



CITY OF MILACA
CITY COUNCIL MEETING
COUNCIL AGENDA
JUNE 18, 2025

1. Call Meeting to Order 6:00 p.m.
2. Pledge of Allegiance
3. Roll Call- Present: Mayor-Dave Dillan____ Council Members; Norris Johnson____ Lindsee Larsen____
Ken Muller____ Tim Poorker____ Absent;_____
4. **Approval of Agenda** MB__2nd__AIF__O__
5. **Consent Agenda** MB__2nd__AIF__O__
 - a. Approval of Minutes-May 15, 2025
 - b. Approval of Bills
 - c. **Resolution #25-16** Lawnmowing
6. **Open Forum**
7. **Public Hearing**
8. **Requests and Communications**
 - a. Auditors Presentation of the Audited Financial Statements
 - b. Report to the Members of Governance
 - c. Audited Financial Statements December 31, 2024 MB__2nd__AIF__O__
9. **Ordinances and Resolutions**
 - a. **Resolution #25-17** Resolution Adopting Policies for the Delegation of Authority for Payment of Certain Claims for the City of Milaca MB__2nd__AIF__O__
 - b. **Resolution #25-18** to Transfer Funds MB__2nd__AIF__O__
 - c. **Ordinance #544** Solar Energy Systems-First Reading MB__2nd__AIF__O__
10. **Reports of Departments, Boards and Commissions**
 - a. City Manager-
 - b. Police-Incident Summary (Info only – no action needed)
 - c. Parks –
 - d. Public Works- Contractor's Request for Payment No. 6 to Northern Lines Contracting in the amount of \$418,167.14 (110th Avenue Project – Airport Road) MB__2nd__AIF__O__
 - e. Liquor Store-
 - f. Fire Department-
 - g. Planning and Zoning – **Resolution #25-19** Approving A Conditional Use Permit To Have A Multiple Family Dwelling In a B-1 Zoning District MB__2nd__AIF__O__

Resolution #25-20 Approving a Conditional Use Permit to Allow High Speed Diesel Fuel Tanks
In a B-2 General Business District

MB___2nd___AIF___O___

h. Airport-

11. Committees

a. Budget –

b. EDC

12. Unfinished Business

13. New Business

a. Approve plans and specs for 2025 1st St Sidewalk Improvement Project

MB___2nd___AIF___O___

b. Initiative Foundation Request

MB___2nd___AIF___O___

c. Lot Split for Jesse Latterell-Mid MN Investments

MB___2nd___AIF___O___

14. Miscellaneous

15. Council Comments

16. Adjournment Time_____

MB___2nd___AIF___O___

§ 30.19 ORDER OF BUSINESS; AGENDA

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

**CITY OF MILACA
COUNCIL MINUTES
May 15, 2025**

Call to Order Roll Call

Mayor Dillan called the 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: Norris Johnson, Lindsee Larsen and Tim Poorker. Absent: Ken Muller

Staff present: City Manager Tammy Pfaff, Communications Specialist Mary Mickelson, Chief Quinn Rasmussen, Assistant City Clerk Deloris Katke, City Attorney Damien Toven, Public Works Superintendent Gary Kirkeby, Liquor Store Manager Vicki Jeys and Fire Chief Jesse Gerads.

Others present: Joe Cronin of EDC, Phil Gravel of Stantec and Chloe Smith of Union Times

Approval of Agenda

Mayor Dillan called for a motion to approve the agenda. Larsen made a motion for approval, seconded by Poorker. Mayor Dillan requested to add under #9 Ordinances and Resolutions b. Resolution #25-15 Requesting Street Closures For 2025 Milaca Rhythm On The Rum Parade and add under #13 New Business: c. Special Event Application For Milaca Rhythm On The Rum Parade. With no further discussion, all in favor of the approval of the agenda; motion passes.

Approval of Consent Agenda

Mayor Dillan called for a motion to approve the Consent Agenda.

- a. Approval of Minutes-April 17, 2025
- b. Approval of Bills
- d. Resolution #25-13 Resolution Accepting Donations

Poorker made a motion for approval of Consent Agenda, seconded by Larsen. 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 Hearing:

Requests and Communications

Ordinances and Resolutions

- a. *Resolution #25-14 Adopting the Mille Lacs County 2024 Hazard Mitigation Plan*- Mayor Dillan called for a motion to approve. Motion made by Larsen, seconded by Poorker. City Manager Pfaff stated she sent a link for the complete document. Very well written. Poorker asked where were Milaca's storm shelters. Mayor Dillan stated the only one he was aware of was the mobile park. City Manager Pfaff stated the school. Poorker also questioned the City of Milaca's Public Safety Committee. City Manager Pfaff responded that the city does have a public safety policy that includes several employees and staff in the emergency operations plan. No further discussion. All in favor of Resolution #25-14 Adopting the Mille Lacs County 2024 Hazard Mitigation Plan. Motion passes.
- b. *Resolution #25-15 Requesting Street Closures For 2025 Milaca Rhythm On The Rum Parade*- Mayor Dillan called for a motion to approve. Motion made by Johnson, seconded by Larsen. City Manager Pfaff noted that parade is on June 24th. No further discussion. All in favor of Resolution #25-15 15 Requesting Street Closures For 2025 Milaca Rhythm On The Rum Parade. Motion passes.

Reports of Departments, Boards and Commissions

City Manager – Auditors are still working on the audit. Procurement Policy will be uploaded to auditors, if approved later tonight.

Police – Trying to fill vacancies.

Parks – Splash pad opened for a few days due to the warm weather. Some new bridges on the trails.

Public Works – Engineer's report. Phil Gravel stated that the work on 1st St W is a mess with all the old water/sewer lines. Taking a little longer than expected.

Liquor Store – Vicki gave an update on the MMBA Conference she attended.

Fire Department – Waiting for the new radio for the new pumper truck then it should be in service. June may have a training burn for the new fire fighters.

Planning and Zoning –

Airport -

Committees

Budget:

EDC:

Unfinished Business

New Business

- a. *Procurement Standards Policy for Goods and Services Purchased with Federal Dollars*: Mayor Dillan called for a motion to approve. Motion made by Poorker, seconded by Johnson. City Manager Pfaff stated this is a requirement when we write Federal grants and since we wrote two other grants, this is a good time to get in place and send to the auditors so they have it on file. No further discussion. All

in favor of Procurement Standards Policy for Goods and Services Purchased with Federal Dollars. Motion passes.

b. *Site Plan Options for Milaca Junction Addition-* City Manager stated she got feed back from Dave Wedin from Milaca Public Schools and he liked Option 3. Steve Hage and his wife were here earlier and they liked Option 3. Joe Cronin (of Economic Development Commission) stated that Option 3 was probably the better plan. It provides more lots. If someone wants to, they can buy two lots. It's a little harder to split lots than have people buy two.

Mayor Dillan stated that himself and City Manager Pfaff and Sam discussed that with Option 2 or 3, the west side of the buildings would be facing Hwy. 169 and we would require some use – like we would require no dumpsters back there, no loading docks, etc. They would also need signage. Johnson stated that in looking at Option 2 and 3, he liked Option 2 better for the arrangements of the lots but stated truck traffic would have a hard time making the turn. So, Option 3 looks better for that but then it kind of messes up the parking lot for the liquor store. Liquor Store Manager Jeys stated that deliveries use the back side of the liquor store. If Option 2, the truck drivers would have a hard time. Mayor Dillan stated the trucks would be running close to the EV station. Jeys then questioned if Option 2 was chosen, would they have to move the sign? Johnson then asked Jeys that for the liquor store is Option 3 the best and Jeys replied yes. City Manager Pfaff stated the lot lines were straightened to create more parking for campers and boats in a side lot in Option 3. If we did a dog park, it would be on the west side.

Johnson stated that in Option 3 Lot 11 is a large lot that could be cut in half. Kirkeby stated that there is a conservation easement in there. 100 foot easement with a powerline also. Poorker asked if Sam had weighed in on this and Mayor Dillan stated he preferred the west side -it's not one of our options – but we discussed about the requirements to make it look better.

Mayor Dillan asked if a roll call vote should be done. Upon roll call voting: Poorker Option 3, Larsen #3, Johnson #3, Mayor Dillan #3. Mayor Dillan called for a motion to approve Option #3. Motion made by Larsen, seconded by Poorker. All in favor of Option 3. Motion passes.

c. *Special Event Application for Milaca Rhythm on the Rum Parade:* Mayor Dillan called for a motion to approve. Motion made by Larsen, seconded by Johnson. Johnson noted that on the application it states Thursday instead of Tuesday. Mayor Dillan stated with that correction, all in favor say aye. All in favor to approve Special Event Application for Milaca Rhythm on the Rum Parade passes.

Miscellaneous

Council Comments

Poorker stated that he was impressed with the positive comments that came from the empowering cities meeting.

Mayor Dillan just mentioned about the Day of Service last Friday from Milaca students in grades 7-12 (entire grades). There were 66 projects and the kids did a ton of work out there. 1,700 plus hours of volunteer service hours that day. They all had a good time. When they came back, they have a lunch and some games. Good things done for the community. Colleen Bell is the lead on this and she does a good job with this.

Adjourn:

Mayor Dillan called for a motion to adjourn. Motion made by Johnson, seconded by Larsen to adjourn. No further discussion. All in favor, motion to adjourn passes. Meeting adjourned at 6:24 p.m.

Mayor Dave Dillan

Attest:

Tammy Pfaff, City Manager

Check Number	Check Issue Date	Payee	Invoice Number	Invoice Date	In S	Invoice GL Account	Check Amount	Description
52589	05/23/25	AMERICAN BOTTLING CO.	4851000426	05/01/2025	1	609-49750-254	372.74	NA
Total 52589:							372.74	
52590	05/23/25	BERNICKS	10352690	05/07/2025	1	609-49750-252	2,435.70	BEER
52590	05/23/25	BERNICKS	10352691	05/07/2025	1	609-49750-254	118.82	NA
52590	05/23/25	BERNICKS	10352692	05/07/2025	1	609-49750-251	314.88-	CREDIT LIQUOR
52590	05/23/25	BERNICKS	10352692	05/07/2025	2	609-49750-252	117.08-	CREDIT BEER
52590	05/23/25	BERNICKS	10355606	05/14/2025	1	609-49750-252	450.60	BEER
52590	05/23/25	BERNICKS	10355606	05/14/2025	2	609-49750-251	193.80	LIQUOR
52590	05/23/25	BERNICKS	10355607	05/14/2025	1	609-49750-254	18.48	NA
52590	05/23/25	BERNICKS	10355608	05/14/2025	1	609-49750-252	54.00-	CREDIT BEER
52590	05/23/25	BERNICKS	10355608	05/14/2025	2	609-49750-259	31.00-	CREDIT OTHER FOR RESALE
Total 52590:							2,700.44	
52591	05/23/25	BREAKTHRU BEVERAGE MN W	121259563	05/02/2025	1	609-49750-251	566.12	LIQUOR
52591	05/23/25	BREAKTHRU BEVERAGE MN W	121259563	05/02/2025	2	609-49750-333	16.65	DELIVERY
52591	05/23/25	BREAKTHRU BEVERAGE MN W	121367945	05/09/2025	1	609-49750-251	1,765.10	LIQUOR
52591	05/23/25	BREAKTHRU BEVERAGE MN W	121367945	05/09/2025	2	609-49750-254	296.30	NA
52591	05/23/25	BREAKTHRU BEVERAGE MN W	121367945	05/09/2025	3	609-49750-333	55.50	DELIVERY
52591	05/23/25	BREAKTHRU BEVERAGE MN W	121477859	05/16/2025	1	609-49750-251	1,840.67	LIQUOR
52591	05/23/25	BREAKTHRU BEVERAGE MN W	121477859	05/16/2025	2	609-49750-333	35.15	DELIVERY
52591	05/23/25	BREAKTHRU BEVERAGE MN W	413542421	05/13/2025	1	609-49750-251	197.75-	CREDIT LIQUOR
52591	05/23/25	BREAKTHRU BEVERAGE MN W	413542421	05/13/2025	2	609-49750-333	1.85-	CREDIT DELIVERY
Total 52591:							4,375.89	
52592	05/23/25	C & L DISTRIBUTING CO.	2097874	05/07/2025	1	609-49750-251	773.95	LIQUOR
52592	05/23/25	C & L DISTRIBUTING CO.	2097874	05/07/2025	2	609-49750-252	22,900.95	BEER
52592	05/23/25	C & L DISTRIBUTING CO.	2097874	05/07/2025	3	609-49750-253	512.75	WINE
52592	05/23/25	C & L DISTRIBUTING CO.	2097874	05/07/2025	4	609-49750-254	235.00	NA
52592	05/23/25	C & L DISTRIBUTING CO.	2099480	05/07/2025	1	609-49750-259	52.00	OTHER FOR RESALE
52592	05/23/25	C & L DISTRIBUTING CO.	2101828	05/14/2025	1	609-49750-251	219.70	LIQUOR
52592	05/23/25	C & L DISTRIBUTING CO.	2101828	05/14/2025	2	609-49750-252	6,411.15	BEER
52592	05/23/25	C & L DISTRIBUTING CO.	2101828	05/14/2025	3	609-49750-253	134.40	WINE
52592	05/23/25	C & L DISTRIBUTING CO.	2101828	05/14/2025	4	609-49750-254	110.00	NA
52592	05/23/25	C & L DISTRIBUTING CO.	2101868	05/14/2025	1	609-49750-259	553.00	OTHER FOR RESALE
52592	05/23/25	C & L DISTRIBUTING CO.	2103458	05/14/2025	1	609-49750-253	27.56-	CREDIT WINE
52592	05/23/25	C & L DISTRIBUTING CO.	2103458	05/14/2025	2	609-49750-252	150.65-	CREDIT BEER
52592	05/23/25	C & L DISTRIBUTING CO.	2692000906	05/07/2025	1	609-49750-252	40.98-	CREDIT BEER
Total 52592:							31,683.71	
52593	05/23/25	CRYSTAL SPRINGS ICE	04-500024	05/06/2025	1	609-49750-259	396.64	OTHER FOR RESALE - ICE
52593	05/23/25	CRYSTAL SPRINGS ICE	04-500024	05/06/2025	2	609-49750-333	4.00	DELIVERY
Total 52593:							400.64	
52594	05/23/25	DAHLHEIMER DISTRIBUTING C	2462882	05/06/2025	1	609-49750-251	8.77-	CREDIT LIQUOR
52594	05/23/25	DAHLHEIMER DISTRIBUTING C	2462882	05/06/2025	2	609-49750-252	8,060.50	BEER
52594	05/23/25	DAHLHEIMER DISTRIBUTING C	2462882	05/06/2025	3	609-49750-253	69.00	WINE
52594	05/23/25	DAHLHEIMER DISTRIBUTING C	2462882	05/06/2025	4	609-49750-254	110.00	NA
52594	05/23/25	DAHLHEIMER DISTRIBUTING C	2462882	05/06/2025	5	609-49750-260	60.00	DEPOSIT
52594	05/23/25	DAHLHEIMER DISTRIBUTING C	2468085	05/13/2025	1	609-49750-251	263.00	LIQUOR
52594	05/23/25	DAHLHEIMER DISTRIBUTING C	2468085	05/13/2025	2	609-49750-252	18,873.70	BEER
52594	05/23/25	DAHLHEIMER DISTRIBUTING C	2468085	05/13/2025	3	609-49750-254	227.55	NA
52594	05/23/25	DAHLHEIMER DISTRIBUTING C	2468085	05/13/2025	4	609-49750-259	249.00	OTHER FOR RESALE

Check Number	Check Issue Date	Payee	Invoice Number	Invoice Date	In S	Invoice GL Account	Check Amount	Description
52594	05/23/25	DAHLHEIMER DISTRIBUTING C	2469115	05/12/2025	1	609-49750-252	114.00-	CREDIT BEER
Total 52594:							27,789.98	
52595	05/23/25	Fire Instruction & Rescue Educati	7375	05/12/2025	1	101-42280-208	650.00	HAZMAT REFRESHER PART 2-FIRE
Total 52595:							650.00	
52596	05/23/25	GRANITE CITY JOBBING	452334	05/02/2025	1	609-49750-217	102.06	OTHER OPERATING SUPPLIES
52596	05/23/25	GRANITE CITY JOBBING	452334	05/02/2025	2	609-49750-254	106.00	NA
52596	05/23/25	GRANITE CITY JOBBING	452334	05/02/2025	3	609-49750-256	377.42	TOBACCO
52596	05/23/25	GRANITE CITY JOBBING	452334	05/02/2025	4	609-49750-259	2,483.33	OTHER FOR RESALE
52596	05/23/25	GRANITE CITY JOBBING	452334	05/02/2025	5	609-49750-333	10.00	DELIVERY
52596	05/23/25	GRANITE CITY JOBBING	453634	05/02/2025	1	609-49750-256	338.55	TOBACCO
52596	05/23/25	GRANITE CITY JOBBING	453634	05/02/2025	2	609-49750-259	153.48	OTHER FOR RESALE
52596	05/23/25	GRANITE CITY JOBBING	453634	05/02/2025	3	609-49750-217	531.40	OTHER OPERATING SUPPLIES
52596	05/23/25	GRANITE CITY JOBBING	454621	05/09/2025	1	609-49750-259	105.60	OTHER FOR RESALE
52596	05/23/25	GRANITE CITY JOBBING	454621	05/09/2025	2	609-49750-333	10.00	DELIVERY
52596	05/23/25	GRANITE CITY JOBBING	455094	05/09/2025	1	609-49750-217	173.29	OTHER OPERATING SUPPLIES
52596	05/23/25	GRANITE CITY JOBBING	455761	05/16/2025	1	609-49750-256	218.49	TOBACCO
52596	05/23/25	GRANITE CITY JOBBING	455761	05/16/2025	2	609-49750-333	10.00	DELIVERY
52596	05/23/25	GRANITE CITY JOBBING	456412	05/16/2025	1	609-49750-217	86.64	OTHER OPERATING SUPPLIES
52596	05/23/25	GRANITE CITY JOBBING	456412	05/16/2025	2	609-49750-254	17.52	NA
52596	05/23/25	GRANITE CITY JOBBING	456412	05/16/2025	3	609-49750-256	500.14	TOBACCO
52596	05/23/25	GRANITE CITY JOBBING	456412	05/16/2025	4	609-49750-259	611.21	OTHER FOR RESALE
Total 52596:							5,835.13	
52597	05/23/25	HEALTHEQUITY	AYRAD3U	05/01/2025	1	101-41940-310	47.25	MAY MONTHLY PARTICIPATION FEES
Total 52597:							47.25	
52598	05/23/25	JOHNSON BROTHERS LIQUOR	131494	04/16/2025	1	609-49750-253	13.75-	CREDIT WINE
52598	05/23/25	JOHNSON BROTHERS LIQUOR	131495	04/16/2025	1	609-49750-253	14.25-	CREDIT WINE
52598	05/23/25	JOHNSON BROTHERS LIQUOR	131496	04/16/2025	1	609-49750-253	372.15-	CREDIT WINE
52598	05/23/25	JOHNSON BROTHERS LIQUOR	131496	04/16/2025	2	609-49750-333	5.76-	CREDIT DELIVERY
52598	05/23/25	JOHNSON BROTHERS LIQUOR	2782414	05/06/2025	1	609-49750-251	5,971.32	LIQUOR
52598	05/23/25	JOHNSON BROTHERS LIQUOR	2782414	05/06/2025	2	609-49750-253	809.04	WINE
52598	05/23/25	JOHNSON BROTHERS LIQUOR	2782414	05/06/2025	3	609-49750-333	216.55	DELIVERY
52598	05/23/25	JOHNSON BROTHERS LIQUOR	2782415	05/06/2025	1	609-49750-251	4,705.06	LIQUOR
52598	05/23/25	JOHNSON BROTHERS LIQUOR	2782415	05/06/2025	2	609-49750-333	51.60	DELIVERY
52598	05/23/25	JOHNSON BROTHERS LIQUOR	2787356	05/13/2025	1	609-49750-251	993.50	LIQUOR
52598	05/23/25	JOHNSON BROTHERS LIQUOR	2787356	05/13/2025	2	609-49750-333	9.70	DELIVERY
52598	05/23/25	JOHNSON BROTHERS LIQUOR	2787357	05/13/2025	1	609-49750-253	528.85	WINE
52598	05/23/25	JOHNSON BROTHERS LIQUOR	2787357	05/13/2025	2	609-49750-251	2,689.10	LIQUOR
52598	05/23/25	JOHNSON BROTHERS LIQUOR	2787357	05/13/2025	3	609-49750-333	56.42	DELIVERY
Total 52598:							15,625.23	
52599	05/23/25	KLOCKOW BREWING COMPAN	7115	05/15/2025	1	609-49750-252	72.00	BEER
52599	05/23/25	KLOCKOW BREWING COMPAN	7115	05/15/2025	2	609-49750-259	21.00-	CREDIT OTHER FOR RESALE
Total 52599:							51.00	
52600	05/23/25	M. AMUNDSON LLP	403168	05/15/2025	1	609-49750-256	204.00	TOBACCO
52600	05/23/25	M. AMUNDSON LLP	403168	05/15/2025	2	609-49750-259	315.57	OTHER FOR RESALE
52600	05/23/25	M. AMUNDSON LLP	403168	05/15/2025	3	609-49750-217	185.38	OTHER OPERATING SUPPLIES

Check Number	Check Issue Date	Payee	Invoice Number	Invoice Date	In S	Invoice GL Account	Check Amount	Description
Total 52600:							704.95	
52601	05/23/25	MID-MN INSPECTIONS LLC	1187	05/14/2025	1	101-42400-300	665.00	CONTRACTED BLDG OFFICIAL-APRIL BILLING
Total 52601:							665.00	
52602	05/23/25	MILACA AREA TOURISM BUREA	MAR RECEI	04/30/2025	1	101-31410	470.62	LODGING TAX-APRIL
Total 52602:							470.62	
52603	05/23/25	MILK AND HONEY CIDERS	15601	05/14/2025	1	609-49750-251	135.00	LIQUOR
52603	05/23/25	MILK AND HONEY CIDERS	15601	05/14/2025	2	609-49750-253	170.00	WINE
Total 52603:							305.00	
52604	05/23/25	MILLE LACS COUNTY DAC	41720	05/08/2025	1	101-41940-310	507.06	CLEANING SVCS-CITY HALL
52604	05/23/25	MILLE LACS COUNTY DAC	41720	05/08/2025	2	101-45500-310	330.66	CLEANING SVCS - LIBRARY
52604	05/23/25	MILLE LACS COUNTY DAC	41720	05/08/2025	3	101-42280-310	25.38	CLEANING SVCS - FIRE
52604	05/23/25	MILLE LACS COUNTY DAC	41720	05/08/2025	4	101-45200-310	152.82	CLEANING SVCS - GORECKI CENTER
Total 52604:							1,015.92	
52605	05/23/25	MN PEIP	1517986	05/10/2025	1	101-21706	33,439.84	MEDICAL INS-JUNE COVERAGE
Total 52605:							33,439.84	
52606	05/23/25	MOOSE LAKE BREWING CO. LL	WB22-001	05/06/2025	1	609-49750-252	108.00	BEER
Total 52606:							108.00	
52607	05/23/25	PAUSTIS WINE COMPANY	265772	05/15/2025	1	609-49750-251	264.00	LIQUOR
52607	05/23/25	PAUSTIS WINE COMPANY	265772	05/15/2025	2	609-49750-253	694.00	WINE
52607	05/23/25	PAUSTIS WINE COMPANY	265772	05/15/2025	3	609-49750-333	10.50	DELIVERY
52607	05/23/25	PAUSTIS WINE COMPANY	265812	05/15/2025	1	609-49750-251	306.00	LIQUOR
52607	05/23/25	PAUSTIS WINE COMPANY	265812	05/15/2025	2	609-49750-333	10.00	DELIVERY
Total 52607:							1,284.50	
52608	05/23/25	PHILLIPS WINE AND SPIRITS	6971329	05/06/2025	1	609-49750-251	5,753.81	LIQUOR
52608	05/23/25	PHILLIPS WINE AND SPIRITS	6971329	05/06/2025	2	609-49750-253	1,243.70	WINE
52608	05/23/25	PHILLIPS WINE AND SPIRITS	6971329	05/06/2025	3	609-49750-254	59.75	NA
52608	05/23/25	PHILLIPS WINE AND SPIRITS	6971329	05/06/2025	4	609-49750-333	194.97	DELIVERY
52608	05/23/25	PHILLIPS WINE AND SPIRITS	6975220	05/13/2025	1	609-49750-251	295.46	LIQUOR
52608	05/23/25	PHILLIPS WINE AND SPIRITS	6975220	05/13/2025	2	609-49750-333	7.76	DELIVERY
52608	05/23/25	PHILLIPS WINE AND SPIRITS	6978241	05/16/2025	1	609-49750-251	292.50	LIQUOR
52608	05/23/25	PHILLIPS WINE AND SPIRITS	6978241	05/16/2025	2	609-49750-333	17.00	DELIVERY
Total 52608:							7,864.95	
52609	05/23/25	SMALL LOT MN	MN94606	05/14/2025	1	609-49750-253	996.00	WINE
Total 52609:							996.00	
52610	05/23/25	SOUTHERN GLAZERS OF MN	2619057	05/02/2025	1	609-49750-251	830.64	LIQUOR
52610	05/23/25	SOUTHERN GLAZERS OF MN	2619057	05/02/2025	2	609-49750-333	10.98	DELIVERY
52610	05/23/25	SOUTHERN GLAZERS OF MN	2619058	05/02/2025	1	609-49750-253	56.00	WINE
52610	05/23/25	SOUTHERN GLAZERS OF MN	2619058	05/02/2025	2	609-49750-333	1.55	DELIVERY

