



CITY OF MILACA
CITY COUNCIL MEETING
COUNCIL AGENDA
NOVEMBER 19, 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-October 16, 2025
 - b. Approval of Bills
 - c. Resolution 25-38 Accepting Donations
 - d. 2026 DAC Contracts for City Hall, Library, Fire Hall and Gorecki Center and Utility Billing
 - e. Animal Control Contract 2026-2027
6. Open Forum
7. Public Hearing
 - a. Public Improvement Hearing for Rum River Special Education Coop MB____ 2nd____ AIF__ O__
Public Hearing Opened at _____p.m.
Public Hearing Closed at _____p.m.
 - b. Public Improvement Hearing for 10th Ave SE and Hwy 23 E MB____ 2nd____ AIF__ O__
Public Hearing Opened at _____p.m.
Public Hearing Closed at _____p.m.
8. Requests and Communications
9. Ordinances and Resolutions
 - a. Ordinance #549: Fee Increases-First Reading: MB____ 2nd____ AIF__ O__
 - b. Ordinance #550: Amending Title V Chapter 51.24 Subdivision C Water Pipes
Installation-First Reading MB____ 2nd____ AIF__ O__
 - c. Ordinance #551: Amending Title IX Chapter 95 Section 95.11 Dangerous Dogs-
First Reading MB____ 2nd____ AIF__ O__
 - d. Resolution #25-39 Recertifying Assessment MB____ 2nd____ AIF__ O__
10. Reports of Departments, Boards and Commissions
 - a. City Manager-

- | | |
|---|--|
| b. Police- Wage Comparisons | MB_____2 nd _____AIF___O___ |
| c. Parks – | |
| d. Public Works – Engineer’s Report-Info Only-No Action Needed | MB_____2 nd _____AIF___O___ |
| e. Public Works – Final Contractors Payment Request for Molitor Excavating in the amount of \$12,495.89 | MB_____2 nd _____AIF___O___ |
| f. Liquor Store- | |
| g. Fire Department- Resolution #25-40 Amending Fire Department Organization and Policy and Procedures Manual | MB_____2 nd _____AIF___O___ |
| h. Planning and Zoning – | |
| 1. Memo from Stantec regarding Mille Lacs Vet Holdings Minor Lot Split and Variance (Information Only-no Action Needed) | |
| 2. Application for Minor Lot Split for Mille Lacs Veterinary Holdings, LLC | MB_____2 nd _____AIF___O___ |
| 3. Resolution #25-37 Approving Variance for Mille Lacs Veterinary Holdings, LLC | MB_____2 nd _____AIF___O___ |
| i. Airport- Professional Services Agreement for Taxilane Reconstruction | MB_____2 nd _____AIF___O___ |
| 11. Committees | |
| a. Budget – Call for a Special Meeting in December to discuss Final Budget | MB_____2 nd _____AIF___O___ |
| b. EDC | |
| 12. Unfinished Business | |
| 13. New Business | |
| a. Call for a public hearing in December for Milaca Part 2 Wellhead Protection Plan | MB_____2 nd _____AIF___O___ |
| b. Minnesota Paid Leave Policy | MB_____2 nd _____AIF___O___ |
| c. Closed meeting-City Manager Contract | MB_____2 nd _____AIF___O___ |
| 14. Miscellaneous | |
| 15. Council Comments | |
| 16. Adjournment Time_____ | MB_____2 nd _____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
October 16, 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, Ken Muller and Tim Poorker.

Staff present: City Manager Tammy Pfaff, Chief Quinn Rasmussen, Fire Chief Jesse Gerads and City Attorney Damien.

Others present: Chris Carlson, Jesse Hadrava (Borgholm Township board)

Approval of Agenda

Mayor Dillan called for a motion to approve the agenda. Larsen made a motion for approval, seconded by Poorker. Mayor Dillan stated there were a couple of additions to the agenda: Under Reports of Departments, Boards and Commissions Item j. 1-4 remove from agenda; under New Business add f. Granite Bench in memory of Dorothy Gorecki, g. Resolution #25-36 Accepting Grant Navigator Funding and h. Move November council meeting date. 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-Special Council Meeting September 10, 2025
- b. Approval of Minutes-September 18, 2025
- c. Approval of Bills
- d. Approval of 3rd Quarter Financial Reports
- e. Resolution #25-32 Assessing Unpaid Water/Sewer Bills
- f. Resolution #25-33 Assessing Mowing Costs
- g. Resolution #25-34 Assessing Unpaid Charges for Service

Mayor Dillan called for a motion to approve the consent agenda. Muller made a motion for approval, seconded by Johnson. Poorker commented that he was surprised at the amount of salt that is used and asked if this was normal price. Pfaff stated yes. 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. Chris Carlson and Jesse Hadrava from Borgholm Township were present. Carlson stated the township was going to apply

for another local road improvement grant for 100th Ave. east of town between Co. Rd. 2 and 130th Street. We are looking for a letter of support by December 1st. Hadrava stated they have been tracking the volume of traffic on this road between 130th and 140th just south of Co. Rd. 2 and we are getting from 300-500 cars a road in one day in that one-mile stretch. We are expecting costs around \$700,000. Pfaff stated she can do that letter of support and send to Carlson.

Public Hearing:

Requests and Communications

Ordinances and Resolutions

Reports of Departments, Boards and Commissions

City Manager – Pfaff stated the city has received a grant from the League of MN Cities to help pay for grant writing for the Milaca Junction Addition in the amount of \$4,975. Pfaff stated Mayor Dillan wrote a grant through the Impowering Cities for \$5,000 and Pfaff wrote a grant for \$10,000 through the Initiative Foundation.

Police – Chief Rasmussen was going to have the summary as a handout tonight but internet was down. New officer has started. He has worked for the city before from 2015-2016, Officer Armstrong. The PD has been going on a week and a half of learning a new record/dispatching system. Trying to get back to full staff. We have a couple we will interview and hope to get full staffed again.

Parks –

Public Works – Accept Feasibility Report for Rum River Cooperative School: Mayor Dillan called for a motion to approve. Motion by Johnson, seconded by Muller. Poorker asked if the city would be assessing the costs for this and then have a public hearing and Pfaff stated that was correct. Johnson stated that it cuts across other property so we would need to get an easement and Pfaff stated yes. She further stated that it benefits the other property to become more saleable because they could hook up to water and sewer that way. No other discussion. All in favor of the Feasibility Report for Rum River Cooperative School; motion passes.

Call for a Public Improvement Hearing for the Rum River Special Education Coop: Mayor Dillan called for a motion to approve. Motion by Johnson, seconded by Larsen. Pfaff stated the Public Hearing would be held November 19, if we change the council meeting to the 19th. No other discussion. All in favor of Calling for a Public Improvement Hearing for the Rum River Special Education Coop; motion passes.

Accept Feasibility Report for 10th Ave SE and Hwy 23 E: Mayor Dillan called for a motion to approve. Motion by Poorker, seconded by Larsen. Pfaff explained that the city approached the Siemers family on the north side of Hwy 23 if they would like water and sewer stubbed in during the Hwy 23 MN Dot project. If they go through with this, we have at least notified them. Poorker asked if they approached the city about doing this and Pfaff stated we approached them. It would be assessed to them as well. Dillan asked if they have made a decision and Pfaff stated no. Johnson asked what time frame do they have? Pfaff stated they have until December. Poorker asked if the expenses would be more after the Hwy 23 project and Pfaff stated yes. Just the cost of construction goes up. Johnson asked what size is the lot and Pfaff was not sure. No further discussion. All in favor of Accepting the Feasibility Report for 10th Ave SE and Hwy. 23 E (#21-000-3010); motion passes.

Call for a Public Improvement Hearing for 10th Ave SE and Hwy. 23 E: Mayor Dillan called for a motion to approve. Motion by Johnson, seconded by Muller. Pfaff stated the same thing that the public hearing would be November 19th at 6 pm. No other discussion. All in favor of Calling for a Public Improvement Hearing for 10th Ave SE and Hwy. 23 E; motion passes.

Liquor Store -

Fire Department – Fire Chief Gerads was present and stated the fire department has applied for a grant for some grain bin rescue equipment and we were awarded that. We are going to buy a trailer to put the equipment in. We did not get that rescue truck but we will keep our eyes open. Fire in Foreston last night. Pfaff stated the grant funds came today and the invoice will be given to Deloris for payment. Open House seemed a little lower in attendance but the weather was really nice.

Planning & Zoning- Items were removed for tonight

Airport –

Committees

Budget:

EDC: Lots are listed for Milaca Junction Addition.

Unfinished Business

New Business

a. Senior Center Flooring Quotes: Mayor Dillan called for a motion to approve. Motion made by Poorker, seconded by Johnson. Johnson asked if the cost was totally the city expense? Pfaff stated the MAC was going to help with the costs as they got a grant. Pfaff stated the lowest quote was \$18,048.50 from Ground house renovation. No other discussion. All in favor of quote from Ground house renovation for \$18,048.50; motion passes.

b. Contractor's Request for Payment #2 to Molitor Excavating in the Amount of \$111,076.81: Mayor Dillan called for a motion to approve. Motion by Johnson, seconded by Muller. Gerads questioned why a portion of the sidewalk was not replaced. Pfaff stated because that portion had been replaced not that long ago and they opted to not tear up that new portion. Poorker asked why the cones were still there? No one had an answer for that. No further discussion. All in favor. Contractor's Request for Payment #2 to Molitor Excavating in the amount of \$111,076.81 passes.

c. Special Event Application for Milaca Chamber-Community Tree Lighting: Mayor Dillan called for a motion to approve. Motion by Muller, seconded by Poorker. Pfaff stated for this event they close off the street. Mayor Dillan stated he stopped in there today and they added some things are trying to change it up a bit. No further discussion. All in favor of Special Event Application for Milaca Chamber-Community Tree Lighting. Motion passes.

d. Special Event Application for Milaca Meats Chili Cookoff: Mayor Dillan called for a motion to approve. Motion by Larsen, seconded by Johnson. No further discussion. All in favor of Special Event Application for Milaca Meats Chili Cookoff. Motion passes.

e. *Temporary Off Premises Sales for Existing On-Sale Intoxicating Liquor Licensee for Milaca Legion Post #178*: Mayor Dillan called for a motion to approve. Motion by Johnson, seconded by Muller. No further discussion. All in favor of issuing Temporary Off Premises Sales for Existing On-Sale Intoxicating Liquor Licensee for Milaca Legion Post #178. Motion passes.

f. *Granite Bench in Memory of Dorothy Gorecki*: Mayor Dillan called for a motion to approve. Motion by Larsen, seconded by Poorker. Mayor Dillan asked if a location had been decided yet and Pfaff stated no. Mayor Dillan stated the committee for Rec Fest has contacted him and they will be buying a tree in her memory as well and have it professionally planted down in Rec Park and they work with Gary on putting that in. No further discussion. All in favor of granite bench to be installed in Rec Park in memory of Dorothy Gorecki. Motion passes.

g. *Resolution #25-36 Accepting Grant Navigator Funding*: Mayor Dillan called for a motion to approve. Motion by Johnson, seconded by Larsen. No further discussion. All in favor of Resolution #25-36 Accepting Grant Navigator Funding. Motion passes.

h. *November City Council Date Change*: Mayor Dillan asked if meeting could get changed to Wednesday, November 19. Mayor Dillan called for a motion to approve. Motion by Johnson, seconded by Muller. No further discussion. All in favor of changing November council date to Wednesday, November 19. Motion passes.

Miscellaneous

Council Comments

Poorker stated he felt that he was blind-sided with the lawsuit that's going on with the city. Mayor Dillan stated that he was aware of the possibility from the information that Tammy sent to all of us. Muller stated he got the information from Tammy and the paper is going to have different information. Pfaff stated that he is welcomed to come into her office anytime. Poorker just stated that as a new council member he felt he should have been informed of this. Poorker then asked if there is a judgement against the city or if it is settled out of court where do those funds come from? City Attorney Toven stated there is a Special Meeting on the 30th and when we deal with pending litigation, those things are best discussed in closed session with the attorney that will be doing the litigation.

Mayor Dillan just wanted to remind people that tomorrow night is the Rum River Community Foundation October Fiesta out at the golf course from 5-9. Vicki did a great job of lining up distributors. Wendy has food. There will be games and prizes and should be a lot of fun. \$25 tickets including the food.

Adjourn:

Mayor Dillan called for a motion to adjourn. Motion made by Johnson, seconded by Muller to adjourn. No further discussion. All in favor, motion to adjourn passes. Meeting adjourned at 6:26 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
53143	10/20/25	MOLITOR EXCAVATING, INC	193807360-2	10/06/2025	1	101-43000-530	111,076.81	2025 1ST ST SIDEWALK PROJECT
Total 53143:							111,076.81	
53144	10/30/25	AMERICAN BOTTLING CO.	4851506382	10/16/2025	1	609-49750-254	234.00	NA
Total 53144:							234.00	
53145	10/30/25	BEKIUS, WAYNE	31-2080-00	10/29/2025	1	001-10005	2.87	CREDIT ON FINAL WATER BILL
Total 53145:							2.87	
53146	10/30/25	BERNICKS	10412074	10/08/2025	1	609-49750-252	781.70	BEER
53146	10/30/25	BERNICKS	10412075	10/08/2025	1	609-49750-254	147.84	NA
53146	10/30/25	BERNICKS	10414458	10/15/2025	1	609-49750-252	597.95	BEER
53146	10/30/25	BERNICKS	10414459	10/15/2025	1	609-49750-254	40.00	NA
Total 53146:							1,567.49	
53147	10/30/25	BREAKTHRU BEVERAGE MN B	123708896	10/09/2025	1	609-49750-251	100.00	LIQUOR
Total 53147:							100.00	
53148	10/30/25	BREAKTHRU BEVERAGE MN W	123600706	10/02/2025	1	609-49750-259	71.55-	CREDIT OTHER FOR RESALE
53148	10/30/25	BREAKTHRU BEVERAGE MN W	123600706	10/02/2025	2	609-49750-251	2,355.15	LIQUOR
53148	10/30/25	BREAKTHRU BEVERAGE MN W	123600706	10/02/2025	3	609-49750-333	51.80	DELIVERY
53148	10/30/25	BREAKTHRU BEVERAGE MN W	123709014	10/09/2025	1	609-49750-251	513.90	LIQUOR
53148	10/30/25	BREAKTHRU BEVERAGE MN W	123709014	10/09/2025	2	609-49750-254	46.00	NA
53148	10/30/25	BREAKTHRU BEVERAGE MN W	123709014	10/09/2025	3	609-49750-333	16.65	DELIVERY
Total 53148:							2,911.95	
53149	10/30/25	C & L DISTRIBUTING CO.	2183506	10/01/2025	1	609-49750-251	354.40	LIQUOR
53149	10/30/25	C & L DISTRIBUTING CO.	2183506	10/01/2025	2	609-49750-252	19,089.40	BEER
53149	10/30/25	C & L DISTRIBUTING CO.	2183506	10/01/2025	3	609-49750-253	159.00	WINE
53149	10/30/25	C & L DISTRIBUTING CO.	2183506	10/01/2025	4	609-49750-254	534.39	NA
53149	10/30/25	C & L DISTRIBUTING CO.	2183748	10/01/2025	1	609-49750-259	48.00	OTHER FOR RESALE
53149	10/30/25	C & L DISTRIBUTING CO.	2184520	10/03/2025	1	609-49750-252	212.00	BEER
53149	10/30/25	C & L DISTRIBUTING CO.	2185886	10/08/2025	1	609-49750-251	92.80	LIQUOR
53149	10/30/25	C & L DISTRIBUTING CO.	2185886	10/08/2025	2	609-49750-252	2,977.90	BEER
53149	10/30/25	C & L DISTRIBUTING CO.	2187423	10/08/2025	1	609-49750-259	342.00	OTHER FOR RESALE
53149	10/30/25	C & L DISTRIBUTING CO.	2187424	10/08/2025	1	609-49750-252	5,219.05	BEER
53149	10/30/25	C & L DISTRIBUTING CO.	2187424	10/08/2025	2	609-49750-253	65.60	WINE
53149	10/30/25	C & L DISTRIBUTING CO.	2187424	10/08/2025	3	609-49750-254	25.55	NA
53149	10/30/25	C & L DISTRIBUTING CO.	2189410	10/15/2025	1	609-49750-259	270.00	OTHER FOR RESALE
53149	10/30/25	C & L DISTRIBUTING CO.	2189576	10/15/2025	1	609-49750-259	120.00	OTHER FOR RESALE
53149	10/30/25	C & L DISTRIBUTING CO.	2189577	10/15/2025	1	609-49750-251	158.94	LIQUOR
53149	10/30/25	C & L DISTRIBUTING CO.	2189577	10/15/2025	2	609-49750-252	4,397.25	BEER
53149	10/30/25	C & L DISTRIBUTING CO.	2189577	10/15/2025	3	609-49750-253	33.60	WINE
53149	10/30/25	C & L DISTRIBUTING CO.	2189577	10/15/2025	4	609-49750-254	183.45	NA
53149	10/30/25	C & L DISTRIBUTING CO.	3702001071	10/01/2025	1	609-49750-254	5.50-	CREDIT NA
53149	10/30/25	C & L DISTRIBUTING CO.	3702001072	10/01/2025	1	609-49750-254	3.31-	CREDIT NA
53149	10/30/25	C & L DISTRIBUTING CO.	3702001073	10/01/2025	1	609-49750-252	53.60-	CREDIT BEER
53149	10/30/25	C & L DISTRIBUTING CO.	3702001073	10/01/2025	2	609-49750-253	159.00-	CREDIT WINE
53149	10/30/25	C & L DISTRIBUTING CO.	3702001081	10/08/2025	1	609-49750-252	25.55-	CREDIT BEER
53149	10/30/25	C & L DISTRIBUTING CO.	3702001082	10/08/2025	1	609-49750-252	117.60-	CREDIT BEER
53149	10/30/25	C & L DISTRIBUTING CO.	3702001083	10/08/2025	1	609-49750-252	19.60-	CREDIT BEER
53149	10/30/25	C & L DISTRIBUTING CO.	3702001089	10/15/2025	1	609-49750-252	93.76-	CREDIT BEER

Check Number	Check Issue Date	Payee	Invoice Number	Invoice Date	In S	Invoice GL Account	Check Amount	Description
53149	10/30/25	C & L DISTRIBUTING CO.	3702001091	10/15/2025	1	609-49750-252	103.50	BEER
Total 53149:							33,908.91	
53150	10/30/25	COUNTRYSIDE REALTY	11-5070-01	10/29/2025	1	001-10005	7.79	CREDIT ON FINAL WATER BILL
Total 53150:							7.79	
53151	10/30/25	CRYSTAL SPRINGS ICE	03-501783	10/15/2025	1	609-49750-259	336.15	OTHER FOR RESALE
53151	10/30/25	CRYSTAL SPRINGS ICE	03-501783	10/15/2025	2	609-49750-333	4.00	DELIVERY
Total 53151:							340.15	
53152	10/30/25	DAHLHEIMER DISTRIBUTING C	2592647	10/07/2025	1	609-49750-251	183.53	LIQUOR
53152	10/30/25	DAHLHEIMER DISTRIBUTING C	2592647	10/07/2025	2	609-49750-252	13,335.55	BEER
53152	10/30/25	DAHLHEIMER DISTRIBUTING C	2592647	10/07/2025	3	609-49750-254	247.55	NA
53152	10/30/25	DAHLHEIMER DISTRIBUTING C	2592647	10/07/2025	4	609-49750-259	558.50	OTHER FOR RESALE
53152	10/30/25	DAHLHEIMER DISTRIBUTING C	2593138	10/06/2025	1	609-49750-252	209.00	BEER
53152	10/30/25	DAHLHEIMER DISTRIBUTING C	2593371	10/06/2025	1	609-49750-252	206.25-	CREDIT BEER
53152	10/30/25	DAHLHEIMER DISTRIBUTING C	2598445	10/14/2025	1	609-49750-251	1,672.80	LIQUOR
53152	10/30/25	DAHLHEIMER DISTRIBUTING C	2598445	10/14/2025	2	609-49750-252	14,765.95	BEER
53152	10/30/25	DAHLHEIMER DISTRIBUTING C	2598445	10/14/2025	3	609-49750-253	283.30	WINE
53152	10/30/25	DAHLHEIMER DISTRIBUTING C	2598445	10/14/2025	4	609-49750-254	59.45	NA
53152	10/30/25	DAHLHEIMER DISTRIBUTING C	2598445	10/14/2025	5	609-49750-259	337.50	OTHER FOR RESALE
53152	10/30/25	DAHLHEIMER DISTRIBUTING C	2598797	10/13/2025	1	609-49750-252	68.20-	CREDIT BEER
Total 53152:							31,378.68	
53153	10/30/25	GRANITE CITY JOBBING	485502	10/03/2025	1	609-49750-256	125.68	TOBACCO
53153	10/30/25	GRANITE CITY JOBBING	485502	10/03/2025	2	609-49750-259	56.20	OTHER FOR RESALE
53153	10/30/25	GRANITE CITY JOBBING	485502	10/03/2025	3	609-49750-333	10.00	DELIVERY
53153	10/30/25	GRANITE CITY JOBBING	486836	10/10/2025	1	609-49750-217	568.80	OTHER OPERATING SUPPLIES
53153	10/30/25	GRANITE CITY JOBBING	486836	10/10/2025	2	609-49750-256	212.14	TOBACCO
53153	10/30/25	GRANITE CITY JOBBING	486836	10/10/2025	3	609-49750-259	311.20	OTHER FOR RESALE
53153	10/30/25	GRANITE CITY JOBBING	486836	10/10/2025	4	609-49750-333	10.00	DELIVERY
Total 53153:							1,294.02	
53154	10/30/25	JACOBSON, WILLIAM	11-2700-01	10/29/2025	1	001-10005	30.88	CREDIT ON FINAL WATER BILL
Total 53154:							30.88	
53155	10/30/25	JOHNSON BROTHERS LIQUOR	2895440	10/07/2025	1	609-49750-251	3,348.90	LIQUOR
53155	10/30/25	JOHNSON BROTHERS LIQUOR	2895440	10/07/2025	2	609-49750-253	161.80	WINE
53155	10/30/25	JOHNSON BROTHERS LIQUOR	2895440	10/07/2025	3	609-49750-333	47.70	DELIVERY
53155	10/30/25	JOHNSON BROTHERS LIQUOR	2900512	10/14/2025	1	609-49750-251	2,552.81	LIQUOR
53155	10/30/25	JOHNSON BROTHERS LIQUOR	2900512	10/14/2025	2	609-49750-253	1,132.90	WINE
53155	10/30/25	JOHNSON BROTHERS LIQUOR	2900512	10/14/2025	3	609-49750-333	47.21	DELIVERY
Total 53155:							7,291.32	
53156	10/30/25	M. AMUNDSON LLP	411088	10/01/2025	1	609-49750-256	730.67	TOBACCO
53156	10/30/25	M. AMUNDSON LLP	411088	10/01/2025	2	609-49750-217	98.01	OTHER OPERATING SUPPLIES
53156	10/30/25	M. AMUNDSON LLP	411088	10/01/2025	3	609-49750-333	7.37	DELIVERY
53156	10/30/25	M. AMUNDSON LLP	411823	10/14/2025	1	609-49750-256	682.64	TOBACCO
53156	10/30/25	M. AMUNDSON LLP	411823	10/14/2025	2	609-49750-259	93.42	OTHER FOR RESALE

Check Number	Check Issue Date	Payee	Invoice Number	Invoice Date	In S	Invoice GL Account	Check Amount	Description
Total 53156:							1,612.11	
53157	10/30/25	MID-MN INSPECTIONS LLC	1200	10/14/2025	1	101-42400-300	4,486.32	CONTRACTED BLDG OFFICIAL-SEPTEMBER BILLI
Total 53157:							4,486.32	
53158	10/30/25	MILACA AREA TOURISM BUREA	AUG RECEI	09/30/2025	1	101-31410	1,129.65	LODGING TAX-SEPTEMBER
Total 53158:							1,129.65	
53159	10/30/25	MILLE LACS COUNTY DAC	41970	09/30/2025	1	101-41940-310	514.26	CLEANING SVCS-CITY HALL
53159	10/30/25	MILLE LACS COUNTY DAC	41970	09/30/2025	2	101-45500-310	290.52	CLEANING SVCS - LIBRARY
53159	10/30/25	MILLE LACS COUNTY DAC	41970	09/30/2025	3	101-42280-310	54.00	CLEANING SVCS - FIRE
53159	10/30/25	MILLE LACS COUNTY DAC	41970	09/30/2025	4	101-45200-310	189.00	CLEANING SVCS - GORECKI CENTER
Total 53159:							1,047.78	
53160	10/30/25	MN PEIP	1561494	10/10/2025	1	101-21706	29,848.46	MEDICAL INS-NOVEMBER
Total 53160:							29,848.46	
53161	10/30/25	PAUSTIS WINE COMPANY	276998	10/06/2025	1	609-49750-253	312.00	WINE
53161	10/30/25	PAUSTIS WINE COMPANY	276998	10/06/2025	2	609-49750-333	8.00	DELIVERY
53161	10/30/25	PAUSTIS WINE COMPANY	277927	10/15/2025	1	609-49750-253	256.00	WINE
53161	10/30/25	PAUSTIS WINE COMPANY	277927	10/15/2025	2	609-49750-259	560.00	OTHER FOR RESALE
53161	10/30/25	PAUSTIS WINE COMPANY	277927	10/15/2025	3	609-49750-333	13.50	DELIVERY
Total 53161:							1,149.50	
53162	10/30/25	PHILLIPS WINE AND SPIRITS	5056294	10/03/2025	1	609-49750-251	960.46	LIQUOR
53162	10/30/25	PHILLIPS WINE AND SPIRITS	5056294	10/03/2025	2	609-49750-333	22.30	DELIVERY
53162	10/30/25	PHILLIPS WINE AND SPIRITS	5056295	10/03/2025	1	609-49750-259	78.40	OTHER FOR RESALE
53162	10/30/25	PHILLIPS WINE AND SPIRITS	5057099	10/07/2025	1	609-49750-251	430.40	LIQUOR
53162	10/30/25	PHILLIPS WINE AND SPIRITS	5057099	10/07/2025	2	609-49750-253	440.00	WINE
53162	10/30/25	PHILLIPS WINE AND SPIRITS	5057099	10/07/2025	3	609-49750-254	56.10	NA
53162	10/30/25	PHILLIPS WINE AND SPIRITS	5057099	10/07/2025	4	609-49750-333	27.16	DELIVERY
53162	10/30/25	PHILLIPS WINE AND SPIRITS	5060952	10/14/2025	1	609-49750-251	1,054.80	LIQUOR
53162	10/30/25	PHILLIPS WINE AND SPIRITS	5060952	10/14/2025	2	609-49750-333	17.78	DELIVERY
Total 53162:							3,087.40	
53163	10/30/25	SOUTHERN GLAZERS OF MN	2676696	10/03/2025	1	609-49750-251	1,787.47	LIQUOR
53163	10/30/25	SOUTHERN GLAZERS OF MN	2676696	10/03/2025	2	609-49750-333	20.92	DELIVERY
53163	10/30/25	SOUTHERN GLAZERS OF MN	2676697	10/03/2025	1	609-49750-251	50.75-	CREDIT LIQUOR
53163	10/30/25	SOUTHERN GLAZERS OF MN	2676697	10/03/2025	2	609-49750-253	1,276.87	WINE
53163	10/30/25	SOUTHERN GLAZERS OF MN	2676697	10/03/2025	3	609-49750-333	35.65	DELIVERY
53163	10/30/25	SOUTHERN GLAZERS OF MN	2679363	10/10/2025	1	609-49750-252	4,753.52	BEER
53163	10/30/25	SOUTHERN GLAZERS OF MN	2679363	10/10/2025	2	609-49750-259	267.55-	CREDIT OTHER FOR RESALE
53163	10/30/25	SOUTHERN GLAZERS OF MN	2679363	10/10/2025	3	609-49750-333	57.97	DELIVERY
53163	10/30/25	SOUTHERN GLAZERS OF MN	2679364	10/10/2025	1	609-49750-253	54.00	WINE
53163	10/30/25	SOUTHERN GLAZERS OF MN	2679364	10/10/2025	2	609-49750-333	1.55	DELIVERY
Total 53163:							7,669.65	
53164	10/30/25	STAR PUBLICATIONS	2025CI-1622	09/30/2025	1	609-49750-343	190.00	ADVERTISING

