief of Police and/or City Manager. Employees shall only be permitted to carry over, at the end of the calendar year, forty (40) hours of compensatory time. Any hours in excess of forty (40) hours compensatory time shall be paid to the employee's individual health care savings plan, at the employee's current rate of pay, at the end of the calendar year by the EMPLOYER.

#### **ARTICLE 14 - COURT TIME**

- 14.1 An employee who is required to appear in court during their scheduled off-duty time shall receive a minimum of two (2) hours pay at one and one-half (1 1/2) times the employee's base pay rate. If the court appearance is during the employee's scheduled day off and the court appearance is cancelled, the employee will be given a notice of cancellation by 8:00 p.m. the day before.

If notification of cancellation is not given by 8:00 p.m. the day before, the employee will receive four (4) hours straight time pay, plus mileage reimbursement from Employee's home to court per current Internal Revenue Service standard business reimbursement rate. An extension or early report to a regularly scheduled shift the court appearance does not qualify the employee for the two (2) hour minimum.

- 14.2 Proper notification of court cancellation will consist of a court cancellation notice being cancelled by telephone, text, or other electronic means.
- 14.3 Civil cases where the City is not a party to related criminal proceedings are not included under this article. Uniforms shall not be worn when testifying or appearing at civil cases not included under this article, and the City will not furnish clothing to appear at civil cases not included in this article.

#### **ARTICLE 15 - CALL BACK TIME**

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



## **ARTICLE 16 - INSURANCE**

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

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

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

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

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

## **ARTICLE 17 - UNIFORMS and EQUIPMENT**

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

## **ARTICLE 18 - INJURY ON DUTY**

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

## **ARTICLE 19 – VACATIONS**

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

## 19.2 Rules

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

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

I. Vacation benefits shall accrue on the following schedule:

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

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

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

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

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

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

## **ARTICLE 20 - HOLIDAYS**

20.1 Full time employees shall have eighty-eight (88) hours of holidays included in the normal annual work schedule.

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

20.3 Employees on duty New Year's Day (January 1), Martin Luther King Day (third Monday in January), President's Day (third Monday in February), Memorial Day (last Monday in May), Juneteenth (June 19) Independence Day (July 4), Labor Day (first Monday in September), Veteran's Day (November 11), Thanksgiving Day (4<sup>th</sup> Thursday in November), Day after Thanksgiving (4<sup>th</sup> Friday in November), and Christmas Day (December 25) shall be compensated on the basis of one and one half (1 1/2) times the regular rate of pay by cash payment or compensatory time.

## **ARTICLE 21 - SICK LEAVE**

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

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

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

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

## 21.5 Rules

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

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

- H. Accumulated sick leave cannot be transferred from one employee to another.
- I. An employee who makes a false claim of sick leave shall be subject to disciplinary actions, including discharge.
- J. Sick leave payout upon termination, resignation or retirement shall be paid in the amount equal to twenty (20) percent of their accumulated sick leave as earned and computed on the basis of the base pay rate at the time of termination, resignation or retirement. After twenty (20) years of continuous service an employee shall be paid an amount equal to fifty percent (50%) of their accrued sick leave as earned and compensated on the basis of the base pay rate at the time of termination, resignation or retirement.

## **ARTICLE 22 - SEVERANCE PAY**

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

22.1 Employees shall receive 100% of unused and accrued vacation and comp time.

## **ARTICLE 23 - BEREAVEMENT LEAVE**

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

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

## **ARTICLE 24 - SAFETY**

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

## **ARTICLE 25 - SUBSTANCE ABUSE**

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

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

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

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

#### **ARTICLE 27 - WAIVER**

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

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

#### **ARTICLE 28- INDEMNIFICATION**

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

#### **ARTICLE 29 - DURATION**

This AGREEMENT shall be effective as of January 1, 2024, and shall remain in full force and effect until December 31, 2026.

IN WITNESS WHEREOF, the parties hereto have executed this AGREEMENT on this 11<sup>th</sup> day of JANUARY, 2024.

**FOR THE CITY OF MILACA**

**LAW ENFORCEMENT LABOR SERVICES, INC.**

\_\_\_\_\_  
Mayor David Dillan

 1-11-24  
Rick Mathwig, LELS

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

\_\_\_\_\_  
Jeffrey Shaw, Union Steward

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

	3.50%
	2024 Hour
Start	\$27.60
After one year	\$28.92
After two years	\$30.25
After three years	\$31.60
After four years	\$32.91
After five years	\$34.26
After six years	\$35.58
After 12 years (2% above six-year step)	\$36.60
After 18 years (3% above six-year step)	\$36.65
After 25 years (4% above six-year step)	\$37.01

	3.50%	+1.00%
	January 1, 2025 Hour	July 1, 2025 Hour
Start	\$28.57	\$28.86
After one year	\$29.93	\$30.23
After two years	\$31.31	\$31.63
After three years	\$32.70	\$33.03
After four years	\$34.06	\$34.41
After five years	\$35.46	\$35.81
After six years	\$36.83	\$37.20
After 12 years (2% above six-year step)	\$37.57	\$37.94
After 18 years (3% above six-year step)	\$37.93	\$38.31
After 25 years (4% above six-year step)	\$38.31	\$38.69

	3.50%	+1.50%
	January 1, 2026 Hour	July 1, 2026 Hour
Start	\$29.87	\$30.31
After one year	\$31.29	\$31.76
After two years	\$32.73	\$33.22
After three years	\$34.19	\$34.70
After four years	\$35.61	\$36.14
After five years	\$37.07	\$37.62
After six years	\$38.50	\$39.08
After 12 years (2% above six-year step)	\$39.27	\$39.86
After 18 years (3% above six-year step)	\$39.65	\$40.25
After 25 years (4% above six-year step)	\$40.04	\$40.64

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



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

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

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

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

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

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