Check Number	Check Issue Date	Payee	Invoice Number	Invoice Date	In S	Invoice GL Account	Check Amount	Description
52610	05/23/25	SOUTHERN GLAZERS OF MN	2621920	05/09/2025	1	609-49750-251	2,348.48	LIQUOR
52610	05/23/25	SOUTHERN GLAZERS OF MN	2621920	05/09/2025	2	609-49750-333	33.69	DELIVERY
52610	05/23/25	SOUTHERN GLAZERS OF MN	2621921	05/09/2025	1	609-49750-253	179.52	WINE
52610	05/23/25	SOUTHERN GLAZERS OF MN	2621921	05/09/2025	2	609-49750-333	4.65	DELIVERY
52610	05/23/25	SOUTHERN GLAZERS OF MN	2624822	05/17/2025	1	609-49750-251	2,117.63	LIQUOR
52610	05/23/25	SOUTHERN GLAZERS OF MN	2624822	05/17/2025	2	609-49750-333	32.81	DELIVERY
52610	05/23/25	SOUTHERN GLAZERS OF MN	2624823	05/17/2025	1	609-49750-253	271.00	WINE
52610	05/23/25	SOUTHERN GLAZERS OF MN	2624823	05/17/2025	2	609-49750-333	7.75	DELIVERY
Total 52610:							5,894.70	
52611	05/23/25	VIKING BOTTLING CO.	3667730	05/02/2025	1	609-49750-254	200.75	NA
52611	05/23/25	VIKING BOTTLING CO.	3679615	05/09/2025	1	609-49750-254	233.05	NA
52611	05/23/25	VIKING BOTTLING CO.	3679699	05/16/2025	1	609-49750-254	173.50	NA
Total 52611:							607.30	
52612	05/23/25	VISA	8948051325	05/13/2025	1	101-45200-437	52.00	RESERVATION KEY-PARKS
52612	05/23/25	VISA	8948051325	05/13/2025	3	101-42110-434	225.00	XGRAIN HERO-UNIFORMS-PD
52612	05/23/25	VISA	8948051325	05/13/2025	4	101-43000-401	179.84	MENARDS-PANELING-PW
52612	05/23/25	VISA	8948051325	05/13/2025	5	101-42110-310	87.50	UNION TIMES-PD
52612	05/23/25	VISA	8948051325	05/13/2025	6	101-41940-322	9.96	USPS-TAX FORMS-CITY
52612	05/23/25	VISA	8948051325	05/13/2025	7	101-49810-437	459.28	ARCH & CABLE HOTEL-AIRPORT
52612	05/23/25	VISA	8948051325	05/13/2025	8	101-41310-208	268.94	BEST WESTERN-PFAFF
52612	05/23/25	VISA	8948051325	05/13/2025	9	101-43000-221	131.82	ZUMA-PUMP-PW
52612	05/23/25	VISA	8948051325	05/13/2025	10	101-42110-437	137.00	MN CHIEFS OF POLICE-PERMITS-PD
52612	05/23/25	VISA	8948051325	05/13/2025	11	101-41940-437	23.57	VISTAPRINT-WINDOW CLINGS-CITY
52612	05/23/25	VISA	8948051325	05/13/2025	12	101-41940-437	15.99	ZOOM-CITY
52612	05/23/25	VISA	8948051325	05/13/2025	13	101-45200-437	9.09	TELEMETRYTV-PARKS
Total 52612:							1,599.99	
52613	05/23/25	WATSON COMPANY	149353	05/06/2025	1	609-49750-259	50.20	OTHER FOR RESALE
52613	05/23/25	WATSON COMPANY	149353	05/06/2025	2	609-49750-256	601.94	TOBACCO
52613	05/23/25	WATSON COMPANY	149353	05/06/2025	3	609-49750-333	6.00	DELIVERY
52613	05/23/25	WATSON COMPANY	149497	05/13/2025	1	609-49750-256	185.76	TOBACCO
52613	05/23/25	WATSON COMPANY	149497	05/13/2025	2	609-49750-259	177.05	OTHER FOR RESALE
52613	05/23/25	WATSON COMPANY	149497	05/13/2025	3	609-49750-333	6.00	DELIVERY
Total 52613:							1,026.95	
52614	05/28/25	BROWN, LISA	10-1181-00	05/12/2025	1	001-10005	1.66	CREDIT ON FINAL WATER BILL
Total 52614:							1.66	
52615	06/02/25	FIRST NATIONAL BANK OF OMA	MILACA24A-	06/02/2025	1	355-47000-611	29,750.01	2024A STREET BOND INTEREST
52615	06/02/25	FIRST NATIONAL BANK OF OMA	MILACA24A-	06/02/2025	2	355-47000-620	495.00	AGENT FEE
Total 52615:							30,245.01	
52616	06/18/25	AMAZON CAPITAL SERVICES IN	1K6X-G1GY-	06/01/2025	1	101-45200-221	14.99	PARTS-PARKS
52616	06/18/25	AMAZON CAPITAL SERVICES IN	1K6X-G1GY-	06/01/2025	2	101-45200-437	500.42	ACCESSORIES FOR OUTDOOR TV IN REC PARK
52616	06/18/25	AMAZON CAPITAL SERVICES IN	1K6X-G1GY-	06/01/2025	3	101-45500-217	40.82	CLEANING SUPPLIES-LIBRARY
52616	06/18/25	AMAZON CAPITAL SERVICES IN	1K6X-G1GY-	06/01/2025	4	101-49810-221	69.99	WIRELESS OUTDOOR ACCESS POINT-AIRPORT
Total 52616:							626.22	
52617	06/18/25	AMERICAN BOTTLING CO.	4853400177	05/29/2025	1	609-49750-254	313.12	NA

Check Number	Check Issue Date	Payee	Invoice Number	Invoice Date	In S	Invoice GL Account	Check Amount	Description
Total 52617:							313.12	
52618	06/18/25	ARTISAN BEER COMPANY	3769623	05/23/2025	1	609-49750-259	48.00	OTHER FOR RESALE
Total 52618:							48.00	
52619	06/18/25	AT&T MOBILITY	2873260566	05/25/2025	1	101-42280-321	38.23	FIRE TABLET
52619	06/18/25	AT&T MOBILITY	2873260566	05/25/2025	2	101-42110-321	482.90	POLICE-12 LINES
Total 52619:							521.13	
52620	06/18/25	AT&T MOBILITY	2873260586	05/25/2025	1	602-49400-321	158.92	WATER-4 LINES
52620	06/18/25	AT&T MOBILITY	2873260586	05/25/2025	2	101-43000-321	134.64	PUBLIC WORKS-3 LINES
52620	06/18/25	AT&T MOBILITY	2873260586	05/25/2025	3	101-41940-321	86.11	ADMINISTRATION-2 LINES
52620	06/18/25	AT&T MOBILITY	2873260586	05/25/2025	4	609-49750-343	41.23	LIQUOR STORE DIGITAL SIGN
Total 52620:							420.90	
52621	06/18/25	AW RESEARCH LABORATORIE	69866	05/13/2025	1	602-49400-310	125.00	COLIFORM BACTERIA/E.COLI TESTING
52621	06/18/25	AW RESEARCH LABORATORIE	69870	05/13/2025	1	603-49450-310	44.00	MERCURY TESTING
52621	06/18/25	AW RESEARCH LABORATORIE	69999	05/16/2025	1	603-49450-310	118.00	SEWER TESTNG
52621	06/18/25	AW RESEARCH LABORATORIE	70019	05/16/2025	1	603-49450-310	231.70	SEWER TESTING
Total 52621:							518.70	
52622	06/18/25	BELLBOY CORP.	0207719200	05/15/2025	1	609-49750-251	3,255.90	LIQUOR
Total 52622:							3,255.90	
52623	06/18/25	BERNICKS	10358063	05/21/2025	1	609-49750-252	988.90	BEER
52623	06/18/25	BERNICKS	10358064	05/21/2025	1	609-49750-254	92.00	NA
52623	06/18/25	BERNICKS	10360381	05/28/2025	1	609-49750-252	1,547.00	BEER
52623	06/18/25	BERNICKS	10360381	05/28/2025	2	609-49750-253	58.60	WINE
52623	06/18/25	BERNICKS	10360382	05/28/2025	1	609-49750-254	58.48	NA
Total 52623:							2,744.98	
52624	06/18/25	BIG J'S SERVICE STATION	0002820	06/03/2025	1	101-45200-212	523.26	GAS-PARKS
52624	06/18/25	BIG J'S SERVICE STATION	0002820	06/03/2025	2	101-42110-212	771.96	TIRES-PD
52624	06/18/25	BIG J'S SERVICE STATION	0002820	06/03/2025	3	101-42280-212	403.86	GAS-FIRE
52624	06/18/25	BIG J'S SERVICE STATION	0002820	06/03/2025	4	101-49810-212	83.70	GAS-AIRPORT
52624	06/18/25	BIG J'S SERVICE STATION	0002820	06/03/2025	5	602-49400-212	106.68	GAS-WATER
52624	06/18/25	BIG J'S SERVICE STATION	0002820	06/03/2025	6	603-49450-212	106.67	GAS-SEWER
52624	06/18/25	BIG J'S SERVICE STATION	0002820	06/03/2025	7	101-43000-212	650.84	GAS-PW
Total 52624:							2,646.97	
52625	06/18/25	BOLTON & MENK INC	0364177	05/30/2025	1	101-49810-310	1,000.00	CZAP FOR RUNWAY
Total 52625:							1,000.00	
52626	06/18/25	BREAKTHRU BEVERAGE MN W	121587930	05/23/2025	1	609-49750-254	26.05	NA
52626	06/18/25	BREAKTHRU BEVERAGE MN W	121587930	05/23/2025	2	609-49750-253	1,008.00	WINE
52626	06/18/25	BREAKTHRU BEVERAGE MN W	121587930	05/23/2025	3	609-49750-251	5,132.47	LIQUOR
52626	06/18/25	BREAKTHRU BEVERAGE MN W	121587930	05/23/2025	4	609-49750-333	123.81	DELIVERY
52626	06/18/25	BREAKTHRU BEVERAGE MN W	121692200	05/30/2025	1	609-49750-251	1,379.58	LIQUOR
52626	06/18/25	BREAKTHRU BEVERAGE MN W	121692200	05/30/2025	2	609-49750-333	35.15	DELIVERY

Check Number	Check Issue Date	Payee	Invoice Number	Invoice Date	In S	Invoice GL Account	Check Amount	Description
52626	06/18/25	BREAKTHRU BEVERAGE MN W	413575558	05/22/2025	1	609-49750-254	26.05-	CREDIT NA
52626	06/18/25	BREAKTHRU BEVERAGE MN W	413575558	05/22/2025	2	609-49750-333	1.85-	CREDIT DELIVERY
52626	06/18/25	BREAKTHRU BEVERAGE MN W	413600330	05/30/2025	1	609-49750-251	198.00-	CREDIT LIQUOR
52626	06/18/25	BREAKTHRU BEVERAGE MN W	413600330	05/30/2025	2	609-49750-333	1.85-	CREDIT DELIVERY
52626	06/18/25	BREAKTHRU BEVERAGE MN W	413602122	05/29/2025	1	609-49750-251	162.40-	CREDIT LIQUOR
52626	06/18/25	BREAKTHRU BEVERAGE MN W	413602122	05/29/2025	2	609-49750-333	3.70-	CREDIT DELIVERY
Total 52626:							7,311.21	
52627	06/18/25	BROTHERS FIRE & SECURITY	W39917	05/19/2025	1	602-49400-310	43.00	ANNUAL FIRE EXTINGUISHER INSP-WATER
Total 52627:							43.00	
52628	06/18/25	C & L DISTRIBUTING CO.	2105805	05/21/2025	1	609-49750-259	90.00	OTHER FOR RESALE
52628	06/18/25	C & L DISTRIBUTING CO.	2105806	05/21/2025	1	609-49750-251	129.70	LIQUOR
52628	06/18/25	C & L DISTRIBUTING CO.	2105806	05/21/2025	2	609-49750-252	14,201.40	BEER
52628	06/18/25	C & L DISTRIBUTING CO.	2105806	05/21/2025	3	609-49750-253	216.00	WINE
52628	06/18/25	C & L DISTRIBUTING CO.	2105806	05/21/2025	4	609-49750-254	445.25	NA
52628	06/18/25	C & L DISTRIBUTING CO.	2107487	05/21/2025	1	609-49750-252	31.40-	CREDIT BEER
52628	06/18/25	C & L DISTRIBUTING CO.	2109217	05/28/2025	1	609-49750-252	6,891.45	BEER
52628	06/18/25	C & L DISTRIBUTING CO.	2109217	05/28/2025	2	609-49750-254	292.09	NA
52628	06/18/25	C & L DISTRIBUTING CO.	2109242	05/23/2025	1	609-49750-217	160.00	OTHER OPERATING SUPPLIES
52628	06/18/25	C & L DISTRIBUTING CO.	2110504	05/28/2025	1	609-49750-259	108.00	OTHER FOR RESALE
52628	06/18/25	C & L DISTRIBUTING CO.	2692000918	05/21/2025	1	609-49750-252	36.20-	CREDIT BEER
52628	06/18/25	C & L DISTRIBUTING CO.	2692000921	05/28/2025	1	609-49750-252	4.51-	CREDIT BEER
Total 52628:							22,461.78	
52629	06/18/25	CINTAS	4229426995	05/05/2025	1	101-45200-310	30.20	RUGS-GCC
52629	06/18/25	CINTAS	4229427074	05/05/2025	1	101-43000-434	102.84	UNIFORMS-PW
52629	06/18/25	CINTAS	4229427297	05/05/2025	1	101-45500-310	25.29	RUGS-LIBRARY
52629	06/18/25	CINTAS	4229427382	05/05/2025	1	101-41940-310	9.72	RUGS-CITY HALL
52629	06/18/25	CINTAS	4230157018	05/12/2025	1	101-43000-434	102.84	UNIFORMS-PW
52629	06/18/25	CINTAS	4230949720	05/19/2025	1	101-45200-310	30.20	RUGS-GCC
52629	06/18/25	CINTAS	4230949875	05/19/2025	1	101-43000-434	102.84	UNIFORMS-PW
52629	06/18/25	CINTAS	4230950316	05/19/2025	1	101-41940-310	27.73	RUGS-CITY HALL
52629	06/18/25	CINTAS	4230950374	05/19/2025	1	101-45500-310	25.29	RUGS-LIBRARY
52629	06/18/25	CINTAS	4231644831	05/27/2025	1	101-43000-434	111.30	UNIFORMS-PW
Total 52629:							568.25	
52630	06/18/25	CINTAS	4230157076	05/12/2025	1	609-49750-310	91.95	RUGS - LIQUOR STORE
52630	06/18/25	CINTAS	4231644779	05/27/2025	1	609-49750-310	100.85	RUGS - LIQUOR STORE
Total 52630:							192.80	
52631	06/18/25	CORE AND MAIN LP	X011474	05/20/2025	1	602-49400-218	1,755.99	WATER METER FOR 555 HWY 23 E
Total 52631:							1,755.99	
52632	06/18/25	CRYSTAL SPRINGS ICE	04-500091	05/22/2025	1	609-49750-259	505.84	OTHER FOR RESALE - ICE
52632	06/18/25	CRYSTAL SPRINGS ICE	04-500091	05/22/2025	2	609-49750-333	4.00	DELIVERY
52632	06/18/25	CRYSTAL SPRINGS ICE	04-500159	05/29/2025	1	609-49750-259	260.48	OTHER FOR RESALE - ICE
52632	06/18/25	CRYSTAL SPRINGS ICE	04-500159	05/29/2025	2	609-49750-333	4.00	DELIVERY
Total 52632:							774.32	
52633	06/18/25	DAHLHEIMER DISTRIBUTING C	2473800	05/20/2025	1	609-49750-251	2,438.80	LIQUOR

Check Number	Check Issue Date	Payee	Invoice Number	Invoice Date	In S	Invoice GL Account	Check Amount	Description
52633	06/18/25	DAHLHEIMER DISTRIBUTING C	2473800	05/20/2025	2	609-49750-252	14,799.10	BEER
52633	06/18/25	DAHLHEIMER DISTRIBUTING C	2473800	05/20/2025	3	609-49750-253	19.67-	CREDIT WINE
52633	06/18/25	DAHLHEIMER DISTRIBUTING C	2473800	05/20/2025	4	609-49750-254	768.20	NA
52633	06/18/25	DAHLHEIMER DISTRIBUTING C	2473800	05/20/2025	5	609-49750-259	141.00	OTHER FOR RESALE
52633	06/18/25	DAHLHEIMER DISTRIBUTING C	2474886	05/19/2025	1	609-49750-251	53.66-	CREDIT LIQUOR
52633	06/18/25	DAHLHEIMER DISTRIBUTING C	2474886	05/19/2025	2	609-49750-252	158.80-	CREDIT BEER
52633	06/18/25	DAHLHEIMER DISTRIBUTING C	2474886	05/19/2025	3	609-49750-253	5.78-	CREDIT WINE
52633	06/18/25	DAHLHEIMER DISTRIBUTING C	2480841	05/28/2025	1	609-49750-251	1,531.20	LIQUOR
52633	06/18/25	DAHLHEIMER DISTRIBUTING C	2480841	05/28/2025	2	609-49750-252	15,771.80	BEER
52633	06/18/25	DAHLHEIMER DISTRIBUTING C	2480841	05/28/2025	3	609-49750-253	460.60	WINE
52633	06/18/25	DAHLHEIMER DISTRIBUTING C	2480841	05/28/2025	4	609-49750-254	62.80	NA
52633	06/18/25	DAHLHEIMER DISTRIBUTING C	2480841	05/28/2025	5	609-49750-259	363.00	OTHER FOR RESALE
Total 52633:							36,098.59	
52634	06/18/25	Damien F. Toven & Associates, LL	1561	06/02/2025	1	101-41610-304	4,500.00	CRIMINAL RETAINER-MAY
52634	06/18/25	Damien F. Toven & Associates, LL	1568	06/02/2025	1	101-41610-304	1,500.00	CIVIL RETAINER-MAY
Total 52634:							6,000.00	
52635	06/18/25	DIAMOND MAPS	9862	05/12/2025	1	602-49400-433	360.00	YEARLY SUBSCRIPTION
Total 52635:							360.00	
52636	06/18/25	E.C.M. PUBLISHERS, INC.	1046886	05/01/2025	1	101-41110-351	32.20	ORD. #539
52636	06/18/25	E.C.M. PUBLISHERS, INC.	1046887	05/01/2025	1	101-41110-351	32.20	ORD. #540
52636	06/18/25	E.C.M. PUBLISHERS, INC.	1046888	05/01/2025	1	101-41110-351	36.22	ORD. #541
52636	06/18/25	E.C.M. PUBLISHERS, INC.	1046889	05/01/2025	1	101-41110-351	36.22	ORD. #542
52636	06/18/25	E.C.M. PUBLISHERS, INC.	1046890	05/01/2025	1	101-41110-351	36.22	ORD. #543
52636	06/18/25	E.C.M. PUBLISHERS, INC.	1050674	05/29/2025	1	101-41110-351	36.22	HOLIDAY CUP
52636	06/18/25	E.C.M. PUBLISHERS, INC.	1050675	05/29/2025	1	101-41110-351	24.15	SOLAR ENERGY PH
52636	06/18/25	E.C.M. PUBLISHERS, INC.	1050676	05/29/2025	1	101-41110-351	40.25	MID MN PH
Total 52636:							273.68	
52637	06/18/25	EARL F. ANDERSEN, INC.	0139461-IN	05/14/2025	1	101-45200-437	155.30	CAMPING SIGNS
Total 52637:							155.30	
52638	06/18/25	FARMERS CO-OP CREAMERY	515380	05/23/2025	1	101-45200-225	145.00	ROUND UP AND GRASS SEED-PARKS
Total 52638:							145.00	
52639	06/18/25	FREESE, BRETT	060925	06/09/2025	1	101-41120-308	50.00	PLANNING COMMISSION JUNE 9
Total 52639:							50.00	
52640	06/18/25	FRONTIER	011993-2-06	05/25/2025	1	609-49750-321	264.23	PHONE SVC-LIQUOR STORE
52640	06/18/25	FRONTIER	072480-2-06	05/25/2025	1	602-49400-321	182.69	PHONE SVC-WATER (6134)
52640	06/18/25	FRONTIER	082197-2-06	05/25/2025	1	602-49400-321	1.80	PHONE SVC-WATER (0121)
Total 52640:							448.72	
52641	06/18/25	GALLS INC	031206123	04/30/2025	1	101-42110-434	34.95	UTILITY POUCH-OLSON
Total 52641:							34.95	
52642	06/18/25	GLOBAL RESERVE LLC	ORD-17254	05/28/2025	1	609-49750-259	151.00	OTHER FOR RESALE

Check Number	Check Issue Date	Payee	Invoice Number	Invoice Date	In S	Invoice GL Account	Check Amount	Description
Total 52642:							151.00	
52643	06/18/25	GOPHER STATE ONE CALL	5050600	05/31/2025	1	602-49400-310	67.50	MAY LOCATES
Total 52643:							67.50	
52644	06/18/25	GRAINGER	9501792270	05/09/2025	1	101-45200-221	38.72	TOILET REBUILD KITS-PARKS
52644	06/18/25	GRAINGER	9525654076	06/02/2025	1	602-49400-221	64.45	GAUGE PRESSURE-WATER
Total 52644:							103.17	
52645	06/18/25	GRANITE CITY JOBBING	457237	05/23/2025	1	609-49750-259	42.00	OTHER FOR RESALE
52645	06/18/25	GRANITE CITY JOBBING	457237	05/23/2025	2	609-49750-333	10.00	DELIVERY
52645	06/18/25	GRANITE CITY JOBBING	457826	05/23/2025	1	609-49750-256	577.02	TOBACCO
52645	06/18/25	GRANITE CITY JOBBING	457826	05/23/2025	2	609-49750-259	214.36	OTHER FOR RESALE
52645	06/18/25	GRANITE CITY JOBBING	457826	05/23/2025	3	609-49750-217	398.55	OTHER OPERATING SUPPLIES
52645	06/18/25	GRANITE CITY JOBBING	459156	05/30/2025	1	609-49750-217	4.86	OTHER OPERATING SUPPLIES
52645	06/18/25	GRANITE CITY JOBBING	459156	05/30/2025	2	609-49750-259	360.01	OTHER FOR RESALE
52645	06/18/25	GRANITE CITY JOBBING	459156	05/30/2025	3	609-49750-256	934.91	TOBACCO
52645	06/18/25	GRANITE CITY JOBBING	459156	05/30/2025	4	609-49750-333	10.00	DELIVERY
Total 52645:							2,551.71	
52646	06/18/25	GRANITE LEDGE ELECTRIC	F25150	05/06/2025	1	609-49750-530	1,449.10	INSTALL RECEPTACLE-LIQUOR
Total 52646:							1,449.10	
52647	06/18/25	HAWKINS, INC.	7066389	05/15/2025	1	602-49400-216	20.00	CHLORINE CYLINDER-PW
Total 52647:							20.00	
52648	06/18/25	HEALTHEQUITY	YM59YVV	06/01/2025	1	101-41940-310	47.25	JUNE MONTHLY PARTICIPATION FEES
Total 52648:							47.25	
52649	06/18/25	HY-TECH AUTOMOTIVE	60623	05/07/2025	1	101-42110-212	48.41	2025 INTERCEPTOR OIL CHANGE 534-PD
52649	06/18/25	HY-TECH AUTOMOTIVE	60700	05/07/2025	1	101-42110-212	86.51	2021 TAHOE OIL CHANGE
52649	06/18/25	HY-TECH AUTOMOTIVE	60808	05/07/2025	1	101-42110-212	48.41	2025 INTERCEPTOR OIL CHANGE 532-PD
Total 52649:							183.33	
52650	06/18/25	INDEPENDENT TESTING TECH	45316	05/31/2025	1	501-43100-437	240.00	110TH AVE FEDERAL GRANT
Total 52650:							240.00	
52651	06/18/25	IPRINT TECHNOLOGIES	1229708	05/29/2025	1	101-41940-201	393.00	TONER-DELORIS
Total 52651:							393.00	
52652	06/18/25	JIMS MILLE LACS DISPOSAL IN	211948-0601	06/01/2025	1	101-43000-312	600.00	COMPOST-APRIL AND MAY
52652	06/18/25	JIMS MILLE LACS DISPOSAL IN	211948-0601	06/01/2025	2	101-42280-384	25.00	GARBAGE-FIRE
52652	06/18/25	JIMS MILLE LACS DISPOSAL IN	211948-0601	06/01/2025	3	101-41940-381	99.60	GARBAGE-CITY
52652	06/18/25	JIMS MILLE LACS DISPOSAL IN	211948-0601	06/01/2025	4	101-45200-384	56.02	GARBAGE-PARKS
52652	06/18/25	JIMS MILLE LACS DISPOSAL IN	212276-0601	06/01/2025	1	101-45200-384	127.98	GARBAGE-PARKS
52652	06/18/25	JIMS MILLE LACS DISPOSAL IN	219225-0601	06/01/2025	1	609-49750-384	67.86	GARBAGE - LIQUOR
52652	06/18/25	JIMS MILLE LACS DISPOSAL IN	3249517-060	06/01/2025	1	101-45200-415	148.39	CHANGING SHELTER

Check Number	Check Issue Date	Payee	Invoice Number	Invoice Date	In S	Invoice GL Account	Check Amount	Description
Total 52652:							1,124.85	
52653	06/18/25	JOHNSON BROTHERS LIQUOR	2792184	05/20/2025	1	609-49750-251	1,872.00	LIQUOR
52653	06/18/25	JOHNSON BROTHERS LIQUOR	2792184	05/20/2025	2	609-49750-333	21.34	DELIVERY
52653	06/18/25	JOHNSON BROTHERS LIQUOR	2792185	05/20/2025	1	609-49750-253	69.50	WINE
52653	06/18/25	JOHNSON BROTHERS LIQUOR	2792185	05/20/2025	2	609-49750-333	1.94	DELIVERY
52653	06/18/25	JOHNSON BROTHERS LIQUOR	2795811	05/23/2025	1	609-49750-253	90.10	WINE
52653	06/18/25	JOHNSON BROTHERS LIQUOR	2795811	05/23/2025	2	609-49750-251	142.73	LIQUOR
52653	06/18/25	JOHNSON BROTHERS LIQUOR	2795811	05/23/2025	3	609-49750-333	9.39	DELIVERY
52653	06/18/25	JOHNSON BROTHERS LIQUOR	2795812	05/23/2025	1	609-49750-259	41.50	OTHER FOR RESALE
52653	06/18/25	JOHNSON BROTHERS LIQUOR	2796555	05/27/2025	1	609-49750-253	104.16	WINE
52653	06/18/25	JOHNSON BROTHERS LIQUOR	2796555	05/27/2025	2	609-49750-333	3.88	DELIVERY
52653	06/18/25	JOHNSON BROTHERS LIQUOR	2797173	05/28/2025	1	609-49750-254	130.50	NA
52653	06/18/25	JOHNSON BROTHERS LIQUOR	2797173	05/28/2025	2	609-49750-251	4,330.20	LIQUOR
52653	06/18/25	JOHNSON BROTHERS LIQUOR	2797173	05/28/2025	3	609-49750-253	423.45	WINE
52653	06/18/25	JOHNSON BROTHERS LIQUOR	2797173	05/28/2025	4	609-49750-333	203.70	DELIVERY
52653	06/18/25	JOHNSON BROTHERS LIQUOR	2797174	05/28/2025	1	609-49750-251	3,442.90	LIQUOR
52653	06/18/25	JOHNSON BROTHERS LIQUOR	2797174	05/28/2025	2	609-49750-333	64.02	DELIVERY
Total 52653:							10,951.31	
52654	06/18/25	KIRKEBY, GARY	061025	06/10/2025	1	101-43000-230	200.00	SAFETY BOOTS
52654	06/18/25	KIRKEBY, GARY	061025	06/10/2025	2	603-49450-208	23.29	WASTEWATER LICENSE RENEWAL
Total 52654:							223.29	
52655	06/18/25	KNIFE RIVER CORP. - NORTH C	1104716	05/05/2025	1	609-49750-530	288.61	CLASS 5-640 10TH AVE SE
52655	06/18/25	KNIFE RIVER CORP. - NORTH C	1106909	05/15/2025	1	609-49750-530	408.50	CLASS 5-640 10TH AVE SE
Total 52655:							697.11	
52656	06/18/25	KOCHS HARDWARE HANK	3181-053125	05/31/2025	1	101-41940-437	23.96	SALT-CITY
52656	06/18/25	KOCHS HARDWARE HANK	3181-053125	05/31/2025	2	101-42280-217	337.99	LIQUID TIDE/POWERADE
52656	06/18/25	KOCHS HARDWARE HANK	3181-053125	05/31/2025	3	101-42280-240	501.04	WALL PLATES/SAW BLADE/MISC
52656	06/18/25	KOCHS HARDWARE HANK	3181-053125	05/31/2025	4	101-42280-241	3,308.94	PUMPER TRUCK EQUIP-FIRE
52656	06/18/25	KOCHS HARDWARE HANK	3181-053125	05/31/2025	5	101-42280-437	39.63	HOOKS/NUTS/BOLTS-FIRE
52656	06/18/25	KOCHS HARDWARE HANK	3181-053125	05/31/2025	6	101-43000-215	65.66	HITCH PINS/BALL MOUNT-PW
52656	06/18/25	KOCHS HARDWARE HANK	3181-053125	05/31/2025	7	101-43000-217	133.42	SNAP LINK/CABLE TIES/SPRAYER-PW
52656	06/18/25	KOCHS HARDWARE HANK	3181-053125	05/31/2025	8	101-43000-240	169.98	HEX KEY SET/METAL BLADES-PW
52656	06/18/25	KOCHS HARDWARE HANK	3181-053125	05/31/2025	9	101-45200-437	388.89	BATTERIES/HOOKS/SILICONE/MISC-PARKS
52656	06/18/25	KOCHS HARDWARE HANK	3181-053125	05/31/2025	10	101-49810-437	94.96	GLOVES/HOSE-AIRPORT
Total 52656:							5,064.47	
52657	06/18/25	L.E.L.S.	238-0625	06/01/2025	1	101-21710	438.00	JUNE UNION DUES-PD
Total 52657:							438.00	
52658	06/18/25	LEAGUE OF MN CITIES INSUR	40000681-06	06/04/2025	1	101-42280-151	18,055.00	WORK COMP INSURANCE-FIRE
52658	06/18/25	LEAGUE OF MN CITIES INSUR	40000681-06	06/04/2025	2	101-41940-151	43,195.00	WORK COMP INSURANCE-CITY
52658	06/18/25	LEAGUE OF MN CITIES INSUR	40000681-06	06/04/2025	3	602-49400-151	2,666.00	WORK COMP INSURANCE-WATER
52658	06/18/25	LEAGUE OF MN CITIES INSUR	40000681-06	06/04/2025	4	603-49450-151	2,366.00	WORK COMP INSURANCE-SEWER
52658	06/18/25	LEAGUE OF MN CITIES INSUR	40000681-06	06/04/2025	5	609-49750-151	4,830.00	WORK COMP INSURANCE-LIQUOR
Total 52658:							71,112.00	
52659	06/18/25	LEPPER, JAKE	060925	06/09/2025	1	101-41120-308	50.00	PLANNING COMMISSION-JUNE 9