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Total 53164:							190.00	
53165	10/30/25	VIKING BOTTLING CO.	3779751	10/06/2025	1	609-49750-254	181.90	NA
53165	10/30/25	VIKING BOTTLING CO.	3791244	10/10/2025	1	609-49750-254	161.10	NA
Total 53165:							343.00	
53166	10/30/25	VINOCOPIA	0382116-IN	10/03/2025	1	609-49750-253	309.35	WINE
53166	10/30/25	VINOCOPIA	0382116-IN	10/03/2025	2	609-49750-333	7.50	DELIVERY
Total 53166:							316.85	
53167	10/30/25	VISA	8948101325	10/13/2025	1	101-45200-437	52.00	RESERVATION KEY-PARKS
53167	10/30/25	VISA	8948101325	10/13/2025	3	101-41940-437	16.99	ZOOM-CITY
53167	10/30/25	VISA	8948101325	10/13/2025	4	101-45200-437	9.09	TELEMETRYTV-PARKS
53167	10/30/25	VISA	8948101325	10/13/2025	5	101-49810-310	689.97	SECURITYMETERICS-AIRPORT
53167	10/30/25	VISA	8948101325	10/13/2025	6	101-42110-240	727.80	FIELDS AMMO
53167	10/30/25	VISA	8948101325	10/13/2025	7	609-49750-433	255.38	MN OCM-LIQUOR
Total 53167:							1,751.23	
53168	10/30/25	VIVANT, NICHOLAS & CALLY	31-1320-01	10/29/2025	1	001-10005	9.09	CREDIT ON FINAL WATER BILL
Total 53168:							9.09	
53169	10/30/25	WILLS LAWN CARE LLC	2072	09/30/2025	1	101-49200-450	65.00	LAWNMOWING-530 3RD AVE NW
Total 53169:							65.00	
53170	10/30/25	WINE MERCHANTS	7537823	10/14/2025	1	609-49750-253	640.00	WINE
53170	10/30/25	WINE MERCHANTS	7537823	10/14/2025	2	609-49750-333	11.64	DELIVERY
Total 53170:							651.64	
53171	11/14/25	AMAZON CAPITAL SERVICES IN	16L4-37NF-3	11/01/2025	1	101-41940-201	26.99	OFFICE SUPPLIES-CITY
53171	11/14/25	AMAZON CAPITAL SERVICES IN	16L4-37NF-3	11/01/2025	2	101-41940-217	189.38	CLEANING SUPPLIES-CITY
53171	11/14/25	AMAZON CAPITAL SERVICES IN	16L4-37NF-3	11/01/2025	3	101-41940-401	52.99	EMERGENCY SIGN-CITY
53171	11/14/25	AMAZON CAPITAL SERVICES IN	16L4-37NF-3	11/01/2025	4	101-41940-437	22.02	BREAKROOM SUPPLIES-CITY
53171	11/14/25	AMAZON CAPITAL SERVICES IN	16L4-37NF-3	11/01/2025	5	101-42110-201	19.08	OFFICE SUPPLIES-PD
53171	11/14/25	AMAZON CAPITAL SERVICES IN	16L4-37NF-3	11/01/2025	6	101-43000-212	262.44	CAMERA/CARPLAY SCREEN/TUBING-PW
53171	11/14/25	AMAZON CAPITAL SERVICES IN	16L4-37NF-3	11/01/2025	7	101-43000-217	25.99	FILTER REPLACEMENTS-PW
53171	11/14/25	AMAZON CAPITAL SERVICES IN	16L4-37NF-3	11/01/2025	8	101-43000-221	46.97	CONNECTORS/RECEIVER-PW
53171	11/14/25	AMAZON CAPITAL SERVICES IN	16L4-37NF-3	11/01/2025	9	101-43000-240	40.84	HEAT GUN-PW
53171	11/14/25	AMAZON CAPITAL SERVICES IN	16L4-37NF-3	11/01/2025	10	101-43000-401	408.46	OUTDOOR LIGHTS-PW
53171	11/14/25	AMAZON CAPITAL SERVICES IN	16L4-37NF-3	11/01/2025	11	602-49400-212	199.98	LIGHT BULBS-WATER
Total 53171:							1,295.14	
53172	11/14/25	AMERICAN SOLUTIONS FR BU	INV0842197	10/21/2025	1	101-41940-201	398.77	GEN A/P CHECKS
Total 53172:							398.77	
53173	11/14/25	AT&T MOBILITY	2873260566	09/25/2025	1	101-42280-321	38.23	FIRE TABLET
53173	11/14/25	AT&T MOBILITY	2873260566	09/25/2025	2	101-42110-321	482.96	POLICE-12 LINES
53173	11/14/25	AT&T MOBILITY	2873260566	10/25/2025	1	101-42280-321	38.23	FIRE TABLET
53173	11/14/25	AT&T MOBILITY	2873260566	10/25/2025	2	101-42110-321	482.96	POLICE-12 LINES

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Total 53173:							1,042.38	
53174	11/14/25	AT&T MOBILITY	2873260586	09/25/2025	1	602-49400-321	158.92	WATER-4 LINES
53174	11/14/25	AT&T MOBILITY	2873260586	09/25/2025	2	101-43000-321	134.67	PUBLIC WORKS-3 LINES
53174	11/14/25	AT&T MOBILITY	2873260586	09/25/2025	3	101-41940-321	86.12	ADMINISTRATION-2 LINES
53174	11/14/25	AT&T MOBILITY	2873260586	09/25/2025	4	609-49750-343	41.23	LIQUOR STORE DIGITAL SIGN
53174	11/14/25	AT&T MOBILITY	2873260586	10/25/2025	1	602-49400-321	158.92	WATER-4 LINES
53174	11/14/25	AT&T MOBILITY	2873260586	10/25/2025	2	101-43000-321	134.67	PUBLIC WORKS-3 LINES
53174	11/14/25	AT&T MOBILITY	2873260586	10/25/2025	3	101-41940-321	86.12	ADMINISTRATION-2 LINES
53174	11/14/25	AT&T MOBILITY	2873260586	10/25/2025	4	609-49750-343	41.23	LIQUOR STORE DIGITAL SIGN
Total 53174:							841.88	
53175	11/14/25	AW RESEARCH LABORATORIE	74726	10/06/2025	1	602-49400-310	125.00	COLIFORM BACTERIA/E.COLI TESTING
53175	11/14/25	AW RESEARCH LABORATORIE	74763	10/10/2025	1	603-49450-310	168.00	SEWER TESTING
53175	11/14/25	AW RESEARCH LABORATORIE	74908	10/20/2025	1	603-49450-310	118.00	SEWER TESTING
53175	11/14/25	AW RESEARCH LABORATORIE	75067	10/24/2025	1	603-49450-310	1,318.90	SEWER TESTING
53175	11/14/25	AW RESEARCH LABORATORIE	75129	10/28/2025	1	603-49450-310	233.00	SEWER TESTING
Total 53175:							1,962.90	
53176	11/14/25	BCA/MNJIS SECTION	0000089224	09/30/2025	1	101-42110-309	600.00	BCA ACCESS FEE 070125-063026
Total 53176:							600.00	
53177	11/14/25	BELLBOY CORP.	0110462300	10/29/2025	1	609-49750-259	37.80	OTHER FOR RESALE
53177	11/14/25	BELLBOY CORP.	0209443300	10/29/2025	1	609-49750-251	2,613.30	LIQUOR
53177	11/14/25	BELLBOY CORP.	0209443300	10/29/2025	2	609-49750-254	500.50	NA
Total 53177:							3,151.60	
53178	11/14/25	BERNICKS	10417047	10/22/2025	1	609-49750-252	1,192.50	BEER
53178	11/14/25	BERNICKS	10417048	10/22/2025	1	609-49750-254	56.96	NA
53178	11/14/25	BERNICKS	10419768	10/29/2025	1	609-49750-252	2,000.40	BEER
53178	11/14/25	BERNICKS	10419769	10/29/2025	1	609-49750-254	76.96	NA
53178	11/14/25	BERNICKS	10419770	10/29/2025	1	609-49750-252	215.25	CREDIT BEER
Total 53178:							3,111.57	
53179	11/14/25	BIG J'S SERVICE STATION	0003390	11/03/2025	1	101-42280-212	770.64	GAS-FIRE
53179	11/14/25	BIG J'S SERVICE STATION	0003390	11/03/2025	2	101-43000-212	855.23	GAS-PW
53179	11/14/25	BIG J'S SERVICE STATION	0003390	11/03/2025	3	101-42110-212	26.00	TIRE REPAIR-PD
53179	11/14/25	BIG J'S SERVICE STATION	0003390	11/03/2025	4	101-45200-212	73.07	GAS-PARKS
53179	11/14/25	BIG J'S SERVICE STATION	0003390	11/03/2025	5	602-49400-212	34.59	GAS-WATER
53179	11/14/25	BIG J'S SERVICE STATION	0003390	11/03/2025	6	603-49450-212	34.59	GAS-SEWER
53179	11/14/25	BIG J'S SERVICE STATION	0003390	11/03/2025	7	101-49810-212	56.53	GAS-AIRPORT
53179	11/14/25	BIG J'S SERVICE STATION	0003390	11/03/2025	8	101-43000-221	849.44	TIRES-PW
Total 53179:							2,700.09	
53180	11/14/25	BOLTON & MENK INC	0375654	09/30/2025	1	101-49810-530	2,000.00	CZAP FOR RUNWAY
Total 53180:							2,000.00	
53181	11/14/25	BRANDON COMMUNICATIONS I	INV-40284	10/01/2025	1	101-42280-226	5,462.10	RADIO REPAIR
53181	11/14/25	BRANDON COMMUNICATIONS I	INV-40393	10/01/2025	1	101-42280-226	2,208.00	RADIO REPAIR
53181	11/14/25	BRANDON COMMUNICATIONS I	INV-40614	10/01/2025	1	101-42280-226	223.00	RADIO REPAIR

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Total 53181:							7,893.10	
53182	11/14/25	BREAKTHRU BEVERAGE MN W	123817870	10/16/2025	1	609-49750-251	4,270.92	LIQUOR
53182	11/14/25	BREAKTHRU BEVERAGE MN W	123817870	10/16/2025	2	609-49750-253	176.00	WINE
53182	11/14/25	BREAKTHRU BEVERAGE MN W	123817870	10/16/2025	3	609-49750-254	90.00	NA
53182	11/14/25	BREAKTHRU BEVERAGE MN W	123817870	10/16/2025	4	609-49750-333	74.00	DELIVERY
53182	11/14/25	BREAKTHRU BEVERAGE MN W	123933450	10/23/2025	1	609-49750-251	2,025.31	LIQUOR
53182	11/14/25	BREAKTHRU BEVERAGE MN W	123933450	10/23/2025	2	609-49750-253	616.00	WINE
53182	11/14/25	BREAKTHRU BEVERAGE MN W	123933450	10/23/2025	3	609-49750-333	35.15	DELIVERY
53182	11/14/25	BREAKTHRU BEVERAGE MN W	124041857	10/30/2025	1	609-49750-251	2,639.59	LIQUOR
53182	11/14/25	BREAKTHRU BEVERAGE MN W	124041857	10/30/2025	2	609-49750-253	1,727.95	WINE
53182	11/14/25	BREAKTHRU BEVERAGE MN W	124041857	10/30/2025	3	609-49750-333	90.20	DELIVERY
53182	11/14/25	BREAKTHRU BEVERAGE MN W	413828649	10/01/2025	1	609-49750-251	88.71-	CREDIT LIQUOR
53182	11/14/25	BREAKTHRU BEVERAGE MN W	413828649	10/01/2025	2	609-49750-333	.62-	CREDIT DELIVERY
53182	11/14/25	BREAKTHRU BEVERAGE MN W	413960752	09/23/2025	1	609-49750-251	81.20-	CREDIT LIQUOR
53182	11/14/25	BREAKTHRU BEVERAGE MN W	413960752	09/23/2025	2	609-49750-333	1.85-	CREDIT DELIVERY
Total 53182:							11,572.74	
53183	11/14/25	C & L DISTRIBUTING CO.	2194787	10/22/2025	1	609-49750-259	256.00	OTHER FOR RESALE
53183	11/14/25	C & L DISTRIBUTING CO.	2194894	10/22/2025	1	609-49750-252	9,290.30	BEER
53183	11/14/25	C & L DISTRIBUTING CO.	2194894	10/22/2025	2	609-49750-253	199.15	WINE
53183	11/14/25	C & L DISTRIBUTING CO.	2194894	10/22/2025	3	609-49750-254	45.00	NA
53183	11/14/25	C & L DISTRIBUTING CO.	2194894	10/22/2025	4	609-49750-259	40.00-	CREDIT OTHER FOR RESALE
53183	11/14/25	C & L DISTRIBUTING CO.	2197155	10/29/2025	1	609-49750-251	2,862.80	LIQUOR
53183	11/14/25	C & L DISTRIBUTING CO.	2197155	10/29/2025	2	609-49750-252	12,278.10	BEER
53183	11/14/25	C & L DISTRIBUTING CO.	2197155	10/29/2025	3	609-49750-254	23.39	NA
53183	11/14/25	C & L DISTRIBUTING CO.	3702001109	10/29/2025	1	609-49750-252	13.55-	CREDIT BEER
53183	11/14/25	C & L DISTRIBUTING CO.	3702001110	10/29/2025	1	609-49750-251	9.73-	CREDIT LIQUOR
Total 53183:							24,891.46	
53184	11/14/25	CARDINAL, JASON THOMAS	MIL25-3	09/19/2025	1	101-42110-310	1,040.00	BACKGROUND INVESTIGATION-ARMSTRONG
Total 53184:							1,040.00	
53185	11/14/25	CINTAS	4245568499	10/06/2025	1	101-45200-310	31.05	RUGS-GCC
53185	11/14/25	CINTAS	4245568539	10/06/2025	1	101-43000-434	65.72	UNIFORMS-PW
53185	11/14/25	CINTAS	4245568769	10/06/2025	1	101-45500-310	10.33	RUGS-LIBRARY
53185	11/14/25	CINTAS	4246295921	10/13/2025	1	101-43000-434	91.11	UNIFORMS-PW
53185	11/14/25	CINTAS	4247057558	10/20/2025	1	101-45200-310	31.05	RUGS-GCC
53185	11/14/25	CINTAS	4247057627	10/20/2025	1	101-43000-434	58.01	UNIFORMS-PW
53185	11/14/25	CINTAS	4247058058	10/20/2025	1	101-41940-310	21.79	RUGS - CITY HALL
53185	11/14/25	CINTAS	4247058112	10/20/2025	1	101-45500-310	33.85	RUGS-LIBRARY
53185	11/14/25	CINTAS	4247793293	10/27/2025	1	101-43000-434	48.58	UNIFORMS-PW
Total 53185:							391.49	
53186	11/14/25	CINTAS	4246296027	10/13/2025	1	609-49750-310	86.61	RUGS - LIQUOR STORE
53186	11/14/25	CINTAS	4247793321	10/27/2025	1	609-49750-310	81.71	RUGS - LIQUOR STORE
Total 53186:							168.32	
53187	11/14/25	CORE AND MAIN LP	X878348	10/07/2025	1	602-49400-218	1,895.73	PARTS-WATER
Total 53187:							1,895.73	

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53188	11/14/25	CP FLAGS, FLAGPOLES & PRO	8576	10/24/2025	1	101-42280-520	3,830.40	FLAGS-FD
Total 53188:							3,830.40	
53189	11/14/25	CRYSTAL SPRINGS ICE	03-501858	10/29/2025	1	609-49750-259	191.04	OTHER FOR RESALE - ICE
53189	11/14/25	CRYSTAL SPRINGS ICE	03-501858	10/29/2025	2	609-49750-333	4.00	DELIVERY
Total 53189:							195.04	
53190	11/14/25	DAHLHEIMER DISTRIBUTING C	2604337	10/21/2025	1	609-49750-251	105.20	LIQUOR
53190	11/14/25	DAHLHEIMER DISTRIBUTING C	2604337	10/21/2025	2	609-49750-252	2,487.10	BEER
53190	11/14/25	DAHLHEIMER DISTRIBUTING C	2604337	10/21/2025	3	609-49750-254	32.00	NA
53190	11/14/25	DAHLHEIMER DISTRIBUTING C	2604337	10/21/2025	4	609-49750-259	150.00	OTHER FOR RESALE
53190	11/14/25	DAHLHEIMER DISTRIBUTING C	2610333	10/28/2025	1	609-49750-252	7,920.45	BEER
53190	11/14/25	DAHLHEIMER DISTRIBUTING C	2610333	10/28/2025	2	609-49750-253	111.00	WINE
53190	11/14/25	DAHLHEIMER DISTRIBUTING C	2610333	10/28/2025	3	609-49750-254	254.10	NA
53190	11/14/25	DAHLHEIMER DISTRIBUTING C	2610333	10/28/2025	4	609-49750-259	141.00	OTHER FOR RESALE
53190	11/14/25	DAHLHEIMER DISTRIBUTING C	2611780	10/28/2025	1	609-49750-252	129.75-	CREDIT BEER
53190	11/14/25	DAHLHEIMER DISTRIBUTING C	2611780	10/28/2025	2	609-49750-254	8.70-	CREDIT NA
Total 53190:							11,062.40	
53191	11/14/25	Damien F. Toven & Associates, LL	1629	10/28/2025	1	101-41610-304	4,662.88	CRIMINAL RETAINER-OCTOBER
53191	11/14/25	Damien F. Toven & Associates, LL	1633	10/29/2025	1	101-41610-304	1,500.00	CIVIL RETAINER-OCTOBER
Total 53191:							6,162.88	
53192	11/14/25	Damien F. Toven & Associates, LL	22000696	10/21/2025	1	219-42110-317	450.00	2007 CHEV TAHOE DWI FORFEITURE
53192	11/14/25	Damien F. Toven & Associates, LL	23002414	10/21/2025	1	219-42110-317	67.50	2008 LINCOLN DWI FORFEITURE
Total 53192:							517.50	
53193	11/14/25	DINGES PARTNERS GROUP LL	77390	10/15/2025	1	101-42280-580	5,270.00	RESCUE EQUIPMENT-GRANT MONIES-FD
Total 53193:							5,270.00	
53194	11/14/25	E.C.M. PUBLISHERS, INC.	1068055	10/02/2025	1	101-42110-343	16.10	BID AUCTION-PD
53194	11/14/25	E.C.M. PUBLISHERS, INC.	1068055	10/02/2025	2	101-42280-310	16.10	BID AUCTION-FIRE
53194	11/14/25	E.C.M. PUBLISHERS, INC.	1068343	10/05/2025	1	101-43000-310	58.90	MAINTENANCE WORKER II AD-PW
53194	11/14/25	E.C.M. PUBLISHERS, INC.	1068343	10/05/2025	2	602-49400-343	58.89	MAINTENANCE WORKER II AD-WATER
53194	11/14/25	E.C.M. PUBLISHERS, INC.	1068343	10/05/2025	3	603-49450-343	58.89	MAINTENANCE WORKER II AD-SEWER
53194	11/14/25	E.C.M. PUBLISHERS, INC.	1069319	10/12/2025	1	101-43000-310	100.18	MAINTENANCE WORKER II AD-PW
53194	11/14/25	E.C.M. PUBLISHERS, INC.	1069319	10/12/2025	2	603-49450-343	100.17	MAINTENANCE WORKER II AD-SEWER
53194	11/14/25	E.C.M. PUBLISHERS, INC.	1069319	10/12/2025	3	602-49400-343	100.17	MAINTENANCE WORKER II AD-WATER
53194	11/14/25	E.C.M. PUBLISHERS, INC.	1070144	10/19/2025	1	101-43000-310	41.28	MAINTENANCE WORKER II AD-PW
53194	11/14/25	E.C.M. PUBLISHERS, INC.	1070144	10/19/2025	2	603-49450-343	41.28	MAINTENANCE WORKER II AD-SEWER
53194	11/14/25	E.C.M. PUBLISHERS, INC.	1070144	10/19/2025	3	602-49400-343	41.28	MAINTENANCE WORKER II AD-WATER
53194	11/14/25	E.C.M. PUBLISHERS, INC.	1070145	10/19/2025	1	101-43000-310	75.56	MAINTENANCE WORKER II AD-PW
53194	11/14/25	E.C.M. PUBLISHERS, INC.	1070145	10/19/2025	2	603-49450-343	75.56	MAINTENANCE WORKER II AD-SEWER
53194	11/14/25	E.C.M. PUBLISHERS, INC.	1070145	10/19/2025	3	602-49400-343	75.56	MAINTENANCE WORKER II AD-WATER
53194	11/14/25	E.C.M. PUBLISHERS, INC.	1070885	10/26/2025	1	101-43000-310	100.18	MAINTENANCE WORKER II AD-PW
53194	11/14/25	E.C.M. PUBLISHERS, INC.	1070885	10/26/2025	2	602-49400-343	100.17	MAINTENANCE WORKER II AD-WATER
53194	11/14/25	E.C.M. PUBLISHERS, INC.	1070885	10/26/2025	3	603-49450-343	100.17	MAINTENANCE WORKER II AD-SEWER
53194	11/14/25	E.C.M. PUBLISHERS, INC.	1072395	10/31/2025	1	101-43000-310	41.28	MAINTENANCE WORKER II AD-PW
53194	11/14/25	E.C.M. PUBLISHERS, INC.	1072395	10/31/2025	2	603-49450-343	41.28	MAINTENANCE WORKER II AD-SEWER
53194	11/14/25	E.C.M. PUBLISHERS, INC.	1072395	10/31/2025	3	602-49400-343	41.28	MAINTENANCE WORKER II AD-WATER

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Total 53194:							1,284.28	
53195	11/14/25	EHLEN, CHRISTOPHER	111225	11/12/2025	1	101-42280-437	200.00	FIRE CONTEST POSTER PRIZES
Total 53195:							200.00	
53196	11/14/25	ESS BROTHERS & SONS LLC	FF3988	10/01/2025	1	603-49450-409	229.00	PARTS-SEWER
Total 53196:							229.00	
53197	11/14/25	Fire Instruction & Rescue Educati	7695	10/01/2025	1	101-42280-208	6,000.00	TRAINING-8 FIREFIGHTERS
Total 53197:							6,000.00	
53198	11/14/25	FIRST NATIONAL BANK OF OMA	MILACA24A-	10/01/2025	1	355-47000-611	15,000.00	2024A STREET BOND INTEREST
53198	11/14/25	FIRST NATIONAL BANK OF OMA	MILACA24A-	10/01/2025	2	355-47000-601	15,000.00	2024A STREET BOND PRINCIPAL
Total 53198:							30,000.00	
53199	11/14/25	GALLS INC	032785616	10/08/2025	1	101-42110-434	30.78	UNIFORMS-ARMSTRONG
53199	11/14/25	GALLS INC	032797332	10/09/2025	1	101-42110-434	104.01	UNIFORMS-ARMSTRONG
Total 53199:							134.79	
53200	11/14/25	GLOBAL RESERVE LLC	ORD-20720	10/20/2025	1	609-49750-259	526.00	OTHER FOR RESALE
Total 53200:							526.00	
53201	11/14/25	GOPHER STATE ONE CALL	5100600	10/31/2025	1	602-49400-310	82.35	OCTOBER LOCATES
Total 53201:							82.35	
53202	11/14/25	GRAINGER	9674617825	10/14/2025	1	602-49400-240	5.90	STEP LADDER LABELS-WATER
53202	11/14/25	GRAINGER	9687828013	10/24/2025	1	602-49400-240	2.21	LABEL-WATER
Total 53202:							8.11	
53203	11/14/25	GRANITE CITY JOBBING	488133	10/17/2025	1	609-49750-256	169.86	TOBACCO
53203	11/14/25	GRANITE CITY JOBBING	488133	10/17/2025	2	609-49750-259	170.47	OTHER FOR RESALE
53203	11/14/25	GRANITE CITY JOBBING	488133	10/17/2025	3	609-49750-333	10.00	DELIVERY
53203	11/14/25	GRANITE CITY JOBBING	489348	10/24/2025	1	609-49750-256	408.64	TOBACCO
53203	11/14/25	GRANITE CITY JOBBING	489348	10/24/2025	2	609-49750-259	59.22	OTHER FOR RESALE
53203	11/14/25	GRANITE CITY JOBBING	490846	10/31/2025	1	609-49750-256	396.69	TOBACCO
53203	11/14/25	GRANITE CITY JOBBING	490846	10/31/2025	2	609-49750-254	178.64	NA
Total 53203:							1,393.52	
53204	11/14/25	GROUND HOUSE RENOVATION	325	11/18/2025	1	101-49010-401	9,024.25	HALF DOWN -SR CENTER FLOORING
Total 53204:							9,024.25	
53205	11/14/25	HANSEN POWER & LIGHTING, I	4170	11/08/2025	1	603-49450-530	3,565.00	REPAIR TO POWER LINE-SEWER INSTALL
Total 53205:							3,565.00	
53206	11/14/25	HANSEN, MARI	100825	10/08/2025	1	609-49750-208	136.50	MILEAGE FOR MMBA REGIONAL MTG

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Total 53206:							136.50	
53207	11/14/25	HAWKINS, INC.	7223323	09/29/2025	1	602-49400-216	2,738.75	CHEMICALS
53207	11/14/25	HAWKINS, INC.	7225486	10/15/2025	1	602-49400-216	20.00	CHLORINE CYLINDER-PW
Total 53207:							2,758.75	
53208	11/14/25	HEALTHEQUITY	V91S2YB	11/01/2025	1	101-41940-310	38.25	NOV MONTHLY PARTICIPATION FEES
Total 53208:							38.25	
53209	11/14/25	HUNT ELECTRIC CORPORATIO	25101703	11/04/2025	1	101-41940-401	180.00	GENERATOR REPAIR
Total 53209:							180.00	
53210	11/14/25	HY-TECH AUTOMOTIVE	063573	11/03/2025	1	101-42110-212	98.45	2021 TAHOE OIL CHANGE
Total 53210:							98.45	
53211	11/14/25	IPRINT TECHNOLOGIES	1259997	10/22/2025	1	101-42110-201	132.00	TONER-PD
53211	11/14/25	IPRINT TECHNOLOGIES	1263428	11/05/2025	1	101-42110-201	55.00	TONER-PD
53211	11/14/25	IPRINT TECHNOLOGIES	1263745	11/06/2025	1	101-41940-201	308.50	TONER-DELORIS
53211	11/14/25	IPRINT TECHNOLOGIES	1263745	11/06/2025	2	101-42400-201	308.50	TONER-BLDG INSPECTOR
Total 53211:							804.00	
53212	11/14/25	JAYSEN S FERN	10135	10/19/2025	1	609-49750-259	168.75	OTHER FOR RESALE
Total 53212:							168.75	
53213	11/14/25	JIMS MILLE LACS DISPOSAL IN	211948-1101	11/01/2025	1	101-42280-384	25.00	GARBAGE-FIRE
53213	11/14/25	JIMS MILLE LACS DISPOSAL IN	211948-1101	11/01/2025	2	101-43000-312	300.00	COMPOST
53213	11/14/25	JIMS MILLE LACS DISPOSAL IN	211948-1101	11/01/2025	3	101-41940-381	75.63	GARBAGE-CITY
53213	11/14/25	JIMS MILLE LACS DISPOSAL IN	211948-1101	11/01/2025	4	101-45200-384	42.55	GARBAGE-PARKS
53213	11/14/25	JIMS MILLE LACS DISPOSAL IN	212276-1101	11/01/2025	1	101-45200-384	104.58	GARBAGE-PARKS
53213	11/14/25	JIMS MILLE LACS DISPOSAL IN	219225-1101	11/01/2025	1	609-49750-384	67.86	GARBAGE - LIQUOR
53213	11/14/25	JIMS MILLE LACS DISPOSAL IN	3249517-110	11/01/2025	1	101-45200-415	148.39	CHANGING SHELTER
53213	11/14/25	JIMS MILLE LACS DISPOSAL IN	3280373-110	11/01/2025	1	101-45200-415	94.89	PORTA-POTTY REC PARK
Total 53213:							858.90	
53214	11/14/25	JOHNSON BROTHERS LIQUOR	2905383	10/21/2025	1	609-49750-251	1,455.85	LIQUOR
53214	11/14/25	JOHNSON BROTHERS LIQUOR	2905383	10/21/2025	2	609-49750-253	313.30	WINE
53214	11/14/25	JOHNSON BROTHERS LIQUOR	2905383	10/21/2025	3	609-49750-254	225.20	NA
53214	11/14/25	JOHNSON BROTHERS LIQUOR	2905383	10/21/2025	4	609-49750-259	139.31	CREDIT OTHER FOR RESALE
53214	11/14/25	JOHNSON BROTHERS LIQUOR	2905383	10/21/2025	5	609-49750-333	40.92	DELIVERY
53214	11/14/25	JOHNSON BROTHERS LIQUOR	2905384	10/21/2025	1	609-49750-259	160.00	OTHER FOR RESALE
53214	11/14/25	JOHNSON BROTHERS LIQUOR	2905385	10/21/2025	1	609-49750-251	9,423.16	LIQUOR
53214	11/14/25	JOHNSON BROTHERS LIQUOR	2905385	10/21/2025	2	609-49750-333	118.34	DELIVERY
53214	11/14/25	JOHNSON BROTHERS LIQUOR	2910474	10/28/2025	1	609-49750-253	1,125.00	WINE
53214	11/14/25	JOHNSON BROTHERS LIQUOR	2910474	10/28/2025	2	609-49750-251	1,043.10	LIQUOR
53214	11/14/25	JOHNSON BROTHERS LIQUOR	2910474	10/28/2025	3	609-49750-333	46.56	DELIVERY
53214	11/14/25	JOHNSON BROTHERS LIQUOR	2914840	10/31/2025	1	609-49750-251	326.96	LIQUOR
53214	11/14/25	JOHNSON BROTHERS LIQUOR	2914840	10/31/2025	2	609-49750-333	9.70	DELIVERY
Total 53214:							14,148.78	

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53215	11/14/25	KAGE INNOVATION	30600	11/06/2025	1	101-43000-221	1,888.11	LASER HARNESS/MOUNTS-PW
Total 53215:							1,888.11	
53216	11/14/25	KANABEC PUBLICATIONS	1916369	10/03/2025	1	101-43000-310	35.86	MAINTENANCE WORKER II AD-PW
53216	11/14/25	KANABEC PUBLICATIONS	1916369	10/03/2025	2	603-49450-343	35.85	MAINTENANCE WORKER II-SEWER
53216	11/14/25	KANABEC PUBLICATIONS	1916369	10/03/2025	3	602-49400-343	35.85	MAINTENANCE WORKER II-WATER
53216	11/14/25	KANABEC PUBLICATIONS	1916780	10/04/2025	1	101-43000-310	27.48	MAINTENANCE WORKER II AD-PW
53216	11/14/25	KANABEC PUBLICATIONS	1916780	10/04/2025	2	603-49450-343	27.48	MAINTENANCE WORKER II-SEWER
53216	11/14/25	KANABEC PUBLICATIONS	1916780	10/04/2025	3	602-49400-343	27.48	MAINTENANCE WORKER II-WATER
53216	11/14/25	KANABEC PUBLICATIONS	1917998	10/10/2025	1	101-43000-310	35.86	MAINTENANCE WORKER II AD-PW
53216	11/14/25	KANABEC PUBLICATIONS	1917998	10/10/2025	2	603-49450-343	35.85	MAINTENANCE WORKER II-SEWER
53216	11/14/25	KANABEC PUBLICATIONS	1917998	10/10/2025	3	602-49400-343	35.85	MAINTENANCE WORKER II-WATER
53216	11/14/25	KANABEC PUBLICATIONS	1918128	10/11/2025	1	101-43000-310	27.48	MAINTENANCE WORKER II AD-PW
53216	11/14/25	KANABEC PUBLICATIONS	1918128	10/11/2025	2	603-49450-343	27.48	MAINTENANCE WORKER II-SEWER
53216	11/14/25	KANABEC PUBLICATIONS	1918128	10/11/2025	3	602-49400-343	27.48	MAINTENANCE WORKER II-WATER
53216	11/14/25	KANABEC PUBLICATIONS	1920219	10/24/2025	1	101-43000-310	35.86	MAINTENANCE WORKER II AD-PW
53216	11/14/25	KANABEC PUBLICATIONS	1920219	10/24/2025	2	603-49450-343	35.85	MAINTENANCE WORKER II-SEWER
53216	11/14/25	KANABEC PUBLICATIONS	1920219	10/24/2025	3	602-49400-343	35.85	MAINTENANCE WORKER II-WATER
53216	11/14/25	KANABEC PUBLICATIONS	1920344	10/25/2025	1	101-43000-310	27.48	MAINTENANCE WORKER II AD-PW
53216	11/14/25	KANABEC PUBLICATIONS	1920344	10/25/2025	2	603-49450-343	27.48	MAINTENANCE WORKER II-SEWER
53216	11/14/25	KANABEC PUBLICATIONS	1920344	10/25/2025	3	602-49400-343	27.48	MAINTENANCE WORKER II-WATER
53216	11/14/25	KANABEC PUBLICATIONS	1921421	10/31/2025	1	101-43000-310	35.86	MAINTENANCE WORKER II AD-PW
53216	11/14/25	KANABEC PUBLICATIONS	1921421	10/31/2025	2	603-49450-343	35.85	MAINTENANCE WORKER II-SEWER
53216	11/14/25	KANABEC PUBLICATIONS	1921421	10/31/2025	3	602-49400-343	35.85	MAINTENANCE WORKER II-WATER
Total 53216:							677.56	
53217	11/14/25	KOCHS HARDWARE HANK	3181-103125	10/31/2025	1	101-42110-437	5.99	CAR CLEANER-PD
53217	11/14/25	KOCHS HARDWARE HANK	3181-103125	10/31/2025	2	101-42280-401	6.49	TANK FLAPPER-FD
53217	11/14/25	KOCHS HARDWARE HANK	3181-103125	10/31/2025	3	101-43000-217	25.98	BATTERIES-PW
53217	11/14/25	KOCHS HARDWARE HANK	3181-103125	10/31/2025	4	101-43000-240	159.86	FLASHLIGHT/DRILL-PW
53217	11/14/25	KOCHS HARDWARE HANK	3181-103125	10/31/2025	5	101-49810-437	13.99	BULB-AIRPORT
53217	11/14/25	KOCHS HARDWARE HANK	3181-103125	10/31/2025	6	602-49400-322	66.78	POSTAGE-WATER
53217	11/14/25	KOCHS HARDWARE HANK	3181-103125	10/31/2025	7	602-49400-437	129.60	PARTS-WATER
Total 53217:							408.69	
53218	11/14/25	KOCHS HARDWARE HANK	3752-103125	10/31/2025	1	609-49750-437	2.32	BOLTS-LIQUOR
Total 53218:							2.32	
53219	11/14/25	L.E.L.S.	238-1125	11/01/2025	1	101-21710	292.00	NOVEMBER UNION DUES-PD
Total 53219:							292.00	
53220	11/14/25	LEPPER, JAKE	100625	10/06/2025	1	101-41120-308	50.00	PLANNING COMMISSION-OCTOBER
Total 53220:							50.00	
53221	11/14/25	M. AMUNDSON LLP	412197	10/21/2025	1	609-49750-256	394.54	TOBACCO
53221	11/14/25	M. AMUNDSON LLP	412197	10/21/2025	2	609-49750-259	99.86	OTHER FOR RESALE
53221	11/14/25	M. AMUNDSON LLP	412582	10/28/2025	1	609-49750-256	721.16	TOBACCO
53221	11/14/25	M. AMUNDSON LLP	412582	10/28/2025	2	609-49750-259	14.04	OTHER FOR RESALE
Total 53221:							1,229.60	
53222	11/14/25	MICKELSON, MARY	102825	10/28/2025	1	101-41940-437	101.59	MILEAGE REIMBURSEMENT-COUNCIL AMPLIFIER

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Total 53222:							101.59	
53223	11/14/25	MILACA AUTO VALUE	1302823-102	10/25/2025	1	101-42280-221	1,199.95	12V BOOST MAX-FD
53223	11/14/25	MILACA AUTO VALUE	1302823-102	10/25/2025	2	101-42280-437	9.99	EPOXY-FD
53223	11/14/25	MILACA AUTO VALUE	1302823-102	10/25/2025	3	101-45200-437	17.94	PRIMEGUARD-PARKS
Total 53223:							1,227.88	
53224	11/14/25	MILACA REC FEST & ACTIVITIE	7272025	10/01/2025	1	208-49020-437	4,625.85	REC FEST CAMPING
Total 53224:							4,625.85	
53225	11/14/25	MILACA UNCLAIMED FREIGHT	102225	10/22/2025	1	609-49750-217	52.50	CANDY-LIQUOR
53225	11/14/25	MILACA UNCLAIMED FREIGHT	102825	10/28/2025	1	609-49750-217	9.75	CALENDAR/SOAP-LIQUOR
Total 53225:							62.25	
53226	11/14/25	MILLAM, JOEL	100625	10/06/2025	1	101-41120-308	50.00	PLANNING COMMISSION-OCTOBER
Total 53226:							50.00	
53227	11/14/25	MILLE LACS COUNTY DAC	42012	10/29/2025	1	603-49450-310	46.13	UTILITY BILLING PROCESSING FOR NOVEMBER-S
53227	11/14/25	MILLE LACS COUNTY DAC	42012	10/29/2025	2	602-49400-310	46.13	UTILITY BILLING PROCESSING FOR NOVEMBER-V
53227	11/14/25	MILLE LACS COUNTY DAC	42017	10/31/2025	1	101-41940-310	583.92	CLEANING SVCS-CITY HALL
53227	11/14/25	MILLE LACS COUNTY DAC	42017	10/31/2025	2	101-45500-310	480.96	CLEANING SVCS - LIBRARY
53227	11/14/25	MILLE LACS COUNTY DAC	42017	10/31/2025	3	101-42280-310	45.90	CLEANING SVCS - FIRE
53227	11/14/25	MILLE LACS COUNTY DAC	42017	10/31/2025	4	101-45200-310	197.46	CLEANING SVCS - GORECKI CENTER
Total 53227:							1,400.50	
53228	11/14/25	MILLER TRUCKING	7594	10/31/2025	1	609-49750-333	55.90	DELIVERY
Total 53228:							55.90	
53229	11/14/25	MINNESOTA PAVING AND MATE	1913497	11/04/2025	1	101-43000-403	537.25	COLD MIX
Total 53229:							537.25	
53230	11/14/25	MN COMPUTER SYSTEMS INC	438046	11/03/2025	1	101-41940-310	73.60	COPIER CONTRACT-CITY
Total 53230:							73.60	
53231	11/14/25	MN DEPT OF LABOR & INDUST	ABR0360360	10/25/2025	1	101-43000-310	25.00	PRESSURE VESSEL-PW
Total 53231:							25.00	
53232	11/14/25	MN DEPT OF PUBLIC SAFETY (	6613-2026	10/21/2025	1	609-49750-433	20.00	2026 BUYERS CARD-LIQUOR
Total 53232:							20.00	
53233	11/14/25	MN PEIP	1569137	11/10/2025	1	101-21706	25,782.90	MEDICAL INS-DECEMBER COVERAGE
Total 53233:							25,782.90	
53234	11/14/25	MOOSE LAKE BREWING CO. LL	WB42-006	10/21/2025	1	609-49750-252	107.00	BEER

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Total 53234:							107.00	
53235	11/14/25	NAPA CENTRAL MN	14381-10312	10/31/2025	1	101-43000-221	303.75	HYDRAULIC HOSE FITTING/DEX III-PW
Total 53235:							303.75	
53236	11/14/25	NEALLEY, ELIZABETH	101525	10/15/2025	1	101-41510-208	47.60	MILEAGE REIMBURSEMENT-TAX SEMINAR
Total 53236:							47.60	
53237	11/14/25	NEW FRANCE WINE COMPANY,	255235	10/21/2025	1	609-49750-251	182.00	LIQUOR
53237	11/14/25	NEW FRANCE WINE COMPANY,	255235	10/21/2025	2	609-49750-253	88.00	WINE
53237	11/14/25	NEW FRANCE WINE COMPANY,	255235	10/21/2025	3	609-49750-333	6.00	DELIVERY
Total 53237:							276.00	
53238	11/14/25	PAUSTIS WINE COMPANY	279065	10/30/2025	1	609-49750-253	360.00	WINE
53238	11/14/25	PAUSTIS WINE COMPANY	279065	10/30/2025	2	609-49750-254	66.00	NA
53238	11/14/25	PAUSTIS WINE COMPANY	279065	10/30/2025	3	609-49750-333	10.50	DELIVERY
Total 53238:							436.50	
53239	11/14/25	PHILLIPS WINE AND SPIRITS	5064545	10/21/2025	1	609-49750-251	1,603.18	LIQUOR
53239	11/14/25	PHILLIPS WINE AND SPIRITS	5064545	10/21/2025	2	609-49750-259	49.57	OTHER FOR RESALE
53239	11/14/25	PHILLIPS WINE AND SPIRITS	5064545	10/21/2025	3	609-49750-333	35.89	DELIVERY
53239	11/14/25	PHILLIPS WINE AND SPIRITS	5068359	10/28/2025	1	609-49750-251	713.16	LIQUOR
53239	11/14/25	PHILLIPS WINE AND SPIRITS	5068359	10/28/2025	2	609-49750-253	926.75	WINE
53239	11/14/25	PHILLIPS WINE AND SPIRITS	5068359	10/28/2025	3	609-49750-333	65.96	DELIVERY
Total 53239:							3,394.51	
53240	11/14/25	PIKE PLUMBING HEATING INC	91584	10/08/2025	1	101-45200-310	200.00	SPLASH PAD TESTING
53240	11/14/25	PIKE PLUMBING HEATING INC	91584	10/08/2025	2	602-49400-310	600.00	WWTP TESTING
Total 53240:							800.00	
53241	11/14/25	QUADIENT FINANCING USA, IN	4970-110925	11/09/2025	2	101-41940-322	500.00	CITY POSTAGE
Total 53241:							500.00	
53242	11/14/25	QUALITY FLOW SYSTEMS	49823	10/07/2025	1	603-49450-310	1,500.00	SERVICE CHECKS-6 STATIONS
Total 53242:							1,500.00	
53243	11/14/25	RASINKSKI TOTAL DOOR SERVI	6186	10/18/2025	1	609-49750-401	653.13	SLIDING DOOR REPAIR-LIQUOR STORE
Total 53243:							653.13	
53244	11/14/25	ROELOFS, TROY	102025	10/20/2025	1	101-43000-230	200.00	WORK BOOTS
Total 53244:							200.00	
53245	11/14/25	RUSSELL, MICHELLE A.	110125	11/01/2025	1	101-42110-310	415.40	ANIMAL CONTROL-PD
Total 53245:							415.40	
53246	11/14/25	SALT SOURCE, LLC	30676	10/08/2025	1	101-41940-401	171.55	SALT DE-ICER-CITY

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53246	11/14/25	SALT SOURCE, LLC	30676	10/08/2025	2	101-45500-401	171.54	SALT DE-ICER-LIBRARY
53246	11/14/25	SALT SOURCE, LLC	30676	10/08/2025	3	609-49750-401	171.54	SALT DE-ICER-LIQUOR
53246	11/14/25	SALT SOURCE, LLC	30676	10/08/2025	4	101-42280-401	171.54	SALT DE-ICER-FIRE
53246	11/14/25	SALT SOURCE, LLC	30676	10/08/2025	5	101-49010-401	171.54	SALT DE-ICER-SR CENTER
53246	11/14/25	SALT SOURCE, LLC	30676	10/08/2025	6	101-43000-401	171.55	SALT DE-ICER-PW
Total 53246:							1,029.26	
53247	11/14/25	SELECT URGENT CARE LLC	7092C28265	11/03/2025	1	101-42110-310	535.47	NEW HIRE PHYSICAL-ARMSTRONG
Total 53247:							535.47	
53248	11/14/25	SIEMERS, MITCH	100625	10/06/2025	1	101-41120-308	50.00	PLANNING COMMISSION-OCTOBER
Total 53248:							50.00	
53249	11/14/25	SMALL LOT MN	MN106251	10/29/2025	1	609-49750-253	495.00	WINE
Total 53249:							495.00	
53250	11/14/25	SOUTHERN GLAZERS OF MN	2682034	10/17/2025	1	609-49750-251	5,463.33	LIQUOR
53250	11/14/25	SOUTHERN GLAZERS OF MN	2682034	10/17/2025	2	609-49750-333	70.63	DELIVERY
53250	11/14/25	SOUTHERN GLAZERS OF MN	2682035	10/17/2025	1	609-49750-253	877.22	WINE
53250	11/14/25	SOUTHERN GLAZERS OF MN	2682035	10/17/2025	2	609-49750-333	17.05	DELIVERY
53250	11/14/25	SOUTHERN GLAZERS OF MN	2684627	10/24/2025	1	609-49750-253	400.08	WINE
53250	11/14/25	SOUTHERN GLAZERS OF MN	2684627	10/24/2025	2	609-49750-333	10.85	DELIVERY
53250	11/14/25	SOUTHERN GLAZERS OF MN	2687384	10/31/2025	1	609-49750-251	5,744.26	LIQUOR
53250	11/14/25	SOUTHERN GLAZERS OF MN	2687384	10/31/2025	2	609-49750-333	81.51	DELIVERY
53250	11/14/25	SOUTHERN GLAZERS OF MN	2687385	10/31/2025	1	609-49750-253	371.88	WINE
53250	11/14/25	SOUTHERN GLAZERS OF MN	2687385	10/31/2025	2	609-49750-333	10.85	DELIVERY
53250	11/14/25	SOUTHERN GLAZERS OF MN	5132045	10/31/2025	1	609-49750-251	156.33	LIQUOR
53250	11/14/25	SOUTHERN GLAZERS OF MN	5132045	10/31/2025	2	609-49750-333	.26	DELIVERY
53250	11/14/25	SOUTHERN GLAZERS OF MN	5132046	10/31/2025	1	609-49750-253	120.00	WINE
53250	11/14/25	SOUTHERN GLAZERS OF MN	5132046	10/31/2025	2	609-49750-333	2.07	DELIVERY
Total 53250:							13,326.32	
53251	11/14/25	ST. CLOUD REFRIGERATION IN	AW27205	10/28/2025	1	609-49750-401	538.49	HTG 1 AND REFRIG 1 MAINTENANCE-LIQUOR
53251	11/14/25	ST. CLOUD REFRIGERATION IN	AW27294	10/30/2025	1	609-49750-401	516.90	REPAIRS/MAINTENANCE BUILDINGS
53251	11/14/25	ST. CLOUD REFRIGERATION IN	AW27529	10/31/2025	1	609-49750-401	1,201.22	REPAIRS/MAINTENANCE BUILDINGS
Total 53251:							2,256.61	
53252	11/14/25	STANTEC	2465679	10/09/2025	1	101-41120-310	792.00	PLANNER CONSULTANT
53252	11/14/25	STANTEC	2465679	10/09/2025	2	602-49400-310	964.00	SCDP APPLICATION-WATER
53252	11/14/25	STANTEC	2465679	10/09/2025	3	602-49400-310	1,704.00	AT&T TOWER
53252	11/14/25	STANTEC	2465679	10/09/2025	4	101-41120-310	910.00	RUM RIVER SPECIAL ED SUBDIVISION
53252	11/14/25	STANTEC	2465683	10/09/2025	1	501-43100-303	1,643.50	AIRPORT ROAD
53252	11/14/25	STANTEC	2465690	10/09/2025	1	200-46500-310	2,268.00	MILACA JUNCTION ADDITION
53252	11/14/25	STANTEC	2465701	10/09/2025	1	602-49400-303	656.00	WELLHEAD PROTECTION PLAN
53252	11/14/25	STANTEC	2465702	10/09/2025	1	602-49400-303	4,518.50	HWY 23 PROJECT WATER ENGINEER
53252	11/14/25	STANTEC	2465704	10/09/2025	1	101-43000-303	8,378.04	2025 STREET PROJECTS
53252	11/14/25	STANTEC	2465707	10/09/2025	1	602-49400-303	1,141.50	UTILITIES FOR RUM RIVER SPECIAL ED
Total 53252:							22,975.54	
53253	11/14/25	STAR PUBLICATIONS	2025CI-2242	10/31/2025	1	609-49750-343	190.00	ADVERTISING

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Total 53253:							190.00	
53254	11/14/25	STONEHEART GRANITE	101425	10/14/2025	1	101-45200-530	3,788.00	SIERRA WHITE BENCH W/HARP LEGS
Total 53254:							3,788.00	
53255	11/14/25	TACTICAL LLC	75479	10/24/2025	1	609-49750-259	250.00	OTHER FOR RESALE
53255	11/14/25	TACTICAL LLC	75479	10/24/2025	2	609-49750-333	11.11	DELIVERY
Total 53255:							261.11	
53256	11/14/25	TEALS MARKET	3141018-110	11/01/2025	1	101-41940-437	16.08	BREAKROOM SUPPLIES-CITY
53256	11/14/25	TEALS MARKET	3141018-110	11/01/2025	2	101-43000-208	13.93	SAFETY MTG SUPPLIES-PW
Total 53256:							30.01	
53257	11/14/25	THEIN WELL	9772	10/21/2025	1	602-49400-310	425.00	HIGH SERVICE PUMP REPAIR-WATER
Total 53257:							425.00	
53258	11/14/25	TOLZMAN, BRAD	100625	10/06/2025	1	101-41120-308	50.00	PLANNING COMMISSION-OCTOBER
Total 53258:							50.00	
53259	11/14/25	TRUE FABRICATIONS, INC.	1651552	10/20/2025	1	609-49750-259	137.00	OTHER FOR RESALE
Total 53259:							137.00	
53260	11/14/25	ULINE	199151577	10/13/2025	1	101-45200-401	147.50	FOAM SOAP
Total 53260:							147.50	
53261	11/14/25	USA BLUEBOOK	INV0086723	10/24/2025	1	602-49400-216	109.01	CHEMICALS
Total 53261:							109.01	
53262	11/14/25	VIKING BOTTLING CO.	3791328	10/17/2025	1	609-49750-254	277.70	NA
53262	11/14/25	VIKING BOTTLING CO.	3803603	10/24/2025	1	609-49750-254	245.90	NA
53262	11/14/25	VIKING BOTTLING CO.	3803689	10/31/2025	1	609-49750-254	108.95	NA
Total 53262:							632.55	
53263	11/14/25	VINOCOPIA	0383526-IN	10/24/2025	1	609-49750-251	1,118.25	LIQUOR
53263	11/14/25	VINOCOPIA	0383526-IN	10/24/2025	2	609-49750-333	16.00	DELIVERY
Total 53263:							1,134.25	
53264	11/14/25	WEX BANK	108620151	11/07/2025	1	101-42110-212	1,361.44	GAS - POLICE
53264	11/14/25	WEX BANK	108620151	11/07/2025	2	101-43000-212	157.49	GAS-PW
Total 53264:							1,518.93	
53265	11/14/25	WINE MERCHANTS	7539534	10/28/2025	1	609-49750-253	385.20	WINE
53265	11/14/25	WINE MERCHANTS	7539534	10/28/2025	2	609-49750-333	9.70	DELIVERY
Total 53265:							394.90	