Check Number	Check Issue Date	Payee	Invoice Number	Invoice Date	In S	Invoice GL Account	Check Amount	Description
Total 52659:							50.00	
52660	06/18/25	M. AMUNDSON LLP	403266	05/16/2025	1	609-49750-259	22.20	OTHER FOR RESALE
52660	06/18/25	M. AMUNDSON LLP	403266	05/16/2025	2	609-49750-256	878.33	TOBACCO
Total 52660:							900.53	
52661	06/18/25	M.C.F.O.A.	02276	06/02/2025	1	101-41310-310	50.00	MUNICIPAL CLERK MEMBERSHIP
Total 52661:							50.00	
52662	06/18/25	MACQUEEN EQUIPMENT, LLC	P49465	05/23/2025	1	101-42280-221	1,945.00	SCBA FLOW TEST-FIRE
Total 52662:							1,945.00	
52663	06/18/25	MEYERS MILACA PARTS CITY	2071-053125	05/31/2025	1	101-43000-221	120.76	PARTS-PW
Total 52663:							120.76	
52664	06/18/25	MICKELSON, MARY	052825	05/28/2025	1	215-49000-437	96.60	MILEAGE REIMBURSEMENT-BIKE HELMETS
Total 52664:							96.60	
52665	06/18/25	MILACA AREA TOURISM BUREA	APR RECEIP	05/31/2025	1	101-31410	619.36	LODGING TAX-MAY
Total 52665:							619.36	
52666	06/18/25	MILACA CHAMBER OF COMME	25-013	06/11/2025	1	101-41940-437	50.00	OVERPAYMENT FOR PARADE FOOD TRUCK
Total 52666:							50.00	
52667	06/18/25	MILACA FIRE RELIEF ASSOC.	061125	06/11/2025	1	609-49750-343	250.00	GOLF TOURNAMENT HOLE SPONSORSHIP
Total 52667:							250.00	
52668	06/18/25	MILLAM, JOEL	060925	06/09/2025	1	101-41120-308	50.00	PLANNING COMMISSION-JUNE 9
Total 52668:							50.00	
52669	06/18/25	MILLE LACS CO. SHERIFF	12789	05/01/2025	1	101-42110-309	1,155.00	ARMER RENEWAL - POLICE
Total 52669:							1,155.00	
52670	06/18/25	MILLE LACS COUNTY DAC	41759	05/29/2025	1	602-49400-310	47.81	UTILITY BILLING PROCESSING FOR JUNE-WATER
52670	06/18/25	MILLE LACS COUNTY DAC	41759	05/29/2025	2	603-49450-310	47.81	UTILITY BILLING PROCESSING FOR JUNE-SEWER
52670	06/18/25	MILLE LACS COUNTY DAC	41765	06/04/2025	1	101-41940-310	551.88	CLEANING SVCS-CITY HALL
52670	06/18/25	MILLE LACS COUNTY DAC	41765	06/04/2025	2	101-45500-310	405.72	CLEANING SVCS - LIBRARY
52670	06/18/25	MILLE LACS COUNTY DAC	41765	06/04/2025	3	101-42280-310	31.32	CLEANING SVCS - FIRE
52670	06/18/25	MILLE LACS COUNTY DAC	41765	06/04/2025	4	101-45200-310	39.60	CLEANING SVCS - GORECKI CENTER
Total 52670:							1,124.14	
52671	06/18/25	MILLER TRUCKING	7434	05/31/2025	1	609-49750-333	45.15	DELIVERY
Total 52671:							45.15	
52672	06/18/25	MN COMPUTER SYSTEMS INC	426820	06/04/2025	1	101-41940-310	50.72	COPIER CONTRACT-CITY

Check Number	Check Issue Date	Payee	Invoice Number	Invoice Date	In S	Invoice GL Account	Check Amount	Description
Total 52672:							50.72	
52673	06/18/25	MN DEPT OF HEALTH	1480002-063	06/01/2025	1	602-20810	2,430.00	2ND QTR TEST FEE
Total 52673:							2,430.00	
52674	06/18/25	MN PEIP	1529017	06/10/2025	1	101-21706	29,374.28	MEDICAL INS-JULY
Total 52674:							29,374.28	
52675	06/18/25	NAPA CENTRAL MN	14381-05312	05/31/2025	1	101-43000-221	168.91	PARTS-PW
Total 52675:							168.91	
52676	06/18/25	NELSON SANITATION & RENTA	INV/2025/46	05/06/2025	1	603-49450-530	5,269.30	SEWER JETTING
52676	06/18/25	NELSON SANITATION & RENTA	INV/2025/46	05/06/2025	1	603-49450-530	4,179.10	TELEWISE SANITATION LINES
52676	06/18/25	NELSON SANITATION & RENTA	INV/2025/53	05/16/2025	1	603-49450-530	2,454.10	TELEWISE SANITATION LINES
Total 52676:							11,902.50	
52677	06/18/25	NEW FRANCE WINE COMPANY,	243948	05/20/2025	1	609-49750-253	302.40	WINE
52677	06/18/25	NEW FRANCE WINE COMPANY,	243948	05/20/2025	2	609-49750-333	9.00	DELIVERY
Total 52677:							311.40	
52678	06/18/25	OLDENBURG, JOHN	050125	05/01/2025	1	101-49810-437	186.20	MILEAGE REIMB-AIRPORT CONVENTION
Total 52678:							186.20	
52679	06/18/25	OMANN BROTHERS INC	18665	06/04/2025	1	101-43000-403	180.00	AC FINES MIX
Total 52679:							180.00	
52680	06/18/25	PAUSTIS WINE COMPANY	266780	05/29/2025	1	609-49750-253	546.00	WINE
52680	06/18/25	PAUSTIS WINE COMPANY	266780	05/29/2025	2	609-49750-333	10.50	DELIVERY
Total 52680:							556.50	
52681	06/18/25	PHILLIPS WINE AND SPIRITS	6979058	05/20/2025	1	609-49750-251	940.69	LIQUOR
52681	06/18/25	PHILLIPS WINE AND SPIRITS	6979058	05/20/2025	2	609-49750-333	21.34	DELIVERY
52681	06/18/25	PHILLIPS WINE AND SPIRITS	6982128	05/23/2025	1	609-49750-253	72.00	WINE
52681	06/18/25	PHILLIPS WINE AND SPIRITS	6982128	05/23/2025	2	609-49750-333	5.67	DELIVERY
52681	06/18/25	PHILLIPS WINE AND SPIRITS	6983082	05/28/2025	1	609-49750-251	1,589.46	LIQUOR
52681	06/18/25	PHILLIPS WINE AND SPIRITS	6983082	05/28/2025	2	609-49750-333	24.25	DELIVERY
Total 52681:							2,653.41	
52682	06/18/25	QUALITY FLOW SYSTEMS	48979	05/29/2025	1	603-49450-580	58,220.00	MAIN LIFTSTATION PUMP
Total 52682:							58,220.00	
52683	06/18/25	QUILL CORPORATION	43976988	05/02/2025	1	101-41940-201	12.91	OFFICE SUPPLIES-CITY
52683	06/18/25	QUILL CORPORATION	43977428	05/02/2025	1	602-49400-201	39.99	COPIER PAPER-WATER
52683	06/18/25	QUILL CORPORATION	43977428	05/02/2025	2	603-49450-201	39.99	COPIER PAPER-SEWER
52683	06/18/25	QUILL CORPORATION	44378194	06/03/2025	1	609-49750-201	43.66	ADDING MACHINE PAPER-LIQUOR

Check Number	Check Issue Date	Payee	Invoice Number	Invoice Date	In S	Invoice GL Account	Check Amount	Description
Total 52683:							136.55	
52684	06/18/25	RED BULL DISTRIBUTION CO IN	5016868674	05/20/2025	1	609-49750-254	200.68	NA
Total 52684:							200.68	
52685	06/18/25	SAPSUCKER FARMS	74	05/24/2025	1	609-49750-253	330.00	WINE
Total 52685:							330.00	
52686	06/18/25	SCHLENNER WENNER & CO	330277	05/01/2025	1	101-41540-301	9,000.00	2024 AUDIT-TREASURER
52686	06/18/25	SCHLENNER WENNER & CO	330277	05/01/2025	2	602-49400-301	3,400.00	2024 AUDIT-WATER
52686	06/18/25	SCHLENNER WENNER & CO	330277	05/01/2025	3	603-49450-301	3,400.00	2024 AUDIT-SEWER
52686	06/18/25	SCHLENNER WENNER & CO	330277	05/01/2025	4	609-49750-301	3,400.00	2024 AUDIT-LIQUOR
Total 52686:							19,200.00	
52687	06/18/25	SIEMERS, MITCH	060925	06/09/2025	1	101-41120-308	50.00	PLANNING COMMISSION-JUNE 9
Total 52687:							50.00	
52688	06/18/25	SOUTHERN GLAZERS OF MN	2627635	05/23/2025	1	609-49750-251	11,380.81	LIQUOR
52688	06/18/25	SOUTHERN GLAZERS OF MN	2627635	05/23/2025	2	609-49750-259	327.34	CREDIT OTHER FOR RESALE
52688	06/18/25	SOUTHERN GLAZERS OF MN	2627635	05/23/2025	3	609-49750-333	162.75	DELIVERY
52688	06/18/25	SOUTHERN GLAZERS OF MN	2627636	05/23/2025	1	609-49750-253	440.72	WINE
52688	06/18/25	SOUTHERN GLAZERS OF MN	2627636	05/23/2025	2	609-49750-333	13.95	DELIVERY
52688	06/18/25	SOUTHERN GLAZERS OF MN	2630296	05/30/2025	1	609-49750-251	531.00	LIQUOR
52688	06/18/25	SOUTHERN GLAZERS OF MN	2630296	05/30/2025	2	609-49750-333	3.10	DELIVERY
52688	06/18/25	SOUTHERN GLAZERS OF MN	2630297	05/30/2025	1	609-49750-251	235.23	LIQUOR
52688	06/18/25	SOUTHERN GLAZERS OF MN	2630297	05/30/2025	2	609-49750-333	3.10	DELIVERY
52688	06/18/25	SOUTHERN GLAZERS OF MN	2630298	05/30/2025	1	609-49750-253	497.29	WINE
52688	06/18/25	SOUTHERN GLAZERS OF MN	2630298	05/30/2025	2	609-49750-333	12.40	DELIVERY
Total 52688:							12,953.01	
52689	06/18/25	STAR PUBLICATIONS	232404	05/31/2025	1	609-49750-343	190.00	ADVERTISING
Total 52689:							190.00	
52690	06/18/25	TACTICAL ADVANTAGE	2025-0006.B	05/28/2025	1	101-42110-580	10,425.32	GLOCK GUNS-PD
Total 52690:							10,425.32	
52691	06/18/25	TACTICAL LLC	75103	05/22/2025	1	609-49750-259	300.00	OTHER FOR RESALE
Total 52691:							300.00	
52692	06/18/25	TOLZMAN, BRAD	060925	06/09/2025	1	101-41120-308	50.00	PLANNING COMMISSION-JUNE 9
Total 52692:							50.00	
52693	06/18/25	TOTAL CONTROL SYSTEMS, IN	11623	05/12/2025	1	602-49400-310	2,233.27	WATER PLANT VPN-WATER
Total 52693:							2,233.27	
52694	06/18/25	VIKING BOTTLING CO.	3679700	05/23/2025	1	609-49750-254	14.22	CREDIT NA
52694	06/18/25	VIKING BOTTLING CO.	3679767	05/23/2025	1	609-49750-254	200.15	NA

Check Number	Check Issue Date	Payee	Invoice Number	Invoice Date	In S	Invoice GL Account	Check Amount	Description
52694	06/18/25	VIKING BOTTLING CO.	3690853	05/30/2025	1	609-49750-254	205.50	NA
Total 52694:							391.43	
52695	06/18/25	VINOCOPIA	0374512-IN	05/30/2025	1	609-49750-251	594.00	LIQUOR
52695	06/18/25	VINOCOPIA	0374512-IN	05/30/2025	2	609-49750-333	20.00	DELIVERY
52695	06/18/25	VINOCOPIA	0374513-IN	05/30/2025	1	609-49750-253	360.00	WINE
52695	06/18/25	VINOCOPIA	0374513-IN	05/30/2025	2	609-49750-333	5.00	DELIVERY
Total 52695:							979.00	
52696	06/18/25	WATSON COMPANY	149658	05/20/2025	1	609-49750-259	45.72	OTHER FOR RESALE
52696	06/18/25	WATSON COMPANY	149658	05/20/2025	2	609-49750-256	385.96	TOBACCO
52696	06/18/25	WATSON COMPANY	149658	05/20/2025	3	609-49750-333	6.00	DELIVERY
Total 52696:							437.68	
52697	06/18/25	WEX BANK	105364884	06/07/2025	1	101-42110-212	1,365.46	GAS - POLICE
52697	06/18/25	WEX BANK	105364884	06/07/2025	2	101-43000-212	309.27	GAS-PW
Total 52697:							1,674.73	
52698	06/18/25	YOST, EDWARD T	INV218	06/03/2025	1	101-41940-309	125.00	IT SERVICES-CITY
52698	06/18/25	YOST, EDWARD T	INV218	06/03/2025	2	101-42280-309	125.00	IT SERVICES-FIRE
52698	06/18/25	YOST, EDWARD T	INV218	06/03/2025	3	101-43000-309	125.00	IT SERVICES-PW
52698	06/18/25	YOST, EDWARD T	INV218	06/03/2025	4	602-49400-309	62.50	IT SERVICES-WATER
52698	06/18/25	YOST, EDWARD T	INV218	06/03/2025	5	603-49450-309	62.50	IT SERVICES-SEWER
52698	06/18/25	YOST, EDWARD T	INV218	06/03/2025	6	101-42110-310	125.00	IT SERVICES-PD
Total 52698:							625.00	
52699	06/18/25	ZARNOTH BRUSH WORKS, INC	0201996-IN	05/01/2025	1	101-43000-221	135.10	SWEEPER PARTS-PW
Total 52699:							135.10	
821711	04/11/25	NCPERS GROUP LIFE INS	6272000420	04/01/2025	1	101-21709	16.00	GROUP LIFE INS - APRIL CORRECTION
Total 821711:							16.00	
821712	05/29/25	U.S. POSTMASTER	05292025	05/29/2025	1	602-49400-322	224.04	MAY WATER BILLS-WATER
821712	05/29/25	U.S. POSTMASTER	05292025	05/29/2025	2	603-49450-322	224.04	MAY WATER BILLS-SEWER
Total 821712:							448.08	
821713	06/11/25	BENTON COMMUNICATIONS	0238009623-	06/01/2025	1	101-42280-321	103.58	PHONE SERVICE - FIRE
Total 821713:							103.58	
821714	06/11/25	BENTON COMMUNICATIONS	0238009658-	06/01/2025	1	101-45500-321	88.44	PHONE SERVICE - LIBRARY
821714	06/11/25	BENTON COMMUNICATIONS	0238009658-	06/01/2025	2	101-42110-321	172.96	PHONE SERVICE - POLICE
821714	06/11/25	BENTON COMMUNICATIONS	0238009658-	06/01/2025	3	101-41940-321	231.99	PHONE SERVICE - CITY HALL
821714	06/11/25	BENTON COMMUNICATIONS	0238009658-	06/01/2025	4	101-43000-321	148.97	PHONE SERVICE - PW
821714	06/11/25	BENTON COMMUNICATIONS	0238009658-	06/01/2025	5	619-49900-321	75.32	PHONE SERVICE - DEP REG
821714	06/11/25	BENTON COMMUNICATIONS	0238009658-	06/01/2025	6	101-45200-321	64.95	PHONE SERVICE - GORECKI BLDG-PARKS
821714	06/11/25	BENTON COMMUNICATIONS	0238009658-	06/01/2025	7	101-49810-321	276.78	PHONE SERVICE - AIRPORT
821714	06/11/25	BENTON COMMUNICATIONS	0238009658-	06/01/2025	8	602-49400-321	96.57	PHONE SERVICE - WATER
821714	06/11/25	BENTON COMMUNICATIONS	0238009658-	06/01/2025	9	609-49750-321	162.71	PHONE SERVICE - LIQUOR STORE

Check Number	Check Issue Date	Payee	Invoice Number	Invoice Date	In S	Invoice GL Account	Check Amount	Description
Total 821714:							1,318.69	
821715	06/11/25	CENTERPOINT ENERGY	5826769-1-0	05/13/2025	1	609-49750-381	223.50	LIQUOR STORE
Total 821715:							223.50	
821716	06/11/25	CENTERPOINT ENERGY	8000014099-	05/22/2025	1	101-42280-381	97.95	FIRE HALL
821716	06/11/25	CENTERPOINT ENERGY	8000014099-	05/22/2025	2	208-45600-381	154.99	HISTORICAL SOCIETY
821716	06/11/25	CENTERPOINT ENERGY	8000014099-	05/22/2025	3	101-43000-381	722.81	PUBLIC WORKS
821716	06/11/25	CENTERPOINT ENERGY	8000014099-	05/22/2025	4	101-49010-381	102.68	SENIOR CENTER
821716	06/11/25	CENTERPOINT ENERGY	8000014099-	05/22/2025	5	101-41940-381	136.59	CITY HALL
821716	06/11/25	CENTERPOINT ENERGY	8000014099-	05/22/2025	6	602-49400-381	367.64	WATER PLANT
821716	06/11/25	CENTERPOINT ENERGY	8000014099-	05/22/2025	7	101-45500-381	540.37	LIBRARY
821716	06/11/25	CENTERPOINT ENERGY	8000014099-	05/22/2025	8	101-45200-381	68.60	GORECKI BLDG
Total 821716:							2,191.63	
821717	06/11/25	CITY HIVE INC	683C5FDE93	05/31/2025	1	609-49750-310	56.68	LIQUOR WEBSITE-MAY
Total 821717:							56.68	
821718	06/11/25	DELTA DENTAL OF MN	CNS0001852	06/01/2025	1	101-21712	1,978.96	DENTAL INS-JUNE
Total 821718:							1,978.96	
821719	06/11/25	EAST CENTRAL ENERGY	832400-0625	05/09/2025	1	101-43000-381	593.69	PUBLIC WORKS
821719	06/11/25	EAST CENTRAL ENERGY	832400-0625	05/09/2025	2	101-49010-381	76.07	SENIOR CENTER
821719	06/11/25	EAST CENTRAL ENERGY	832400-0625	05/09/2025	3	101-49810-381	256.66	AIRPORT
821719	06/11/25	EAST CENTRAL ENERGY	832400-0625	05/09/2025	4	101-45200-381	204.45	PARKS
821719	06/11/25	EAST CENTRAL ENERGY	832400-0625	05/09/2025	5	101-43000-380	3,305.13	STREET LIGHTS
821719	06/11/25	EAST CENTRAL ENERGY	832400-0625	05/09/2025	6	101-42110-437	137.69	PUBLIC SAFETY
821719	06/11/25	EAST CENTRAL ENERGY	832400-0625	05/09/2025	7	208-45600-381	202.87	HISTORICAL SOCIETY
821719	06/11/25	EAST CENTRAL ENERGY	832400-0625	05/09/2025	8	101-45500-381	774.88	LIBRARY
821719	06/11/25	EAST CENTRAL ENERGY	832400-0625	05/09/2025	9	602-49400-381	2,789.95	WATER DEPT
821719	06/11/25	EAST CENTRAL ENERGY	832400-0625	05/09/2025	10	603-49450-381	985.76	SEWER DEPT
821719	06/11/25	EAST CENTRAL ENERGY	832400-0625	05/09/2025	11	101-42280-381	917.22	FIRE HALL
821719	06/11/25	EAST CENTRAL ENERGY	832400-0625	05/09/2025	12	101-41940-381	654.53	CITY HALL
821719	06/11/25	EAST CENTRAL ENERGY	832400-0625	05/09/2025	13	609-49750-381	2,299.06	LIQUOR STORE
Total 821719:							13,197.96	
821720	06/11/25	HEALTHEQUITY	060125	06/01/2025	1	101-21705	8,445.00	JUNE HSA CONTRIBUTIONS
Total 821720:							8,445.00	
821721	06/11/25	MIDCONTINENT COMMUNICATI	14799080114	05/18/2025	1	101-42110-321	145.39	INTERNET- POLICE
Total 821721:							145.39	
821722	06/11/25	MN DEPT OF REVENUE	MAY LIQ TAX	06/10/2025	1	609-20800	28,810.00	LIQUOR SALES TAX
Total 821722:							28,810.00	
821723	06/11/25	MN DEPT OF REVENUE	MAY WAT TA	06/10/2025	1	602-20800	609.00	W/S SALES TAX
821723	06/11/25	MN DEPT OF REVENUE	MAY WAT TA	06/10/2025	2	101-34107	6.00	SALES TAX-SPECIAL SEARCHES
821723	06/11/25	MN DEPT OF REVENUE	MAY WAT TA	06/10/2025	3	101-34780	14.00	SALES TAX-RESERVATION FEE
821723	06/11/25	MN DEPT OF REVENUE	MAY WAT TA	06/10/2025	4	101-36200	4.00	SALES TAX - MISC

Check Number	Check Issue Date	Payee	Invoice Number	Invoice Date	In S	Invoice GL Account	Check Amount	Description
821723	06/11/25	MN DEPT OF REVENUE	MAY WAT TA	06/10/2025	5	602-37120	4.00	SALES TAX-WATER PARTS
Total 821723:							637.00	
821724	06/11/25	NCPERS GROUP LIFE INS	6272000620	05/01/2025	1	101-21709	144.00	GROUP LIFE INS-JUNE
Total 821724:							144.00	
821725	06/11/25	UNUM	0691590-001	06/01/2025	1	101-21707	1,009.04	LIFE, STD, LTD-JUNE
Total 821725:							1,009.04	
992505211	05/19/25	AMERICAN FDS	PR0518251	05/19/2025	1	101-21708	325.00	AMERICAN FUNDS AMERICAN FUNDS Pay Period: 5/18/2025
Total 992505211:							325.00	
992505212	05/19/25	EFTPS-FED TAXPAYMENT	PR0518251	05/19/2025	1	101-21703	2,909.60	FED/SSI/MEDICARE SOCIAL SECURITY Pay Period: 5/18/2025
992505212	05/19/25	EFTPS-FED TAXPAYMENT	PR0518251	05/19/2025	2	101-21701	4,916.49	FED/SSI/MEDICARE FEDERAL WITHHOLDING TAX Pay Period: 5/18/2025
992505212	05/19/25	EFTPS-FED TAXPAYMENT	PR0518251	05/19/2025	3	101-21703	2,909.60	FED/SSI/MEDICARE SOCIAL SECURITY Pay Period: 5/18/2025
992505212	05/19/25	EFTPS-FED TAXPAYMENT	PR0518251	05/19/2025	4	101-21703	1,006.67	FED/SSI/MEDICARE MEDICARE Pay Period: 5/18/2025
992505212	05/19/25	EFTPS-FED TAXPAYMENT	PR0518251	05/19/2025	5	101-21703	1,006.67	FED/SSI/MEDICARE MEDICARE Pay Period: 5/18/2025
Total 992505212:							12,749.03	
992505213	05/19/25	GOVONE SOLUTIONS	PR0518251	05/19/2025	1	101-21704	4,073.53	PERA PERA PROTECTIVE Pay Period: 5/18/2025
992505213	05/19/25	GOVONE SOLUTIONS	PR0518251	05/19/2025	2	101-21704	2,997.65	PERA PERA COORDINATED Pay Period: 5/18/2025
992505213	05/19/25	GOVONE SOLUTIONS	PR0518251	05/19/2025	3	101-21704	3,458.86	PERA PERA COORDINATED Pay Period: 5/18/2025
992505213	05/19/25	GOVONE SOLUTIONS	PR0518251	05/19/2025	4	101-21704	2,715.70	PERA PERA PROTECTIVE Pay Period: 5/18/2025
Total 992505213:							13,245.74	
992505214	05/19/25	MN-STATE TAXPAYMENT	PR0518251	05/19/2025	1	101-21702	2,612.96	SWT STATE WITHHOLDING TAX Pay Period: 5/18/2025
Total 992505214:							2,612.96	
992506041	06/02/25	AMERICAN FDS	PR0601251	06/02/2025	1	101-21708	325.00	AMERICAN FUNDS AMERICAN FUNDS Pay Period: 6/1/2025
Total 992506041:							325.00	
992506042	06/02/25	EFTPS-FED TAXPAYMENT	PR0601251	06/02/2025	1	101-21703	2,960.81	FED/SSI/MEDICARE SOCIAL SECURITY Pay Period: 6/1/2025
992506042	06/02/25	EFTPS-FED TAXPAYMENT	PR0601251	06/02/2025	2	101-21701	5,964.63	FED/SSI/MEDICARE FEDERAL WITHHOLDING TAX Pay Period: 6/1/2025
992506042	06/02/25	EFTPS-FED TAXPAYMENT	PR0601251	06/02/2025	3	101-21703	2,960.81	FED/SSI/MEDICARE SOCIAL SECURITY Pay Period: 6/1/2025
992506042	06/02/25	EFTPS-FED TAXPAYMENT	PR0601251	06/02/2025	4	101-21703	1,081.31	FED/SSI/MEDICARE MEDICARE Pay Period: 6/1/2025
992506042	06/02/25	EFTPS-FED TAXPAYMENT	PR0601251	06/02/2025	5	101-21703	1,081.31	FED/SSI/MEDICARE MEDICARE Pay Period: 6/1/2025
Total 992506042:							14,048.87	
992506043	06/02/25	GOVONE SOLUTIONS	PR0601251	06/02/2025	1	101-21704	4,813.08	PERA PERA PROTECTIVE Pay Period: 6/1/2025
992506043	06/02/25	GOVONE SOLUTIONS	PR0601251	06/02/2025	2	101-21704	3,036.81	PERA PERA COORDINATED Pay Period: 6/1/2025
992506043	06/02/25	GOVONE SOLUTIONS	PR0601251	06/02/2025	3	101-21704	3,504.02	PERA PERA COORDINATED Pay Period: 6/1/2025
992506043	06/02/25	GOVONE SOLUTIONS	PR0601251	06/02/2025	4	101-21704	3,208.73	PERA PERA PROTECTIVE Pay Period: 6/1/2025
Total 992506043:							14,562.64	
992506044	06/02/25	MN-STATE TAXPAYMENT	PR0601251	06/02/2025	1	101-21702	2,920.55	SWT STATE WITHHOLDING TAX Pay Period: 6/1/2025
Total 992506044:							2,920.55	

Check Number	Check Issue Date	Payee	Invoice Number	Invoice Date	In S	Invoice GL Account	Check Amount	Description
Grand Totals:							641,666.53	