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53266	11/14/25	WOODEN HILL BREWING COMP	1396	10/16/2025	1	609-49750-252	124.50-	CREDIT BEER
53266	11/14/25	WOODEN HILL BREWING COMP	1597	10/17/2025	1	609-49750-252	182.40	BEER
Total 53266:							57.90	
53267	11/14/25	YOST, EDWARD T	INV232	11/03/2025	1	101-41940-309	125.00	IT SERVICES-CITY
53267	11/14/25	YOST, EDWARD T	INV232	11/03/2025	2	101-42280-309	125.00	IT SERVICES-FIRE
53267	11/14/25	YOST, EDWARD T	INV232	11/03/2025	3	101-43000-309	125.00	IT SERVICES-PW
53267	11/14/25	YOST, EDWARD T	INV232	11/03/2025	4	602-49400-309	62.50	IT SERVICES-WATER
53267	11/14/25	YOST, EDWARD T	INV232	11/03/2025	5	603-49450-309	62.50	IT SERVICES-SEWER
53267	11/14/25	YOST, EDWARD T	INV232	11/03/2025	6	101-42110-310	125.00	IT SERVICES-PD
Total 53267:							625.00	
53268	11/14/25	ZIEGLER LASER WORX LLC	10132025CM	10/13/2025	1	101-41940-437	40.73	NAME PLATE PLANNING COMM-VEURINK
Total 53268:							40.73	
821787	10/27/25	MN DEPT OF LABOR & INDUST	DLIMN10014	10/27/2025	1	101-32210	378.06	3RD QTR SURCHARGE
Total 821787:							378.06	
821788	10/29/25	U.S. POSTMASTER	10282025	10/28/2025	1	603-49450-322	232.96	OCTOBER WATER BILLS-SEWER
821788	10/29/25	U.S. POSTMASTER	10282025	10/28/2025	2	602-49400-322	232.96	OCTOBER WATER BILLS-WATER
Total 821788:							465.92	
821789	11/13/25	BENTON COMMUNICATIONS	0238009623-	11/01/2025	1	101-42280-321	88.39	PHONE SERVICE - FIRE
Total 821789:							88.39	
821790	11/13/25	BENTON COMMUNICATIONS	0238009658-	11/01/2025	1	101-45500-321	130.32	PHONE SERVICE - LIBRARY
821790	11/13/25	BENTON COMMUNICATIONS	0238009658-	11/01/2025	2	101-43000-321	88.45	PHONE SERVICE - PW
821790	11/13/25	BENTON COMMUNICATIONS	0238009658-	11/01/2025	3	101-42110-321	159.12	PHONE SERVICE - POLICE
821790	11/13/25	BENTON COMMUNICATIONS	0238009658-	11/01/2025	4	101-41940-321	284.68	PHONE SERVICE - CITY HALL
821790	11/13/25	BENTON COMMUNICATIONS	0238009658-	11/01/2025	5	619-49900-321	59.22	PHONE SERVICE - DEP REG
821790	11/13/25	BENTON COMMUNICATIONS	0238009658-	11/01/2025	6	101-45200-321	64.95	PHONE SERVICE - GORECKI BLDG-PARKS
821790	11/13/25	BENTON COMMUNICATIONS	0238009658-	11/01/2025	7	101-49810-321	88.39	PHONE SERVICE - AIRPORT
821790	11/13/25	BENTON COMMUNICATIONS	0238009658-	11/01/2025	8	602-49400-321	93.45	PHONE SERVICE - WATER
821790	11/13/25	BENTON COMMUNICATIONS	0238009658-	11/01/2025	9	609-49750-321	157.48	PHONE SERVICE - LIQUOR STORE
Total 821790:							1,126.06	
821791	11/13/25	CENTERPOINT ENERGY	5826769-1-1	10/15/2025	1	609-49750-381	76.52	GAS - LIQUOR STORE
Total 821791:							76.52	
821792	11/13/25	CENTERPOINT ENERGY	8000014099-	10/24/2025	1	101-42280-381	11.29	FIRE HALL
821792	11/13/25	CENTERPOINT ENERGY	8000014099-	10/24/2025	2	208-45600-381	31.47	HISTORICAL SOCIETY
821792	11/13/25	CENTERPOINT ENERGY	8000014099-	10/24/2025	3	101-43000-381	67.46	PUBLIC WORKS
821792	11/13/25	CENTERPOINT ENERGY	8000014099-	10/24/2025	4	101-49010-381	21.09	SENIOR CENTER
821792	11/13/25	CENTERPOINT ENERGY	8000014099-	10/24/2025	5	101-41940-381	60.87	CITY HALL
821792	11/13/25	CENTERPOINT ENERGY	8000014099-	10/24/2025	6	602-49400-381	163.82	WATER PLANT
821792	11/13/25	CENTERPOINT ENERGY	8000014099-	10/24/2025	7	101-45500-381	219.48	LIBRARY
821792	11/13/25	CENTERPOINT ENERGY	8000014099-	10/24/2025	8	101-45200-381	58.86	GORECKI BLDG
Total 821792:							634.34	

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821793	11/13/25	CITY HIVE INC	690617DB36	10/31/2025	1	609-49750-310	56.81	LIQUOR WEBSITE-OCTOBER
Total 821793:							56.81	
821794	11/13/25	DELTA DENTAL OF MN	CNS0001978	11/01/2025	1	101-21712	1,751.30	DENTAL INS-NOVEMBER
Total 821794:							1,751.30	
821795	11/13/25	EAST CENTRAL ENERGY	832400-1125	10/09/2025	1	101-43000-381	418.16	PUBLIC WORKS
821795	11/13/25	EAST CENTRAL ENERGY	832400-1125	10/09/2025	2	101-49010-381	80.35	SENIOR CENTER
821795	11/13/25	EAST CENTRAL ENERGY	832400-1125	10/09/2025	3	101-49810-381	217.88	AIRPORT
821795	11/13/25	EAST CENTRAL ENERGY	832400-1125	10/09/2025	4	101-45200-381	215.34	PARKS
821795	11/13/25	EAST CENTRAL ENERGY	832400-1125	10/09/2025	5	101-43000-380	3,014.66	STREET LIGHTS
821795	11/13/25	EAST CENTRAL ENERGY	832400-1125	10/09/2025	6	101-42110-437	137.09	PUBLIC SAFETY
821795	11/13/25	EAST CENTRAL ENERGY	832400-1125	10/09/2025	7	208-45600-381	215.68	HISTORICAL SOCIETY
821795	11/13/25	EAST CENTRAL ENERGY	832400-1125	10/09/2025	8	101-45500-381	855.53	LIBRARY
821795	11/13/25	EAST CENTRAL ENERGY	832400-1125	10/09/2025	9	602-49400-381	2,576.59	WATER DEPT
821795	11/13/25	EAST CENTRAL ENERGY	832400-1125	10/09/2025	10	603-49450-381	986.96	SEWER DEPT
821795	11/13/25	EAST CENTRAL ENERGY	832400-1125	10/09/2025	11	101-42280-381	749.05	FIRE HALL
821795	11/13/25	EAST CENTRAL ENERGY	832400-1125	10/09/2025	12	101-41940-381	649.79	CITY HALL
821795	11/13/25	EAST CENTRAL ENERGY	832400-1125	10/09/2025	13	609-49750-381	2,589.41	LIQUOR STORE
Total 821795:							12,706.49	
821796	11/13/25	HEALTHEQUITY	110125	11/01/2025	1	101-21705	7,445.00	NOVEMBER HSA CONTRIBUTIONS
Total 821796:							7,445.00	
821797	11/13/25	MIDCONTINENT COMMUNICATI	14799080115	10/18/2025	1	101-42110-321	145.39	INTERNET- POLICE
Total 821797:							145.39	
821798	11/13/25	NCPERS GROUP LIFE INS	6272001220	11/01/2025	1	101-21709	96.00	GROUP LIFE INS DECEMBER
Total 821798:							96.00	
821799	11/13/25	UNUM	0691590-001	10/14/2025	1	101-21707	964.67	LIFE, STD, LTD-NOV
Total 821799:							964.67	
992510221	10/20/25	AMERICAN FDS	PR1019251	10/20/2025	1	101-21708	325.00	AMERICAN FUNDS AMERICAN FUNDS Pay Period:
Total 992510221:							325.00	
992510222	10/20/25	EFTPS-FED TAXPAYMENT	PR1019251	10/20/2025	1	101-21703	2,857.22	FED/SSI/MEDICARE SOCIAL SECURITY Pay Period:
992510222	10/20/25	EFTPS-FED TAXPAYMENT	PR1019251	10/20/2025	2	101-21701	4,894.30	FED/SSI/MEDICARE FEDERAL WITHHOLDING TAX
992510222	10/20/25	EFTPS-FED TAXPAYMENT	PR1019251	10/20/2025	3	101-21703	2,857.22	FED/SSI/MEDICARE SOCIAL SECURITY Pay Period:
992510222	10/20/25	EFTPS-FED TAXPAYMENT	PR1019251	10/20/2025	4	101-21703	917.97	FED/SSI/MEDICARE MEDICARE Pay Period: 10/19/
992510222	10/20/25	EFTPS-FED TAXPAYMENT	PR1019251	10/20/2025	5	101-21703	917.97	FED/SSI/MEDICARE MEDICARE Pay Period: 10/19/
Total 992510222:							12,444.68	
992510223	10/20/25	GOVONE SOLUTIONS	PR1019251	10/20/2025	1	101-21704	2,525.03	PERA PERA PROTECTIVE Pay Period: 10/19/2025
992510223	10/20/25	GOVONE SOLUTIONS	PR1019251	10/20/2025	2	101-21704	2,844.84	PERA PERA COORDINATED Pay Period: 10/19/202
992510223	10/20/25	GOVONE SOLUTIONS	PR1019251	10/20/2025	3	101-21704	3,282.50	PERA PERA COORDINATED Pay Period: 10/19/202
992510223	10/20/25	GOVONE SOLUTIONS	PR1019251	10/20/2025	4	101-21704	1,683.36	PERA PERA PROTECTIVE Pay Period: 10/19/2025

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Total 992510223:							10,335.73	
992510224	10/20/25	MN-STATE TAXPAYMENT	PR1019251	10/20/2025	1	101-21702	2,454.12	SWT STATE WITHHOLDING TAX Pay Period: 10/19/25
Total 992510224:							2,454.12	
992511051	11/03/25	AMERICAN FDS	PR1102251	11/03/2025	1	101-21708	325.00	AMERICAN FUNDS AMERICAN FUNDS Pay Period: 11/02/25
Total 992511051:							325.00	
992511052	11/03/25	EFTPS-FED TAXPAYMENT	PR1102251	11/03/2025	1	101-21703	2,631.95	FED/SSI/MEDICARE SOCIAL SECURITY Pay Period: 11/02/25
992511052	11/03/25	EFTPS-FED TAXPAYMENT	PR1102251	11/03/2025	2	101-21701	4,235.92	FED/SSI/MEDICARE FEDERAL WITHHOLDING TAX Pay Period: 11/02/25
992511052	11/03/25	EFTPS-FED TAXPAYMENT	PR1102251	11/03/2025	3	101-21703	2,631.95	FED/SSI/MEDICARE SOCIAL SECURITY Pay Period: 11/02/25
992511052	11/03/25	EFTPS-FED TAXPAYMENT	PR1102251	11/03/2025	4	101-21703	850.96	FED/SSI/MEDICARE MEDICARE Pay Period: 11/2/25
992511052	11/03/25	EFTPS-FED TAXPAYMENT	PR1102251	11/03/2025	5	101-21703	850.96	FED/SSI/MEDICARE MEDICARE Pay Period: 11/2/25
Total 992511052:							11,201.74	
992511053	11/03/25	GOVONE SOLUTIONS	PR1102251	11/03/2025	1	101-21704	2,939.75	PERA PERA PROTECTIVE Pay Period: 11/2/2025
992511053	11/03/25	GOVONE SOLUTIONS	PR1102251	11/03/2025	2	101-21704	2,763.56	PERA PERA COORDINATED Pay Period: 11/2/2025
992511053	11/03/25	GOVONE SOLUTIONS	PR1102251	11/03/2025	3	101-21704	3,188.73	PERA PERA COORDINATED Pay Period: 11/2/2025
992511053	11/03/25	GOVONE SOLUTIONS	PR1102251	11/03/2025	4	101-21704	1,959.84	PERA PERA PROTECTIVE Pay Period: 11/2/2025
Total 992511053:							10,851.88	
992511054	11/03/25	MN-STATE TAXPAYMENT	PR1102251	11/03/2025	1	101-21702	2,192.73	SWT STATE WITHHOLDING TAX Pay Period: 11/2/25
Total 992511054:							2,192.73	
992511057	11/04/25	EFTPS-FED TAXPAYMENT	PR1102251	11/03/2025	6	101-21703	2,095.60	FED/SSI/MEDICARE
992511057	11/04/25	EFTPS-FED TAXPAYMENT	PR1102251	11/03/2025	7	101-21703	2,095.60	FED/SSI/MEDICARE
992511057	11/04/25	EFTPS-FED TAXPAYMENT	PR1102251	11/03/2025	8	101-21703	490.16	FED/SSI/MEDICARE
992511057	11/04/25	EFTPS-FED TAXPAYMENT	PR1102251	11/03/2025	9	101-21703	490.16	FED/SSI/MEDICARE
Total 992511057:							5,171.52	
992511058	11/04/25	MN-MCSO	PR1102251	11/04/2025	1	101-21711	357.16	Child Support
Total 992511058:							357.16	
Grand Totals:							586,087.11	

Summary by General Ledger Account Number

GL Account	Debit	Credit	Proof
001-10005	50.63	.00	50.63
001-20200	.00	50.63-	50.63-
101-20200	.00	324,827.99-	324,827.99-
101-21701	9,130.22	.00	9,130.22
101-21702	4,646.85	.00	4,646.85
101-21703	19,687.72	.00	19,687.72
101-21704	21,187.61	.00	21,187.61
101-21705	7,445.00	.00	7,445.00
101-21706	55,631.36	.00	55,631.36
101-21707	964.67	.00	964.67
101-21708	650.00	.00	650.00
101-21709	96.00	.00	96.00
101-21710	292.00	.00	292.00
101-21711	357.16	.00	357.16
101-21712	1,751.30	.00	1,751.30
101-31410	1,129.65	.00	1,129.65
101-32210	378.06	.00	378.06
101-41120-308	200.00	.00	200.00
101-41120-310	1,702.00	.00	1,702.00
101-41510-208	47.60	.00	47.60
101-41610-304	6,162.88	.00	6,162.88
101-41940-201	734.26	.00	734.26
101-41940-217	189.38	.00	189.38
101-41940-309	125.00	.00	125.00
101-41940-310	1,231.82	.00	1,231.82
101-41940-321	456.92	.00	456.92
101-41940-322	500.00	.00	500.00
101-41940-381	786.29	.00	786.29
101-41940-401	404.54	.00	404.54
101-41940-437	197.41	.00	197.41
101-42110-201	206.08	.00	206.08
101-42110-212	1,485.89	.00	1,485.89
101-42110-240	727.80	.00	727.80
101-42110-309	600.00	.00	600.00
101-42110-310	2,115.87	.00	2,115.87
101-42110-321	1,270.43	.00	1,270.43
101-42110-343	16.10	.00	16.10
101-42110-434	134.79	.00	134.79
101-42110-437	143.08	.00	143.08
101-42280-208	6,000.00	.00	6,000.00
101-42280-212	770.64	.00	770.64
101-42280-221	1,199.95	.00	1,199.95
101-42280-226	7,893.10	.00	7,893.10
101-42280-309	125.00	.00	125.00
101-42280-310	116.00	.00	116.00
101-42280-321	164.85	.00	164.85
101-42280-381	760.34	.00	760.34
101-42280-384	25.00	.00	25.00
101-42280-401	178.03	.00	178.03
101-42280-437	209.99	.00	209.99
101-42280-520	3,830.40	.00	3,830.40
101-42280-580	5,270.00	.00	5,270.00
101-42400-201	308.50	.00	308.50
101-42400-300	4,486.32	.00	4,486.32
101-43000-208	13.93	.00	13.93
101-43000-212	1,275.16	.00	1,275.16
101-43000-217	51.97	.00	51.97

GL Account	Debit	Credit	Proof
101-43000-221	3,088.27	.00	3,088.27
101-43000-230	200.00	.00	200.00
101-43000-240	200.70	.00	200.70
101-43000-303	8,378.04	.00	8,378.04
101-43000-309	125.00	.00	125.00
101-43000-310	668.26	.00	668.26
101-43000-312	300.00	.00	300.00
101-43000-321	357.79	.00	357.79
101-43000-380	3,014.66	.00	3,014.66
101-43000-381	485.62	.00	485.62
101-43000-401	580.01	.00	580.01
101-43000-403	537.25	.00	537.25
101-43000-434	263.42	.00	263.42
101-43000-530	111,076.81	.00	111,076.81
101-45200-212	73.07	.00	73.07
101-45200-310	648.56	.00	648.56
101-45200-321	64.95	.00	64.95
101-45200-381	274.20	.00	274.20
101-45200-384	147.13	.00	147.13
101-45200-401	147.50	.00	147.50
101-45200-415	243.28	.00	243.28
101-45200-437	79.03	.00	79.03
101-45200-530	3,788.00	.00	3,788.00
101-45500-310	815.66	.00	815.66
101-45500-321	130.32	.00	130.32
101-45500-381	1,075.01	.00	1,075.01
101-45500-401	171.54	.00	171.54
101-49010-381	101.44	.00	101.44
101-49010-401	9,195.79	.00	9,195.79
101-49200-450	65.00	.00	65.00
101-49810-212	56.53	.00	56.53
101-49810-310	689.97	.00	689.97
101-49810-321	88.39	.00	88.39
101-49810-381	217.88	.00	217.88
101-49810-437	13.99	.00	13.99
101-49810-530	2,000.00	.00	2,000.00
200-20200	.00	2,268.00-	2,268.00-
200-46500-310	2,268.00	.00	2,268.00
208-20200	.00	4,873.00-	4,873.00-
208-45600-381	247.15	.00	247.15
208-49020-437	4,625.85	.00	4,625.85
219-20200	.00	517.50-	517.50-
219-42110-317	517.50	.00	517.50
355-20200	.00	30,000.00-	30,000.00-
355-47000-601	15,000.00	.00	15,000.00
355-47000-611	15,000.00	.00	15,000.00
501-20200	.00	1,643.50-	1,643.50-
501-43100-303	1,643.50	.00	1,643.50
602-20200	.00	19,555.38-	19,555.38-
602-49400-212	234.57	.00	234.57
602-49400-216	2,867.76	.00	2,867.76
602-49400-218	1,895.73	.00	1,895.73
602-49400-240	8.11	.00	8.11
602-49400-303	6,316.00	.00	6,316.00
602-49400-309	62.50	.00	62.50
602-49400-310	3,946.48	.00	3,946.48
602-49400-321	411.29	.00	411.29
602-49400-322	299.74	.00	299.74
602-49400-343	643.19	.00	643.19

GL Account	Debit	Credit	Proof
602-49400-381	2,740.41	.00	2,740.41
602-49400-437	129.60	.00	129.60
603-20200	.00	9,138.23-	9,138.23-
603-49450-212	34.59	.00	34.59
603-49450-309	62.50	.00	62.50
603-49450-310	3,384.03	.00	3,384.03
603-49450-322	232.96	.00	232.96
603-49450-343	643.19	.00	643.19
603-49450-381	986.96	.00	986.96
603-49450-409	229.00	.00	229.00
603-49450-530	3,565.00	.00	3,565.00
609-20200	1,995.39	195,149.05-	193,153.66-
609-49750-208	136.50	.00	136.50
609-49750-217	729.06	.00	729.06
609-49750-251	57,313.06	230.39-	57,082.67
609-49750-252	101,901.02	1,067.61-	100,833.41
609-49750-253	13,416.95	159.00-	13,257.95
609-49750-254	4,098.63	17.51-	4,081.12
609-49750-256	3,842.02	.00	3,842.02
609-49750-259	5,522.12	518.41-	5,003.71
609-49750-310	225.13	.00	225.13
609-49750-321	157.48	.00	157.48
609-49750-333	1,251.85	2.47-	1,249.38
609-49750-343	462.46	.00	462.46
609-49750-381	2,665.93	.00	2,665.93
609-49750-384	67.86	.00	67.86
609-49750-401	3,081.28	.00	3,081.28
609-49750-433	275.38	.00	275.38
609-49750-437	2.32	.00	2.32
619-20200	.00	59.22-	59.22-
619-49900-321	59.22	.00	59.22
Grand Totals:	590,077.89	590,077.89-	.00

Dated: _____

Mayor: _____

City Council: _____

City Recorder: _____

RESOLUTION NO. 25-38

RESOLUTION ACCEPTING DONATION

WHEREAS, The City of Milaca is generally authorized to accept donations of real and personal property pursuant to Minnesota Statutes Section 465.03 for the benefit of its citizens, and is specifically authorized to accept gifts and bequests for the benefit of recreational pursuant to Minnesota Statutes Section 471.17; and

WHEREAS, the following individual has offered to contribute the cash amount set forth below to the city:

<u>Name of Donor</u>	<u>Amount</u>	<u>Committed To</u>
Compeer Financial	\$7800.00	Fire Department Grain Bin Rescue Equipment
David Jamison	\$ 100.00	Veterans Memorial Brick

WHEREAS, said donations have been contributed to assist the city in the establishment as allowed by law; and

WHEREAS, The City Council finds that it is appropriate to accept the donation offered.

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

1. The donation described above is accepted and shall be used to the funds as indicated either alone or in cooperation with others, as allowed by law.
2. The city clerk is hereby directed to issue receipt to the donor acknowledging the city's receipt of the donor's donation.

Adopted this 19th day of November, 2025.

Mayor Dave Dillan

ATTEST

Tammy Pfaff, City Manager



Date: 11-6-2025

To Our Valued Vendor Partners,

As we prepare for the 2026 contract year, we would like to thank you for your continued partnership with Mille Lacs County Area DAC. Your support directly contributes to our mission of providing vocational opportunities for adults with disabilities and ensuring full inclusion within our community. We value the role you play in offering meaningful work experiences to the individuals we serve.

Due to statewide inflationary increases to the Minnesota minimum wage, as well as the implementation of the new Minnesota Paid Leave program, our hourly service rate for cleaning and other contracted community work will increase to \$18.28 per hour effective January 1, 2026.

Our commitment to quality and reliability in all services we provide remains unchanged. If you have any questions, would like to review your contract, or need support regarding scheduling or job tasks, we welcome the opportunity to assist.

Please contact:

- Tina Sather, Community Employment Coordinator — 763-220-8700 ext. 212
- Or reach out to me directly at any time.

We sincerely appreciate your ongoing collaboration and the important role you play in helping individuals grow, participate, and belong in their community. Thank you for your continued partnership.

Warm regards,

Tess Shipman

Executive Director

Mille Lacs County Area DAC

tess@mlcdac.org | 763-220-8700



CONTRACT BETWEEN
CITY OF MILACA
(MILACA FIREHALL)
AND
MILLE LACS COUNTY AREA
DEVELOPMENTAL ACHIEVEMENT CENTER, INC.

CITY OF MILACA agrees to the Cleaning Services Agreement delivered by the clients of Mille Lacs County Area Developmental Achievement Center, Inc., hereinafter referred to as the DAC.

A period of this agreement shall be from January 1st, 2026, through December 31, 2026. The amount of **\$18.28 per hour** will be paid to the DAC by CITY OF MILACA for each hour of client service. This amount will be billed at the end of each month of service. Payment terms are net thirty days.

Mille Lacs County Area DAC is responsible for payment of client wages, FICA, and workers' compensation.

The DAC will provide clients who have the skills to accomplish the tasks needed. Clients will be supervised by DAC staff to ensure the job is done to Your satisfaction. Cleaning service will be ONCE a Month and deep cleaned as needed per your request.

CITY OF MILACA will provide all necessary equipment, supplies and products.

Service will not be provided when clients are not at the DAC. For the term of this contract these dates are: January 1st, & 19th, February 16th, April 3rd, May 25th, July 3rd, August 7th, September 7th, November 26th & 27th, December 24th, 25th, 31st and weekends.

This agreement may be reviewed as often as necessary by either party for determining time required and quality of performance. This contract can be terminated with two (2) weeks written notice by either party.

Minnesota State Sales Tax will be added to the monthly charge.

SIGNED THIS DATE:

CITY OF MILACA MANAGER

DATE

A handwritten signature in black ink, appearing to read 'Theresa Shipman', is written over a horizontal line.

THERESA SHIPMAN, Executive Director
Mille Lacs County Area Developmental Achievement Center, Inc.

11.5.25

DATE



CONTRACT BETWEEN
CITY OF MILACA
(MILACA GORECKI)
AND
MILLE LACS COUNTY AREA
DEVELOPMENTAL ACHIEVEMENT CENTER, INC.

CITY OF MILACA agrees to the Cleaning Services Agreement delivered by the clients of Mille Lacs County Area Developmental Achievement Center, Inc., hereinafter referred to as the DAC.

A period of this agreement shall be from January 1st, 2026, through December 31, 2026. The amount of **\$18.28 per hour** will be paid to the DAC by CITY OF MILACA for each hour of client service. This amount will be billed at the end of each month of service. Payment terms are net thirty days.

Mille Lacs County Area DAC is responsible for payment of client wages, FICA, and workers' compensation.

The DAC will provide clients who have the skills to accomplish the tasks needed. Clients will be supervised by DAC staff to ensure the job is done to Your satisfaction. Cleaning service will be ONCE a week and deep cleaned as needed per your request.

CITY OF MILACA will provide all necessary equipment, supplies and products.

Service will not be provided when clients are not at the DAC. For the term of this contract these dates are: January 1st, & 19th, February 16th, April 3rd, May 25th, July 3rd, August 7th, September 7th, November 26th & 27th, December 24th, 25th, 31st and weekends.

This agreement may be reviewed as often as necessary by either party for determining time required and quality of performance. This contract can be terminated with two (2) weeks written notice by either party.

Minnesota State Sales Tax will be added to the monthly charge.

SIGNED THIS DATE:

CITY OF MILACA MANAGER

DATE

A handwritten signature in black ink, appearing to read 'Theresa Shipman', is written over a horizontal line.

THERESA SHIPMAN, Executive Director
Mille Lacs County Area Developmental Achievement Center, Inc.

11.5.25

DATE



CONTRACT BETWEEN
CITY OF MILACA
(MILACA LIBRARY)
AND
MILLE LACS COUNTY AREA
DEVELOPMENTAL ACHIEVEMENT CENTER, INC.

CITY OF MILACA agrees to the Cleaning Services Agreement delivered by the clients of Mille Lacs County Area Developmental Achievement Center, Inc., hereinafter referred to as the DAC.

A period of this agreement shall be from January 1st, 2026, through December 31, 2026. The amount of **\$18.28 per hour** will be paid to the DAC by CITY OF MILACA for each hour of client service. This amount will be billed at the end of each month of service. Payment terms are net thirty days.

Mille Lacs County Area DAC is responsible for payment of client wages, FICA, and workers' compensation.

The DAC will provide clients who have the skills to accomplish the tasks needed. Clients will be supervised by DAC staff to ensure the job is done to Your satisfaction. Cleaning service will be 3X a week and deep cleaned as needed per your request.

CITY OF MILACA will provide all necessary equipment, supplies and products.

Service will not be provided when clients are not at the DAC. For the term of this contract these dates are: January 1st, & 19th, February 16th, April 3rd, May 25th, July 3rd, August 7th, September 7th, November 26th & 27th, December 24th, 25th, 31st and weekends.

This agreement may be reviewed as often as necessary by either party for determining time required and quality of performance. This contract can be terminated with two (2) weeks written notice by either party.

Minnesota State Sales Tax will be added to the monthly charge.

SIGNED THIS DATE:

CITY OF MILACA MANAGER

DATE

A handwritten signature in black ink, appearing to read 'Theresa Shipman', is written over a horizontal line.

11.5.25

THERESA SHIPMAN, Executive Director
Mille Lacs County Area Developmental Achievement Center, Inc.

DATE



CONTRACT BETWEEN
CITY OF MILACA
(MILACA CITYHALL)
AND
MILLE LACS COUNTY AREA
DEVELOPMENTAL ACHIEVEMENT CENTER, INC.

CITY OF MILACA agrees to the Cleaning Services Agreement delivered by the clients of Mille Lacs County Area Developmental Achievement Center, Inc., hereinafter referred to as the DAC.

A period of this agreement shall be from January 1st, 2026, through December 31, 2026. The amount of **\$18.28 per hour** will be paid to the DAC by CITY OF MILACA for each hour of client service. This amount will be billed at the end of each month of service. Payment terms are net thirty days.

Mille Lacs County Area DAC is responsible for payment of client wages, FICA, and workers' compensation.

The DAC will provide clients who have the skills to accomplish the tasks needed. Clients will be supervised by DAC staff to ensure the job is done to Your satisfaction. Cleaning service will be 2X a week and deep cleaned as needed per your request.

CITY OF MILACA will provide all necessary equipment, supplies and products.

Service will not be provided when clients are not at the DAC. For the term of this contract these dates are: January 1st, & 19th, February 16th, April 3rd, May 25th, July 3rd, August 7th, September 7th, November 26th & 27th, December 24th, 25th, 31st and weekends.

This agreement may be reviewed as often as necessary by either party for determining time required and quality of performance. This contract can be terminated with two (2) weeks written notice by either party.

Minnesota State Sales Tax will be added to the monthly charge.

SIGNED THIS DATE:

CITY OF MILACA MANAGER

DATE

A handwritten signature in black ink, appearing to read 'Theresa Shipman', is written over a horizontal line.

THERESA SHIPMAN, Executive Director
Mille Lacs County Area Developmental Achievement Center, Inc.

11.5.25

DATE



CONTRACT BETWEEN
City of Milaca
AND
MILLE LACS COUNTY AREA
DEVELOPMENTAL ACHIEVEMENT CENTER, INC.

City of Milaca agrees to the Services Agreement delivered by the clients of Mille Lacs County Area Developmental Achievement Center, Inc., hereinafter referred to as the DAC.

A period of this agreement shall be from January 1st, 2026, through December 31, 2026. The amount of .15 cents per piece will be paid to the DAC by City of Milaca for folding, stuffing and sealing bills. This amount will be billed at the end of each month of service. Payment terms are net thirty days.

Mille Lacs County Area DAC is responsible for payment of client wages, FICA, and workers' compensation.

The DAC will provide clients who have the skills to accomplish the tasks needed. Clients will be supervised by DAC staff to ensure the job is done to Your satisfaction. Services will be once a month.

City of Milaca will provide all necessary supplies and products.

Service will not be provided when clients are not at the DAC. For the term of this contract these dates are January 1st, & 19th, February 16th, April 3rd, May 25th, July 3rd, August 7th, September 7th, November 26th & 27th, December 24th, 25th, 31st and weekends.

This agreement may be reviewed as often as necessary by either party for determining time required and quality of performance. This contract can be terminated with two (2) weeks written notice by either party.

Minnesota State Sales Tax will be added to the monthly charge.

SIGNED THIS DATE:

City of Milaca

DATE



THERESA SHIPMAN, Executive Director
Mille Lacs County Area Developmental Achievement Center, Inc.

11-13-25

DATE



Animal Control Agreement 2026-2027

THIS AGREEMENT made this 1st day of January, 2026 by and between Michelle Russell 1124 175th Ave Ogilvie, MN 56358, hereinafter referred to as “Contractor”, and the City of Milaca, hereinafter referred to as “City”.

WITNESSETH, that Contractor and City, for the consideration stated herein, mutually agree as follows:

STATEMENT OF WORK: Contractor shall furnish all labor, equipment, and services performed for the job of animal control officer for the City, as set forth below in an efficient and workmanlike manner in accordance this Agreement. Contractor shall comply with all federal, state, and local laws and ordinances in performing the duties as specified herein.

THE CONTRACT PRICE: The City will pay Contractor for performance of this contract, in current funds as follows: \$100 per call out fee and current IRS rate per mile for pick-up and drop off of dogs as directed by the members of the Mille Lacs County Dispatch or City, whether an animal is then actually picked up, or if the Contractor goes to a place as directed and finds there is no animal to be picked up. Multiple dogs at the same location are no additional charge. If contractor is in route and call is canceled charges will be re-calculated accordingly. If the owner is found, said owner will be responsible for all fees. \$25 boarding fee per day, per dog. Cats will not be picked up and boarded. This boarding fee will be charged/billed to the City if the owner is not found, and the dog is not claimed after the 10 day impound stay. If the owner is found, said owner will be responsible for all fees. Extra services, such as multiple animals seized per a search warrant or out of the ordinary circumstance will be arranged between City and Contractor on a case-by-case basis. Contractor shall have 1-2 hours to respond to a call and have up to 4 hours for a pickup of an animal. All calls from dispatch should leave all information on voicemail to include the reporting party, physical address, type of dog, disposition if known for safety and ICR number. A monthly fee of \$70 for retainer for 24 hour, 7 days-a-week availability service.

CONTRACTOR’S DUTIES: Contractor shall upon request of the members of the Mille Lacs County Dispatch and City, take all reasonable steps to take into custody any animal determined to be in violation of any City Ordinance or Minnesota State Statue. All apprehensions of dogs directed by the member of the Mille Lacs County Dispatch or City, shall be treated humanely and shall be delivered into the custody of the party of facility designed by the City and Contractor. The Contractor agrees to comply with all state laws regarding waiting periods. City is responsible for any and all necessary medical attention needed. All stray dogs picked up will be listed on social media such as City of Milaca Animal Care and Control Facebook page or similar sites in an attempt to locate the owner. The Contractor shall not keep any animal longer than required by City Ordinance. All animals unclaimed by the end of the impound period shall be surrendered to an appropriate facility for adoption or euthanasia.

VETERINARY CARE: Dogs that are picked up and are injured or severely neglected and require urgent veterinary care, shall be treated at Mille Lacs Veterinary Clinic during business hours. Emergency cases be referred to an emergency clinic on a case-by-case basis. Mille Lacs Veterinary Clinic is authorized to stabilize a dog up to \$200 including euthanasia if required. All billing will be sent to the Milaca Police Department.

RECLAIMING: All animals conveyed to the pound shall be kept, with humane treatment and sufficient food and water for their comfort, for ten days, unless sooner reclaimed by their owners or keepers. Owners reclaiming their dogs will pay for all costs associated with picking up and boarding the dog, and vet fees if any. Contractor will obtain verification from the owner as to proof of ownership of the dog such as microchip, vet bills or photos as well as photo identification of the person claiming the dog. Contractor shall confirm that all dogs that reside with owners within city limits have a valid license prior to release of the dog. All billing to the City will include the ICR number, status of dog (returned, adoption, etc) and rate, mileage and boarding fees.

IDENTIFICATION: The City shall provide Contractor with appropriate credentials and/or identification to identify him or her as the "Animal Control Official for the City of Milaca".

IDEMNIFICATION/INSURANCE: Contractor agrees to indemnify and hold the City harmless against all claims, losses, causes of action, and expenses, including legal expenses arising relative to Contractor's performance of this Contract. City shall not be liable for any loss suffered by Contractor due to personal injury or because of damage to, or destruction of any property, or any loss of profits or other consequential damages or any inconvenience resulting from the theft, damage to, or destruction of personal property. Contractor shall be solely responsible for and shall maintain general liability insurance coverage specifically for the Contractor's duties. Contractor shall obtain general liability coverage at the statutory maximum liability limits for a Minnesota municipality, and name the City as an additional insured.

LEGAL STATUS: The parties agree that the Contractor is in full control of the manner in which work is pursued and the Contractor shall not receive retirement benefits, PERA benefits, or any other fringe benefits offered to employees of the City and shall, in all respects be deemed an Independent Contractor.

TERMINATION: It is further agreed that in a case of violation, breach or non-performance by the Contractor of any of the agreements contained in this Contract, City shall have the right to declare this Contract immediately null and void upon written notice to Contractor.

REPRESENTATION: The Contractor represents that they employ employees who are properly trained to perform the Contract.

TERM: This Contract shall become effective upon its execution and continue for two years and may be extended by mutual agreement of the parties. No amendment or modification of this Contract shall be effective unless made in writing and signed by both the City and the Contractor.

IN WITNESS THEREOF, the parties have executed this Contract at City of Milaca, Minnesota on the day and year first above written.

Tammy Pfaff, City Manager
City of Milaca
Date _____

Michelle Russell, Contractor

Date _____



September 23, 2025

Honorable Mayor and City Council
City of Milaca
255 1st Street East
Milaca, MN 56353

Re: Feasibility Report
Municipal Utilities for Rum River Cooperative School
Stantec Project No.: 193807542

Dear Mayor and Council:

Submitted herewith is our Report on providing municipal utility improvements on the east end of 5th Street SE and the property east of CSAH 2 near 5th St. SE. The report was authorized by the City Council on August 21, 2025. The improvements are to provide utility service to property east of CSAH 2 including the proposed Rum River Cooperative School site.

The Report includes a discussion and description of the recommended improvements for inclusion in this project. The proposed improvements include sanitary sewer and water main.

The estimated total project cost is \$230,000. A detailed planning-level cost estimate for the recommended improvements is also included in the Report, along with a possible method of cost allocation for division of costs for the properties that will benefit from the improvements.

We would be pleased to meet with the City Council and Staff at any mutually convenient time to discuss the findings of this Report.

Sincerely,
STANTEC

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

Phil Gravel, City Engineer

I hereby certify that this report, plan, or specification was prepared by me or under my direct supervision and that I am a duly Registered Professional Engineer under the laws of the State of Minnesota.

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

Phil Gravel, PE

Date: September 23, 2025 Registration No. 19864

Introduction

The Rum River Cooperative School is planning to construct a facility property east of CSAH 2 on the eastern edge of Milaca. The proposed site is not currently served by municipal utilities. The City Council authorized preparation of a Feasibility Report to complete a sanitary sewer and water main improvements project to serve the site.

This letter report presents information about the feasibility of providing municipal utilities to the school site. The letter report is intended to conform with the requirements of MN Statute Chapter 429 in case the city should decide that they want to assess the costs of the project to the benefiting properties.

Design Considerations

Water Main

There is an existing water main in 5th Street SE that ends just before the CSAH 2 right of way. It is proposed to connect to this existing main and extend an 8-inch diameter main eastward across CSAH 2 then southeastward to the school site. It is assumed that Mille Lacs County will not require the water main to be installed with a steel casing pipe.

Sanitary Sewer

There is an existing sanitary sewer in 5th Street SE that ends with an access structure just near the CSAH 2 west right of way line. It is proposed to extend 8-inch diameter gravity sanitary sewer eastward across CSAH 2. From the east side of CSAH 2, the sanitary sewer will extend southeasterly to the school site.

Easements

To construct the proposed improvements discussed herein, a drainage and utility easement will be required for the sewer and water main that will be located on PID 21-000-3020. For this report, it is assumed that the easement will be provided at no cost to the city public improvement project.

Permits

To construct the proposed improvements discussed herein, it is anticipated the following permits will need to be obtained prior to the start of construction:

Mille Lacs County Highway Department (highway crossing)
Minnesota Pollution control Agency (sanitary sewer)
Minnesota Department of Health (water main)

Project Schedule

The following schedule outlines the major project tasks necessary to complete the project.

Authorize Feasibility Report	August 2025
Accept Report and Call for Improvement Hearing	October 2025
Public Improvement Hearing	November 2025
Authorize Preparation of Plans and Specifications	November 2025
City Council Approve Plans and Specifications	January 2026
Open Bids	February 2026
Award Contract (Award Bid)	March 2026
Begin Construction	May 2026

Opinion of Probable Project Costs

An opinion of Probable Project Costs has been prepared for the proposed improvements based on current information, including an allowance for engineering, administrative fees, and financing. It is suggested that a separate financing analysis be prepared when project funding and financing decisions are made.

A detailed estimate of the proposed improvement costs is attached. The total estimated project cost is \$230,000.

Cost Allocation and Assessments

The costs for the improvements can be recovered through special assessments to the properties benefiting from this project.

ASSESSMENT ASSUMPTIONS FOR THIS PROJECT

The proposed sanitary sewer and water main improvements benefit the property to the east of CSAH 2 identified as PID 21-000-3020. PID 21-000-3020 is in the process of splitting into 2 parcels. For purposes of this discussion, we refer to the two parcels as: **Remaining PID 21-000-3020** and **Rum River School parcel**.

There are several ways of possibly splitting the assessments. Three possible options are presented below.

Option 1. Half to Remaining PID 21-000-3020 and half to Rum River School parcel. Under this option the proposed assessments would be:

Remaining PID 21-000-3020	\$115,000
Rum River School parcel	<u>\$115,000</u>
TOTAL	\$230,000

Option 2. Zero to Remaining PID 21-000-3020 and all to Rum River School parcel. Under this option the proposed assessments would be:

Remaining PID 21-000-3020	\$ 000
Rum River School parcel	\$230,000
TOTAL	\$230,000

Option 3. Any proportion of some to Remaining PID 21-000-3020 and some to Rum River School parcel. Under this option the proposed assessments would be:

Remaining PID 21-000-3020	\$?
Rum River School parcel	<u>\$?</u>
TOTAL	\$230,000

AREA TO BE ASSESSED

The area proposed to be assessed is the area currently identified by Mille Lacs County as parcel 21-000-3020.

Conclusions and Recommendations

This Feasibility Report was ordered by the City Council based on the need to service currently unserved property within the municipal city limits.

The proposed improvements described in this report are feasible as they relate to general engineering principles and construction procedures. The feasibility of the project as a whole is subject to financial review. The improvements proposed are cost effective and feasible based on proven methods for construction.

A project schedule has been presented for completing the improvements in one construction season. The following recommendations are presented for consideration by the City Council:

- The City should accept this Report and adopt it as a guide for completion of the proposed improvements.
- The City should consider assessing the costs of this project to benefiting properties.
- The City should schedule a public improvement hearing to receive input on the proposed improvements.
- Upon completion of the public hearing, if the City wishes to proceed, the City Council should formally order the project.
- A waiver of assessment agreement should be prepared for the benefitting properties.

Opinion of Probable Costs

MILACA - parcel PID 21-000-3020 UTILITY EXTENSIONS (east of Co Rd 2 at 5th St SE)

Rum River Special Education Cooperative project

September 23, 2025

Sanitary Sewer and Water Main.

Item	Units	Estimated Qty	Estimated Unit Price	Estimated Total Price
MOBILIZATION	LUMP SUM	1	\$17,000.00	\$17,000.00
TEMPORARY TRAFFIC CONTROL	LUMP SUM	1	\$3,000.00	\$3,000.00
BITUMINOUS REMOVAL	SQ FT	3500	\$1.40	\$4,900.00
SUBGRADE PREPERATION	SQ YD	390	\$2.00	\$780.00
STRIP, STOCKPILE, AND RESPREAD TOPSOIL	LUMP SUM	1	\$1,000.00	\$1,000.00
GRANULAR BORROW (12-inches)	CU YD	130	\$20.00	\$2,600.00
AGGREGATE BASE, CLASS 5 (12-inches)	CU YD	130	\$35.00	\$4,550.00
BITUMINOUS WEAR COURSE MIXTURE SP 9.5 (3,C) (1.5-	TON	35	\$105.00	\$3,675.00
BITUMINOUS NON-WEAR, MIXTURE SP 12.5 (3,C)(3.0-inches)	TON	70	\$90.00	\$6,300.00
TACK COAT	GAL	33.33	\$15.00	\$500.00
SEED, FERTILIZER, & HYDROMULCH	SQ YD	1600	\$2.00	\$3,200.00
SILT FENCE, TYPE MACHINE INSTALLED	LIN FT	200	\$3.50	\$700.00
FILTER LOG TYPE WOOD FIBER BIOROLL	LIN FT	30	\$7.50	\$225.00
TEMPORARY ROCK CONSTRUCTION ENTRANCE	EACH	1	\$935.00	\$935.00
CONTINGENCY	LUMP SUM	1	\$7,470.00	\$7,470.00
ESTIMATED STREET REPAIR				\$56,835.00
8-INCH PVC SANITARY SEWER PIPE, SDR 26	LIN FT	404	\$85.00	\$34,340.00
CONSTRUCT SANITARY MANHOLE	EACH	2	\$7,000.00	\$14,000.00
CONNECT TO EXISTING SANITARY MANHOLE	EACH	1	\$6,500.00	\$6,500.00
8"X4" PVC SANITARY SERVICE WYE, SCH 40	EACH	1	\$500.00	\$500.00
4" PVC SANITARY SERVICE PIPE, SCH 40	LIN FT	10	\$50.00	\$500.00
CONTINGENCY	LUMP SUM	1	\$8,800.00	\$8,800.00
ESTIMATED SANITARY SEWER COST				\$64,640.00
6" PVC WATERMAIN, C900	LIN FT	10	\$65.00	\$650.00
8" PVC WATERMAIN, C900	LIN FT	415	\$75.00	\$31,125.00
6" GATE VALVE AND BOX	EACH	2	\$3,500.00	\$7,000.00
8" GATE VALVE AND BOX	EACH	1	\$4,000.00	\$4,000.00
5" HYDRANT	EACH	1	\$6,500.00	\$6,500.00
DIP FITTINGS	POUNDS	200	\$6.00	\$1,200.00
CONNECT TO EXISTING WATER MAIN	EACH	1	\$2,000.00	\$2,000.00
CONTINGENCY	LUMP SUM	1	\$8,800.00	\$8,800.00
ESTIMATED WATER MAIN COST				\$61,275.00
ESTIMATED TOTAL CONSTRUCTION				\$182,750.00
ESTIMATED INDIRECT SOFT COSTS				\$47,250.00
OPTION 1 TOTAL ESTIMATED PROJECT COST				\$230,000.00

PID 21-000-3020

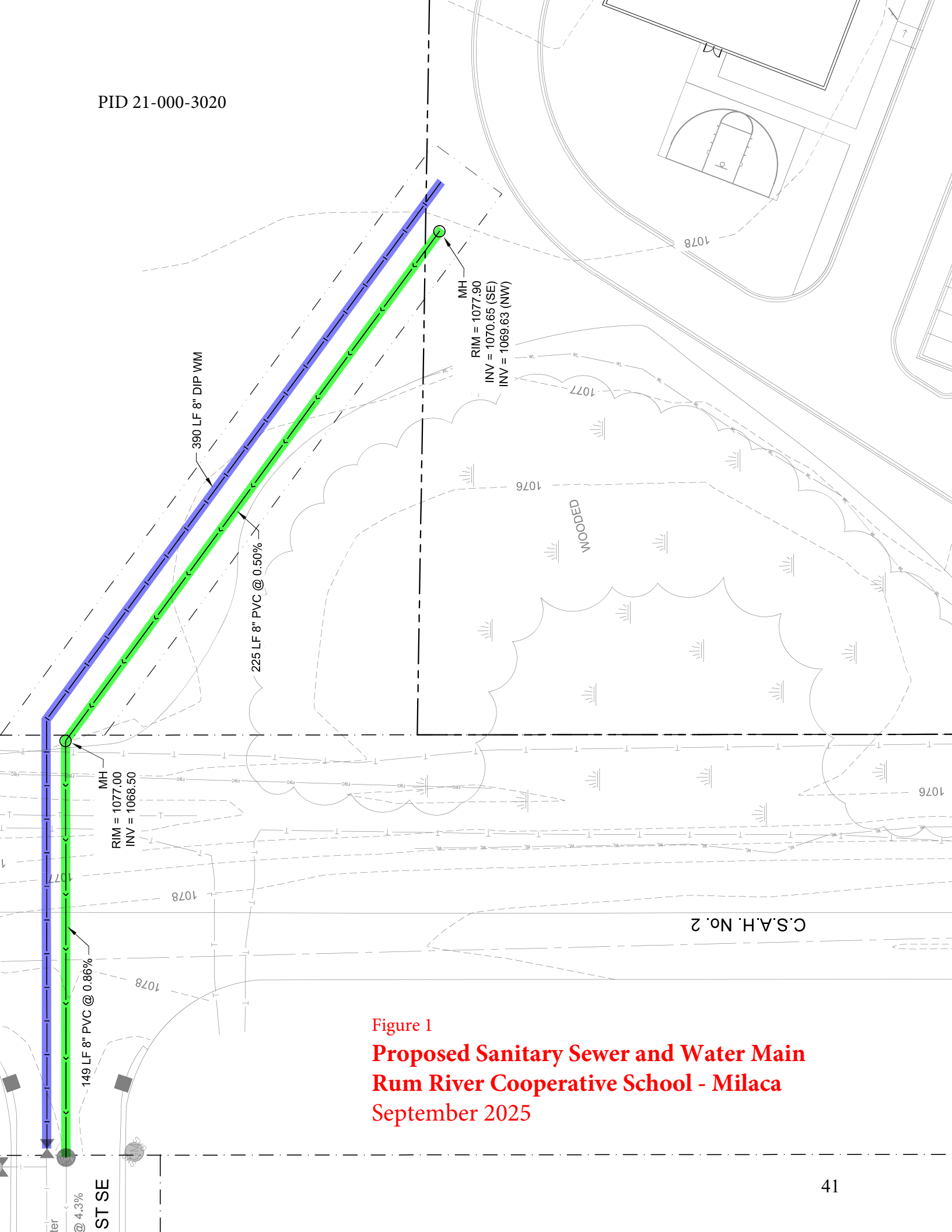


Figure 1
Proposed Sanitary Sewer and Water Main
Rum River Cooperative School - Milaca
September 2025



September 24, 2025

Honorable Mayor and City Council
City of Milaca
255 1st Street East
Milaca, MN 56353

Re: Feasibility Report
Municipal Utilities for PID 21-000-3010 (NE corner of 10th Ave. and TH-23)
Stantec Project No.: 193807341

Dear Mayor and Council:

Submitted herewith is our Report on providing municipal utility improvements on the NE corner of 10th Ave. and TH-23. by the City Council on September 18, 2025. The proposed improvements are intended to extend sanitary sewer and water main across TH-23 in conjunction with the forthcoming TH-23 reconstruction project by MnDOT.

The Report includes a discussion and description of the recommended improvements for inclusion in this project. The proposed improvements include sanitary sewer and water main.

The estimated total project cost is \$175,000. A detailed planning-level cost estimate for the recommended improvements is also included in the Report, along with a possible method of cost allocation for division of costs for the properties that will benefit from the improvements.

We would be pleased to meet with the City Council and Staff at any mutually convenient time to discuss the findings of this Report.

Sincerely,
STANTEC

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

Phil Gravel, City Engineer

I hereby certify that this report, plan, or specification was prepared by me or under my direct supervision and that I am a duly Registered Professional Engineer under the laws of the State of Minnesota.

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

Phil Gravel, PE

Date: September 24, 2025 Registration No. 19864

Introduction

The property on the northeast corner of 10th Ave. and TH-23 is currently owned by the Siemers Family (PID 21-000-3010). The area is not currently served by municipal utilities. The City Council authorized preparation of a Feasibility Report to review the possibility of providing sanitary sewer and water main improvements to serve the property. The construction of the sanitary sewer and water main improvements would be completed in conjunction with a planned MnDOT reconstruction project on TH-23.

This letter report presents information about the feasibility of providing municipal utilities to the northeast corner of the intersection. The letter report is intended to conform with the requirements of MN Statute Chapter 429 in case the city should decide that they want to assess the costs of the project to the benefiting property.

Design Considerations

Water Main

There is an existing 10-inch diameter water main in 10th Avenue SE that runs westward along the south edge of the TH-23 right-of-way. It is proposed to connect to this existing main and extend an 8-inch diameter main northward across TH-23 to a point within the TH-23 right-of-way but far enough from the highway that a connection could be made in the future without disturbing the highway. It is assumed that MnDOT will require the water main to be installed with a steel casing pipe.

Sanitary Sewer

There is an existing sanitary sewer in 10th Avenue SE that ends with an access structure just near the southern right-of-way line of TH-23. It is proposed to extend 8-inch diameter gravity sanitary sewer eastward from 10th Ave. then northward across TH-23. The sewer will be extended far enough north of the highway that a connection could be made in the future without disturbing the highway. The northern end of the proposed sanitary sewer will be approximately 7.5-feet deep. It is not known if the entire developable portion of PID 21-000-3010 will be serviceable by gravity sewer, but it should be serviceable by future private pumping facilities.

Easements

Improvements herein are proposed to be completed within existing public right-of-way so no easements will be necessary. In the future the owners of PID 21-000-3010 will need an easement from PID 02-030-0010 (former RR property now owned by Mille Lacs County) to extend utilities across the parcel.

Permits

To construct the proposed improvements discussed herein, it is anticipated the following permits will need to be obtained prior to the start of construction:

- Minnesota Department of Transportation (utility crossing permit)
- Minnesota Pollution Control Agency (sanitary sewer)
- Minnesota Department of Health (water main)

Project Schedule

The following schedule outlines the major project tasks necessary to complete the project.

Authorize Feasibility Report	September 2025
Accept Report and Call for Improvement Hearing	October 2025
Public Improvement Hearing	November 2025
Authorize Preparation of Plans and Specifications	November 2025
Bidding and Construction	+/- 2027 per MnDOT schedule

Opinion of Probable Project Costs

An opinion of Probable Project Costs has been prepared for the proposed improvements based on current information, including an allowance for engineering, administrative fees, and financing. It is suggested that a separate financing analysis be prepared when project funding and financing decisions are made.