Summary by General Ledger Account Number

GL Account	Debit	Credit	Proof
001-10005	1.66	.00	1.66
001-20200	.00	1.66-	1.66-
101-20200	.00	257,695.26-	257,695.26-
101-21701	10,881.12	.00	10,881.12
101-21702	5,533.51	.00	5,533.51
101-21703	15,916.78	.00	15,916.78
101-21704	27,808.38	.00	27,808.38
101-21705	8,445.00	.00	8,445.00
101-21706	62,814.12	.00	62,814.12
101-21707	1,009.04	.00	1,009.04
101-21708	650.00	.00	650.00
101-21709	160.00	.00	160.00
101-21710	438.00	.00	438.00
101-21712	1,978.96	.00	1,978.96
101-31410	1,089.98	.00	1,089.98
101-34107	6.00	.00	6.00
101-34780	14.00	.00	14.00
101-36200	4.00	.00	4.00
101-41110-351	273.68	.00	273.68
101-41120-308	250.00	.00	250.00
101-41310-208	268.94	.00	268.94
101-41310-310	50.00	.00	50.00
101-41540-301	9,000.00	.00	9,000.00
101-41610-304	6,000.00	.00	6,000.00
101-41940-151	43,195.00	.00	43,195.00
101-41940-201	405.91	.00	405.91
101-41940-309	125.00	.00	125.00
101-41940-310	1,241.61	.00	1,241.61
101-41940-321	318.10	.00	318.10
101-41940-322	9.96	.00	9.96
101-41940-381	890.72	.00	890.72
101-41940-437	113.52	.00	113.52
101-42110-212	2,320.75	.00	2,320.75
101-42110-309	1,155.00	.00	1,155.00
101-42110-310	212.50	.00	212.50
101-42110-321	801.25	.00	801.25
101-42110-434	259.95	.00	259.95
101-42110-437	274.69	.00	274.69
101-42110-580	10,425.32	.00	10,425.32
101-42280-151	18,055.00	.00	18,055.00
101-42280-208	650.00	.00	650.00
101-42280-212	403.86	.00	403.86
101-42280-217	337.99	.00	337.99
101-42280-221	1,945.00	.00	1,945.00
101-42280-240	501.04	.00	501.04
101-42280-241	3,308.94	.00	3,308.94
101-42280-309	125.00	.00	125.00
101-42280-310	56.70	.00	56.70
101-42280-321	141.81	.00	141.81
101-42280-381	1,015.17	.00	1,015.17
101-42280-384	25.00	.00	25.00
101-42280-437	39.63	.00	39.63
101-42400-300	665.00	.00	665.00
101-43000-212	960.11	.00	960.11
101-43000-215	65.66	.00	65.66
101-43000-217	133.42	.00	133.42
101-43000-221	556.59	.00	556.59

GL Account	Debit	Credit	Proof
101-43000-230	200.00	.00	200.00
101-43000-240	169.98	.00	169.98
101-43000-309	125.00	.00	125.00
101-43000-312	600.00	.00	600.00
101-43000-321	283.61	.00	283.61
101-43000-380	3,305.13	.00	3,305.13
101-43000-381	1,316.50	.00	1,316.50
101-43000-401	179.84	.00	179.84
101-43000-403	180.00	.00	180.00
101-43000-434	419.82	.00	419.82
101-45200-212	523.26	.00	523.26
101-45200-221	53.71	.00	53.71
101-45200-225	145.00	.00	145.00
101-45200-310	252.82	.00	252.82
101-45200-321	64.95	.00	64.95
101-45200-381	273.05	.00	273.05
101-45200-384	184.00	.00	184.00
101-45200-415	148.39	.00	148.39
101-45200-437	1,105.70	.00	1,105.70
101-45500-217	40.82	.00	40.82
101-45500-310	786.96	.00	786.96
101-45500-321	88.44	.00	88.44
101-45500-381	1,315.25	.00	1,315.25
101-49010-381	178.75	.00	178.75
101-49810-212	83.70	.00	83.70
101-49810-221	69.99	.00	69.99
101-49810-310	1,000.00	.00	1,000.00
101-49810-321	276.78	.00	276.78
101-49810-381	256.66	.00	256.66
101-49810-437	740.44	.00	740.44
208-20200	.00	357.86-	357.86-
208-45600-381	357.86	.00	357.86
215-20200	.00	96.60-	96.60-
215-49000-437	96.60	.00	96.60
355-20200	.00	30,245.01-	30,245.01-
355-47000-611	29,750.01	.00	29,750.01
355-47000-620	495.00	.00	495.00
501-20200	.00	240.00-	240.00-
501-43100-437	240.00	.00	240.00
602-20200	.00	17,856.80-	17,856.80-
602-20800	609.00	.00	609.00
602-20810	2,430.00	.00	2,430.00
602-37120	4.00	.00	4.00
602-49400-151	2,666.00	.00	2,666.00
602-49400-201	39.99	.00	39.99
602-49400-212	106.68	.00	106.68
602-49400-216	20.00	.00	20.00
602-49400-218	1,755.99	.00	1,755.99
602-49400-221	64.45	.00	64.45
602-49400-301	3,400.00	.00	3,400.00
602-49400-309	62.50	.00	62.50
602-49400-310	2,516.58	.00	2,516.58
602-49400-321	439.98	.00	439.98
602-49400-322	224.04	.00	224.04
602-49400-381	3,157.59	.00	3,157.59
602-49400-433	360.00	.00	360.00
603-20200	.00	77,772.26-	77,772.26-
603-49450-151	2,366.00	.00	2,366.00
603-49450-201	39.99	.00	39.99

GL Account	Debit	Credit	Proof
603-49450-208	23.29	.00	23.29
603-49450-212	106.67	.00	106.67
603-49450-301	3,400.00	.00	3,400.00
603-49450-309	62.50	.00	62.50
603-49450-310	441.51	.00	441.51
603-49450-322	224.04	.00	224.04
603-49450-381	985.76	.00	985.76
603-49450-530	11,902.50	.00	11,902.50
603-49450-580	58,220.00	.00	58,220.00
609-20200	2,530.86	259,856.62-	257,325.76-
609-20800	28,810.00	.00	28,810.00
609-49750-151	4,830.00	.00	4,830.00
609-49750-201	43.66	.00	43.66
609-49750-217	1,642.18	.00	1,642.18
609-49750-251	71,251.51	935.46-	70,316.05
609-49750-252	113,512.25	707.62-	112,804.63
609-49750-253	10,643.08	453.16-	10,189.92
609-49750-254	5,074.28	40.27-	5,034.01
609-49750-256	5,202.52	.00	5,202.52
609-49750-259	7,840.19	379.34-	7,460.85
609-49750-260	60.00	.00	60.00
609-49750-301	3,400.00	.00	3,400.00
609-49750-310	249.48	.00	249.48
609-49750-321	426.94	.00	426.94
609-49750-333	1,652.67	15.01-	1,637.66
609-49750-343	481.23	.00	481.23
609-49750-381	2,522.56	.00	2,522.56
609-49750-384	67.86	.00	67.86
609-49750-530	2,146.21	.00	2,146.21
619-20200	.00	75.32-	75.32-
619-49900-321	75.32	.00	75.32
Grand Totals:	646,728.25	646,728.25-	.00

Dated: _____

Mayor: _____

City Council: _____

City Recorder: _____

RESOLUTION NO. 25-16

RESOLUTION ASSESSING MOWING COSTS

BE IT RESOLVED by the Milaca City Council that the council hereby assess the following cost of a nuisance abatement for a period of 1 (one) year at the rate of 7 (seven) percent payable for 2026 taxes:

PID #	OWNER	ADDRESS	DATE OF MOWING	ASSESSED
21-025-3400	Kent, Elizabeth Etal3	530 3 rd Ave NW	05/30/25	\$70.00

Adopted this 18th day of June, 2025.

Mayor Dave Dillan

ATTEST

Tammy Pfaff, City Manager

RESOLUTION NO. 25-17

RESOLUTION ADOPTING POLICIES FOR THE DELEGATION OF AUTHORITY FOR
PAYMENT OF CERTAIN CLAIMS FOR THE CITY OF MILACA

WHEREAS, The City Council may delegate its authority to pay certain claims deemed in Minnesota Statue 412.271, subd 8; and

WHEREAS, The City Council of the City of Milaca may delegate this authority be given by the council to a city administrative official. City Administrative officials include a city manager, treasurer and the assistant city clerk; and

WHEREAS, it is the intention of the City Council of the City of Milaca to continue the effectiveness of payment of certain claims that may need to be paid prior to council approval at the next scheduled city council meeting. Claims that need to be paid are claims such as employee benefits that need to be paid at the end of each month so there is no delay in benefit coverage for employees. Liquor claims need to be paid in a timely manner, so the city is not posted on the no-ship list for inventory items that are needed on an ongoing basis. Online purchases may need prompt payment such as items that may be purchased with a credit card transaction. Daily checks sent to the State of Minnesota Department of Motor Vehicles. The city council hereby delegates this authority to the city manager to determine when a claim needs to be paid prior to council approval as other items not listed above may need prompt payment and such payments comply with Minnesota statute 412.691 for purchases under the amount of \$20,000. The council will be presented with all the claims that have been paid after a city council meeting, such claims will be presented before the council at the next regularly scheduled council meeting and included on the check register council bill list report. All claims will follow the internal control policy and procedures.

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of Milaca that the following Policy for the Delegation of Authority for Payment of Certain Claims of the City of Milaca are hereby revised and adopted by this Resolution, effective the 18th day of June, 2025.

Adopted this 18th day of June, 2025.

Mayor Dave Dillan

ATTEST:

Tammy Pfaff, City Manager



June 10, 2025

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

Reference: 110th Avenue (airport road) Improvements Project (193806178)
Project Status Update

Dear Tammy:

This letter serves as an update on the progress of the 110th Avenue Improvements Project (HUD Community Project Funding grant B-23-CP-MN-0884, City of Milaca).

The Contractor is Northern Lines Contracting, Inc. The Paving sub-contractor is Knife River. Bituminous base paving was completed on May 30, 2025. The second/final lift of bituminous will be placed this week or next week. Shouldering and pavement markings will follow. All construction work should be completed by July.

The construction costs appear to be tracking well with the original bid amounts. We estimate that the final project construction cost will be within the original bid amount of \$1,575,256.20.

The estimated final project costs are the same as the estimated project costs outlined in a bid results letter dated May 29, 2024. For funding and financing purposes, you can assume the estimates below.

The current estimated TOTAL PROJECT Cost is:

Street and Utility Construction	\$1,575,300
Soft Costs (legal, admin., engineering)	\$ 386,900
Estimated Total Project Cost	\$1,962,200

The estimated total project cost of \$1,962,000 is based approximately on the following breakdown:

Streets	\$1,500,000
Sanitary Sewer	\$ 310,200
Water Main	\$ 152,000

The HUD Grant amount is \$1,500,000. The remainder of the project costs will need to be funded by the sewer and water funds. **It would be appropriate to transfer the above sewer and water amounts from their respective funds to the 110th Avenue project fund at this time.**

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

Sincerely,
Stantec

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

Phil Gravel

RESOLUTION #25-18

RESOLUTION TO TRANSFER FUNDS FROM
FUND 602 Water Fund and 603 Sewer Fund TO FUND 501 Airport Road CPF Grant

WHEREAS by the City Council of the City of Milaca, authorizes the transfers of funds as follows,

Transfer from Fund	602-49400-730	\$152,000
Transfer to Fund	501-39203	\$152,000
Transfer from Fund	603-49450-730	\$310,200
Transfer to Fund	501-39203	\$310,200

NOW THEREFORE, BE IT RESOLVED by the City Council of the City of Milaca, that the City hereby transfers funds, including a budget adjustment to all funds to accommodate the water and sewer project cost as part of the HUD Federal Grant project.

Whereupon said resolution was declared duly passed and adopted by the City Council of the City of Milaca, on June 18, 2025.

Dave Dillan, Mayor

ATTEST

Tammy Pfaff, City Manager

ORDINANCE NO. 544

AN ORDINANCE AMENDING TITLE XV (LAND USAGE) CHAPTER 156 (ZONING) OF THE CITY OF MILACA CODE OF ORDINANCES AND ADDING SECTION 156.064 SOLAR ENERGY SYSTEMS

THE CITY COUNCIL OF THE CITY OF MILACA, MINNESOTA ORDAINS AS FOLLOWS:

Section

____.01 Intent

____.02 Amendment

____.03 Penalty

Section 1: Intent.

A City initiated zoning ordinance text amendment to amend sections 156.006 Definitions; 156.035 R-1, Single Family Residential Low Density District; 156.036 R-2, One and two family residential medium density district; 156.037 R-3, Multiple family residential high density district; 156.038 B-1, Central business district; 156.039 B-2, General business district; 156.040 B-4, Business district; 156.041 HG-1, Health care and government building district; 156.042 I-1, Light industrial district and creating section 156.064 Solar energy systems of the City of Milaca Code of Ordinances relating to solar energy systems including associated definitions, zoning district allowed uses, and use requirements.

Section 2: Amendment.

Sections 156.006 Definitions; 156.035 R-1, Single Family Residential Low Density District; 156.036 R-2, One and two family residential medium density district; 156.037 R-3, Multiple family residential high density district; 156.038 B-1, Central business district; 156.039 B-2, General business district; 156.040 B-4, Business district; 156.041 HG-1, Health care and government building district; 156.042 I-1, Light industrial district and creating Section 156.064 Solar energy system of the City of Milaca Code of Ordinance is hereby amended to read as follows:

CHAPTER 156: ZONING

§ 156.006 DEFINITIONS.

For the purpose of this chapter, the following definitions shall apply unless the context clearly indicates or requires a different meaning.

SOLAR ACCESS. Unobstructed access to direct sunlight on a lot or building through the entire year, including access across adjacent parcel air rights, for the purpose of capturing direct sunlight to operate a solar energy system.

SOLAR CARPORT – A solar energy system of any size that is installed on a carport structure that is accessory to a parking area, and which may include electric vehicle supply equipment or energy storage facilities.

SOLAR COLLECTOR – The panel or device in a solar energy system that collects solar radiant energy and transforms it into thermal, mechanical, chemical, or electrical energy. The collector does not include frames, supports, or mounting hardware.

SOLAR ENERGY SYSTEM. A device, array of devices, or structural design feature, the purpose of which is to provide for generation or storage of electricity from sunlight, or the collection, storage and distribution of solar energy for space heating or cooling, daylight for interior lighting, or water heating.

SOLAR ENERGY SYSTEM, BUILDING-INTEGRATED. A solar energy system that is an integral part of a principal or accessory building, rather than a separate mechanical device, replacing or substituting for an architectural or structural component of the building. Building integrated systems include, but are not limited to, photovoltaic or hot water solar energy systems that are contained within roofing materials, windows, skylights, and awnings.

SOLAR ENERGY SYSTEM, GROUND-MOUNTED. A solar energy system mounted on a rack or pole that rests or is attached to the ground excluding community-scale solar energy systems. Ground-mounted systems are accessory to the principal use.

SOLAR ENERGY SYSTEM, ROOF-MOUNTED. A solar energy system mounted on a rack that is fastened to or ballasted on a structure roof. Roof-mounted systems are accessory to the principal use.

SOLAR ENERGY SYSTEM, COMMUNITY-SCALE. A commercial solar energy system that converts sunlight into electricity for the primary purpose of serving electric demands off-site from the facility, either retail or wholesale. Community-scale systems are principal uses and projects typically cover less than 20 acres.

(Ord. 134/94, passed 3-24-94; Am. Ord. 483, passed 6-16-21; Am. Ord #####, passed ##-##-##)

DISTRICT REGULATIONS; USE REQUIREMENTS AND RESTRICTIONS

§ 156.035 R-1, SINGLE FAMILY RESIDENTIAL LOW DENSITY DISTRICT.

(D) Permitted accessory uses.

(5) Solar energy systems which are building-integrated, ground-mounted, or roof-mounted.

(Ord. 134/94, passed 3-24-94; Am. Ord. 332, passed 1-16-03; Am. Ord. 483, passed 6-16-21;
Am. Ord #####, passed ##-##-##)

§ 156.036 R-2, ONE AND TWO FAMILY RESIDENTIAL MEDIUM DENSITY DISTRICT.

(D) Permitted accessory uses.

(5) Solar energy systems which are building-integrated, ground-mounted, or roof - mounted.

(Ord. 134/94, passed 3-24-94; Am. Ord. 99-2, passed 7-15-99; Am. Ord. 332, passed 1-16-03; Am. Ord. 453, passed 7-18-19; Am. Ord. 483, passed 6-16-21; Am. Ord. 519, passed 12-21-23;
Am. Ord #####, passed ##-##-##)

§ 156.037 R-3, MULTIPLE FAMILY RESIDENTIAL HIGH DENSITY DISTRICT.

(D) Permitted accessory uses.

(5) Solar energy systems which are building-integrated, ground-mounted, or roof - mounted.

(Ord. 134/94, passed 3-24-94; Am. Ord. 332, passed 1-16-03; Am. Ord. 453, passed 7-18-19; Am. Ord. 516, passed 9-21-23; Am. Ord #####, passed ##-##-##)

§ 156.038 B-1, CENTRAL BUSINESS DISTRICT.

(E) Permitted accessory uses.

(5) Solar energy systems which are building-integrated, ground-mounted, or roof - mounted.

(Ord. 134/94, passed 3-24-94; Am. Ord. passed 9-15-94; Am. Ord. 375, passed 6-12-08; Am. Ord. 390, passed 6-10-10; Am. Ord. 402, passed 6-13-13; Am. Ord. 453, passed 7-18-19; Am. Ord. 511, passed 6-20-23; Am. Ord #####, passed ##-##-##)

§ 156.039 B-2, GENERAL BUSINESS DISTRICT.

(E) Permitted accessory uses.

(5) Solar energy systems which are building-integrated, ground-mounted, or roof - mounted.

(F) Uses requiring a conditional use permit.

(13) Community-scale solar energy systems

(Ord. 134/94, passed 3-24-94; Am. Ord. 453, passed 7-18-19; Am. Ord #####, passed ##-##-##)

§ 156.040 B-4, BUSINESS DISTRICT.

(E) Permitted accessory uses.

(6) Solar energy systems which are building-integrated, ground-mounted, or roof - mount.

(Ord. 134/94, passed 3-24-94; Am. Ord. 453, passed 7-18-19; Am. Ord #####, passed ##-##-##)

§ 156.041 HG-1, HEALTH CARE AND GOVERNMENT BUILDING DISTRICT.

(D) Permitted accessory uses.

(6) Community-scale solar energy systems

(Ord. 134/94, passed 3-24-94; Am. Ord. 453, passed 7-18-19; Am. Ord #####, passed ##-##-##)

§ 156.042 I-1, LIGHT INDUSTRIAL DISTRICT.

(E) Permitted accessory uses.

(5) Solar energy systems which are building-integrated, ground-mounted, or roof -mounted.

(F) Uses requiring a conditional use permit.

(6) Community-scale solar energy systems

(Ord. 134/94, passed 3-24-94; Am. Ord. 453, passed 7-18-19; Am. Ord. 492, passed 4-21-22; Am. Ord #####, passed ##-##-##)

GENERAL REQUIREMENTS

§ 156.064 SOLAR ENERGY SYSTEMS

(A) Purpose and Applicability. It is the purpose of this section to provide standards and requirements for the operation, siting, design, appearance, construction and use of solar energy systems in order to encourage solar energy systems in the city while protecting the general welfare of the public. Standards for the regulation of solar energy systems are based on the following two types:

(1) Accessory solar energy systems refer to solar collection systems that capture energy from the sun and convert it into electrical or thermal power primarily for on-site use. These systems can serve as a primary or additional power source for residential, commercial, or industrial structures, and any excess energy can be fed back into the electric grid. Accessory solar energy systems include building-integrated, ground-mounted, and roof-mounted solar energy systems as defined in Section 156.006

(2) Community-scale solar energy systems are designed to generate electricity on a larger scale, often for commercial or community-wide purposes as defined in Section 156.006.

(B) General standards for all solar energy systems.

(1) Exterior electrical and communication lines shall be buried below the surface of the ground when possible.

(2) All systems shall comply with all City and state building and electrical codes and permitting requirements.

(3) The property owner shall notify the electrical utility where the solar system is connected to the electrical utility system.

(4) Lot Coverage – Ground-mounted and community-scale solar energy systems are exempt from lot coverage requirements if the soil under the system is maintained in vegetation and not compacted.

(5) If the solar collector system ceases to perform its originally intended function for more than 12 consecutive months, the property owner shall remove the collector, mount and associated equipment and facilities by no later than 90 days after the end of the 12-month period.

(6) Solar access easements may be filed consistent with Minnesota State Code 500.30. Any property owner may purchase an easement across nearby properties to protect access to sunlight. The easement is purchased or granted by owners of nearby properties and can apply to buildings, trees, or other structures that would diminish solar access.

(C) Accessory solar energy systems.

(1) Permitted accessory use – Building-integrated, ground-mounted and roof-mount solar energy systems are a permitted accessory use in all zoning districts where structures of any sort are allowed, subject to certain requirements as set forth below.

(2) Height – Accessory Solar energy systems must meet the following height requirements:

(a) Building- or roof- mounted solar energy systems shall not exceed the maximum allowed height in any zoning district. For purposes for height measurement, solar energy systems other than building-integrated systems shall be given an equivalent exception to the zoning district's height standards in the district in which the system is located as building-mounted mechanical devices or equipment. In the district in which the system is located.

(b) Ground- or pole-mounted solar energy systems shall not exceed 15 feet in height when oriented at maximum tilt.

(3) Property line setback – Solar energy systems must meet the principle structure setback for the zoning district with the lot on which the system is located, except as allowed below.

(a) Roof- or building-mounted solar energy systems – The collector surface and mounting devices for roof-mounted solar energy systems shall not extend beyond the exterior perimeter of the building on which the system is mounted or built, unless the collector and mounting system has been explicitly engineered to safely extend beyond the edge, and setback standards are not violated. Exterior piping for solar hot water systems shall be allowed to extend beyond the perimeter of the building on a side-yard exposure. Solar collectors mounted on the sides of buildings and serving as awnings are considered to be building-integrated systems and are regulated as awnings. Under no circumstance may the solar energy system or any appurtenances extend past the property line or into public right of way.

(b) Ground-mounted Solar Energy Systems – Ground-mounted solar energy systems may not extend into the side-yard or rear setback when oriented at minimum design tilt, except as otherwise allowed for building mechanical systems. Under no circumstance may the solar energy system or any appurtenances extend past the property line or into public right of way.

(D) Community scale solar energy systems.

(1) Conditional Use Permit Requirement. A community-scale solar energy system may be a permitted use in the B-2 General Business District and I-1 Light Industrial zoning districts upon approval and issuance of a conditional use permit subject to certain requirements as set forth here within.

(2) Height – Community scale solar energy systems shall not exceed 15 feet in height.

(3) Setbacks – Community-scale solar arrays must meet the property line setback for the principle buildings or structures in the district in which the system is located.

(4) Off-site Glare Impact Reduction – Measures to minimize nuisance glare include selective placement of the system, screening on the north side of the solar array, modifying the orientation of the system, reducing use of the reflector system, or other remedies that limit glare.

(5) Site plan required. A site plan of existing and proposed site conditions and other information necessary demonstrate compliance with the applicable provisions of this section is a required submittal for the application of a conditional use permit.

(E) Only 50% of lot/land may be occupied with solar panels, where permitted.

Adopted by the City Council of the City of Milaca this ____ day of _____. 2025

Mayor Dave Dillan

ATTEST:

Tammy Pfaff, City Manager

First Reading 06-18-2025

Second Reading _____

Published _____



Incident Summary by Incident Type

Date Range: 5/1/2025 to 5/31/2025

Incident Type	# of Incidents
911 Hang Up	1
Accident	3
Agency Assist	24
Alarm	9
Animal	5
Assault	2
Cdtp	2
Child Custody	2
Civil Issue	1
Community Contact	1
Community Contact	3
Debris	1
Disturbance	4
Domestic	2
Driving Complaint	8
Family Services Referral	4
Fire	3
Found Property	3
Fraud-forgery-scam	2
Funeral Escort	2
Garbage Dumping	1
Gas Drive Off	1
Harassment Complaint	7
Icr Misc	17
Juvenile Complaint	5
Lockout	7
Medical	42



Incident Summary by Incident Type

Date Range: 5/1/2025 to 5/31/2025

Motorist Assist	1
Noise Complaint	1
Parking Complaint	2
Property Exchange	1
Public Assist	19
Remove Unwanted	1
Suicidal Party	3
Suspicious Activity	11
Theft	6
Threats Complaint	4
Traffic	65
Welfare Check	12
Zoning Violation	1
Total: 289	



June 10, 2025

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

Reference: B-23-CP-MN-0884, City of Milaca
110th Avenue (airport road) Improvements Project (193806178)
Contractor's Request for Payment No 6.

Dear Tammy:

Attached for city approval is Contractor's Request for Payment No. 6 for the 110th Avenue Improvements Project. The Contractor is Northern Lines Contracting, Inc.

This partial payment request includes payment for half of the gravel base material that was installed last fall and the bituminous base course paving installed in May. This request includes a retainage in the amount of 5% of the completed value.

We have reviewed the contractor's payment request and found it to be in order. We recommend approval. **If the City wishes to approve this request, then payment should be made to Northern Lines Contracting, Inc. in the amount of \$418,167.14.** We understand that it may take several weeks to process the payment.

Please execute the payment request document. Keep a signed copy for your records. Forward a signed copy to Northern Lines Contracting, Inc. (Brady Enright, Brady@nl-contracting.com). Send a scanned copy to Stantec.

Should you have any questions, please feel free to contact Chuck Boser or me.

Sincerely,
Stantec

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

Phil Gravel, City Engineer



Owner: City of Milaca, 255 1st St. E., Milaca, MN 56353	Date: June 10, 2025
For Period: 12/6/2024 to 6/10/2025	Request No: 6
Contractor: Northern Lines Contracting	

CONTRACTOR'S REQUEST FOR PAYMENT

2024-2025 _ 110th AVENUE IMPROVEMENTS PROJECT
STANTEC PROJECT NO. 193806178

SUMMARY

1	Original Contract Amount		\$ 1,575,256.20
2	Change Order - Addition	\$ 0.00	
3	Change Order - Deduction	\$ 0.00	
4	Revised Contract Amount		\$ 1,575,256.20
5	Value Completed to Date		\$ 1,348,810.78
6	Material on Hand		\$ 0.00
7	Amount Earned		\$ 1,348,810.78
8	Less Retainage 5%		\$ 67,440.53
9	Subtotal		\$ 1,281,370.25
10	Less Amount Paid Previously		\$ 863,203.11
11	Liquidated damages -		\$ 0.00
12	AMOUNT DUE THIS REQUEST FOR PAYMENT NO. 6		\$ 418,167.14

Recommended for Approval by:
STANTEC

Phil Gravel

6/10/2025

Approved by Contractor:
NORTHERN LINES CONTRACTING

Brady Enright

Approved by Owner:
CITY OF MILACA

Contractor Payment Request #6 includes complete payment to date (less 5% retainage) for all payment items except for items 1, 17, 20, 21, 62, 63, 64, and 65.