A detailed estimate of the proposed improvement costs is attached. The total estimated project cost is \$175,000. Since the proposed construction will be completed along with the MnDOT project for TH-23, it is assumed that there will be no local cost for road removal or road patching. Note that final project costs will be as determined by bids received as part of the forthcoming MnDOT TH-23 project.

Cost Allocation and Assessments

The costs for the improvements can be recovered through special assessments to the properties benefiting from this project.

ASSESSMENT ASSUMPTIONS FOR THIS PROJECT

The proposed sanitary sewer and water main improvements benefit the property to the northeast of the intersection of TH-23 and 10th Avenue SE identified as PID 21-000-3010.

It is proposed to assess 100-percent of the project cost to the benefitting property as presented below.

PID 21-000-3010	<u>\$175,000</u>
TOTAL ASSESSMENT	\$175,000

AREA TO BE ASSESSED

The area proposed to be assessed is the area identified by Mille Lacs County as parcel 21-000-3010.

Conclusions and Recommendations

This Feasibility Report was ordered by the City Council based on the need to service currently unserved property within the municipal city limits.

The proposed improvements described in this report are feasible as they relate to general engineering principles and construction procedures. The feasibility of the project as a whole is subject to financial review. The improvements proposed are cost effective and feasible based on proven methods for utility construction.

A project schedule has been presented for completing the improvements in one construction season. The following recommendations are presented for consideration by the City Council:

- The City should accept this Report and adopt it as a guide for completion of the proposed improvements.
- The City should consider assessing the costs of this project to benefiting property.
- The City should meet with the property owners and also schedule a public improvement hearing to receive input on the proposed improvements.
- Upon completion of the public hearing, if the City wishes to proceed, the City Council should formally order the project.
- A waiver of assessment agreement should be prepared for the benefitting property.

Opinion of Probable Costs

MILACA - parcel PID 21-000-3010 (NE corner of 10th Ave. and TH23)

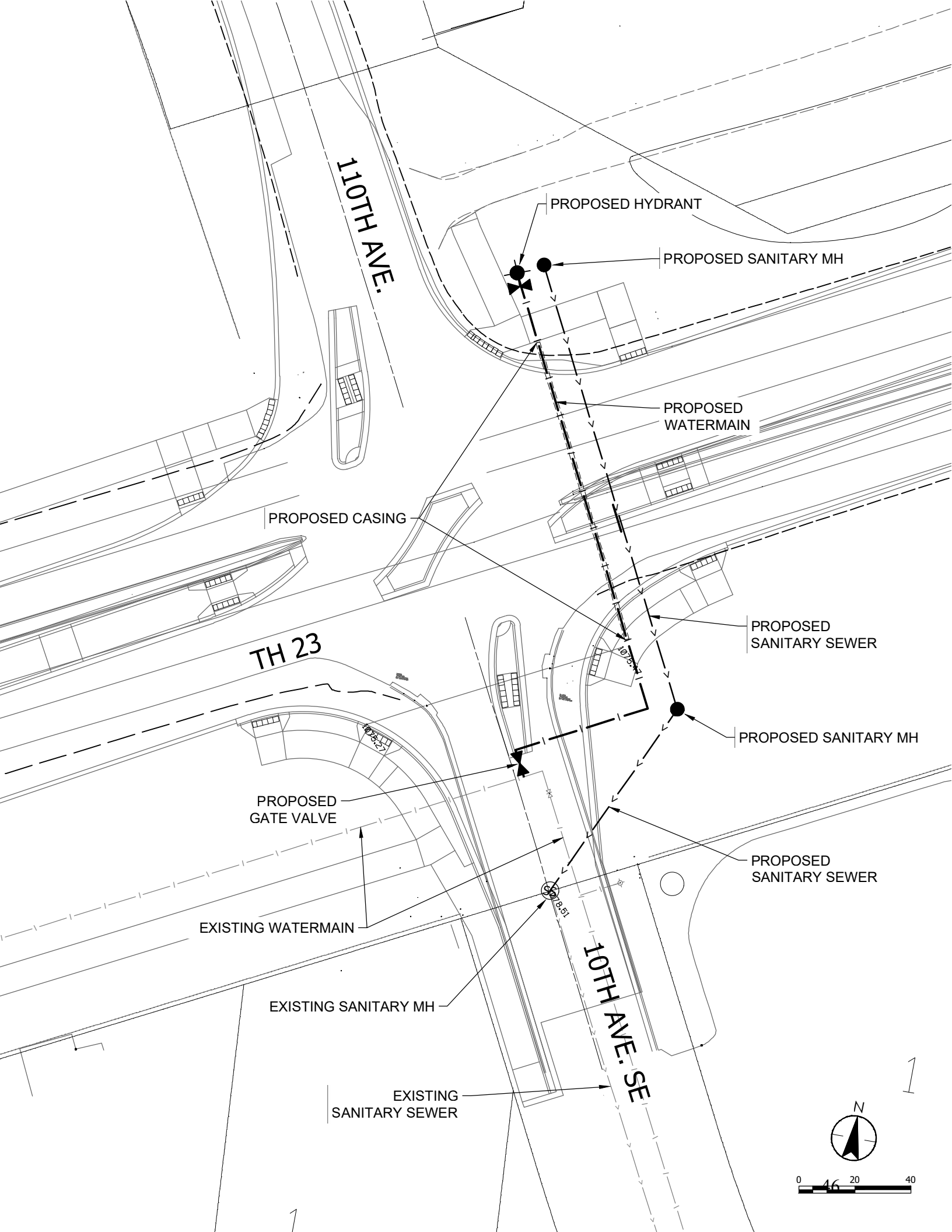
Siemers Family property sewer and water if included in MnDOT project

September 24, 2025

Sanitary Sewer and Water Main.

Item	Units	Estimated Qty	Estimated Unit Price	Estimated Total Price
MOBILIZATION	LUMP SUM	1	\$15,000.00	\$15,000.00
TEMPORARY TRAFFIC CONTROL	LUMP SUM	1	\$2,000.00	\$2,000.00
ESTIMATED STREET REPAIR				\$17,000.00
8-INCH PVC SANITARY SEWER PIPE, SDR 26	LIN FT	250	\$85.00	\$21,250.00
CONSTRUCT SANITARY MANHOLE	EACH	2	\$7,000.00	\$14,000.00
CONNECT TO EXISTING SANITARY MANHOLE	EACH	1	\$3,550.00	\$3,550.00
CONTINGENCY	LUMP SUM	1	\$7,100.00	\$7,100.00
ESTIMATED SANITARY SEWER COST				\$45,900.00
6" PVC WATERMAIN, C900	LIN FT	10	\$65.00	\$650.00
10" PVC WATERMAIN, C900	LIN FT	230	\$75.00	\$17,250.00
6" GATE VALVE AND BOX	EACH	1	\$3,500.00	\$3,500.00
10" GATE VALVE AND BOX	EACH	2	\$7,000.00	\$14,000.00
5" HYDRANT	EACH	1	\$7,500.00	\$7,500.00
DIP FITTINGS	POUNDS	800	\$6.00	\$4,800.00
STEEL CASING PIPE	LIN FT	114	\$100.00	\$11,400.00
CONNECT TO EXISTING WATER MAIN	EACH	1	\$2,000.00	\$2,000.00
CONTINGENCY	LUMP SUM	1	\$10,200.00	\$10,200.00
ESTIMATED WATER MAIN COST				\$71,300.00
ESTIMATED TOTAL CONSTRUCTION				\$134,200.00
ESTIMATED INDIRECT SOFT COSTS				\$40,800.00
OPTION 1 TOTAL ESTIMATED PROJECT COST				\$175,000.00

193807341



110TH AVE.

PROPOSED HYDRANT

PROPOSED SANITARY MH

PROPOSED
WATERMAIN

PROPOSED CASING

TH 23

PROPOSED
SANITARY SEWER

PROPOSED SANITARY MH

PROPOSED
GATE VALVE

PROPOSED
SANITARY SEWER

EXISTING WATERMAIN

EXISTING SANITARY MH

EXISTING
SANITARY SEWER

10TH AVE. SE



0 40 20

ORDINANCE NO. 549

AN ORDINANCE AMENDING TITLE III (ADMINISTRATION) CHAPTER 34 (FEES, CHARGES, AND RATES) SECTION 34.30 (SCHEDULE OF LICENSE AND PERMIT FEES) SECTION 34.40 (SEWER RATES; SCHEDULE) SECTION 34.41 (WATER RATES AND CHARGES; SCHEDULE) OF THE CITY OF MILACA CODE OF ORDINANCES

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

CHAPTER 34: FEES, CHARGES, AND RATES

SECTION

§ 34.30 SCHEDULE OF LICENSE AND PERMIT FEES.

No person, partnership, corporation, or other association shall engage in the following types of activity without first paying the fee listed and being issued a license as hereafter provided.

<i>Type of License or Permit</i>	<i>Code Section</i>	<i>Term and Conditions</i>	<i>Amount of Fee</i>	<i>'74 Code</i>	<i>Ord. No.</i>	<i>Date Passed</i>
ADMINISTRATIVE CITATIONS						
Abandoned, junk, and/or unlicensed vehicle		Per citation	\$200		434	4-19-18
Debris, junk, and/or garbage		Per citation	\$200		434	4-19-18

<i>Type of License or Permit</i>	<i>Code Section</i>	<i>Term and Conditions</i>	<i>Amount of Fee</i>	<i>'74 Code</i>	<i>Ord. No.</i>	<i>Date Passed</i>
ADMINISTRATIVE CITATIONS (Cont'd)						
Except as otherwise stated herein, all other violations of the code or Zoning Ordinance		Per citation	\$200		434	4-19-18
Housing: minimum standards for basic equipment and facilities		Per citation	\$200		434	4-19-18
Housing: safe and sanitary maintenance of parts or dwellings		Per citation	\$200		434	4-19-18
Unlawful storage of construction materials		Per citation	\$200		434	4-19-18
Parking Fines						
Overtime Parking			\$15 \$30		356	2-17-05
Improper Parking			\$15 \$30		356	2-17-05
No Parking Zone		1:00am to 6:00am	\$15 \$30		356	2-17-05
Fire Lane			\$25 \$50		356	2-17-05
Fire Hydrant			\$25 \$50		356	2-17-05
Snow Removal		First Violation Second Violation	\$25 \$50 \$35 \$70		356	2-17-05

Other			\$15 \$30		356	2-17-05
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AIRPORT						
Access		Yearly	\$500		353	10-21-04
FBO		Yearly	\$300 plus utilities		353	10-21-04
Hanger rent		Monthly	\$250		488	9-16-21
Lot rent (by lease agreement)		Yearly	\$675 5% Increase Each Year		353; 445; 488 M M	10-21-04; 8-16-18; 9-16-21 9-6-23 10-17-24
Tie down		Yearly	\$275		445	8-16-18
ANIMAL						
Dog impound, release permit	95.05	Occasion	\$20		224; 445	7-30-81; 8-16-18
Dog Impound	95.05	Second Offense	\$30		254;	7-30-81 8-16-18
		Third Offense and beyond	\$40		224;	7-30-81 8-16-18
Dog Kennel	95.05	Day	\$10		224; 445	7-30-81; 8-16-18
Dog License	95.05	Biannual	\$15 \$20 for first dog \$15 \$20 for second dog \$30 \$40 for third dog		353; 445	9-21-89; 10-21-04; 8-16-18
Dog License, Duplicate	95.05	Biannual	\$15 \$20		353; 445	9-21-89; 10-21-04; 8-16-18

Fees, Charges, and Rates

<i>Type of License or Permit</i>	<i>Code Section</i>	<i>Term and Conditions</i>	<i>Amount of Fee</i>	<i>'74 Code</i>	<i>Ord. No.</i>	<i>Date Passed</i>
Building Permits						
Building permit; valuation \$1 to \$1,400	34.15; 156.181		\$50		384	5-21-09
Building permit; valuation \$1,401 to \$2,000	34.15; 156.181	First \$1,401	\$50.95		384	5-21-09
		Each additional \$100 or fraction thereof, to and including \$2,000	\$3.05			
Building permit; valuation \$2,001 to \$25,000	34.15; 156.181	First \$2,000	\$69.25		384	5-21-09
		Each additional \$1,000, or fraction thereof, to and including \$25,000	\$14			
Building permit; valuation \$25,001 to \$50,000	34.15; 156.181	First \$25,000	\$391.25		384	5-21-09
		Each additional \$1,000, or fraction thereof, to and including \$50,000	\$10.10			

Milaca - Administration

Type of License or Permit	Code Section	Term and Conditions	Amount of Fee	'74 Code	Ord. No.	Date Passed
Building Permits (Cont'd)						
Building permit; valuation \$50,001 to \$100,000	34.15; 156.181	First \$50,000	\$643.75		384	5-21-09
		Each additional \$1,000, or fraction thereof, to and including \$100,000	\$7			
Building permit; valuation \$100,001 to \$500,000	34.15; 156.181	First \$100,000	\$993.75		384	5-21-09
		Each additional \$1,000, or fraction thereof, to and including \$500,000	\$5.60			
Building permit; valuation \$500,001 to \$1,000,000	34.15; 156.181	First \$500,000	\$3,233.75		384	5-21-09
		Each additional \$1,000, or fraction thereof, to and including \$1,000,000	\$4.75			
Building permit; valuation \$1,000,001 and up	34.15; 156.181	First \$1,000,000	\$5,608.75		384	5-21-09
		Each additional \$1,000, or fraction thereof	\$3.15			
Building Permit Commercial Fixed Fees						
Commercial air conditioner replacement	34.15	Per unit	\$100 \$150 plus MN surcharge		384	5-21-09
Commercial demolition	34.15	Per unit	\$100 \$250 plus MN surcharge		384	5-21-09
Commercial fence	34.15	Per unit	\$50 \$150 plus MN surcharge		384	5-21-09

<i>Type of License or Permit</i>	<i>Code Section</i>	<i>Term and Conditions</i>	<i>Amount of Fee</i>	<i>'74 Code</i>	<i>Ord. No.</i>	<i>Date Passed</i>
Building Permit - Commercial Fixed Fees (Cont'd)						
Commercial lawn sprinkler	52.03	Per unit	\$100 plus MN surcharge			
Commercial mechanical replacement	34.15	Per unit	\$100 \$150 plus MN surcharge			
Commercial sign	34.15	Per unit	\$50 \$150 plus MN surcharge		384	5-21-09
Building Permit - Commercial Valuation Based Fees						
Commercial mechanical	34.15	Valuation	Valuation plus MN surcharge			
Commercial new	34.15	Valuation	Valuation plus MN surcharge			
Commercial plan review	34.16	Construction value	65% of building permit fees			
Commercial plumbing	34.15	Valuation	Valuation plus MN surcharge			
Commercial re-roof	34.15	Valuation	Valuation plus MN surcharge			
Building Permit - Residential Fixed Fees						
Air conditioning	34.15	Per unit	\$50 \$100 plus MN surcharge		384	5-21-09
Basement finish	34.15	Occasion	\$150 plus MN surcharge			
Decks	34.15	Per unit	\$50 \$150 plus MN surcharge		384	5-21-09
Demolition	34.15	Per unit	\$50 \$100 plus MN surcharge		384	5-21-09

<i>Type of License or Permit</i>	<i>Code Section</i>	<i>Term and Conditions</i>	<i>Amount of Fee</i>	<i>'74 Code</i>	<i>Ord. No.</i>	<i>Date Passed</i>
Building Permit -Residential Fixed Fees (Cont'd)						
Fence	34.15	Per unit	\$25 \$75 plus MN surcharge		384	5-21-09
Fireplace (gas or wood)	34.15	Per unit	\$50 plus MN surcharge		384	5-21-09
Furnace garage	34.15	Per unit	\$50 plus MN surcharge			
Hot water heater replacement	52.03	Per unit	\$50 plus MN surcharge			
Lawn sprinkler	52.03	Occasion	\$50 plus MN surcharge			
Manufactured home in park	34.15	Occasion	\$100 \$200 plus MN surcharge			
Mechanical, new home	34.15	Occasion	\$100 \$150 plus MN surcharge			
Plumbing, new fixture or opening	52.03	Occasion	\$100 \$150 plus MN surcharge			
Re-roofing	34.15	Per unit	\$50 \$100 plus MN surcharge		384	5-21-09
Re-siding	34.15	Per unit	\$50 \$100 plus MN surcharge		384	5-21-09
Steps	34.15	Per unit	\$25 \$50 plus MN surcharge		384	5-21-09
Window replacement	34.15	Per unit	\$50 plus \$10 per window plus MN surcharge		384	5-21-09
Building Permit – Residential Valuation Based Fees						
Detached accessory structure	34.15	Occasion	Valuation \$28 sq. ft. plus MN surcharge			

<i>Type of License or Permit</i>	<i>Code Section</i>	<i>Term and Conditions</i>	<i>Amount of Fee</i>	<i>'74 Code</i>	<i>Ord. No.</i>	<i>Date Passed</i>
Building Permit – Residential Valuation Based Fees(Cont'd)						
Residential new home	34.15	Construction valuation	Valuation plus MN surcharge			
Residential plan review	34.15	Construction valuation	65% of building permit fees		384	12-21-95
Residential three season porch	34.15	Occasion	Valuation \$50 sq. ft. plus MN surcharge			
LICENSING AND PERMITS						
Adult oriented / Adult use business	117.06	Annual license fee	\$2,000		346	4-15-04
Adult oriented / Adult use business	117.06	Minimum fee for Investigation / background check for application	\$5,000		346	4-15-04
Application for license/garbage hauler fee	50.03		\$100 \$500 Annually		475	1-21-21
Authority to impound vehicles fee	91.18	Per day with a 30 day cap	\$10		475	1-21-21
Burning permit, trash	93.03	Occasion	\$15		224	7-30-81
Cannabis Special Event		Occasion	\$200 per day			
Driveway permits		Occasion	\$25 \$50		224; 445; 475	7-30-81; 8-16-18; 1-21-21

<i>Type of License or Permit</i>	<i>Code Section</i>	<i>Term and Conditions</i>	<i>Amount of Fee</i>	<i>'74 Code</i>	<i>Ord. No.</i>	<i>Date Passed</i>
LICENSING AND PERMITS (Cont'd)						
Explosives	93.30	Occasion	\$25		224	7-30-81
Fireworks	111.01	Occasion	\$25		224; 445; 475	7-30-81; 8-16-18; 1-21-21
Interim use permit	156.186	Occasion	\$200 \$250		377	7-10-08
List of property owners	155.043	Occasion	\$30		-	2-15-96
Peddlers, solicitors, and transient merchants (non-profit org.)	115.03	Occasion	\$50		426	5-18-17
Peddlers, solicitors, and transient merchants (profit org.)	115.03	Occasion	\$50		426 533	5-18-17 10-17-24
Mini truck/UTV	70.11	3 years	\$50		524	7-18-24
		Replacement	\$15			
Mobile food unit	115.03	Five consecutive days	\$50		533	10-17-24
		Six months	\$100			
		Yearly (through December 31)	\$200			
Motorized golf carts	73.27	3 years	\$50		523	7-18-24
Sewer construction	53.016	Occasion	\$50 No Fee		329	12-20-01
Snowmobiles, organized event	73.06	Occasion, up to three days	\$25 \$50		176; 445; 475	1-20-77; 8-16-18; 1-21-21

Fees, Charges, and Rates

38A

<i>Type of License or Permit</i>	<i>Code Section</i>	<i>Term and Conditions</i>	<i>Amount of Fee</i>	<i>'74 Code</i>	<i>Ord. No.</i>	<i>Date Passed</i>
LICENSING AND PERMITS (Cont'd)						
Special assessment search		Occasion	\$25			
Street excavating	92.06	Occasion	\$100	620:80		
Street obstructions	92.35	Occasion	\$25		224; 445; 475	7-30-81; 8-16-18; 1-21-21
Taxi-cab	112.03	Year; per vehicle	\$25		284; 445; 475	9-12-85; 8-16-18; 1-21-21
Tetra- hydrocannabinol (THC) products		Over the counter	\$450 Refer to OCM for license		498	9-15-22
Cigarettes Tobacco	113.04	Year	\$50 \$100		319	8-17-00
Transient merchant		Occasion	\$50 \$75		426	5-18-17
Vacation of street, alley, or easement	155.043	Occasion	\$400 (includes recording fee) plus \$500 escrow		-; 445; 475; 507; 518	2-15-96; 8-16-18; 1-21-21; 12-14-22; 12-21-23
Vehicle, oversize or overweight	70.02	Occasion	\$25	700: 169.86	445; 475	8-16-18; 1-21-21
Water, service pipe excavation	51.24	For repairs; per occasion	\$25 Cost of repair work	550:00		

<i>Type of License or Permit</i>	<i>Code Section</i>	<i>Term and Conditions</i>	<i>Amount of Fee</i>	<i>'74 Code</i>	<i>Ord. No.</i>	<i>Date Passed</i>
LIQUOR						
Intoxicating liquor, club	114.05	Under 200 members; year	\$300			
		201 to 500 members; year	\$500			
		501-1,000 members; year	\$650			
Intoxicating liquor, investigation	114.07	Occasion	\$50 (maximum total of \$500)		224; -	7-30-81; 6-20-97
Intoxicating liquor, on-sale	114.05	Year	\$2,200		-; -	3-24-94; 6-20-97
Intoxicating liquor, Sunday on-sale	114.05	Year; with liquor on-sale permit	\$100 additional		-	3-24-94
Intoxicating liquor, wine on-sale	114.05	Year	\$1,000		224; -	7-30-81; 6-20-97
Liquor, 3.2% malt, on-sale	114.28	Year	\$500		-	6-20-97
Liquor, 3.2% malt, off-sale	114.28	Year	\$300			
Intoxicating Liquor, 3.2% malt, temporary on-sale	114.28	Occasion; up to seven days Not to exceed 4 days	\$100 \$50 per day		-	6-20-97
Liquor consumption and display license			\$300		445; 475	8-16-18; 1-21-21

<i>Type of License or Permit</i>	<i>Code Section</i>	<i>Term and Conditions</i>	<i>Amount of Fee</i>	<i>'74 Code</i>	<i>Ord. No.</i>	<i>Date Passed</i>
PARK RENTAL FEES						
Rec Park						
Band shell		Occasion	\$50 \$100		445; 475; 508	8-16-18; 1-21-21; 1-18-23
Gorecki Community Center		Monday- Thursday	\$100 \$150		422; 445; 475; 508	1-19-17; 8-16-18; 1-21-21; 1-18-23
		Friday-Sunday	\$200 \$300			
Lions shelter		Occasion	\$50 \$75		445; 475; 508	8-16-18; 1-21-21; 1-18-23
Rum River shelter		Occasion	\$50 \$75		475; 508	1-21-21; 1-18-23
Sawmill shelter		Occasion	\$50 \$75		475; 508	1-21-21; 1-18-23
Special event fee (shelter rental extra)		Occasion	\$50 \$75		475; 508	1-21-21; 1-18-23
Wedding and/or reception		Includes band shell and shelters	\$300 \$75 deposit		445; 475	8-16-18; 1-21-21
Campsite		Daily rate	\$20 \$25 Primitive site - tents \$10 \$15		445; 508	8-16-18; 1-18-23

<i>Type of License or Permit</i>	<i>Code Section</i>	<i>Term and Conditions</i>	<i>Amount of Fee</i>	<i>'74 Code</i>	<i>Ord. No.</i>	<i>Date Passed</i>
PARK RENTAL FEES						
(Cont'd)						
Reineke Park						
Civic shelter		Occasion	\$50 \$75		445; 475;	8-16-18; 1-21-21;
East shelter		Occasion	\$50 \$75		445; 475; 508	8-16-18; 1-21-21; 1-18-23
Fitzpatrick shelter		Occasion	\$50 \$75		445; 475; 508	8-16-18; 1-21-21; 1-18-23
Riverview Park						
Main shelter		Occasion	\$50 \$75		445; 475; 508	8-16-18; 1-21-21; 1-18-23
Park Grounds Rental (All Parks)						
\$500 deposit from the special event applicant. The deposit shall be returned within 15-30 days of the event provided the cleanup from the event has been satisfactory. Deposit to be paid separately from other fees.						
RESIDENTIAL RENTAL PROPERTY						
Full rental home inspection as requested		Per unit	\$200		434	4-19-18
If violations are found during the inspection, the fee will be charged to the property owner and there will be a re-inspection fee to verify violations are corrected		Per complaint	\$40 \$45		434	4-19-18

<i>Type of License or Permit</i>	<i>Code Section</i>	<i>Term and Conditions</i>	<i>Amount of Fee</i>	<i>'74 Code</i>	<i>Ord. No.</i>	<i>Date Passed</i>
RESIDENTIAL RENTAL PROPERTY (Cont'd)						
Milaca Police Department rental property presentation		Per class/per person	\$40 \$50		434	4-19-18
Re-inspection fee for violation will be charged to the owner of the property if it is determined that it was a violation of the landlord. If the violation was caused by the person requesting the inspection, that person will be charged the re- inspection fee		Per inspection	\$40 \$50		434	4-19-18
Rental housing inspection fee per complaint (to be paid by the person requesting inspection). If violations are found, the fee is refunded and all fees are charged to the property owner		Per complaint	\$40 \$50		434	4-19-18
Rental housing registration		Per owner/per address	\$25 \$30 for 1 st unit plus \$10 per unit thereafter		434	4-19-18
Special Assessments						
Special Assessment Search		Occasion	\$25 \$30			
Certify to MLC For Tax Roll		Occasion	\$25 \$50			

<i>Type of License or Permit</i>	<i>Code Section</i>	<i>Term and Conditions</i>	<i>Amount of Fee</i>	<i>'74 Code</i>	<i>Ord. No.</i>	<i>Date Passed</i>
ZONING						
Conditional use permit	156.150	Occasion	\$300 plus \$500 escrow		-; 353; 507; 518	2-15-96; 10-21-04; 12-14-22; 12-21-23
Grading plans		Occasion	\$50		224; 507; 518	7-30-81; 12-14-22; 12-21-23
Lot split	155.043	Occasion	\$300 plus \$500 escrow		-; 353; 507; 518	2-15-96; 10-21-04; 12-14-22; 12-21-23
Park dedication fee	155.069	New residential subdivisions, including planned unit development and mobile home parks	\$800 per single family residential unit, \$250 per unit in multi-family buildings.		338	11-20-03
Planned unit development			See PUD preliminary and final		353; 507; 518	10-21-04; 12-14-22; 12-21-23
Plat, final	155.024	Occasion	\$300		-; 353; 507; 518	2-15-96; 10-21-04; 12-14-22; 12-21-23
Plat, preliminary	155.020	Occasion	\$400 for 10 lots or less plus \$25 per lot and \$3,500 escrow; \$350 for more than 10 lots plus \$25 per lot and \$3,500 escrow		-; 353; 507; 518	2-15-96; 10-21-04; 12-14-22; 12-21-23

Fees, Charges, and Rates 42A

<i>Type of License or Permit</i>	<i>Code Section</i>	<i>Term and Conditions</i>	<i>Amount of Fee</i>	<i>'74 Code</i>	<i>Ord. No.</i>	<i>Date Passed</i>
ZONING (Cont'd)						
PUD final development plan	155.043	Occasion	\$250, plus \$25 per lot		-; 507; 518	2-15-96; 12-14-22; 12-21-23
PUD preliminary development plan	155.043	Occasion	\$300 plus \$20 per lot and \$3,500 escrow		-; 507; 518	2-15-96; 12-14-22; 12-21-23
Rezoning	156.150	Occasion	\$350 plus \$2,500 escrow		-; 353; 507; 518	2-15-96; 10-21-04; 12-14-22; 12-21-23
Subdivision review, minor; 3 lots or less	155.043	Occasion	\$250 plus \$25 per lot and \$3,500 escrow		224; 507; 518	7-30-81; 12-14-22; 12-21-23
Subdivision review, major; 4-15 lots	155.043	Occasion	\$300 plus \$25 per lot and \$3,500		224; 507; 518	7-30-81; 12-14-22; 12-21-23
Subdivision review, major; 16-30 lots	155.043	Occasion	\$350, plus \$20 per lot and \$5,000 escrow		224; 507; 518	7-30-81; 12-14-22; 12-21-23
Subdivision review, major; 31 or more lots	155.043	Occasion	\$350, plus \$15 per lot and \$5,000 escrow		224; 507; 518	7-30-81; 12-14-22; 12-21-23
Variance	156.168	Occasion	\$400 (includes recording fee) and \$500 escrow		-; 353; 507; 518	2-15-96; 10-21-04; 12-14-22; 12-21-23
Zoning permit		Occasion	\$100		224; 507; 518	7-30-81; 12-14-22; 12-21-23

<i>Type of License or Permit</i>	<i>Code Section</i>	<i>Term and Conditions</i>	<i>Amount of Fee</i>	<i>'74 Code</i>	<i>Ord. No.</i>	<i>Date Passed</i>
ZONING (Cont'd)						
Zoning appeal	156.168	Occasion	\$300 plus \$2,500 escrow		507; 518	12-14-22; 12-21-23

(Ord. 416, passed 12-17-15; Am. Ord. 422, passed 1-19-17; Am. Ord. 426, passed 5-18-17; Am. Ord. 434, passed 4-19-18; Am. Ord. 445, passed 8-16-18; Am. Ord. 498, passed 9-15-22; Am. Ord. 507, passed 12-14-22; Am. Ord. 508, passed 1-18-23; Am. Ord. 518, passed 12-21-23; Am. Ord. 525, passed 7-18-24; Am. Ord. 533, passed 10-17-24) Penalty, see § 10.99

WATER AND SEWER RATES AND CHARGES

§ 34.40 SEWER RATES; SCHEDULE.