Specified Contract Completion Date:
July 11, 2025

Date:

No.	Item	Unit	Contract	Unit	Current	Quantity	Amount
			Quantity	Price	Quantity	to Date	to Date
BASE BID							
1	MOBILIZATION	LS	1	40000.00		0.9	\$36,000.00
2	CLEARING	ACRE	0.11	38000.00		0.08	\$3,040.00
3	GRUBBING	ACRE	0.11	38000.00		0.08	\$3,040.00
4	SALVAGE SIGN TYPE C	EACH	4	55.00		2	\$110.00
5	SALVAGE SIGN TYPE SPECIAL	EACH	14	45.00		7	\$315.00
6	SAWING CONCRETE PAVEMENT (FULL DEPTH)	LIN FT	21	4.00		21	\$84.00
7	SAWING BITUMINOUS PAVEMENT (FULL DEPTH)	LIN FT	233	5.00		167	\$835.00
8	REMOVE PIPE CULVERTS	LIN FT	585	18.00		585	\$10,530.00
9	REMOVE BITUMINOUS PAVEMENT	SQ YD	1124	3.50		1040	\$3,640.00
10	REMOVE CONCRETE DRIVEWAY PAVEMENT	SQ FT	461	1.15		400	\$460.00
11	SALVAGE MAIL BOX ASSEMBLY	EACH	13	80.00		13	\$1,040.00
12	EXCAVATION - COMMON (EV) (P)	CU YD	16609	10.30		16609	\$171,072.70
13	EXCAVATION - SUBGRADE (EV)	CU YD	500	20.00		174.34	\$3,486.80
14	SELECT GRANULAR BORROW (MODIFIED) (CV)	CU YD	6417	30.50		6713.46	\$204,760.53
15	COMMON BORROW (CV)	CU YD	500	10.30			\$0.00
16	GEOTEXTILE NONWOVEN FABRIC, TYPE 5 (MODIFIED)	SQ YD	18330	1.75		18330	\$32,077.50
17	AGGREGATE SURFACING (CV) CLASS 2 (P)	CU YD	336	35.00			\$0.00
18	AGGREGATE BASE CLASS 5	TON	14800	14.65	9036.69	14916.69	\$218,529.50
19	BITUMINOUS PATCH SPECIAL	SQ FT	450	4.60	37	369	\$1,697.40
20	BITUMINOUS MATERIAL FOR TACK COAT	GAL	1688	4.05			\$0.00
21	TYPE SP 9.5 WEARING COURSE MIXTURE (3,C) (2025)	TON	1710	93.25			\$0.00
22	TYPE SP 12.5 NON WEARING COURSE MIXTURE (3,C)	TON	3355	87.15	3105.5	3216	\$280,274.40
23	12" CS PIPE APRON	EACH	20	350.00		22	\$7,700.00
24	15" CS PIPE APRON	EACH	16	395.00		14	\$5,530.00
25	18" RC PIPE APRON	EACH	2	1070.00		2	\$2,140.00
26	24" RC PIPE APRON	EACH	2	1295.00		2	\$2,590.00
27	12" CS PIPE CULVERT	LIN FT	405	47.00		444	\$20,868.00
28	15" CS PIPE CULVERT	LIN FT	265	51.00		225	\$11,475.00
29	18-INCH RC Pipe CULVERT DESIGN 3006 CLASS V	LIN FT	56	75.00		56	\$4,200.00
30	24-INCH RC Pipe CULVERT DESIGN 3006 CLASS V	LIN FT	59	115.00		59	\$6,785.00
31	8-INCH PVC SDR26 SANITARY SEWER	LIN FT	508	230.00		491	\$112,930.00
32	CONNECT TO EXISTING SANITARY SEWER	EACH	1	21000.00		1	\$21,000.00
33	CONNECT TO EXISTING SANITARY SEWER SERVICE	EACH	1	1500.00		1	\$1,500.00
34	CONSTRUCT SANITARY MANHOLE	EACH	3	9600.00		3	\$28,800.00
35	BULKHEAD SANITARY SERVICE	EACH	2	375.00	2	2	\$750.00
36	8" PIPE PLUG	EACH	2	250.00		2	\$500.00
37	8x4 PVC WYE	EACH	1	750.00		1	\$750.00
38	4-INCH PVC SDR26 SEWER SERVICE	LIN FT	52	60.00		64	\$3,840.00
39	CONNECT TO EXISTING WATER MAIN	EACH	1	2700.00		1	\$2,700.00
40	CONNECT TO EXISTING WATER SERVICE	EACH	1	1500.00		1	\$1,500.00
41	5" HYDRANT	EACH	2	6350.00		1	\$6,350.00
42	1.5" CORPORATION STOP	EACH	1	930.00		1	\$930.00
43	8" GATE VALVE AND BOX	EACH	3	3635.00		3	\$10,905.00
44	10"X8" WET TAP	EACH	1	6500.00		1	\$6,500.00
45	1.5" TYPE K COPPER PIPE	LIN FT	60	75.00		58	\$4,350.00
46	6" PVC WATERMAIN	LIN FT	10	89.00		6.5	\$578.50
47	8" PVC WATERMAIN	LIN FT	610	68.00		610	\$41,480.00
48	DUCTILE IRON FITTINGS	POUND	300	14.00		300.00	\$4,200.00
49	TEMPORARY MAIL BOX	EACH	13	69.00		13	\$897.00
50	INSTALL MAIL BOX	EACH	13	185.00	13	13	\$2,405.00
51	TRAFFIC CONTROL	LS	1	13500.00	0.1	1	\$13,500.00
52	INSTALL SIGN TYPE C	EACH	4	265.00			\$0.00
53	INSTALL SIGN TYPE SPECIAL	EACH	14	135.00			\$0.00
54	CULVERT END CONTROLS	EACH	21	175.00		20	\$3,500.00
55	SILT FENCE, TYPE MS	LIN FT	9257	1.95		7101	\$13,846.95
56	LOAM TOPSOIL BORROW (LV)	CU YD	50	45.00	50	50	\$2,250.00
57	FERTILIZER TYPE 1	POUND	1790	1.25	1790	1790	\$2,237.50
58	SEEDING	ACRE	5.2	400.00	5.2	5.2	\$2,080.00
59	SEED MIXTURE 25-141	POUND	410	9.00	410	410	\$3,690.00
60	SEED MIXTURE 25-151	POUND	410	7.00	410	410	\$2,870.00
61	HYDRAULIC MULCH MATRIX	POUND	12800	1.15	12800	12800	\$14,720.00
62	4" SOLID LINE MULTI-COMPONENT	LIN FT	10500	0.45			\$0.00

No.	Item	Unit	Contract Quantity	Unit Price	Current Quantity	Quantity to Date	Amount to Date
63	24" SOLID LINE MULTI-COMPONENT	LIN FT	28	26.25			\$0.00
64	4" BROKEN LINE MULTI-COMPONENT	LIN FT	7	0.45			\$0.00
65	4" DOUBLE SOLID LINE MULTI-COMPONENT	LIN FT	10526	0.90			\$0.00
66	DITCH AND CULVERT ADJUSTMENTS	LS	1	4970.00	1	1	\$4,970.00
	TOTAL BASE BID						<u>\$1,348,810.78</u>
	TOTAL BASE BID						\$1,348,810.78
	WORK COMPLETED TO DATE:						<u>\$1,348,810.78</u>

PROJECT PAYMENT STATUS

OWNER CITY OF MILACA
STANTEC PROJECT NO. 193806178
CONTRACTOR NORTHERN LINES CONTRACTING

CHANGE ORDERS

No.	Date	Description	Amount
Total Change Orders			

PAYMENT SUMMARY

No.	From	To	Payment	Retainage	Completed
1	06/01/2024	07/09/2024	13,376.00	704.00	14,080.00
2	07/10/2024	08/06/2024	200,703.37	11,267.33	225,346.70
3	08/07/2024	09/11/2024	312,465.69	27,712.89	554,257.95
4	09/12/2024	10/07/2024	307,217.68	43,882.24	877,644.98
5	10/08/2024	12/05/2024	29,440.37	45,431.74	908,634.85
6	12/06/2024	06/10/2025	418,167.14	67,440.53	1,348,810.78

Material on Hand

Total Payment to Date	\$1,281,370.25	Original Contract	\$1,575,256.20
Retainage Pay No. 6	67,440.53	Change Orders	
Total Amount Earned	\$1,348,810.78	Revised Contract	\$1,575,256.20

Planning Report

Date: June 12, 2025

To: Milaca Planning Commission

From: Evan Monson, AICP, Stantec & Phil Carlson, AICP, Stantec

Request: Conditional Use Permit (CUP) for a five-unit Multiple Family Dwelling

Owner: Mid-Minnesota Investments LLC

Applicant: Jesse Latterell

Address: 225 1st Street West

PID: 21-040-0345

Zoning: B-1 Central Business District

INTRODUCTION

Jesse Latterell of Mid-Minnesota Investments owns the subject parcel, which is currently undeveloped and used for off-street parking. The subject parcel was created via a lot split in [fall of 2025](#). The applicant wishes to develop an apartment building on the site, they are proposing a three-story building with five living units. The proposed plans show parking off the alley – one handicapped stall plus two regular stalls. The applicant states that development would be a “‘prototype” autism living center’ that would serve those who are eighteen or older, and that the tenants would be non-drivers (hence the lack of proposed off-street parking).

The site is zoned B-1 (Central Business District), which permits ‘multiple family dwellings’ as a conditional use per Section 156.038(F) of the city code. Section 156.150 outlines the process for conditional use permits (CUPs). A CUP requires review and a recommendation on the request to be made by the Planning Commission. The City Council has the authority to approve or deny a CUP request.

The Planning Commission held a public hearing on this request at their June 9, 2025, meeting. The commissioners discussed items brought up at the hearing by the public, such as off-street parking, impacts to neighboring businesses, and impacts to traffic using the alleyway. The commissioners recommended approval of the request, subject to conditions of approval; their findings and conditions are found later in this report.



Re: Jesse Latterell, CUP for Multiple Family Dwelling, 225 1st Street West

ZONING REQUIREMENTS

B-1 Central Business District

The city's code houses zoning requirements in Chapter 156; the B-1 zone is covered under 156.038. The B-1 zone has no minimum requirements for building area or yards (unless a site abuts a residential-zoned lot).

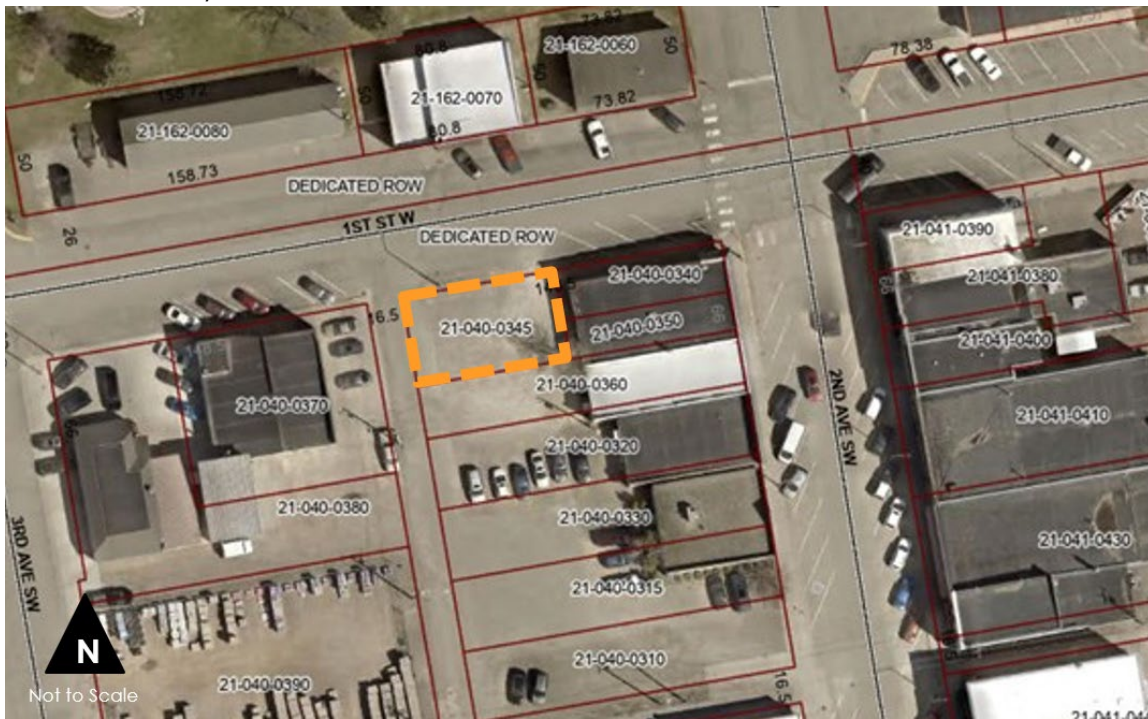


Figure 1: Aerial of subject parcel (outlined in orange) and surrounding parcels.

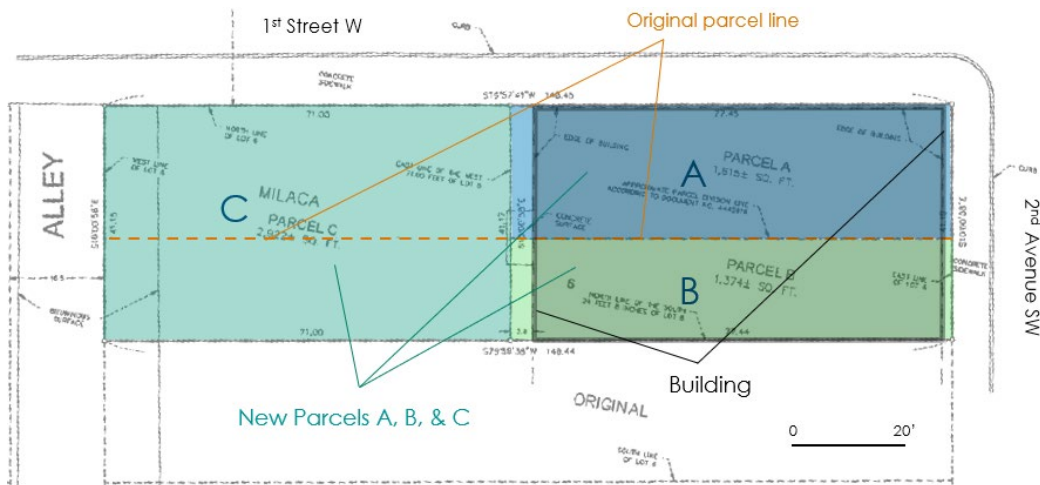


Figure 2: Excerpt of lot split from 2024. The subject parcel is shown as Parcel C here.



Re: Jesse Latterell, CUP for Multiple Family Dwelling, 225 1st Street West

The B-1 zone has a minimum building height of '3 stories or 35 feet, whichever is the lesser'. The proposed development has three stories, so this requirement is met.

The B-1 zone also has minimum standards for exterior architecture in 156.038(G), which would apply to this proposed project. These requirements apply to any walls facing a public street – for this request, the walls along the north side would have to adhere to the requirements of 156.038(G).

The proposed apartment building fits the definition of an 'apartment' under 156.006 (definitions). It also would meet the definition of a 'multiple family dwelling,' as it serves multiple tenants. A 'multiple family dwelling' is a conditional use in the B-1 zone per 156.038(F).

Off-Street Parking

Chapter 156.084 states the required off-street parking spaces required for uses. A 'multiple family dwelling' requires two spaces per unit. The proposed plans show five units, which would require ten spaces of off-street parking. The proposed plans only show three spaces, with one space being an ADA stall. The applicant intends to have a staff person on-site, so one of these stalls would likely be used by a staff person.

The proposed plans would require a variance to have only three spaces. There is on-street parking along 1st Street West, though parking is not permitted overnight. Other alternatives would be:

- A 'joint parking facility,' in accordance with 156.085.
 - The applicant would have an agreement with another property to share parking facilities (i.e., use a neighbor's off-street parking).
 - The city could permit this via a CUP.
- The applicant could revise their plans to provide parking on the ground floor of the site, with units on floors two and three.
 - If the minimum two spaces per unit requirement is still not met, the applicant would have to pursue a joint parking facility, or the applicant would have to apply for a variance.

As noted previously, the applicant proposes this development as a facility for tenants that would be non-drivers. City staff mentioned during review of the request at the Planning Commission meeting that the city could require a development agreement or covenant to ensure the proposed development remains as such; this was recommended by the Planning Commission as a condition of approval and could be a condition of approval if the city approves of a variance to the requirements for off-street parking.

Other Zoning Considerations

The proposed plans also show balconies for the units on the second and third floor/story. These balconies would be along the north side, facing 1st Street West. The proposed plans show the balconies extending past the property line and into the right-of-way (ROW) for 1st Street West by



Re: Jesse Latterell, CUP for Multiple Family Dwelling, 225 1st Street West

approximately three feet (see Figure 3). The balconies have over eleven feet of clearance from the grade of the sidewalk below.

The B-1 zone allows for marquee signs and canopies to extend or encroach into the ROW (per 156.038(C)(2)), provided they are a minimum of two feet from the curb of a street and said marquee or canopy is a minimum of eight feet above the grade of the sidewalk. The code does not mention balconies as a permitted encroachment into the ROW – staff would interpret this to mean that the balconies cannot extend past the property line.

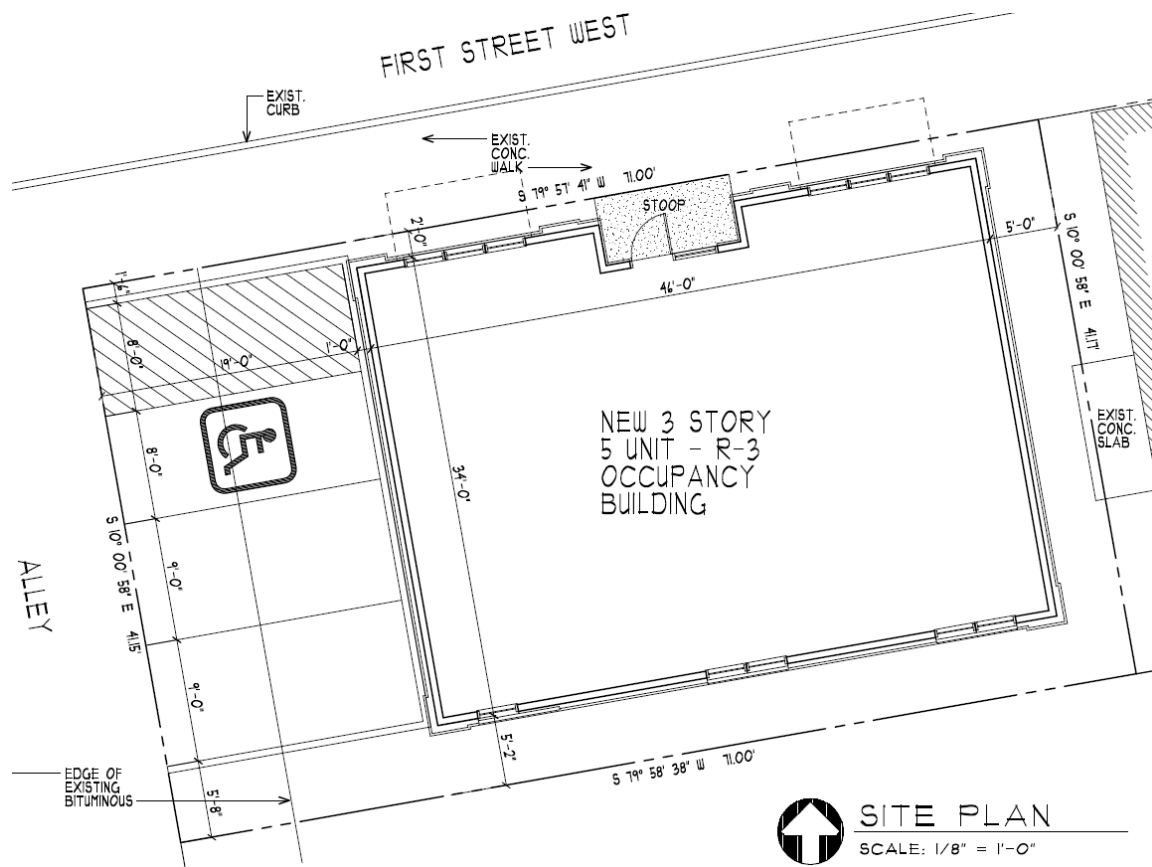


Figure 3: Excerpt of the proposed site plan.

ENGINEERING

City Engineering staff reviewed the proposed plans, and provided the following comments:

- There are site issues that will need to be addressed before a building permit can be reviewed and/or issued for this site.
- It is not known if there are existing water and/or sanitary sewer services on the subject parcel.



Re: Jesse Latterell, CUP for Multiple Family Dwelling, 225 1st Street West

- It is not known if there are existing private utilities (gas, electric, etc.) on the subject parcel.
- There is drainage from an existing roof (the buildings on the parcels to the east) that drain across the subject parcel. Management of existing and proposed roof drainage needs to be addressed.
- The applicant would be responsible for any and all costs associated with the sewer and water work for this project, including but not limited to work to provide sewer and water to the proposed development as well as maintaining sewer and water to the existing buildings neighboring this site.

CUP REQUIREMENTS

156.150 outlines the city's process for reviewing a CUP. The city shall consider 'possible adverse effects' of the proposed conditional use, based upon five factors. These are listed below in italics, with findings from the Planning Commission following.

1. *Relationship to the city's growth management system/Comprehensive Plan.*
The proposed project would develop a formerly underutilized piece of land downtown. The 2007 Comprehensive Plan promotes infill development within established areas of the city.
2. *The geographical area involved.*
The subject parcel is in downtown, and within walking distance of businesses, parks, and schools. A multiple family dwelling use would be appropriate given the surrounding area.
3. *Whether the use will tend to or actually depreciate the area in which it is proposed.*
There is no evidence from the applicant's submittal to show that the proposed use would depreciate the area.
4. *The character of the surrounding area.*
A multiple family dwelling use would be appropriate given the surrounding area.
5. *The demonstrated need for the use.*
The applicant is proposing that this use serve "young adults, aged eighteen and older, with special needs, offering a place to live, learn, and thrive in the community." Staff are not aware of any housing like this elsewhere in the city.

The following in italics are the conditions that shall be met by any conditional use, with findings from the Planning Commission following.

1. *The land area and setback requirements of the property containing the use or activity shall be the minimum established for the district.*
This is met. The proposed development meets the land area and setback requirements of the B-1 zone.
2. *Where applicable, all city, state, and federal laws, regulations, and ordinances shall be complied with and all necessary permits secured.*
Conditions of approval are recommended to ensure all applicable requirements are adhered to.



Re: Jesse Latterell, CUP for Multiple Family Dwelling, 225 1st Street West

3. *Adequate off-street parking and loading shall be provided in accordance with §§ 156.075 et seq. This parking and loading shall be screened and landscaped from abutting residential uses in compliance with this subchapter.*

The proposed use is unable to meet the required off-street parking as established by the city code. The applicant would need to request and receive a variance from the city or will need to amend their plans to get into compliance.

4. *The proposed water, sewer, and other utilities shall be capable of accommodating the proposed use.*

Engineering staff are unable to confirm if existing services are available on the site. A condition of approval requiring the applicant provide detailed site and utility plans (including information on where new sanitary sewer and water services for the building will be located), and where they will connect to existing municipal utilities are a condition of approval.

5. *The street serving the proposed use or activity shall be of sufficient design to accommodate the proposed use or activity, and the use or activity shall not generate such additional extra traffic to create a nuisance or hazard to existing traffic or to surrounding land uses.*

The applicant states that the tenants of the proposed development would be non-drivers, with staff visiting to monitor the residents. If the property were to be sold and converted to regular apartments, there could be issues with parking. The applicant would need to request and receive a variance from the city, and would need to enter into an agreement or covenant restricting the use of the development in order to ensure that parking is not an issue.

6. *All access roads, driveways, parking areas, and outside storage, service, or sales areas shall be surfaced or grassed to control dust and drainage.*

Staff recommend a condition of approval requiring proper surfacing of the site.

7. *All open and outdoor storage, sales, and service areas shall be screened from view from the public streets and from abutting residential uses or districts.*

N/A.

8. *All lighting shall be designed as to have no direct source of light visible from adjacent residential areas or from the public streets.*

Staff recommend a condition of approval requiring down lighting with shielding to reduce impacts of light on neighboring properties and users of the alleyway and 1st Street West.

9. *The use or activity shall be properly drained to control surface water runoff.*

Staff recommend a condition of approval that the applicant provide detailed site and drainage plans that show how existing and proposed drainage will be managed.

10. *The architectural appearance and functional plan of the building and site shall not be so dissimilar to the existing buildings or area as to cause impairment in property values or constitute a blighting influence.*

A condition of approval is that the proposed use adhere to the design requirements of the B-1 zone.



Re: Jesse Latterell, CUP for Multiple Family Dwelling, 225 1st Street West

11. *Where structures combine residential and non-residential uses, these uses shall be separated and provided with individual outside access, and the uses shall not conflict in any manner.*

N/A

OPTIONS

The City Council has the following options:

1. Approve the request, with findings and with/without conditions.
2. Deny the request, with findings.
3. Table the request for further review/study.

RECOMMENDATION

If the city approves the conditional use permit (CUP) for the property owned by Jesse Latterell of Mid-Minnesota Investments LLC at 225 1st Street West, as depicted on the project plans received on 4/29/2025, the following conditions and findings of fact are recommended:

Recommended Conditions of Approval

1. The north façade along 1st Street West shall adhere to the design requirements of the B-1 zone.
 - a. The balconies shall be revised or removed to not cross the property line.
2. The applicant shall install down lighting with shielding for exterior lighting.
3. The applicant shall apply for a variance from the city's off-street parking requirements.
4. Prior to the issuance of a building permit, the applicant shall do the following:
 - a. Verify the location of all public and private utilities on the new parcel and provide easements, if necessary, to be reviewed and approved by the City Attorney and City Engineer.
 - b. Prepare and record cross easements for access and parking for the parcels, to be reviewed and approved by the City Attorney and City Engineer.
 - c. Provide detailed site plans and utility plans including information on where the new sanitary sewer and water services for the building will be located and where they will connect to existing municipal utilities.
 - d. Provide detailed site and drainage plans that show how existing and proposed drainage will be managed.
5. The applicant shall acquire all applicable local, County, state, and federal permits/approvals for the proposed project.
6. The applicant shall adhere to all applicable local, county, state, and federal regulations applicable to the proposed project.
7. The applicant shall pay all fees and escrows associated with the request.
8. The applicant shall be responsible for all costs associated with the sewer and water work for this project, including but not limited to work to provide sewer and water to the proposed development as well as maintaining sewer and water to the existing buildings neighboring this site.
9. A Developers Agreement must be signed prior to construction.

Findings of Fact for Approval



Re: Jesse Latterell, CUP for Multiple Family Dwelling, 225 1st Street West

1. Staff recommend the findings as listed previously on pages 5 and 6 in this report.

If the City Council were to deny the request, the following findings for denial are recommended by staff:

1. The proposed use is consistent with the character of the surrounding area, though the lack of proposed off-street parking could negatively impact neighboring uses and properties. If the proposed use were to change, or be marketed in the future to tenants who normally drive, the lack of off-street parking could create issues.
2. The proposed use, based on the plans reviewed with this request, does not adhere to all City Code requirements. 156.075 requires two spaces per unit; the applicant proposes only three spaces for five units.

CITY COUNCIL DEADLINE FOR ACTION

The application was received by the city on April 29, 2025. The 60-day deadline for action by the City Council is June 28, 2025.

If the council tables the item, the review period can be extended an additional 60-days.

RESOLUTION NO. 25-19

A RESOLUTION APPROVING A CONDITIONAL USE REQUEST TO HAVE A MULTIPLE
FAMILY DWELLING IN A B-1 ZONING DISTRICT

WHEREAS, Jesse Latterell of Mid Minnesota Investments LLC is requesting a conditional use to have a multiple family dwelling located at 225 1st St W in the City of Milaca. The applicant is proposing that this use serve young adults, aged eighteen and older, with special needs, offering a place to live, learn, and thrive in the community; and

WHEREAS, this property located at 225 1st St W is in the B-1 Central Business Zoning District and legally described:

PARCEL C PID #21-040-0345:

The West 71.00 feet of Lot 6, Block 3, Original Townsite of Milaca according to the recorded plat thereof, on file in the Mille Lacs County, Minnesota, Recorder's Office.

EXCEPT

The South 24 feet 8 inches of Lot Six (6), Block Three (3), Original Townsite of the City, formerly Village of Milaca. That plat of Milaca being located upon the Northwest Quarter of the Southwest Quarter (NW1/4 of SW1/4) of Section Twenty-five (25), Township Thirty-eight (38), Range Twenty-seven (27), MILLE LACS COUNTY, MINNESOTA.

Subject to easements, reservations and restrictions of record, if any.

WHEREAS, a multiple dwelling in the B-1 Central Business Zoning District requires a conditional use; and

WHEREAS, the Milaca Planning Commission held a public hearing on June 9, 2025, to allow for public input regarding the conditional use request.

WHEREAS, the Planning Commission recommends that the City Council approve the conditional use permit for the proposed multiple dwelling building at 225 1st St W, as submitted, with the Findings of Fact in the Planner's report dated June 12, 2025, and recommended conditions of approval.

Recommended Conditions of Approval

1. The north façade along 1st Street West shall adhere to the design requirements of the B-1 zone.
 - a. The balconies shall be revised or removed to not cross the property line.
2. The applicant shall install down lighting with shielding for exterior lighting.
3. Prior to the issuance of a building permit, the applicant shall do the following:
 - a. Verify the location of all public and private utilities on the new parcel and provide easements, if necessary, to be reviewed and approved by the City Attorney and City Engineer.
 - b. Prepare and record cross easements for access and parking for the parcels, to be reviewed and approved by the City Attorney and City Engineer.
 - c. Provide detailed site plans and utility plans including information on where the new sanitary sewer and water services for the building will be located and where they will connect to existing municipal utilities.
 - d. Provide detailed site and drainage plans that show how existing and proposed drainage will be managed.
4. The applicant shall acquire all applicable local, County, state, and federal permits/approvals for the proposed project.
5. The applicant shall adhere to all applicable local, county, state, and federal regulations applicable to the proposed project.
6. The applicant shall pay all fees and escrows associated with the request prior to construction.
7. Applicant shall apply for a Variance from the city's off-street parking requirements.
8. The developer shall be responsible for all costs associated with the sewer and water work for this project, including but not limited to, work to provide sewer and water to the proposed development as well as maintaining sewer and water to the existing buildings neighboring this site.
9. A Developers Agreement must be signed prior to construction.

NOW, THEREFORE, BE IT RESOLVED that the Milaca City Council hereby *grants* the conditional use to allow multiple dwelling located at 225 1st St W with the conditions and findings of fact as stated above.

Adopted this 18th day of June, 2025.

Mayor Dave Dillan

ATTEST

Tammy Pfaff, City Manager

THIS INSTRUMENT DRAFTED BY TAMMY
PFAFF, CITY MANAGER, CITY OF MILACA,
255 1ST ST E, MILACA MN 56353

Planning Report

Date: June 9, 2025

To: Milaca Planning Commission

From: Phil Carlson, AICP; Kribashini Moorthy, AICP Candidate; Stantec

Request: Conditional Use Permit

Owner: Holiday Stationstores, LLC

Applicant: Holiday Stationstores, LLC

Address: 410 10th Ave SE

PIDS: 21-787-0050, 21-787-0060, 21-787,0070

Zoning: B-2

INTRODUCTION

Holiday Stationstores LLC owns the property at Highway 23 and 10th Avenue SE, in the B-2 (General Business District). Currently, the property is a fuel station.

The applicant wants to renovate the existing store façade, fueling canopy, signage, lighting, landscaping and parking lot. Along with these renovations, the applicant also wishes to construct a free-standing fuel canopy, trash enclosure, and oversized vehicle parking. The proposed additions are depicted on the image (Figure 2 Proposed Modifications) on the next page. The existing trash enclosure is proposed to be removed and proposed to be constructed south of the new fuel canopy. Along with the fuel canopy, two high-speed diesel, underground storage tanks will also be constructed to the north of the fuel canopy. The addition of a fuel canopy, underground storage tank and trash enclosure results in a reduction of parking spaces to 54 spaces. This exceeds the off-street parking requirement of 53 spaces.

Gas stations and service stations are allowed by conditional use in the B-2 district. Since there is significant renovation involved, a new Conditional Use Permit (CUP) is required.

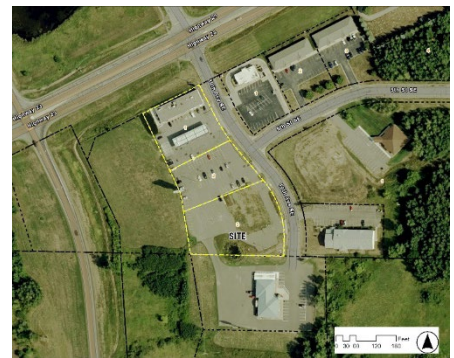


Figure 1: Site location



Re: Conditional Use Permit, Circle K, 410, 10th Ave SE



Figure 2 Proposed Modifications

PLANNING & ZONING CONTEXT

The B-2 district allows gas stations and service stations as a conditional use. Although a gas station currently exists on the site, the proposed renovations qualify the project as a new CUP application. Any existing CUP, if applicable, will be voided by action on this new CUP. The project is reviewed against the criteria outlined in the CUP section of the zoning code, all of which are satisfied with this proposal. Relevant code excerpts are provided at the end of this report for reference.

A *conditional use* is considered in planning practice and Minnesota zoning rulings to be a *permitted* use to which reasonable conditions may be attached. It is generally not advisable to deny the use outright unless there are unusual issues with a given site that would make that use inappropriate even with reasonable conditions. We assume that the fuel station can be allowed but that the City can attach conditions to the permit to address issues on site.



Re: Conditional Use Permit, Circle K, 410, 10th Ave SE

SIGNS AND BILLBOARDS

The applicant wishes to change the existing sign and add additional signs on the site as illustrated below. The applicant wishes to modify the existing pylon sign (MID sign in the diagram below) located north of the existing store. The applicant also wishes to modify the existing wall sign (store building signs) from “Holiday” to “Circle K”. Other new signs that are proposed are two canopy signs for the new fuel canopy and four directional signs.

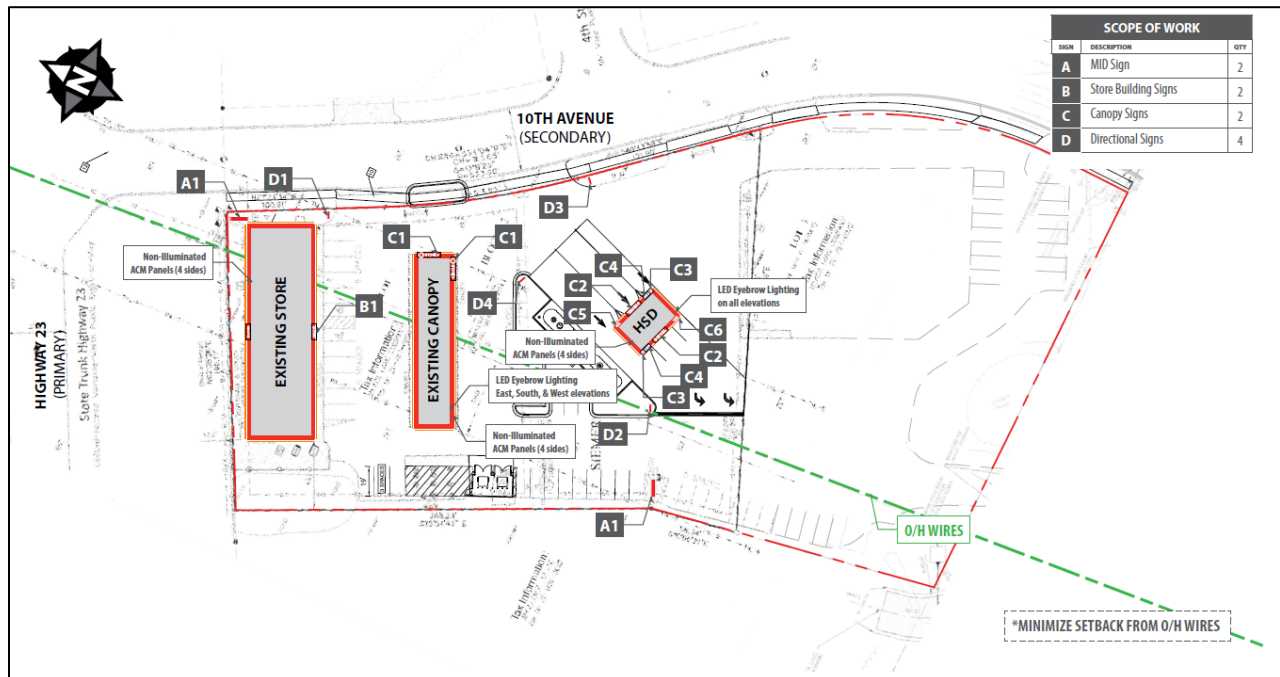


Figure 3 Proposed Sign Modifications

The signs are proposed and the exact dimensions and other standards of the signs such as illumination and material will be decided later. The applicant will apply for sign permit following the standards in § 156.133 NON-BILLBOARD SIGNS PERMITTED WITH A PERMIT.

GENERAL DEVELOPMENT STANDARDS

The general development standards are to ensure compatible land uses and to ensure and enhance the health, safety, and general welfare of the city. The applicable design standards are as follows:

§ 156.103 VISUAL STANDARDS; SCREENING.

Where any business or industrial use is adjacent to property zoned or developed for residential use, that business or industry shall provide screening along the boundary of the residential property if abutting property owners petition the Planning Commission for this action and/or it is requested by the Planning Commission. The general type and extent of the screening (such as a fence and/or landscaping) shall be selected by the Planning Commission to visually separate the different land uses and to discourage persons from entering the business or industrial use area.



Re: Conditional Use Permit, Circle K, 410, 10th Ave SE

The fuel station is located in the B-2, General Business District. The neighboring land uses are also commercial – there is no residential land uses nearby, so screening is not necessary.

§ 156.106 DRAINAGE STANDARDS.

No land shall be developed and no use shall be permitted that results in water runoff causing flooding, or erosion on adjacent properties. Runoff shall be properly channeled into a storm drain, watercourse, ponding area, or other suitable facility.

The proposed modification will not cause any modification to the existing storm drainage and suitable facilities and will not cause flooding or erosion on adjacent properties.

§ 156.107 TRAFFIC CONTROL; DRIVEWAY LOCATION.

(A) Traffic control. The traffic generated by any use shall be channelized and controlled in a manner that will avoid congestion on public streets, safety hazards, or excessive traffic through residential areas. Traffic into and out of all business and industrial uses or areas shall in all cases be forward moving with no backing onto streets or pedestrian ways.

Any additional traffic that is generated will be channelized and controlled to avoid congestion on the neighboring streets. The traffic generated from and into the fuel station will move forward and will not back onto the street. There is sufficient space in the fuel station for larger vehicles such as trucks to safely maneuver.

§ 156.114 LANDSCAPING.

All open areas of any site, tract, or parcel shall be graded to provide proper drainage, and, except for areas used for parking, drives, or storage, shall be landscaped with trees, shrubs, or planted ground cover. It shall be the owner's responsibility to see that this landscaping is maintained in an attractive and well-kept condition. All vacant lots, tracts, or parcels shall also be properly maintained.

All open areas in the site will be graded and landscaped with planted ground cover and shall be maintained well.



Re: Conditional Use Permit, Circle K, 410, 10th Ave SE

CONDITIONAL USE CRITERIA

For a fuel station, a conditional use permit is required and is subject to the following conditions as illustrated in § 156.150 APPLICATION PROCEDURE of the Milaca Zoning Code:

- (1) The land area and setback requirements of the property containing the use or activity shall be the minimum established for the district.**

The setback from the front is 20 feet, the side is 10 feet and the rear is 10 feet. These are in conformance with the minimum requirements set in the General Business District.

- (2) Where applicable, all city, state, and federal laws, regulations, and ordinances shall be complied with and all necessary permits secured.**

All necessary permits will be secured and all city, state, and federal laws, regulations, and ordinance shall be followed.

- (3) Adequate off-street parking and loading shall be provided in accordance with §§ 156.075 et seq. This parking and loading shall be screened and landscaped from abutting residential uses in compliance with this subchapter.**

According to § 156.084 NUMBER OF REQUIRED SPACES, the minimum of off-street parking and loading spaces required for automobile service station (motor fuel stations) is 4 spaces plus 2 spaces for each stall and for convenience store it is 1 space for each 150 square feet of gross floor area.

- The gross floor area of the convenience store is 5,556 sq feet and remains unchanged in the plans. The minimum parking spaces required for the convenience store is 37 spaces.
- Currently, the fuel station is equipped with four (4) fueling stalls (pumps), which requires a minimum of twelve (12) parking spaces.
- The proposed addition involves the installation of a high-speed diesel fuel canopy designated for truck use, incorporating four (4) additional fueling stalls. Based on the operational characteristics of truck fueling, it is interpreted that the minimum parking requirement for this expansion should be four (4) spaces, rather than twelve (12). This interpretation is supported by the fact that, unlike passenger vehicles, trucks will not be accommodated on both sides the pumps as designed. Furthermore, spatial constraints prevent additional trucks from queuing behind those actively refueling, thereby limiting the number of vehicles that can be serviced concurrently.

Therefore, following the proposed modification, the minimum of parking spaces required on-site will be 53, comprising:

- 37 standard parking spaces (shown on the attached plans),
- 12 parking spaces associated with the existing fueling stalls, and
- 4 parking spaces allocated for the proposed truck fueling area.



Re: Conditional Use Permit, Circle K, 410, 10th Ave SE

The total number of parking spaces provided after the proposed modification is 54 as detailed in the table below:

Parking Requirements	Minimum Requirements	Provided
Parking space dimension	9' x 19'	9' x 19'
Convenience Food store	1 parking space per 150 square feet gross floor area $= 5556/150 = 37$	Standard parking spaces= 38 including 2 ADA and 6 parking spaces for trucks Existing spaces for 4 gas pumps= 12 (unchanged) Parking spaces for trucks= 4 Total parking spaces provided= $38+12+4=54$ parking spaces
Auto Service Station	For cars: 4 spaces + 2 spaces per stall Number of stalls = 4 $4+(2 \times 4) = 12$ For Trucks: 1 space per stall = 4 Total: 16	
Total parking required	$37+ 16=$ 53 parking spaces	

The proposed modifications meets the required off-street parking and loading spaces. The parking and loading are not located near any residential uses.

(4) The proposed water, sewer, and other utilities shall be capable of accommodating the proposed use.

The existing water, sewer and other utilities will be capable of accommodating the proposed use.

(5) The street serving the proposed use or activity shall be of sufficient design to accommodate the proposed use or activity, and the use or activity shall not generate such additional extra traffic to create a nuisance or hazard to existing traffic or to surrounding land uses.

The street serving the proposed use or activity will not generate additional extra traffic and is sufficient to accommodate the proposed use.

(6) All access roads, driveways, parking areas, and outside storage, service, or sales areas shall be surfaced or grassed to control dust and drainage.

The access roads, driveways, parking areas, and outside storage, service, or sales areas shall be surfaced or grassed to control dust and drainage.

(7) All open and outdoor storage, sales, and service areas shall be screened from view from the public streets and from abutting residential uses or districts.

There are no residential uses or districts nearby; screening won't be necessary.



Re: Conditional Use Permit, Circle K, 410, 10th Ave SE

- (8) All lighting shall be designed as to have no direct source of light visible from adjacent residential areas or from the public streets.**

There are no residential uses or districts; there will be no impact of the lighting.

- (9) The use or activity shall be properly drained to control surface water runoff.**

The use or activity if conducted properly shall be properly drained to control surface water runoff.

- (10) The architectural appearance and functional plan of the building and site shall not be so dissimilar to the existing buildings or area as to cause impairment in property values or constitute a blighting influence.**

The proposed building and site is similar to the existing buildings in the area and does not constitute a blighting influence.

- (11) Where structures combine residential and non-residential uses, these uses shall be separated and provided with individual outside access, and the uses shall not conflict in any manner.**

The property doesn't combine residential and non-residential uses and is not in conflict.



Re: Conditional Use Permit, Circle K, 410, 10th Ave SE

ENGINEERING COMMENTS

- 1) Concrete Driveways: Existing concrete driveways that are not being reused shall be removed.
- 2) The new MNDOT B618 concrete curb and gutter shall be installed along 10th Avenue SE, where existing driveways are not used. A continuous concrete gutter shall be maintained along 10th Avenue SE, including at driveway location.
- 3) Municipal Utilities. Existing sanitary sewer and water services are to be used for the new homes. No new sanitary sewer or water main connections are required.
- 4) The Public Works Director shall approve all city street patching before the issuance of the Certificate of Occupancy.
- 5) Services that are not used shall be abandoned behind the street curb as directed by the Public Works Director.
- 6) A surety in the amount of \$50,000 in favor of the City shall be provided prior to the start of any site construction. The surety is to cover any damage within city right-of-way, completion of site improvements, and reimbursement for any city expenses not covered by the cash escrow. The surety amount is based on an estimate of \$40,000 plus a 25% contingency.

RECOMMENDATION

We recommend approval of the conditional use permit for Holidaystations LLC as illustrated on the materials submitted with the application, with the following conditions which incorporate, restate, and modify the current permit conditions, with the following findings of fact:

Conditions of Approval for Conditional Use Permit

- 1) The project will follow all recommendations in the Engineering Comments of the Planner's report dated June 9, 2025.

Findings of Fact for Approval of Conditional Use Permit

- 1) Holidaystations LLC owns the property at 410 10th Ave SE, consisting of an existing fuel station, zoned B-2, with existing PID numbers 21-787-0050, 21-787-0060, 21-787,0070.
- 2) The Milaca Zoning Code for the B-2 zoning district allows gas stations and service stations as conditional uses, with minimum lot size of 43,500 square feet for lots with on-site sewer.



Re: Conditional Use Permit, Circle K, 410, 10th Ave SE

- 3) The applicant proposes to renovate the existing store façade, fueling canopy, signage, lighting, landscaping and parking lot.
- 4) Along with these renovations, the applicant also wishes to construct a free-standing fuel canopy and oversized vehicle parking.
- 5) The Milaca Zoning Code, in Section 156.150 (D), (F), and (G) has criteria and issues to be considered for conditional uses, including impact on the surrounding area; provision of parking and utilities; adequacy of the street serving the property; and other issues.
- 6) The proposed renovations of the fuel station property are compatible with the surrounding area and meet the Zoning Code criteria for approval of a conditional use permit.

MOTION TEMPLATES

Approval

- The Planning Commission recommends approval of the conditional use permit for renovation of fuel station as described in the applicant's submitted materials and with the conditions and findings of fact (or as modified) in the Planner's report of June 9, 2025.
- The Planning Commission recommends approval of the fuel station as described in the applicant's submitted materials and with the conditions and findings of fact (or as modified) in the Planner's report of June 9, 2025.

Denial

If the Planning Commission wishes to recommend denial of the CUP ,the members would need to craft findings that would support denial.

DEADLINE FOR ACTION

The final revised applications were received April 30, 2025. The 60-day deadline for final action by the City Council on the CUP per State statute 15.99 is June 29, 2025. The deadline for final action on the CUP by the City Council (120 days, not 60 days like zoning applications) per State statute 462.358 Subd. 3b is August 28, 2025.



Re: Conditional Use Permit, Circle K, 410, 10th Ave SE

ZONING AMENDMENTS AND CONDITIONAL USE PERMITS

§ 156.150 APPLICATION PROCEDURE.

(A) Request for chapter amendments or conditional use permits, as provided within this chapter, shall be filed with the Zoning Administrator on an official application form. The application shall also be accompanied by complimentary copies of detailed written and graphic materials fully explaining the proposed change, development, or use. The Zoning Administrator shall refer the application, along with all related information, to the city Planning Commission for consideration and a report at least 15 days before the next regular meeting.

(B) The Zoning Administrator, on behalf of the Planning Commission, shall set a date for a public hearing. Notice of the hearing shall be posted as provided by state law at least ten days prior to the date of the hearing. For conditional use permits and for amendments, notice shall be mailed not less than ten days prior to all property owners of record according to the county assessment records, within 350 feet of the property to which the request relates. A copy of the notice and a list of the property owners and addresses to which the notice was sent shall be attested to by the Zoning Administrator and made part of the official record. The failure to give mailed notice to individual property owners, or defects in the notice, shall not invalidate the proceedings, provided a bona fide attempt to comply with this division has been made.

(C) The Planning Commission shall consider the request and hold a public hearing at its next regular meeting unless the filing date falls within 15 days of that meeting, in which case the request would be placed on the agenda and considered at the regular meeting following the next regular meeting. The Zoning Administrator shall refer the application, along with all related information, to the Planning Commission for consideration. The applicant or a representative thereof shall appear before the Planning Commission in order to answer questions concerning the proposed amendment or conditional use.

(D) The Planning Commission shall consider possible adverse affects of the proposed amendment or conditional use. Its judgment shall be based upon, but not limited to, the following factors:

- (1) Relationship to the city's growth management system/Comprehensive Plan;
- (2) The geographical area involved;
- (3) Whether the use will tend to or actually depreciate the area in which it is proposed;
- (4) The character of the surrounding area; and
- (5) The demonstrated need for the use.

(E) The Planning Commission, City Council, and city staff shall have the authority to request additional information from the applicant concerning operational factors, this information to be declared necessary to establish performance conditions in relation to all pertinent sections of this chapter.

(F) The Planning Commission shall make a finding of fact and recommend actions or conditions, including explanations of any negative votes, relating to the request to the City Council.

(G) For all conditional uses, the following conditions shall be met:

(1) The land area and setback requirements of the property containing the use or activity shall be the minimum established for the district.

(2) Where applicable, all city, state, and federal laws, regulations, and ordinances shall be complied with and all necessary permits secured.

(3) Adequate off-street parking and loading shall be provided in accordance with §§ [156.075](#) *et seq.* This parking and loading shall be screened and landscaped from abutting residential uses in compliance with this subchapter.



Re: Conditional Use Permit, Circle K, 410, 10th Ave SE

- (4) The proposed water, sewer, and other utilities shall be capable of accommodating the proposed use.
- (5) The street serving the proposed use or activity shall be of sufficient design to accommodate the proposed use or activity, and the use or activity shall not generate such additional extra traffic to create a nuisance or hazard to existing traffic or to surrounding land uses.
- (6) All access roads, driveways, parking areas, and outside storage, service, or sales areas shall be surfaced or grassed to control dust and drainage.
- (7) All open and outdoor storage, sales, and service areas shall be screened from view from the public streets and from abutting residential uses or districts.
- (8) All lighting shall be designed as to have no direct source of light visible from adjacent residential areas or from the public streets.
- (9) The use or activity shall be properly drained to control surface water runoff.
- (10) The architectural appearance and functional plan of the building and site shall not be so dissimilar to the existing buildings or area as to cause impairment in property values or constitute a blighting influence.
- (11) Where structures combine residential and non-residential uses, these uses shall be separated and provided with individual outside access, and the uses shall not conflict in any manner.
- (H) Upon receiving the report and recommendation of the Planning Commission, the City Council shall place the application and/or report and recommendation on the agenda for the next regular meeting. The reports and recommendations shall be entered in and made part of the permanent written record of the City Council meeting.
- (I) Upon reviewing the application and/or receiving the report and recommendation of the Planning Commission, the City Council shall take one of the following actions within the time frame established by M.S. § 15.99, as it may be amended from time to time:
 - (1) Approve or disapprove the request as recommended by the Planning Commission;
 - (2) Approve or disapprove the recommendation of the Planning Commission with modifications, alterations, or differing conditions. These modifications, alterations, or differing conditions shall be in writing and made part of the Council's records; or
 - (3) Refer the recommendation back to the Planning Commission for future consideration. This procedure shall be followed only one time on a singular action.
- (J) The amendment of any portion of this chapter which changes all or part of the existing classification of a zoning district from residential to either commercial or industrial requires a two-thirds majority vote of all members of the City Council. Other amendments require a majority vote of the entire Council. Conditional use permit decisions shall be by a majority of those voting on the question. The Zoning Administrator shall notify the applicant in writing of the Council's action within the time frame established by M.S. § 15.99, as it may be amended from time to time.
- (K) The recommendation of the Planning Commission shall be advisory to the City Council. The decision of the City Council shall be final subject to judicial review.

(Ord. 134/94, passed 3-24-94)

§ 156.151 PERMIT CONDITIONS.

Conditional use permits shall remain in effect as long as the conditions agreed upon are observed. Nothing shall prevent the city from enacting or amending official controls to change the status of conditional uses.

(Ord. 134/94, passed 3-24-94)



Re: Conditional Use Permit, Circle K, 410, 10th Ave SE

§ 156.152 PERMIT EXPIRATION AND EXTENSION.

Whenever within one year after granting a conditional use permit, the terms as permitted by the permit shall not have been completed, then that permit shall become null and void unless a petition for extension of time in which to complete the work has been granted by the City Council. The extension shall be requested in writing and filed with the Zoning Administrator or City Manager-Clerk at least 30 days before the expiration of the original conditional use permit. There shall be no charge for the filing of this petition. The request for extension shall state facts showing a good faith attempt to complete the work permitted in the conditional use permit. The petition shall be presented to the Planning Commission for a recommendation and to the City Council for a decision and shall be requested only one time on a singular action.

(Ord. 134/94, passed 3-24-94)

§ 156.153 PERFORMANCE BOND.

(A) The Planning Commission and City Council shall have the authority to require a performance bond or other security when it is deemed necessary and appropriate.

(B) Except in the case of non-income producing residential property, upon approval of a conditional use permit the city may be provided with a surety bond, cash escrow, certificate of deposit, other securities, or cash deposit prior to the issuing of building permits or initiation of work on the proposed improvements or development. The security shall guarantee conformance and compliance with the conditions of the conditional use permit and the ordinances of the city.

(C) The security may be in the amount of the City Council's estimated costs of labor and materials for the proposed improvements or development. The project can be handled in stages upon the discretion of the City Council.

(Ord. 134/94, passed 3-24-94)

§ 156.154 AMENDMENTS; INITIATION.

The City Council or Planning Commission may, upon their own motion, initiate a request to amend the text or the district boundaries of this chapter. Any person owning real estate within the city may initiate a request to amend the district boundaries or text of this chapter so as to affect that real estate. All amendment requests must first be reviewed by the Planning Commission and then approved by the City Council.

(Ord. 134/94, passed 3-24-94)

RESOLUTION NO. 25-20

A RESOLUTION APPROVING A CONDITIONAL USE REQUEST TO HAVE HIGH SPEED
DIESEL FUEL IN B-2 GENERAL BUSINESS DISTRICT

WHEREAS, Holiday Stationstores, LLC is requesting a conditional use to have high speed diesel tanks located at 410 10th St E in the City of Milaca.

WHEREAS, this property located at 410 10th Ave SE is in the B-2 General Business Zoning District and legally described:

*PID #21-787-0050, 21-787-0060 & 21-787-0070:
Lots 1, 2, 3, Block 2, Siemers Subdivision according to the plat
on file and of record in the office of the County Recorder, Mille
Lacs County, MN*

WHEREAS, a gas station in the B-2 General Business Zoning District requires a conditional use; and

WHEREAS, the Milaca Planning Commission held a public hearing on June 9, 2025, to allow for public input regarding the conditional use request.

WHEREAS, the Planning Commission recommends that the City Council approve the conditional use permit for the proposed high speed diesel tanks located at 410 10th Ave SE, as submitted, with the Conditions and Findings of Fact in the Planner's report dated June 9, 2025.

Recommended Conditions of Approval:

- 1) Concrete Driveways: Existing concrete driveways that are not being reused shall be removed.
- 2) The new MNDOT B618 concrete curb and gutter shall be installed along 10th Avenue SE, where existing driveways are not used. A continuous concrete gutter shall be maintained along 10th Avenue SE, including at driveway location.

- 3) Municipal Utilities. Existing sanitary sewer and water services are to be used for the new homes. No new sanitary sewer or water main connections are required.
- 4) The Public Works Director shall approve all city street patching before the issuance of the Certificate of Occupancy.
- 5) Services that are not used shall be abandoned behind the street curb as directed by the Public Works Director.
- 6) A surety in the amount of \$50,000 in favor of the City shall be provided prior to the start of any site construction. The surety is to cover any damage within city right-of-way, completion of site improvements, and reimbursement for any city expenses not covered by the cash escrow. The surety amount is based on an estimate of \$40,000 plus a 25% contingency.
- 7) A Developers Agreement must be signed prior to construction.

RECOMMENDATION

We recommend approval of the conditional use permit for Holiday Stationstore LLC as illustrated on the materials submitted with the application, with the following conditions which incorporate, restate, and modify the current permit conditions, with the following findings of fact:

Conditions of Approval for Conditional Use Permit

- 1) The project will follow all recommendations in the Engineering Comments of the Planner's report dated June 9, 2025.

Findings of Fact for Approval of Conditional Use Permit

- 1) Holiday Stationstore LLC owns the property at 410 10th Ave SE, consisting of an existing fuel station, zoned B-2, with existing PID numbers 21-787-0050, 21-787-0060, 21-787-0070.
- 2) The Milaca Zoning Code for the B-2 zoning district allows gas stations and service stations as conditional uses, with minimum lot size of 43,500 square feet for lots with on-site sewer.

- 3) The applicant proposes to renovate the existing store façade, fueling canopy, signage, lighting, landscaping and parking lot.
- 4) Along with these renovations, the applicant also wishes to construct a free-standing fuel canopy and oversized vehicle parking.
- 5) The Milaca Zoning Code, in Section 156.150 (D), (F), and (G) has criteria and issues to be considered for conditional uses, including impact on the surrounding area; provision of parking and utilities; adequacy of the street serving the property; and other issues.
- 6) The proposed renovations of the fuel station property are compatible with the surrounding area and meet the Zoning Code criteria for approval of a conditional use permit.