The occupant of any premises connected with the municipal sewage system shall pay as basic rental charges for the use of the sewage system the amounts as set forth below and in § 34.30 above. ('74 Code, § 540:00) (Am. Ord. 366, passed 11-16-06; Am. Ord. 388, passed 3-18-10; Am. Ord. 404, passed 12-19-13; Am. Ord. 416, passed 12-17-15; Am. Ord. 445, passed 8-16-18; Am. Ord. 520, passed 12-21-23; Am. Ord. 537, passed 1-15-25)

<i>Residential and Commercial</i>	<i>Charge</i>
Base rate	\$3.09 \$3.23 (per rate study) (Recommend additional \$0.25) \$3.48
Per 1,000 Gallons	\$3.79 \$3.96 (per rate study) (Recommend additional \$0.25) \$4.21
Sewer only	\$20.60 \$21.22 (per rate study) \$25.00

<i>Item</i>	<i>Code Section</i>	<i>Description</i>	<i>Charge</i>	<i>Ord. No.</i>	<i>Date Passed</i>
Sewer access charge	53.016	Per connection	\$2,000 \$2,500	329; 353; 361; 445	12-20-01; 10-21-04; 11-22-05; 8-16-18

<i>Item</i>	<i>Code Section</i>	<i>Description</i>	<i>Charge</i>	<i>Ord</i>	<i>Date Passed</i>
Use		Per month rate based upon the water meter reading, an amount for sewer services; a cap on the residential monthly sewer charge shall be established for sewer used during the months of June, July, August, and September of each year. The sewer cap is set at 8,000 gallons. No residential account shall be charged for more than 8,000 gallons of sewer usage during those months.	Charge Per 1,000 Gallons	334; 337; 351; 366; 520 537	4-17-03; 6-19-03; 8-19-04; 11-16-06; 12-21-23 1-15-25
Use, category B customer	53.078	Customer service, monthly	\$1.75		
	53.078	Usage volume, monthly	\$0.68 per 700 gallons	520	12-21-23
	53.077	BOD surcharge (BOD 300 mg/l), monthly	\$0.03 per lb.		
	53.077	TSS surcharge (TSS 340 mg/l), monthly	\$0.01 per lb.		
	53.078	Debt service, monthly	\$0.70 per 100 cu. Ft. \$0.90 per 1000 gallons		

§ 34.41 WATER RATES AND CHARGES; SCHEDULE.

(A) Rates and charges for water use and service are hereby established for connection into the municipal water system and the use thereof in the amounts set forth in the table which follows and in § 34.30 above. All water sold shall be on the basis of meter readings except in the case of minimum charges and bulk water.

(74 Code, § 550:00) (Am. Ord. 334, passed 4-17-03; Am. Ord. 366, passed 11-16-06; Am. Ord. 383, passed 3-19-09; Am. Ord. 388, passed 3-18-10; Am. Ord. 404, passed 12-19-13; Am. Ord. 416, passed 12-17-15; Am. Ord. 445, passed 8-16-18; Am. Ord. 491, passed 12-15-21; Am. Ord. 520, passed 12-21-23; Am. Ord. 537, passed 1-15-25; Am. Ord. 538, passed 3-20-25)

<i>Item</i>	<i>Code Section</i>	<i>Description</i>	<i>Charge</i>	<i>'74 Code</i>	<i>Ord. No.</i>	<i>Date Passed</i>
Applicant fee	51.16		\$45 \$50		334; 445 ; 520 537	4-17-03; 8-16-18; 12-21-23 1-15-25
Late payment	51.04	If bill not paid by the fifteenth of the month	10% additional		-	9-10-87
Meter, radio transmission equipment	51.25	Failure to allow access for installation	\$77 \$80 per month		-; 520 537	5-20-97; 12-21-23 1-15-25
Meter Replacement Charge			\$150			
Meter testing	51.25		\$67 \$69	550:00	445; 520 537	8-16-18; 12-21-23 1-15-25
New Service – Meter and MXU Charge		¾” inch 1” inch 1 ½” inch 2” inch 3” inch MXU	\$185 \$290 \$1,660 \$1,920 \$2,420 \$198			
New Service – Meter and MXU Install and Configuration Charge			\$75			
Reconnection fee			\$46 \$47		383; 520 537	3-19-09; 12-21-23 1-15-25

Shut off of water supply		Shut off for customer request	\$36 \$37		334; 445; 520 537	4-17-03; 8-16-18; 12-21-23 1-15-25
Turn on fee	51.16	Turning on water during normal business hours after disconnection for non-payment	\$52 \$55		383; 520 537	3-19-09; 12-21-23 1-15-25
After Hours Service Fee	51.16	Turning on water outside normal business hours regardless of reason for reconnection	\$103 \$106		383; 520 537	3-19-09; 12-21-23 1-15-25
Water access charge	51.18; 51.20	Per unit	\$1,500 \$2,500		329; 353; 361; 445	12-20-01;1 0-21-04; 11-22-05; 8-16-18
Winter Disconnect Fee			\$75		445	8-16-18

<i>Residential And Commercial Rate</i>	<i>Charge</i>
Base rate	\$17.03 \$22.14 (per rate study)
Per 1,000 Gallons	\$6.88 \$8.94 (per rate study)
<i>Bulk Water</i>	
Per 100 Gallons	\$1.00 \$2.00
Minimum Charge	\$30.00

Passed this _____ day of _____, 2025.

ATTEST:

Mayor Dave Dillon

Tammy Pfaff, City Manager

First Reading: 11-19-25

Second Reading: _____

Published: _____

ORDINANCE NO. 550

AN ORDINANCE AMENDING TITLE V (PUBLIC WORKS) CHAPTER 51 (WATER) SECTION 51.24 (PIPES; CONSTRUCTION AND INSTALLATION REQUIREMENTS) SUBDIVISION C (REPAIRS)

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

CHAPTER 51: WATER

SECTION

§ 51.24 PIPES; CONSTRUCTION AND INSTALLATION REQUIREMENTS.

(C)Repairs. All repairs for service pipes and plumbing systems of buildings shall be made by an **approved, licensed contractors** and at the expense of the owners of the premises served. The municipality may, in case of an emergency, repair and service pipes, and if this is done, the cost of the repair work shall be repaid to the municipality by the owner of the premises served.

Passed this _____ day of _____, 2025

ATTEST:

Mayor Dave Dillan

Tammy Pfaff, City Manager

First Reading: 11-19-25

Second Reading: _____

Published: _____

ORDINANCE NO. 551

AN ORDINANCE AMENDING TITLE IX (GENERAL REGULATIONS) CHAPTER 95
(ANIMALS) SECTION 95.11 (DANGEROUS ANIMALS) OF THE CITY OF MILACA CODE OF
ORDINANCES

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

CHAPTER 95: ANIMALS

(C) DEFINITIONS:

PROPER ENCLOSURE. Securely confined indoors or in a securely locked pen or structure suitable to prevent the animal from escaping and to provide protection for the animal from the elements. A ***PROPER ENCLOSURE*** does not include a porch, patio, or any part of a house, garage, or other structure that would allow the animal to exit of its own volition, or any house or structure in which windows are open or in which door or window screens are the only barriers which prevent the animal from exiting. The enclosure shall not allow the egress of the animal in any manner without human assistance. A pen or kennel shall meet the minimum requirements in M.S. § ~~343.4(1) through (3)~~, **347.50 subdivision 4**, as amended from time to time.

Passed this _____ day of _____, 2025

ATTEST:

Mayor Dave Dillan

Tammy Pfaff, City Manager

First Reading: 11-19-25

Second Reading: _____

Published: _____



CITY OF
MILACA *Minnesota*

255 First Street East, Milaca, MN 56353

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

November 6, 2025

Kaitlin & Evan Wilkinson
310 12th St NE
Milaca MN 56353

Re: Recertification of Assessment

Dear Kaitlin and Evan:

As you are aware, the City of Milaca assessed a total of \$23,301.91 in 2018 for removal/demolition of a hazardous building located at 560 5th St SE (Resolution #18-39 enclosed). Since that time, this property has gone into foreclosure and has been sold to you at a Tax Forfeiture Land Auction in September, 2025.

This letter is to advise you that this assessment, upon city council approval, will be recertified to the 2026 property taxes. This recertification will be presented to city council on Wednesday, November 19, 2025, at 6:00 p.m. at Milaca City Hall, 255 1st St E. Total amount of recertification will be \$23,301.91. This will be assessed for five (5) years at a rate of seven percent (7%) per annum.

This meeting is open to the public and you are free to attend to have any questions answered. In the meantime, if you have any questions, please feel free to contact me at tpfaff@milacacity.com or 320-983-3141.

Thank you,

Tammy Pfaff
City Manager
City of Milaca

Tp/dck

Enclosure

RESOLUTION NO. 18 – 39

RESOLUTION ASSESSING HAZARDOUS BUILDING EXPENSES FOR
PROPERTY LOCATED AT 560 5TH ST SE, MILACA

BE IT RESOLVED that the following hazardous building expenses be levied against the described property for 2019 property taxes, for 5 (five) years, at a rate of 7 (seven) percent per annum:

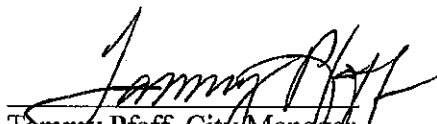
Inspection Fee	\$ 400.00
Attorney's Fees	\$ 2,101.25
Demolition Expenses	\$20,725.68
Other Expenses	\$ 74.98
TOTAL	\$23,301.91

PID #	OWNER	ADDRESS	ASSESSED
21-043-1350	Ledeen, Vernon & Janis	560 5 th St SE	\$23,301.91

Adopted this 20th day of September, 2018.


Mayor Harold Pedersen

ATTEST


Tammy Pfaff, City Manager

RESOLUTION 25-39

A RESOLUTION REASSESSING HAZARDOUS BUILDING EXPENSES FOR PROPERTY
LOCATED AT 560 5TH ST. SE, MILACA, MINNESOTA

WHEREAS, pursuant to proper notice duly given as required by law, the council has met on the 20th day of September, 2018 and heard and passed upon all objections to the proposed assessment for costs incurred by the city in pursuing a hazardous building abatement action relating to the real property located at 560 5th St. SE, Milaca, MN 56353, pursuant to Resolution 18-39, attached hereto; and

WHEREAS, the subject property was sold pursuant to a tax forfeiture action; and

WHEREAS, the assessed costs referenced in Resolution 18-39 were not collected by the County or the State at the time of sale; and

WHEREAS, the assessed costs remain unpaid and must be collected as authorized by Minnesota law; and

WHEREAS, the City of Milaca is permitted to reassess unpaid assessments,

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

1. Such assessment is hereby accepted and shall constitute the special reassessment against the lands identified below in the amounts below:

Inspection Fee	\$400.00
Attorney's Fees	\$2,101.25
Demolition Expenses	\$20,725.68
Other Expenses	\$74.98
TOTAL	\$23,301.91

PID NO.:	21-043-1350
Owner:	Kaitlin and Evan Wilkonson
Address:	310 12 th St. NE, Milaca, MN 56353
Amount Reassessed:	\$23,301.91

2. Such assessment shall be payable in equal annual installments extending over a period of five (5) years, the first of the installments to be payable on or before the first Monday in January 2026, and shall bear interest at the rate of seven (7) percent per annum from the date of the adoption of this assessment resolution. To the

first installment shall be added interest on the entire assessment from the date of this resolution until December 31, 2030. To each subsequent installment, when due, shall be added interest for one year on all unpaid installments.

3. The owner of the property reassessed may, at any time prior to certification of the assessment to the county auditor, pay the whole of the assessment on such property, with interest accrued to the date of payment, to the city treasurer, except that no interest shall be charged if the entire assessment is paid within 30 days from the adoption of this resolution; and they may, at any time thereafter, pay to the city treasurer the entire amount of the assessment remaining unpaid, with interest accrued to December 31 of the year in which such payment is made. Such payment must be made before November 15 or interest will be charged through December 31 of the next succeeding year.

4. The clerk shall forthwith transmit a certified duplicate of this assessment to the county auditor to be extended on the property tax lists of the county. Such assessments shall be collected and paid over in the same manner as other municipal taxes.

Adopted by the council this _____ day of _____, 2025

Mayor Dave Dillan

ATTEST

Tammy Pfaff, City Manager

THIS INSTRUMENT DRAFTED BY
CITY ATTORNEY DAMIEN F. TOVEN
& ASSOCIATES, LLC, 413 S RUM RIVER
DR STE 6, PRINCETON MN 55371

City	Population	Starting	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Tops Out In
Milaca	3,060	\$28.86	\$30.23	\$31.63	\$33.03	\$34.41	\$35.81	\$37.20				6 Years
Benson	3,414	\$31.08	\$32.48	\$33.96	\$35.47	\$37.07	\$38.74	\$40.49	\$42.30			7 Years
Braham	1,776	\$35.87	\$37.13	\$38.42	\$39.77	\$41.16						4 Years
Chatfield	3,005	\$30.79	\$31.87	\$32.99	\$34.14	\$35.34	\$36.40	\$37.49	\$38.62	\$39.77		8 Years
Isle	827	\$28.35	\$30.41	\$32.52	\$34.76	\$36.96	\$39.41					5 Years
Le Center	2,528	\$33.50	\$34.84	\$36.23	\$37.50	\$38.81	\$40.16	\$41.57				5 Years
Le Sueur	4,230	\$35.70	\$37.13	\$38.61	\$40.16	\$41.77	\$43.44	\$45.17				6 Years
Melrose	3,911	\$34.67	\$37.97	\$39.62	\$41.27							3 Years
Montgomery	3,537	\$31.39	\$32.87	\$34.43	\$36.07	\$37.78	\$39.59	\$41.50				6 Years
Olivia	2,306	\$36.78	\$38.31	\$39.84	\$41.36	\$42.90	\$44.43	\$45.96	\$47.50	\$49.03		8 Years
Pelican Rapids	2,594	\$30.19	\$31.20 (6 Month)	\$32.21	\$33.21	\$34.23	\$35.23	\$36.23	\$37.24	\$38.25	\$39.26	8 Years
Perham	3,618	\$30.67	\$32.14	\$33.66	\$35.27	\$37.37	\$38.62	\$39.77				6 Years
St. Charles	3,997	\$30.65	\$32.57	\$34.49	\$36.40	\$38.32						4 years
Sleepy Eye	3,489	\$28.76	\$31.36	\$32.59	\$35.26	\$37.58	\$38.98					5 Years
Staples	3,038	\$30.93	\$32.52	\$33.71	\$36.48	\$36.88	\$37.67	\$39.66				6 Years
Starbuck	1,419	\$31.20	\$32.76 (6 Month)	\$34.40	\$36.40	\$39.52						3 Years
Winnebago	1,381	\$31.05	\$32.95	\$34.95	\$37.07	\$39.33	\$41.74					5 Years
Year Average												5.5 Years

Behind Average
of Starting Pay 10.22%

Behind Average
of Top Pay 10.08%

City of Milaca

Engineer's Report – 10/29/2025

Information in italics is new since previous report.

General Planning Assistance. Milaca - General (193800515 Task 102). General on-going assistance with planning reviews (*Evan Monson*). *Currently working on miscellaneous issues including Lot Split Mille Lacs Vet Clinic-Milaca Park Apartments. Is there any new information regarding the 225 1st St W (Latrell) site?*

Milaca 110th Ave. (HUD grant project). (193806178). *Project close-out process has begun. We are waiting on close-out documents from Northern Lines Contracting, Inc.*

Milaca Junction Addition Development - plat. (193807178). *Final Plat is still at the County for review – contacted the County Surveyor on 10-28-25, they said that they would complete their review by November 7th. Mylar copies can be prepared after final County comments are received.*

Milaca Junction Addition Development – street and utilities). (19380____). *Municipal utilities a city street will be extended into the development. If requested, construction plans could be prepared now so that they are ready to go when the utilities are needed.*

Part 2 Wellhead Protection Plan. (193807329). *Mark Janovec is working with Gary Kirkeby on this. A revised draft plan has been distributed for local government and agency reviews (60-day review period). A Public Hearing will be held on December 18, 2025 (need to publish advertisement). The final plan will be submitted to MDH in December.*

City Utilities for MnDOT project SP4801-26(TH23). (193807341). *This project includes plans for sanitary sewer and water main improvements associated with the MnDOT Highway 23 project. The City has asked MnDOT to determine if city sewer and water extensions at 10th Ave. can be bid as an alternate. MnDOT wants steel casings on all Cit water main and forcemain – we have not added casings to the plans yet in hopes that MnDOT will change this requirement.*

Milaca 2025 Street Project (1st St.). (193807360). *This project included new curb and sidewalk on the south side of 1st Street between 3rd and Central. Construction is complete. Final contractor payment can be processed in December.*

Rum River Special Education Cooperative - municipal utilities. (193807442). *This project will extend municipal sanitary sewer and water service across CSAH 2 from the east 5th Street SE to the property for the new school. Feasibility report letter done. Public Hearing on 11/19/25. Need to determine who is responsible for the easement acquisition.*

Rum River Special Education Cooperative – site improvements. (19380____). *The school has indicated that they want to complete some site work this fall. Need to determine if a Development Agreement needs to be signed before the work begins.*

2026 Manhole Replacement Project. Street Project (1st St.). (19380____). *There are a few sewer manhole structures in town that need to be repaired or replaced and two locations where new manholes need to be added. The City should consider completing a manhole repair project in 2026. The two most important manholes to replace are:*

- 1. On Central Ave. between 3rd St. and TH-23. This needs to be done before the MnDOT TH-23 project.*
- 2. In the alley west of Central Avenue and south of First Street. This is a dead end sewer segment where they had a tough time getting a camera through the line and are unable to clean it.*

2025-2026 Circle K High Service Diesel Project. (19380___). *A site construction kick-off meeting was held on 10/27/25. Circle K would like to begin operating the facility before January 1st. Some site work (including sidewalk and curb on 10th Ave. SE) will not be completed until 2026.*

Milaca 2025-2026 AT&T Work on Water Tower.(19380___) (AT&T Site MILACA RELO/ FA# 10137997 / IWM WSUMW0048627). Revised Construction Drawings were submitted on 10/23/2025. KLM will be handling the city's construction inspection on this.

2027 Water Tower Painting Project. Milaca - General (193800515 Task 106). Project Priority List (PPL) application was submitted by Gary Kirkeby on 2/4/2025. In early 2026, we will need to start the Intended Use Plan (IUP) application process and work with KLM to get interior and exterior inspections completed. *Heidi Peper has prepared a Public Facility Grant Application for this project. The grant application will be submitted by 11/26/25 (waiting to confirm that the project is on the PPL).*

Milaca Lead and Galvanized Water Service Replacement Project (19380xxxx). A water service line inventory in 2024 identified several lead and galvanized *lines*. We worked with the Public Works Supt. to prepare a PPL application for possible funding to replace some of the identified lead and galvanized service lines. The next step is to submit a PPL or IUP application in early 2026.

Wastewater Treatment Plant Assistance. Milaca - General (193800515 Task 107). Peter Daniels works with Gary Kirkeby on wastewater plant issues.

- Annual Compliance Summary was received from MPCA on 4/15/2025.
- The NPDES Permit reissuance application has been submitted and received by MPCA (1/6/25). On 4/16/2025, Gary reminded MPCA that the application had been submitted.
- Mercury Minimization Plan (MMP). The MMP was submitted to the MPCA on 12/30/2024 and is still pending review. At this time, the City just needs to continue sampling for mercury.

Milaca 2027 Street Project(s). (19380___). *The City could consider street paving and maintenance projects in 2027. Inserted below is the most recent list from street planning reports.*

Estimated Costs for 2025-2030 City of Milaca Street Reconstruction Plan

<u>Street</u>	<u>Year</u>	<u>Estimated Cost</u>
1 st Street sidewalk (3 rd to Central).	2025	\$250,000
3 rd Avenue NW (5 th St. to 10 th St.) and 10 th Street NW (3 rd Ave. to Central Ave) – mill and overlay.	2027	\$331,500
TH-23 Improvements (city's local share)	2027	\$720,000
10 th Ave. SE and 5 th St. SE (bypass area)	2028	\$585,000
2 nd Street NW (3 rd Ave. to Central Ave.) – reclaim and water main.	2029	\$430,000
1 st Street Reconstruction (3 rd to Central) and 2 nd Ave. NW (2 nd St. to 1 st St) – reconstruct & water main.	2030	\$770,500
Patching, crack repair, seal coat and other misc. repairs	Ongoing	\$100,000/year



Owner: City of Milaca, 255 1st St. E., Milaca, MN 56353	Date: November 6, 2025
For Period: 10/2/2025 to 11/6/2025	Request No: 3/FINAL
Contractor: Molitor Excavating, Inc., 1155 23rd. Ave. S., Waite Park, MN 56387	

CONTRACTOR'S REQUEST FOR PAYMENT
2025 1ST STREET SIDEWALK IMPROVEMENTS PROJECT
STANTEC PROJECT NO. 193807360

SUMMARY

1	Original Contract Amount		\$ 209,869.00
2	Change Order - Addition	\$ 0.00	
3	Change Order - Deduction	\$ 0.00	
4	Revised Contract Amount		\$ 209,869.00
5	Value Completed to Date		\$ 233,292.95
6	Material on Hand		\$ 0.00
7	Amount Earned		\$ 233,292.95
8	Less Retainage 0%		\$ 0.00
9	Subtotal		\$ 233,292.95
10	Less Amount Paid Previously		\$ 220,797.06
11	Liquidated damages -		\$ 0.00
12	AMOUNT DUE THIS REQUEST FOR PAYMENT NO. 3/FINAL		\$ 12,495.89

Recommended for Approval by:
STANTEC

Approved by Contractor:
MOLITOR EXCAVATING, INC.