NOW, THEREFORE, BE IT RESOLVED that the Milaca City Council hereby *grants* the conditional use to allow high speed diesel fuel tanks located at 410 10th Ave SE with the conditions and findings of fact as stated above.

Adopted this 18th day of June, 2025.

Mayor Dave Dillan

ATTEST

Tammy Pfaff, City Manager

THIS INSTRUMENT DRAFTED BY TAMMY
PFAFF, CITY MANAGER, CITY OF MILACA,
255 1ST ST E, MILACA MN 56353



June 9, 2025

Attention: Tammy Pfaff, City Manager

City of Milaca
255 1st Street East
Milaca, MN 56353

Dear Tammy,

Reference: 2025 1st Street Sidewalk Improvement Project – Approve Plans and Specs

In December 2024 the City Council authorized preparation of construction plans for the replacement of the concrete curb and sidewalk along the north side of First Street East between Centrall Avenue and 3rd Avenue NW. Since then, we have been working with the Public Works staff to confirm the locations of underground utilities in the project area and the condition of some of the utilities.

Construction plans and specifications have been prepared for replacing the sidewalk from Central Avenue westward to about 60-feet from Third Ave. SW.

The proposed curb and sidewalk replacement will include:

- Removal of the existing curb and sidewalk,
- Removal of the existing street for a distance of about 4-feet from the curb. It was discovered that the existing street consists of bituminous over concrete. The presence of the underlaying concrete increases the removal costs.
- Removal of the existing storm water inlets (catch basins).
- New storm catch basins and new storm sewer piping.
- New concrete curb and sidewalk.
- New pedestrian ramps on the SE and SW corners of the intersection of 1st Street and 2nd Avenue.
- Street patching.
- No sanitary sewer or water main construction.

Some of the existing newer sidewalk by the VFW and Hewitt Jackson will remain undisturbed. There is no new sidewalk proposed at Chapman's Auto Repair.

The current estimated project costs at this time are:

Construction	\$ 284,800
Soft costs	<u>\$ 60,000</u>
Total project	\$ 344,800

A plan set and a detailed Opinion of Probable Construction Costs are attached.

Reference: 2025 First Street Sidewalk Project

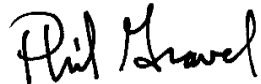
At this time, we request that the city approve the plans and specification and authorize bidding for the 2025 1st Street Sidewalk Improvements project.

A proposed project schedule is:

Approved Plans	June 18, 2025
Open Bids	July 10, 2025
Award Bids	July 17, 2025
Complete Construction	September 30, 2025

Should you have any questions, please feel free to contact Chuck Boser or me.

Sincerely,
STANTEC CONSULTING SERVICES INC.



Phil Gravel

cc: Gary Kirkeby

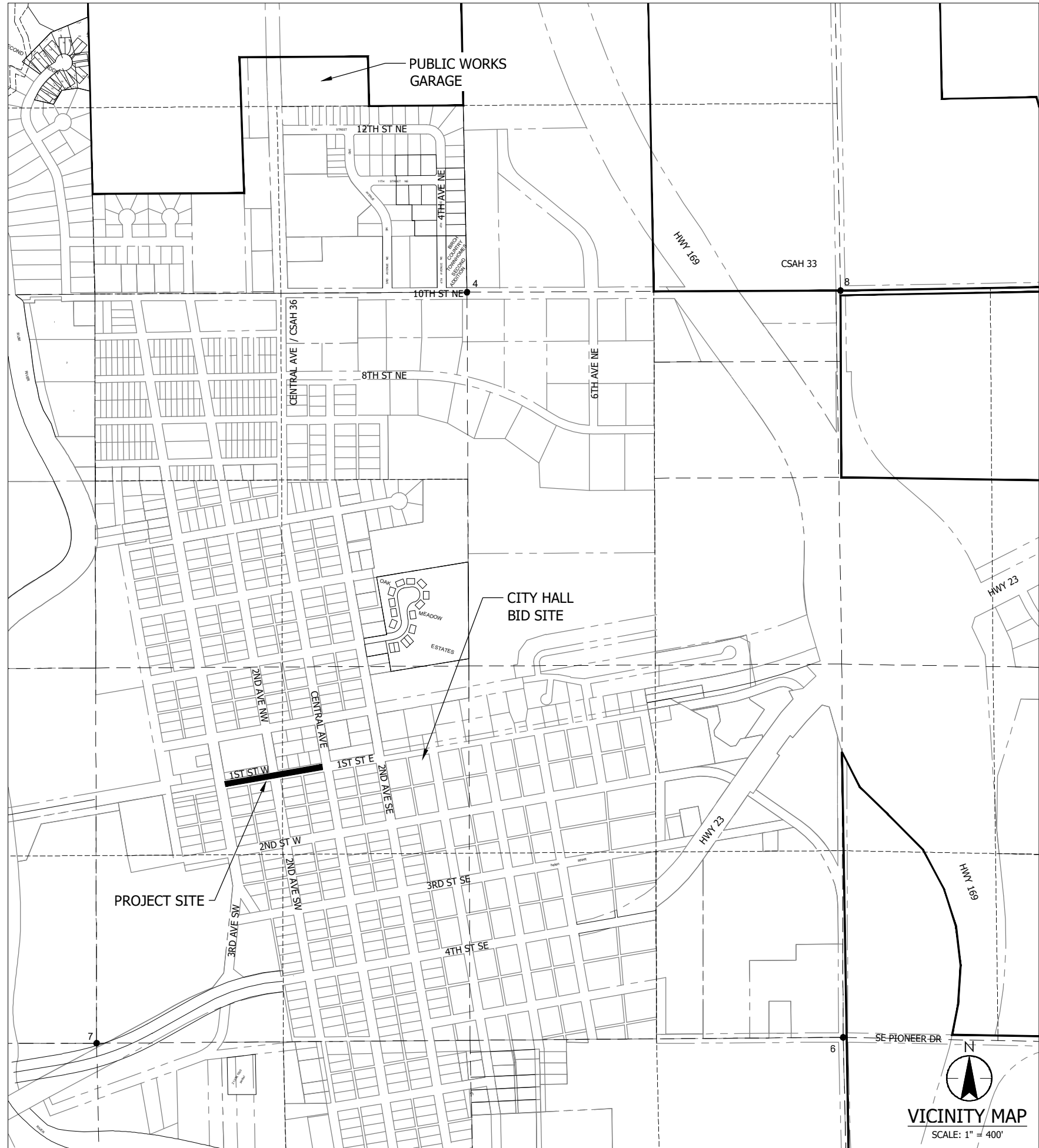


opinion of probable project costs
MILACA 1st Street E SIDEWALK IMPROVEMENTS
PROJECT NO. 19380
MILACA, MINNESOTA
June 2025

No.	Item	Units	Qty	Unit Price	Total Price
BASE BID					
1	MOBILIZATION	LS	1 \$	3,000.00 \$	3,000.00
2	TRAFFIC CONTROL	LS	1 \$	2,033.00 \$	2,033.00
3	EROSION AND SEDIMENT CONTROL	LS	1 \$	1,000.00 \$	1,000.00
4	REMOVE STRUCTURE (STORM)	EACH	4 \$	400.00 \$	1,600.00
5	REMOVE CURB AND GUTTER	LIN FT	535 \$	15.00 \$	8,025.00
6	REMOVE CONCRETE SIDEWALK	SQ FT	4360 \$	4.00 \$	17,440.00
7	REMOVE STREET PAVEMENT (CONC. & BIT.) (P)	SQ FT	6460 \$	1.70 \$	10,982.00
8	SAWCUT BIT. & CONC. PAVEMENT	LIN FT	3500 \$	3.00 \$	10,500.00
9	ADJUST CATCHBASIN FRAME AND CASTING	EACH	2 \$	800.00 \$	1,600.00
9.5	ADJUST VALVE BOX	EACH	2 \$	800.00 \$	1,600.00
10	BITUMINOUS STREET PATCH (4-inch)	SQ FT	5560 \$	2.50 \$	13,900.00
11	AGGREGATE BASE (CV) CLASS 5 (8" under street patch)	CU YD	300 \$	50.00 \$	15,000.00
12	CONCRETE CURB & GUTTER DESIGN B418	LIN FT	570 \$	35.00 \$	19,950.00
13	CONCRETE SIDEWALK with base	SQ FT	5320 \$	25.00 \$	133,000.00
14	CONCRETE PEDESTRIAN RAMP	EACH	2 \$	2,500.00 \$	5,000.00
15	REPLACE WATER SERVICE	EACH	0 \$	4,000.00 \$	-

No.	Item	Units	Qty	Unit Price	Total Price
16	CONSTRUCT DRAINAGE STRUCTURE	EACH	4	\$ 2,000.00	\$ 8,000.00
17	CONNECT TO EXISTING STORM SEWER	EACH	4	\$ 190.00	\$ 760.00
18	12-inch RCP STORM SEWER	LIN FT	150	\$ 40.00	\$ 6,000.00
19	4" PVC PERFORATED DRAINTILE W/ SOCK	LIN FT	50	\$ 8.20	\$ 410.00
20	CONSTRUCTION -OTHER	LS	1	\$ 25,000.00	\$ 25,000.00
TOTAL ESTIMATED CONSTRUCTION					\$ 284,800.00
Legal, Administration & Engineering					\$ 60,000.00
TOTAL INITIAL OPINION OF PROBABLE COSTS					\$ 344,800.00

Plot Date: 06/09/2025 - 3:05pm
Drawing name: U:\193807360\CAD\Drawg\PLAN SHEETS\193807360_G0.01.dwg
User: 102007360_xbpd_102007360_vsvl



CITY OF MILACA, MINNESOTA
2025 1st STREET SIDEWALK PROJECT

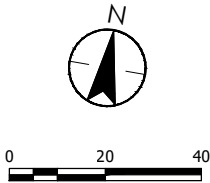
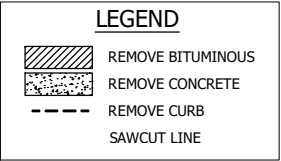
SHEET INDEX	
Sheet Number	Sheet Title
G0.01	TITLE SHEET
C1.01	REMOVALS PLAN
C2.01	EROSION AND SEDIMENT CONTROL PLAN
C5.01	1ST ST W - STORM SEWER IMPROVEMENTS
C6.01	1ST ST W - ROAD IMPROVEMENTS
C7.01	CROSS SECTIONS
C8.01	TYPICAL SECTION / CONSTRUCTION DETAILS

2025 CITY OFFICIALS

DAVE DILLAN
TIM POORKER
NORRIS JOHNSON
LINDSEE LARSEN
KEN MULLER
TAMMY PFAFF
GARY KIRKEBY

MAYOR
COUNCIL MEMBER
COUNCIL MEMBER
COUNCIL MEMBER
COUNCIL MEMBER
CITY MANAGER
PUBLIC WORKS SUPERVISOR

Plot Date: 06/04/2025 - 10:19am
Drawing name: U:\193807360\CAD\Drawg\PLAN SHEETS\193807360_C100.dwg
Xrefs: 193807360_XBRD, 193807360_XS1, 193807360_XSV, 193807360_XAP, 193807360_XSNO



CITY OF MILACA, MINNESOTA
2025 STREET IMPROVEMENTS PROJECT
1ST STREET W
REMOVALS PLAN

NO	REVISION	DATE
SURVEY	MRM	
DRAWN	SJB	
DESIGNED	SJB	
CHECKED	PG	
APPROVED	CJB	
PROJ. NO.	193807360	
SHEET NUMBER	C1.01	

Stantec

3717 23rd Street S
St. Cloud, MN 56301
www.stantec.com

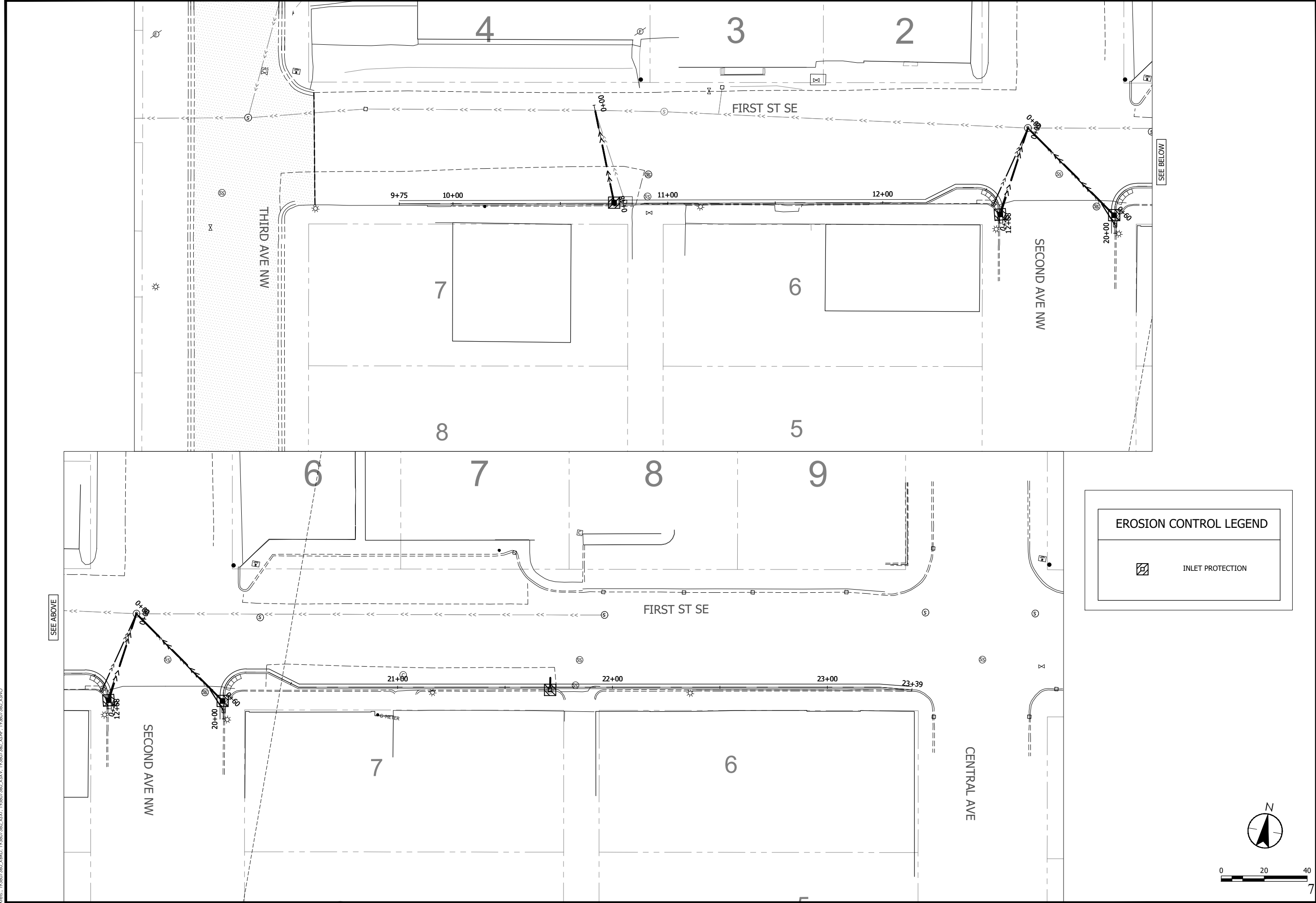
I HEREBY CERTIFY THAT THIS PLAN, SPECIFICATION, OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF MINNESOTA.

PRINT NAME: CHARLES J. BOSCH

SIGNATURE:	
DATE:	11/16/2025
UC NO.	54936

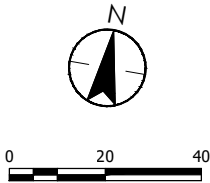
THE CONTRACTOR SHALL VERIFY AND BE RESPONSIBLE FOR ALL DIMENSIONS. DO NOT SCALE THE DRAWING. ANY ERRORS OR OMISSIONS SHALL BE REPORTED TO STANTEC WITHOUT DELAY. REPRODUCTION OR USE FOR ANY PURPOSE OTHER THAN THAT AUTHORIZED BY STANTEC IS FORBIDDEN.

Plot Date: 06/04/2025 - 9:04am
Drawing name: U:\193807360\CAD\Drawg\PLANS\193807360_C200.dwg
User: 193807360.XSV
193807360.XSV: 193807360.XSV: 193807360.XSV: 193807360.XSV: 193807360.XSV



EROSION CONTROL LEGEND

INLET PROTECTION



Stantec

3717 23rd Street S
 St. Cloud, MN 56301
 www.stantec.com

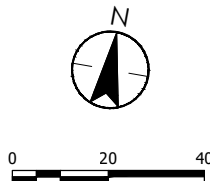
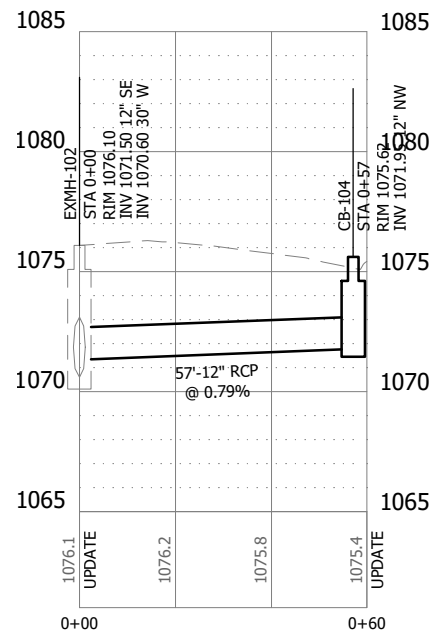
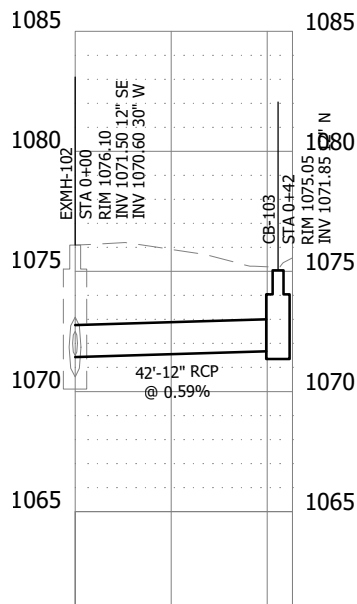
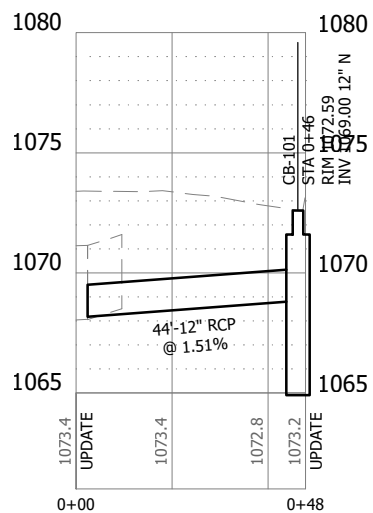
I HEREBY CERTIFY THAT THIS PLAN, SPECIFICATION, OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF MINNESOTA.
 PRINT NAME: CHARLES J. BOSER
 SIGNATURE:
 DATE: XX/XX/2025 I.C. NO. 54936

CITY OF MILACA, MINNESOTA
 2025 STREET IMPROVEMENTS PROJECT
 1ST STREET SE
 EROSION AND SEDIMENT CONTROL PLAN

NO	REVISION	DATE

SURVEY	MRM
DRAWN	SJB
DESIGNED	SJB
CHECKED	PG
APPROVED	CJB
PROJ. NO.	193807360
SHEET NUMBER	76 C2.01

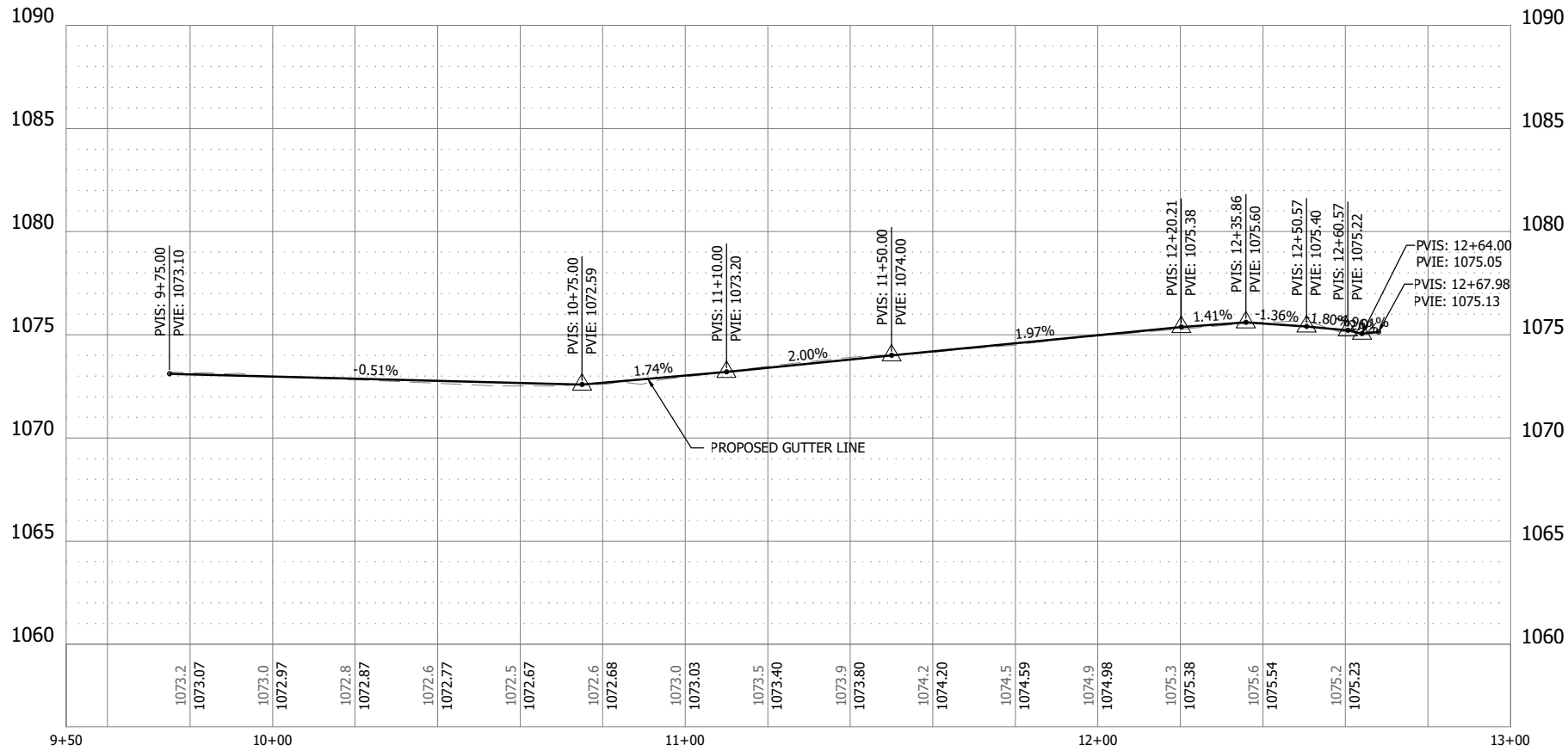
Plot Date: 06/04/2025 - 10:18am
Drawing name: U:\193807360\CAD\Drawg\PLAN SHEETS\193807360_C500.dwg
(refs.: 193807360_XBRD, 193807360_XST, 193807360_XSV, 193807360_XAP, 193807360_XSNO



NO	REVISION	DATE
SURVEY		MRM
DRAWN		SJB
DESIGNED		SJB
CHECKED		PG
APPROVED		CJB
PROJ. NO.		193807360

Plot Date: 06/04/2025 - 9:08am

Drawing name: U:\193807360\CAD\Dwg\PLAN SHEETS\193807360_C600.dwg
Xrefs: 193807360_XBRD, 193807360_XST, 193807360_XSV, 193807360_XSNP, 193807360_XSNO




78 C6.01

NO	REVISION	DATE
SURVEY	MRM	
DRAWN	SJB	
DESIGNED	SJB	
CHECKED	PG	
APPROVED	CJB	
PROJ. NO.	193807360	

CITY OF MILACA, MINNESOTA
2025 STREET IMPROVEMENTS PROJECT
1ST STREET W
STREET IMPROVEMENTS

I HEREBY CERTIFY THAT THIS PLAN, SPECIFICATION, OR REPORT
 WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION
 AND THAT I AM A DULY LICENSED PROFESSIONAL ENGINEER
 UNDER THE LAWS OF THE STATE OF MINNESOTA

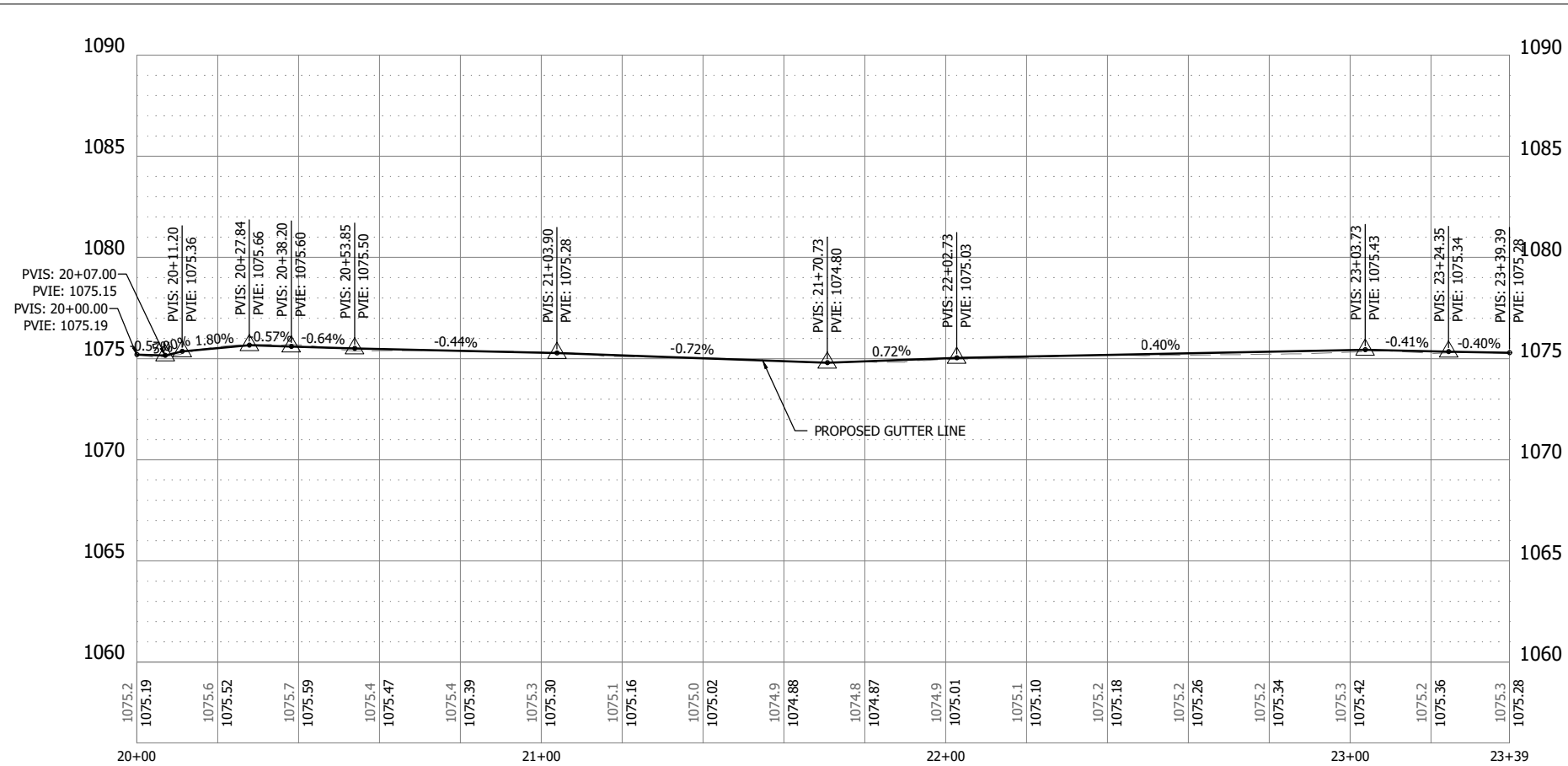
PRINT NAME: CHARLES J. BOSER

SIGNATURE:  .\IMAGE\Boser CBJ.jpg

DATE: XX/XX/2025 IIC. NO.: 54936

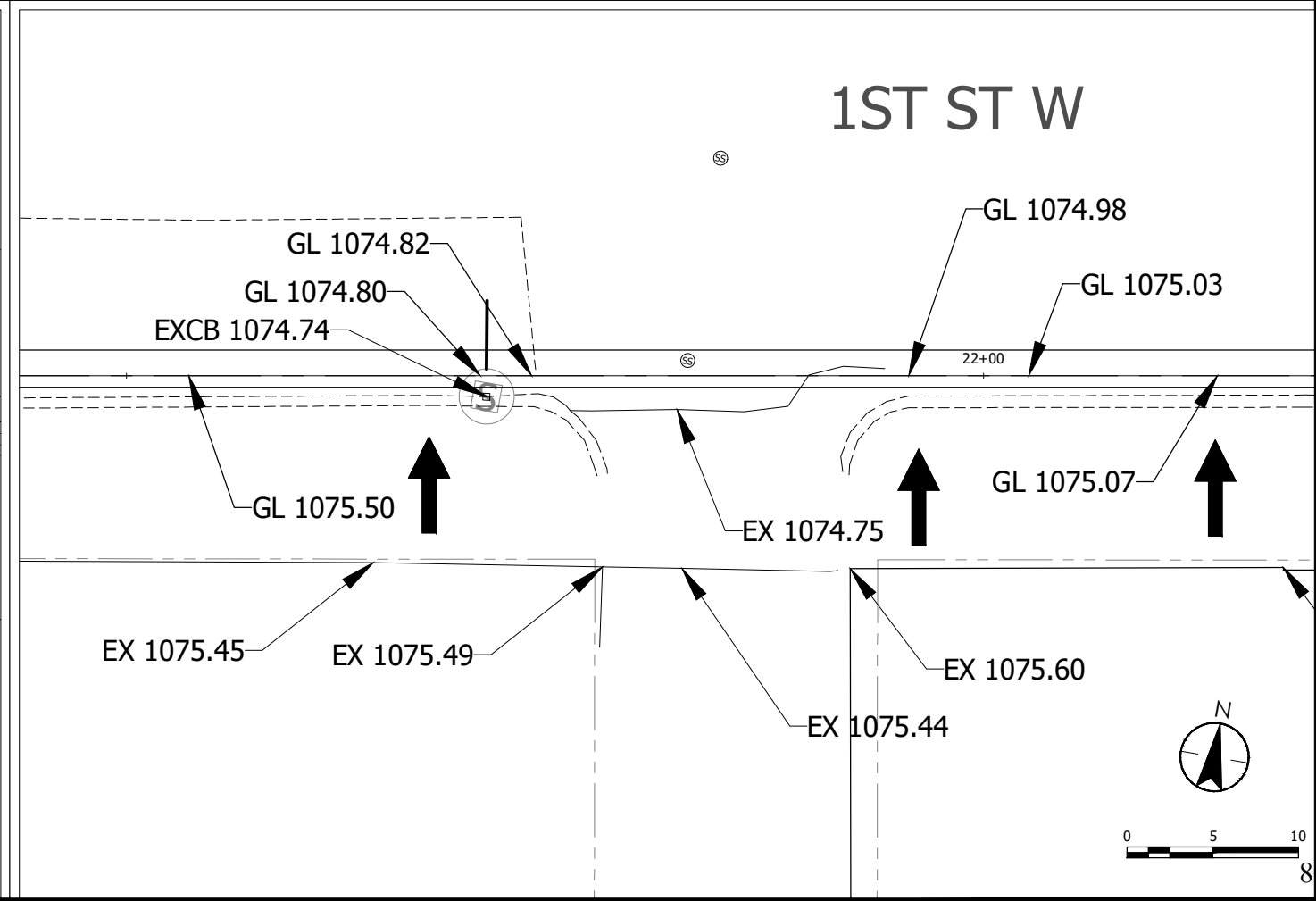
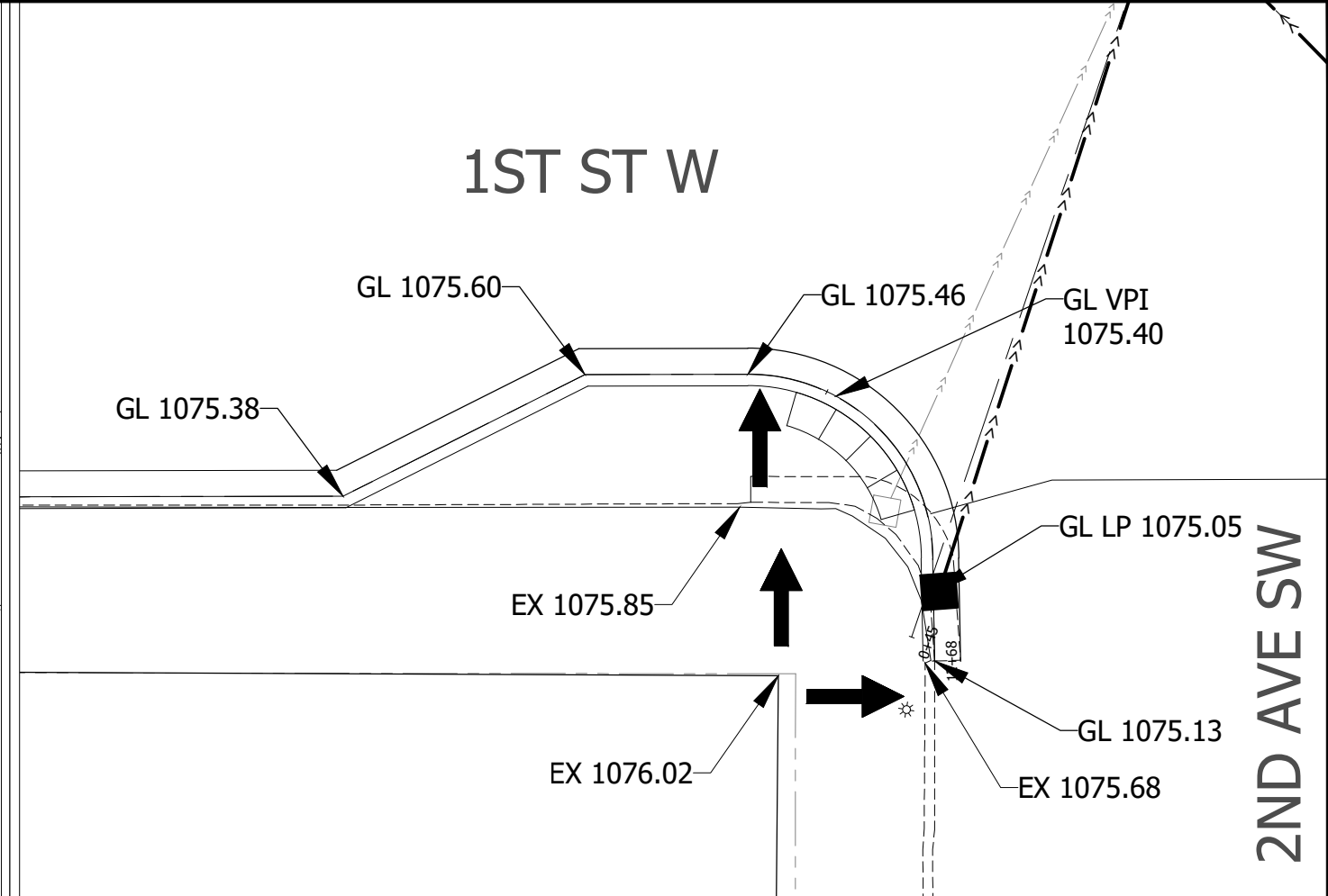
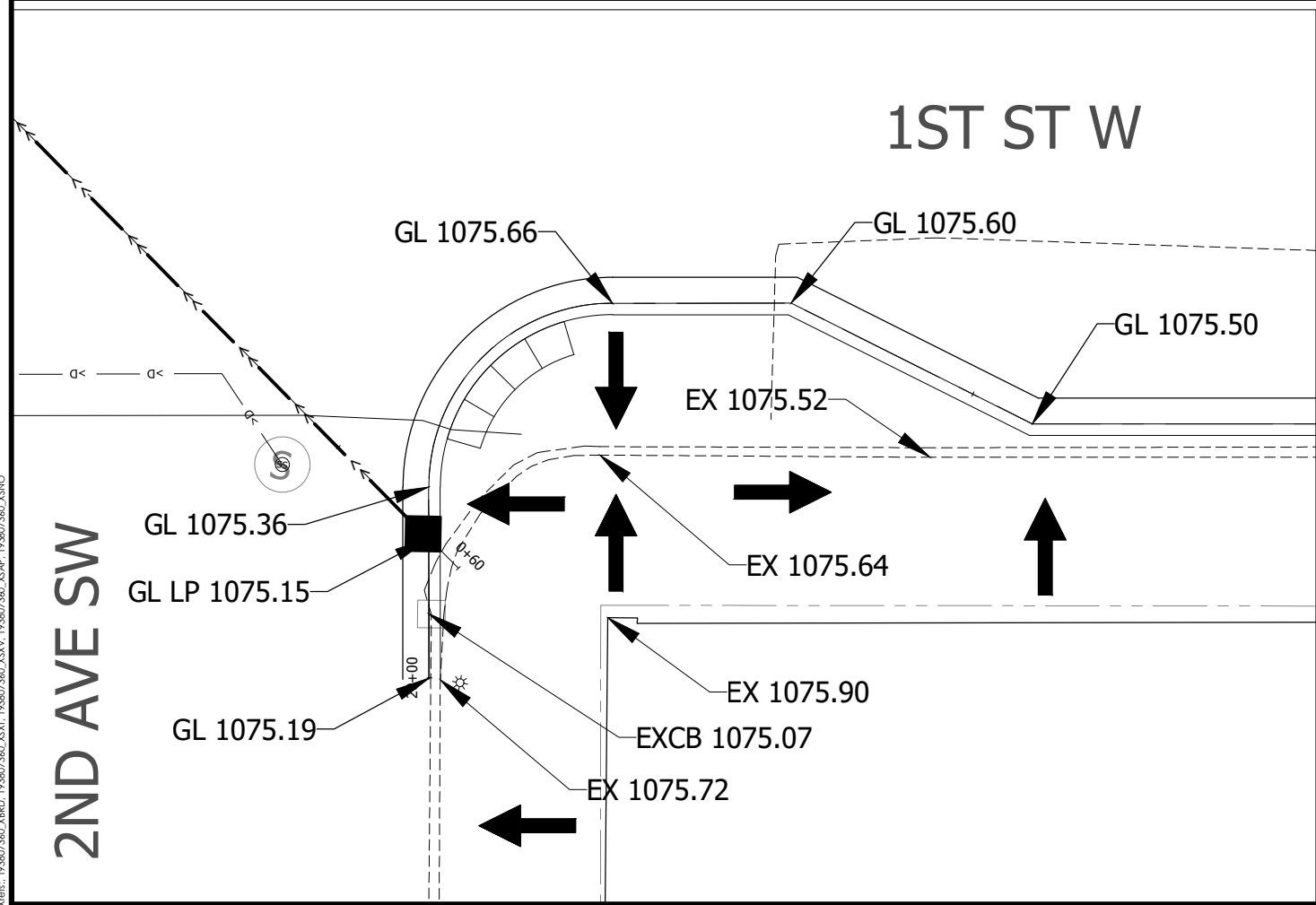
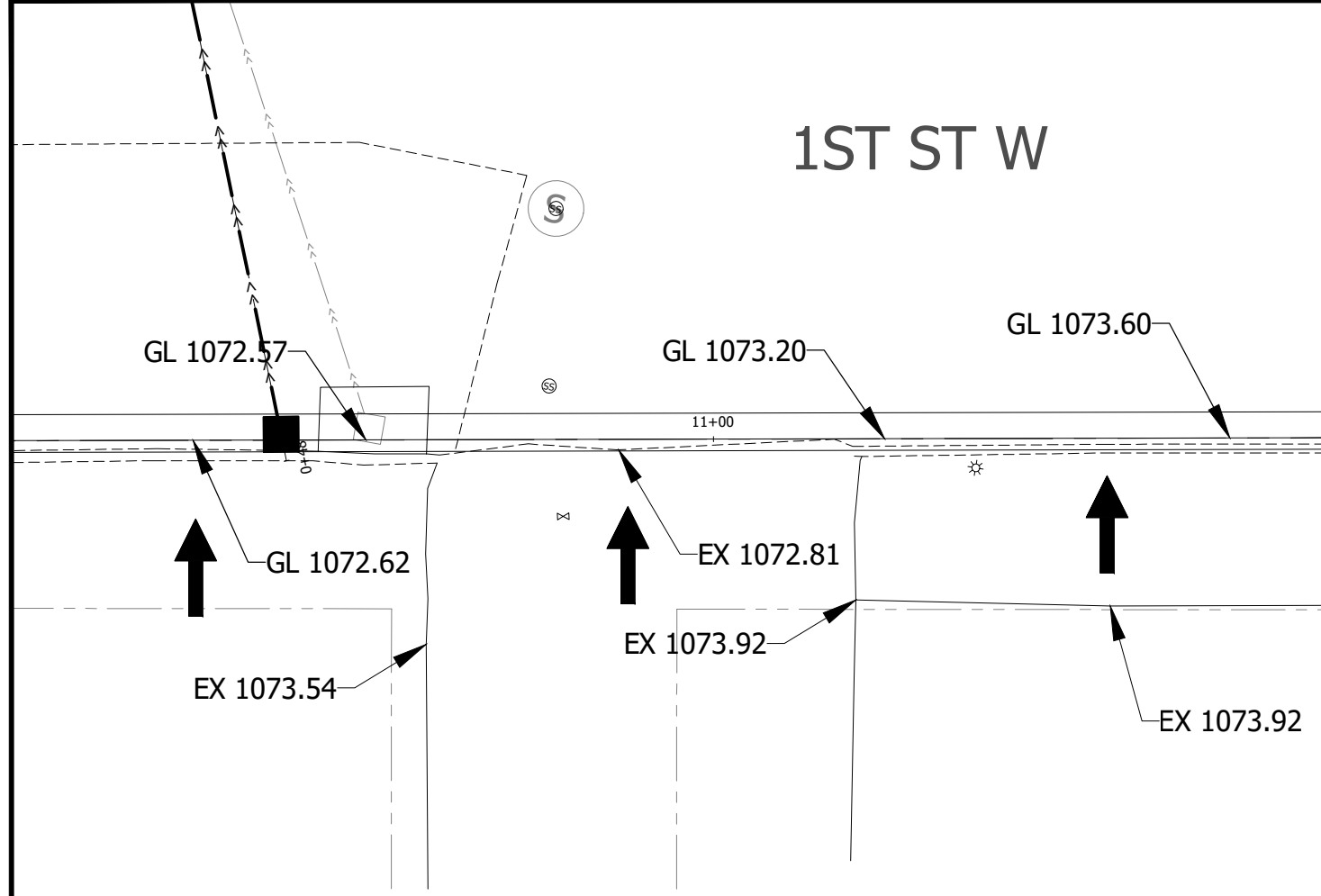
Stantec
3717 23rd Street S
St. Cloud, MN 56301
www.stantec.com

Plot Date: 04/04/2025 - 9:08am
Drawing name: I:\193807360\CAD\Drawg\PLAN SHEETS\193807360_C600.dwg
Xrefs: 193807360_XBRD, 193807360_XS1, 193807360_XSV, 193807360_XSAP, 193807360_XSNO



THE CONTRACTOR SHALL VERIFY AND BE RESPONSIBLE FOR ALL DIMENSIONS. DO NOT SCALE THE DRAWING. ANY ERRORS OR OMISSIONS SHALL BE REPORTED TO STANTEC WITHOUT DELAY. REPRODUCTION OR USE FOR ANY PURPOSE OTHER THAN THAT AUTHORIZED BY STANTEC IS FORBIDDEN.

Plot Date: 06/04/2025 - 9:08am
Drawing name: U:\193807360\CAD Dwg\PLAN SHEETS\193807360_C600.dwg
User: 193807360.XSV - 193807360.XSV - 193807360.XSV - 193807360.XSV



3717 23rd Street S
St. Cloud, MN 56301
www.stantec.com

HEREBY CERTIFY THAT THIS PLAN, SPECIFICATION, OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF MINNESOTA.

PRINT NAME: CHARLES J. BOSER
SIGNATURE:
DATE: XX/XX/2025 I.C. NO. 54936

CITY OF MILACA, MINNESOTA
2025 STREET IMPROVEMENTS PROJECT
1ST STREET W
STREET IMPROVEMENTS - INTERSECTION DETAILS

NO.	REVISION	DATE

SURVEY	MRM
DRAWN	SJB
DESIGNED	SJB
CHECKED	PG
APPROVED	CJB
PROJ. NO.	193807360
SHEET NUMBER	80

C6.03



June 6, 2025

Tammy Pfaff, City Manager
City of Milaca
255 1st St E
Milaca, MN 56353-1609

Dear Mayor Dillan, City Council and Ms. Pfaff,

The Initiative Foundation's grantmaking, lending, training, and programs have strengthened the communities and economies of Central Minnesota for nearly 40 years. Our work supports local planning and development, fuels the growth of small businesses and nonprofits, empowers emerging entrepreneurs, addresses workforce challenges, and expands access to high-quality childcare—all to ensure our communities thrive, today and into the future.

In Mille Lacs County, the Initiative Foundation has provided \$2,376,100 in grants to nonprofit organizations and local governments, as well as \$3,384,151 in business loans that have helped secure 726 quality jobs.

Thanks to financial contributions from cities and counties like yours, our capacity continues to grow. Your partnership also helps us attract significant funding from outside the region, bringing even more resources back into local communities. In 2024, together we achieved significant results:

- Granted \$4.5 million to nonprofits across the region through our own fund and partner funds' grantmaking.
- Delivered more than \$3.5 million in low-interest loans to over 40 small businesses and trained more than 330 entrepreneurs, helping dreams become realities.
- Served over 130 organizations with nonprofit development trainings, welcoming city and county officials to strengthen their skills in grant writing and community engagement.
- Preserved 800 childcare slots and 120 early childcare jobs through community support services.
- Awarded \$125,000 in grants to cities and local economic development administrations to support feasibility studies, community engagement projects, and strategic planning.
- For every dollar contributed, we reinvest an average of \$4.62 back into the communities we serve.

We request that you allocate \$3,100 to the Initiative Foundation in your 2026 budget. This directly supports our ability to deliver these high-quality economic development opportunities in Mille Lacs County. Please don't hesitate to reach out with any questions or to request a presentation. After your budget is finalized, let us know your decision by returning the enclosed confirmation form. Thank you for considering this opportunity to invest in the future of our region.

Brian Voerding
President

Carl Newbanks
Vice President of Philanthropy

The Initiative Foundation is a 501(c)(3) nonprofit organization. All contributions to the Foundation are tax-deductible to the extent allowed by law. The Foundation owns and manages all financial contributions for the benefit of communities served in the 14-county region of Central Minnesota.



2026 Budget Confirmation

Please use the form below to indicate your decision to support the Initiative Foundation in 2026. Thank you! Together, we can continue to serve this great region we call home!

Initiative Foundation
405 First St. SE, Little Falls, MN 56345
Or Email it to: bgugglberger@ifound.org

Or AGAIN THIS YEAR - online submission at ifound.org/city-and-county.

☐ **Yes**, the City Council of _____ has approved funding to the Initiative Foundation in 2026 in the amount of \$ _____.

Would you like the Initiative Foundation to send you a payment reminder/invoice?

☐ Yes, please send payment reminder/invoice to us in _____/_____.
Month / Year

☐ Not necessary, we'll send payment to IF without a payment reminder/invoice.

☐ Payment attached.

☐ **No**, the City Council has decided against funding the work of the Initiative Foundation in 2026.

Name of Contact Person _____
Printed Name Title

Signature Date

Email Address Phone #

If the City Council would like to schedule a presentation by the Foundation, request more information, or discuss local projects, please call Carl Newbanks at 320-631-2042 or email cnewbanks@ifound.org.

Thank you again for considering this request! We appreciate your partnership.



APPLICATION FOR LAND DEVELOPMENT

DESCRIPTION	<input checked="" type="checkbox"/> CHECK ALL THAT APPLY	FEE	ESCROW	TOTAL	DATE PAID
GRADING PLANS	<input type="checkbox"/>	\$50	N/A	\$50	
MINOR LOT SPLIT/COMBINATION 3 OR FEWER LOTS	<input checked="" type="checkbox"/>	\$300	\$500	\$800	
PRELIMINARY PLAT – 10 LOTS OR LESS	<input type="checkbox"/>	\$400 PLUS \$25 PER LOT	\$3,500		
PRELIMINARY PLAT – 11 OR MORE LOTS	<input type="checkbox"/>	\$350 PLUS \$25 PER LOT	\$3,500		
FINAL PLAT	<input type="checkbox"/>	\$300	N/A	\$300	
PLANNED UNIT DEVELOPMENT PRELIMINARY	<input type="checkbox"/>	\$300 PLUS \$20 PER LOT	\$3,500		
PLANNED UNIT DEVELOPMENT FINAL	<input type="checkbox"/>	\$250 PLUS \$25 PER LOT	N/A		
SUBDIVISION – 3 LOTS OR LESS	<input type="checkbox"/>	\$250 PLUS \$25 PER LOT	\$3,500		
SUBDIVISION – 4-15 LOTS	<input type="checkbox"/>	\$300 PLUS \$25 PER LOT	\$3,500		
SUBDIVISION – 16-30 LOTS	<input type="checkbox"/>	\$350 PLUS \$20 PER LOT	\$5,000		
SUBDIVISION – 31 OR MORE LOTS	<input type="checkbox"/>	\$350 PLUS \$15 PER LOT	\$5,000		

For more information on Minor Lot Split/Combination, go to
<https://codelibrary.amlegal.com/codes/milaca/latest/overview> and search for Chapter 155



MINOR LOT SPLIT/COMBINATION APPLICATION

OWNER

OWNER NAME	Mid Minnesota Investments LLC		
OWNER ADDRESS	115 2nd Ave SW		
	STREET ADDRESS		
	Milaca	MN	56353
	CITY	STATE	ZIP CODE
EMAIL:	Jessel2011@live.com		
TELEPHONE	(612-730-7574)		

PROPERTY

ADDRESS/LOCATION	115 2nd Ave SW and 155 1st Street SW	
LEGAL DESCRIPTION	See attachment (Exhibit A)	
CURRENT ZONING	B-1 Central business district	LOT AREA 6,821 +/- SQ. FT

APPLICANT INCLUDES:

- COMPLETED SURVEY BY CERTIFIED SURVEYOR
- NONREFUNDABLE FEE OF \$300 PLUS \$500 ESCROW

GENERAL REQUIREMENTS

- ALL RESIDENTIAL LOTS MUST BE 10,000 SQUARE FEET
- 80 FOOT MINIMUM WIDTH FOR LOTS BEING CREATED
- ALL LOTS MUST HAVE STREET FRONTAGE

*CITY WILL CONTACT YOU WHEN EXEMPTION CERTIFICATE IS COMPLETE

DATE RECEIVED

1-14-25

DATE PAID

1-14-25

J:\Share\Forms\Zoning\MINOR LOT SPLIT-COMBINATION APPLICATION.docx

Receipt # 116840

Exemption Certificate

NAME OF OWNER:

Mid Minnesota Investments LLC- Jesse Latterell

NAME OF BUYER:

NA

ADDRESS OF OWNER:

115 2nd Ave SW, Milaca, MN 56353

LEGAL DESCRIPTION OF EXISTING PARCEL(S) (ATTACH SURVEY):

See attachment (Exhibit A)

LEGAL DESCRIPTION OF NEW PARCEL SPLIT OR COMBINED LOT(S) (ATTACH SURVEY):

See attachment (Exhibit B)

SECTION 25 TOWNSHIP 38 RANGE 27

SURVEYOR'S NAME Richard Schlieman

OWNER'S SIGNATURE



DATE 1-14-2025

SURVEY OF PARCELS REQUIRED

I have reviewed the above lot split/combination request and find that:

The proposal meets all applicable requirements of the Zoning and Subdivision Ordinances and may be recorded without any additional review by the Planning Commission or City Council.

By: _____ Date: _____

Zoning Administrator

Original to be recorded with deed within six (6) months of the date approved. Failure to record within the six (6) month time period will make this Exemption Certificate null and void.

EXISTING LEGAL DESCRIPTION (According to Document No. A441047):

The South 26 feet of the North 54 feet of the West Half of Lot 7 and the West 36 feet of the East Half of Lot 7, Block 7, First Addition to Milaca, according to the plat thereof on file and of record in the office of the County Recorder, Mille Lacs County, Minnesota.

AND

The East 38 feet 3 inches of Lot 7, Block 7, First Addition to Milaca, according to the plat thereof on file and of record in the office of the County Recorder, Mille Lacs County, Minnesota.

Abstract Property

PROPOSED LEGAL DESCRIPTIONS:

PARCEL A:

The South 26.00 feet of the North 54.00 feet of Lot 7, Block 7, FIRST ADDITION TO MILACA, according to the recorded plat thereof, on file in the Mille Lacs County Recorder's Office lying westerly of the following described line: Commencing at the Northwest Corner of said Lot 7; thence North 79 degrees 57 minutes 41 seconds East, assumed bearing,

74.25 feet along the north line of said Lot 7 to its intersection with the east line of the West Half of said Lot 7; thence South 10 degrees 02 minutes 19 seconds East 28.00 feet along said east line of the West Half of Lot 7 to its intersection with the north line of said South

26.00 feet of the North 54.00 feet of Lot 7; thence North 79 degrees 57 minutes 41 seconds East 1.92 feet along said north line of the South 26.00 feet of the North 54.00 feet of Lot 7 to its intersection with the northerly extension of the centerline of the 2x4 party wall the point of beginning of said line to be described; thence South 10 degrees 02 minutes 19 seconds East 26.00 feet along said northerly extension of the centerline of the 2x4 party wall, said centerline of the 2x4 party wall and the southerly extension of said centerline of the 2x4 party wall to their intersection with the south line of said South 26.00 feet of the North 54.00 feet of Lot 7 and said line there terminating.

Subject to easements, reservations and restrictions of record, if any.

PARCEL B:

Lot 7, Block 7, FIRST ADDITION TO MILACA, according to the recorded plat thereof, on file in the Mille Lacs County Recorder's Office lying easterly of the following described line: Commencing at the Northwest Corner of said Lot 7; thence North 79 degrees 57 minutes 41 seconds East, assumed bearing, 74.25 feet along the north line of said Lot 7 to its intersection with the east line of the West Half of said Lot 7 the point of beginning of said line to be described; thence South 10 degrees 02 minutes 19 seconds East 28.00 feet along said east line of the West Half of Lot 7 to its intersection with the north line of the South

26.00 feet of the North 54.00 feet of said Lot 7; thence North 79 degrees 57 minutes 41 seconds East 1.92 feet along said north line of the South 26.00 feet of the North 54.00 feet of Lot 7 to its intersection with the northerly extension of the centerline of the 2x4 party wall; thence South 10 degrees 02 minutes 19 seconds East 26.00 feet along said northerly extension of the centerline of the 2x4 party wall, said centerline of the 2x4 party wall and the southerly extension of said centerline of the 2x4 party wall to their intersection with the south line of said South 26.00 feet of the North 54.00 feet of Lot 7; thence South 79 degrees 57 minutes 41 seconds West 1.92 feet along said south line of the South 26.00 feet of the North

54.00 feet of Lot 7 to its intersection with said east line of the West Half of Lot 7; thence South 10 degrees 02 minutes 19 seconds East 11.87 feet along said east line of the West Half of Lot 7 to its intersection with the south line of said Lot 7 and said line there terminating.

Subject to easements, reservations and restrictions of record, if any.