Approved by Owner:
CITY OF MILACA

Specified Contract Completion Date:

Date:

No.	Item	Unit	Contract Quantity	Unit Price	Current Quantity	Quantity to Date	Amount to Date
BASE BID							
1	MOBILIZATION	LS	1	25000.00		1	\$25,000.00
2	TRAFFIC CONTROL	LS	1	4400.00		1	\$4,400.00
3	EROSION AND SEDIMENT CONTROL	LS	1	2000.00		1	\$2,000.00
4	REMOVE CONCRETE CURB & GUTTER	LIN FT	535	13.00		530	\$6,890.00
5	REMOVE SIDEWALK PAVEMENT (CONCRETE)	SQ FT	4400	1.45		4300	\$6,235.00
6	REMOVE STREET PAVEMENT (BITUMINOUS or CONCRETE)	SQ FT	6500	1.40		6500	\$9,100.00
7	REMOVE CONCRETE STRUCTURE (STORM)	EACH	4	750.00		4	\$3,000.00
8	REMOVE STORM PIPE	LIN FT	150	20.00		75	\$1,500.00
9	SAW CUT BITUMINOUS or CONCRETE PAVEMENT	LIN FT	1050	5.70		1070	\$6,099.00
10	ADJUST EXIST. FRAME & RING CASTING	EACH	3	875.00	1	3	\$2,625.00
11	ADJUST EXISTING VALVE BOX	EACH	1	650.00		1	\$650.00
12	REPLACE SAN. SEWER FRAME RINGS, FRAME, & CASTING	EACH	1	1090.00		1	\$1,090.00
13	BITUMINOUS PATCH SPECIAL (2 to 3-INCHES BIT.)	SQ FT	70	15.00			\$0.00
14	BITUMINOUS STREET-ALLEY PATCH (4-INCH BIT. & 8-INCH AGG.)	SQ FT	4400	6.20		6370.5	\$39,497.10
15	4-INCH CONCRETE WALK WITH BASE	SQ FT	5020	8.35		5413	\$45,198.55
16	6-INCH CONCRETE WALK WITH BASE	SQ FT	400	15.50		432	\$6,696.00
17	8-INCH CONCRETE PAVEMENT WITH BASE	SQ FT	30	44.30		261	\$11,562.30
18	TRUNCATED DOMES	SQ FT	32	65.00		32	\$2,080.00
19	CONCRETE CURB & GUTTER DESIGN B418	LIN FT	640	41.00		630	\$25,830.00
20	CONNECT TO EXISTING STORM PIPE	EACH	2	1500.00		2	\$3,000.00
21	CONNECT TO EXISTING STORM MANHOLE	EACH	2	2750.00		2	\$5,500.00
22	CONSTRUCT DRAINAGE STRUCTURE DESIGN 2' X 3'	EACH	4	3750.00		4	\$15,000.00
23	12-INCH RC PIPE SEWER DESIGN 3006 CLASS V	LIN FT	143	66.00		140	\$9,240.00
24	12-INCH SCR 26 PVC PIPE - STORM SEWER	LIN FT	6	50.00		15	\$750.00
25	12-INCH SDR 26 PVC PIPE 11.5-DEGREE BEND	EACH	1	350.00		1	\$350.00
26	BULKHEAD MANHOLE EXTRA	LS	1	1800.00		1	\$1,800.00
27	REPAIR EXIST STORM MH EXTRA	LS	1	1750.00		1	\$1,750.00
28	WATER SERVICE REPAIR EXTRA	LS	1	3800.00		1	\$3,800.00
	TOTAL BASE BID						<u>\$233,292.95</u>
TOTAL BASE BID							\$233,292.95
WORK COMPLETED TO DATE:							<u>\$233,292.95</u>

PROJECT PAYMENT STATUS

OWNER CITY OF MILACA
 STANTEC PROJECT NO. 193807360
 CONTRACTOR MOLITOR EXCAVATING, INC.

CHANGE ORDERS

No.	Date	Description	Amount
Total Change Orders			

PAYMENT SUMMARY

No.	From	To	Payment	Retainage	Completed
1	08/01/2025	09/08/2025	109,720.25	5,774.75	115,495.00
2	09/09/2025	10/01/2025	111,076.81	11,620.89	232,417.95
3/FINAL	10/02/2025	11/06/2025	12,495.89		233,292.95

Material on Hand

Total Payment to Date		\$233,292.95	Original Contract	\$209,869.00
Retainage Pay No. 3/FINAL			Change Orders	
Total Amount Earned		\$233,292.95	Revised Contract	\$209,869.00

- 5) After successful completion of the agility test, a physical examination will be conducted through a designated medical clinic at the expense of the City. The applicant must waive medical privilege and the Department Officers shall review and approve the medical report, consulting with the examining physician, if necessary.
- 6) Upon successful completion of Steps 1-5, the applicant becomes a Probationary Firefighter and will be notified when to report to the fire hall to be issued gear, a pager, and a fire hall key.
- 7) A Probationary Firefighter must successfully pass a Department-approved Firefighter I course or First Responder course within one (1) year of the date of hire. The Probationary Firefighter must then pass the remaining course within the second year of employment.

B. Regular Firefighter.

- 1) Probationary Firefighters shall have a six month performance review conducted by the Department Officers. Any deficiencies or issues will be explained to the Probationary Firefighter. At the one year anniversary of the date of employment, the Regular Firefighters shall conduct a written performance evaluation. The evaluations will be forwarded to the City Manager for a final determination of assigning the Probationary Firefighter to regular status.
- 2) Probationary Firefighters who have served the MFD at least one year, have satisfactorily met all the requirements of a Probationary Firefighter, and have been approved by the City Manager, are awarded Regular Firefighter status. They may hold office, be eligible for life insurance, and are eligible for the retirement benefits according to the provisions of the Milaca Firefighter's Relief Association. There shall be no more than twenty-five regular Firefighters and upon reaching the age of 70, retirement is mandatory.
- 3) Regular Firefighters must meet the following criteria each year to maintain Regular Firefighter status:
 - a) Firefighters must reside within fifteen (15) minute travel time of the MFD fire hall while obeying all traffic laws, or work within a three mile radius of the MFD fire hall. Those who work within three miles of the fire hall must be available for daytime calls.

- b) A Regular Firefighter must attend 18 drills each year, of which 6 must be Monday meeting and drill combinations. All Firefighters shall be present by 5 minutes before drill time, and will be allowed credit up to 30 minutes after drill time, at the discretion of the Department's Officers. seventy-five percent (75%) of mandatory events. This includes Monday night drills, annual golf tournament and open house. Other events may be deemed mandatory at the Fire Chief or City Manager's discretion, and firefighters will be notified of the mandatory event and required attendance at least 14 days prior to the event. All Firefighters shall be present 5 minutes before drill time or event and remain throughout the duration of the drill or event and participate to receive credit, at the discretion of the department's officers.
 - c) Each Firefighter shall be required to respond to a minimum of ~~twenty-five percent~~ thirty percent (30%) and officers are required to attend thirty-five percent (35%) of all calls from November 1 to October 30 of the following year.
 - d) Failure to meet the minimum event, drill or call attendance requirements will result in the firefighter being placed on probationary status for a period of ~~one year~~ six (6) months. A firefighter placed on probation shall have their attendance monitored on a quarterly basis. If, during any three month period, the firefighter's attendance at drills or calls falls below the required minimums, the firefighter may be subject to additional discipline, up to and including discharge. Firefighters shall be permitted only one probationary period during their career. Should a firefighter's attendance fall below the minimums in any one year period (Nov. 1 to Oct. 30 the following year) following a probationary period due to poor attendance, the Officers shall recommend dismissing the firefighter. Any discipline shall be enforced by the City Manager.
 - e) Any Firefighter who becomes inactive must reapply for active status within 2 years of becoming inactive.
 - f) Every Firefighter must maintain a valid Minnesota driver's license.
- 4) Any Firefighter who can demonstrate to the City Manager that working or residing outside a three mile radius of the fire hall would not unreasonably affect the Firefighter's response time, may be granted a waiver by the City Manager.

RESOLUTION #25-40

FIRE DEPARTMENT ORGANIZATION AND POLICY AND PROCEDURES MANUAL REVISIONS

REGULAR FIREFIGHTERS

- b) A Regular Firefighter must attend seventy-five percent (75%) of mandatory events. This includes Monday night drills, annual golf tournament and open house. Other events may be deemed mandatory at the Fire Chief or City Managers discretion, and firefighters will be notified of the mandatory event and required attendance at least 14 days prior to the event. All Firefighters shall be present by 5 minutes before drill time or event and remain throughout the duration of the drill or event and participate to receive credit, at the discretion of the Department's Officers.
- c) Each Firefighter shall be required to respond to a minimum of Thirty (30%) percent and Officers are required to attend thirty-five percent (35%) of all calls from November 1 to October 30 of the following year.
- d) Failure to meet the minimum event, drill or call attendance requirements will result in the firefighter being placed on probationary status for a period of 6 months. A firefighter placed on probation shall have their attendance monitored on a quarterly basis. If, during any three-month period, the firefighter's attendance at drills or calls falls below the required minimums, the firefighter may be subject to additional discipline, up to and including discharge. Firefighters shall be permitted only one probationary period during their career. Should a firefighter's attendance fall below the minimums in any 1-year period (Nov. 1 to Oct. 30 the following year) following a probationary period due to poor attendance, the Officers shall recommend dismissing the firefighter. Any discipline shall be enforced by the City Manager.

Adopted this _____ day of _____, 2025.

Mayor Dave Dillan

Attest:

City Manager Tammy Pfaff

To: Milaca Planning Commission

From: Evan Monson, AICP

Project/File: 193800515

Date: October 30, 2025

REQUEST: Minor Subdivision/Lot Split and Lot Size Variance request for 255 3rd Avenue SW

APPLICANT: David Kuefler – D & K Milaca Rentals LLC

OWNER: MLV Holdings, LLC

PROPERTY LOCATION: 255 3rd Avenue SW; Parcel ID 21-042-0850

ZONING CLASSIFICATION: B-2 General Business

REVIEW PERIOD: 60-day review period (for the variance request) ends 12/19/2025. 120-day review period (for the minor subdivision/lot split request) ends 2/17/2026.

ITEMS REVIEWED: Application and materials received by the city on 10/20/2025.

OVERVIEW

The owners of Milaca Park Apartments, located at 240 2nd Avenue SW, are interested in providing more parking for the residents of their apartment building. The building was built in 1979, per county records. The 240 2nd Avenue SW site cannot accommodate additional off-street parking; as a result, the property owner has approached their neighbor to the west, 255 3rd Avenue SW – Mille Lacs Vet Clinic, about acquiring land to construct additional off-street parking on. The two property owners have determined that creation of a new lot would be the optimal way to do this.

The applicant has prepared a survey showing the proposed lot that they would split off of the Vet Clinic parcel – Tract A would be the remaining Vet Clinic parcel, while Tract B would be the new off-street parking parcel for the Milaca Park Apartments. The proposed Tract B is 2,493 square feet (SF) in size (*note that a previous request by the applicant was for a lot split that would create a Tract B that was 1,630 SF in size*). The Vet Clinic parcel is zoned B-2, so both tract A and B would also be zoned B-2. Per 156.039(C), the minimum lot size in the B-2 zone is 6,000 SF if a lot has sewer service or access to sewer; the proposed Tract B is below this requirement by 3,507 SF. As a result, the applicant is requesting a variance to allow for the creation of proposed Tract B at a size that is less than the minimum required under the B-2 zone.

If both the variance and minor subdivision are approved, the applicant can then prepare plans and apply for a building permit to build the proposed off-street parking. Those plans would have to adhere to city requirements regarding drainage, surfacing, and screening.

Variances from zoning requirements are covered in Sections 156.165 – 156.170 of the city code. Section 156.168 requires review of variances by the city's Planning Commission. The City Council can then approve or deny a variance request. Minor Subdivisions are covered under Section 155.126 of the city code. These requests can go directly to the City Council, or can be reviewed by the Planning Commission and approved or denied by the council.

PROPERTY INFORMATION

Parcel Description: 255 3rd Avenue SW is 32,305 SF in size per the applicant's survey. The west end of the site abuts 3rd Avenue SW / CR 32, while the south side abuts 3rd Street SW. An undeveloped alleyway runs along the north side of the lot, while a paved alleyway runs along the east side. The site slopes down from the NE corner towards the Veterinary Clinic building. The alleyway slopes down towards 3rd Street SW. The Milaca Park Apartments are located across the alleyway to the east, while a single-family home is located on a parcel next to 255 3rd Avenue SW.



Figure 1: County GIS aerial image. Parcel lines are in red. 255 3rd Avenue SW is outlined in orange, 240 2nd Avenue SW is outlined in light red.

Current Land Uses: Veterinary Clinic

EVALUATION OF THE REQUEST

Subdivision Code

The request will create two lots. Section 155.126 of Milaca city code says that the resulting parcels cannot be in violation of Chapter 156, the city's zoning code. The variances to the minimum lot size as required under the B-2 zone will have to be approved in order to approve the subdivision request. Granting the variance would also ensure that Section 155.067 of the subdivision code, which covers requirements for newly created lots, would be met.

Variance

The Milaca Zoning Code, in Sections 156.166 and 156.167, details findings of fact and conditions for granting variances. These standards closely follow State statute requirements. The city's code requirements are listed on the following pages in *italics*, with staff findings and comments following.



Figure 2: Aerial of the site, with contours and elevations shown per Mille Lacs County. 255 3rd Avenue SW is outlined in orange. Proposed new Tract B is shown in light blue.

Variance Findings, per Section 156.166

In considering all requests for a variance or appeal, the Board of Adjustments and Appeals shall make a finding of fact as appropriate that the proposed action will not:

- (A) *Impair an adequate supply of light and air to adjacent property;*
- (B) *Unreasonably increase the congestion in the public right-of-way;*
- (C) *Increase the danger of fire or endanger the public safety;*
- (D) *Unreasonably diminish or impair established property values within the neighborhood;*
- (E) *Cause an unreasonable strain upon existing municipal facilities and services;*
- (F) *Be contrary in any way to the provisions and intent of the city's growth management system/Comprehensive Plan; or*
- (G) *Have a negative direct and indirect fiscal impact upon the city, county, or school district, unless the proposed use is determined to be in the public interest.*

The proposed lot would be to provide additional parking for the Milaca Park Apartments located to the east, across the alleyway. The parking area will need to be reviewed by city staff to ensure applicable city codes are met, and that the design of the parking area will not negatively impact the alleyway (which is city right-of-way) or neighboring properties. The variance will not negatively impact any of the above standards; therefore, these criteria are met.

Variance Conditions, per Section 156.167:

- (A) (1) *The City Council, after receiving recommendations from the Planning Commission, may not permit as a variance any use that is not permitted under this chapter for property in the zone where the affected person's land is located.*

The requested variance is for the size of the lot, not the use. Off-street parking is permitted on all lots in the city. This criterion is met.

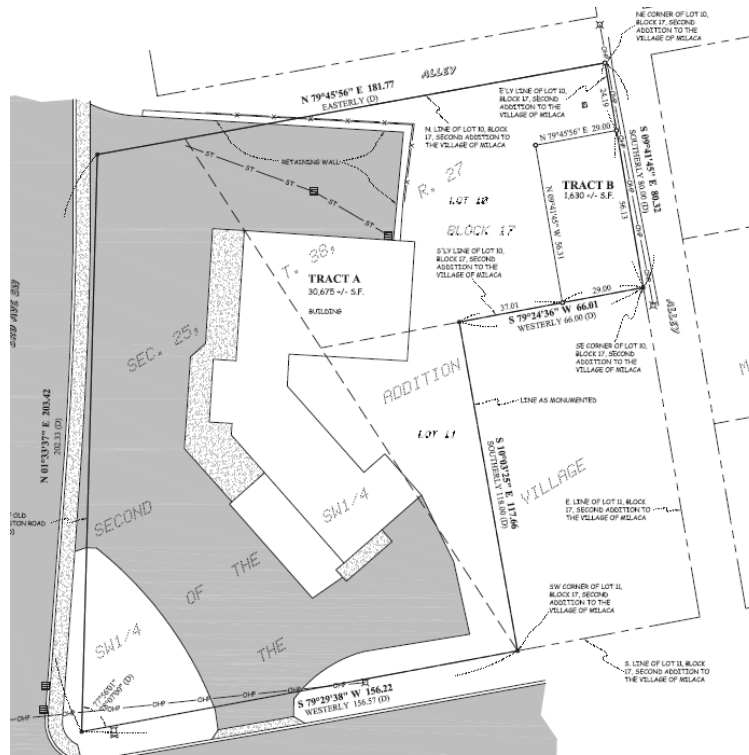
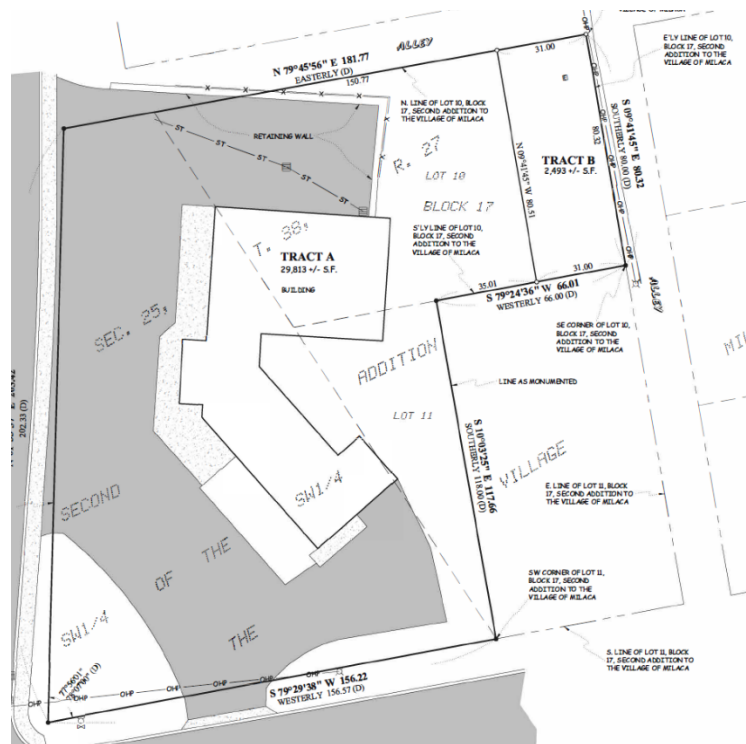


Figure 3 (Above): Excerpt from the applicant's previous survey. Figure 4 (Below): Excerpt from the applicant's latest survey.



(2) A variance may be granted when it is demonstrated that this action will be in keeping with the spirit and intent of this chapter and when the property in question cannot be put to a reasonable use if used under conditions allowed by the official controls, the plight of the landowner is due to circumstances unique to his or her property and not created by the landowner, and the variance, if granted, will not alter the essential character of the locality.

This criterion is met. The applicant's proposed use of the new lot (tract B) would be for off-street parking, which is a reasonable use. The Vet Clinic would be permitted to construct parking in this area if they wanted. The applicant's property (240 2nd Avenue SW) does not have room for additional parking. The applicant's property, and all of the lots in this block, were platted and developed prior to the owner owning the property; the landowner did not create these issues. It is impossible to provide additional off-street parking on the 240 2nd Avenue SW property without removing the existing apartment building. The proposed tract B, being smaller than 6,000 SF in size will not alter the essential character of the locality. The site is on the edge of the city's downtown, which has numerous lots of varying size and dimensions, with off-street parking abutting different lots and uses.

(B) Economic considerations alone shall not constitute an undue hardship if reasonable use for the property exists under the terms of the chapter. Undue hardship also includes, but is not limited to, inadequate access to direct sunlight for solar energy systems. A non-economic hardship shall exist by reason of one or more of the following:

- (1) Narrowness, shallowness, or shape of a specific parcel of property or a lot existing and of record upon the effective date of this chapter;*
- (2) Exceptional topographic or water conditions of a specific parcel of land or lot; or*
- (3) Inadequate access to direct sunlight for solar energy systems.*

These criteria are met. The economic issue usually means that the applicant could meet the code by spending more money, which is not the case in this situation. [Note: the term "undue hardship" is from previous State statute before 2011 and has been replaced by the term "practical difficulties" in current statute on variances.]. Given the shape of the lot, and layout of existing development on the 255 3rd Avenue SW property, there is not enough room to create a new lot that meets the minimum lot size of 6,000 SF.

(C) A variance may be granted for the above reasons when the strict application of the provisions of this chapter would result in exceptional difficulties in developing the property in a legally permissible manner. The City Council may impose conditions in granting the variance to insure [sic] compliance and to protect adjacent properties.

This criterion is met. There would be "exceptional difficulties" in creating a code compliant lot that is 6,000 SF out of the 255 3rd Avenue SW parcel without removing existing parking and portions of the Vet Clinic facility; similar issues arise when trying to add off-street parking onto the applicant's property of 240 2nd Avenue SW. The council can impose conditions on the future off-street parking that the applicant proposes on tract B to ensure that the use does not negatively impact on the existing Vet Clinic facility, or the single-family residence on the 240 3rd Street SW property to the south.

(D) A variance shall not allow any use which is not a permitted principal use, a permitted accessory use, or a permitted use requiring a conditional use permit. The only lawful variance is one which is usually called a "non-use variance," and the use of the variance procedure does not authorize any kind of unlawful "spot zoning."

This is not a case of 'spot zoning' or a 'use variance.' The request meets this criterion.

STAFF / AGENCY COMMENTS

- **City Staff**
 - City Engineer comments: “Approval of the lot split does not include approval for construction of parking facilities on the new parcel. Parking lot design shall be completed by a licensed professional engineer. The design shall include improvements that do not increase the amount of surface water runoff onto adjacent properties including the property at 240 3rd Ave SW.”

ACTION

The Planning Commission can do one of the following for each request:

1. Recommend the City Council approve, with findings for approval and with/without conditions.
2. Recommend the City Council deny, with findings for denial.
3. Table the request for further review and/or study.

RECOMMENDATIONS

Variance

Staff recommends that the Planning Commission recommend approval of the minimum lot size variance for David Kuefler – D & K Milaca Rentals LLC, on behalf of property owner MLV Holdings LLC, as depicted on the Certificate of Survey from O'Malley & Kron Land Surveyors, dated 8/21/2025 and revised dated 10/15/2025, with the following findings of fact:

1. The proposed lot would be to provide additional parking for the Milaca Park Apartments located to the east, across the alleyway. The parking area will need to be reviewed by city staff to ensure applicable city codes are met, and that the design of the parking area will not negatively impact the alleyway (which is city right-of-way) or neighboring properties. The variance will not negatively impact any of the standards in Section 156.166.
2. The requested variance is for the proposed size of the lot, not the use. Off-street parking is permitted on all lots in the city.
3. The applicant's proposed use of the new lot (tract B) would be for off-street parking, which is a reasonable use. The Vet Clinic would be permitted to construct parking in this area if they so choose. The applicant's property (240 2nd Avenue SW) does not have room for additional parking. The applicant's property, and all of the lots in this block, were platted and developed prior to the owner owning the property; these issues were not created by the landowner. It is impossible to provide additional off-street parking on the 240 2nd Avenue SW property without removing the existing apartment building. The proposed tract B, being smaller than 6,000 SF in size will not alter the essential character of the locality. The site is on the edge of the city's downtown, which has numerous lots of varying size and dimensions, with off-street parking abutting different lots and uses.
4. Economic considerations alone do not constitute an undue hardship in this case. The economic issue usually means that the applicant could meet the code by spending more money, which is not the case in this situation. Given the shape of the lot, and layout of existing development on the 255 3rd Avenue SW property, there is not enough room to create a new lot that meets the minimum lot size of 6,000 SF.

5. There would be “exceptional difficulties” in creating a code compliant lot that is 6,000 SF out of the 255 3rd Avenue SW parcel without removing existing parking and portions of the Vet Clinic facility; similar issues arise when trying to add off-street parking onto the applicant’s property of 240 2nd Avenue SW. The council can impose conditions on the future off-street parking that the applicant proposes on tract B to ensure that the use does not negatively impact the existing Vet Clinic facility, or the single-family residence on the 240 3rd Street SW property to the south.
6. This is not a case of ‘spot zoning’ or a ‘use variance.’

Staff would also recommend the following conditions of approval:

1. The applicant shall split 255 3rd Avenue SW, in accordance with the certificate of survey dated 8/21/2025 and submitted to the city for review with this request.
 - a. The applicant’s proposed off-street parking on the proposed Tract B shall adhere to design requirements of the City Engineer to ensure that runoff onto adjacent properties does not increase.
 - b. The applicant’s proposed off-street parking on the proposed Tract B shall be screened from the property to the south (240 3rd Avenue SW), in accordance with Section 156.078(D) of Milaca City Code.
2. The applicant shall acquire all applicable permits and approvals for this request.
3. The applicant shall pay any fees or escrows associated with this request.

Minor Subdivision

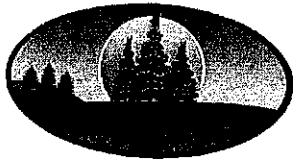
Staff recommends the Planning Commission recommend approval of the minor subdivision for David Kuefler – D & K Milaca Rentals LLC, on behalf of property owner MLV Holdings LLC, as depicted on the Certificate of Survey from O’Malley & Kron Land Surveyors, dated 8/21/2025, with the following findings of fact:

1. MLV Holdings LLC owns the property at 255 3rd Avenue SW, identified and described on the Certificate of Survey from O’Malley & Kron Land Surveyors, dated 8/21/2025 and revised dated 10/15/2025.
2. The applicant, on behalf of the property owner, has proposed a minor subdivision depicted on the above noted survey that creates a Tract A 29,813 square feet in size and a Tract B 2,493 square feet in size.
3. The proposed subdivision as submitted meets the criteria for approving a minor subdivision in the Milaca City Code, provided the variance from the minimum lot size requirement is also approved.

Conditions for Approval:

1. The applicant shall split 255 3rd Avenue SW, in accordance with the certificate of survey (dated 8/21/2025 and revised dated 10/15/2025) and submitted to the city for review with this request.
2. The minor subdivision is approved only if the accompanying minimum lot size variance is also approved.
3. The applicant shall acquire all applicable permits and approvals for this request.

4. The applicant shall pay any fees or escrows associated with this request.



CITY OF
MILACA *Minnesota*

255 First Street East, Milaca, MN 56353

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

MINOR LOT SPLIT/COMBINATION APPLICATION

OWNER

OWNER NAME	<u>Mille Lacs Veterinary Holdings LLC</u>		
	<u>Manager - Chris Nord</u>		
OWNER ADDRESS	<u>255 3rd Ave SW</u>		
	STREET ADDRESS		
	<u>Milaca</u>	<u>MN</u>	<u>56353</u>
	CITY	STATE	ZIP CODE
EMAIL:	<u>dr.cnord@millelacsvet.com</u>		
TELEPHONE	<u>(320) 983-6303</u>		

PROPERTY

ADDRESS/LOCATION	<u>255 3rd Ave SW Milaca MN 56353</u>		
LEGAL DESCRIPTION	<u>See survey</u>		
CURRENT ZONING		LOT AREA	

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 10.17.25

DATE PAID 10.17.25

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

www.cityofmilaca.org

Exemption Certificate

NAME OF OWNER: MCV Holdings, LLC

NAME OF BUYER: D&K Milaca Rentals, LLC

ADDRESS OF OWNER: 255 3rd Ave SW
Milaca MN 56353

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

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

SECTION _____ TOWNSHIP _____ RANGE _____

SURVEYOR'S NAME _____

OWNER'S SIGNATURE Christopher Ward, President DATE 10/21/25
MLV Holdings, LLC

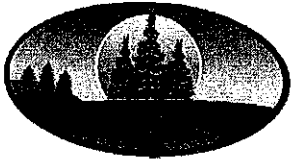
SURVEY OF PARCELS REQUIRED

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: Adams Katke Date: 10.20.25
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.



CITY OF
MILACA *Minnesota*

255 First Street East, Milaca, MN 56353

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

VARIANCE APPLICATION

Application is hereby submitted for Variance (Detailed Description of Variance -attach if necessary)

In 1979, when this bldg was built, parking was adequate. Today the parking is no longer adequate. This variance is to add 6 more spaces

ADDRESS OF PROPERTY 255 3rd Ave SW Milaca MN 56353

PROPERTY IDENTIFICATION NUMBER 21-_____-_____

OCT 20 2025

OWNER NAME Millelacs Veterinary Holdings LLC

OWNER ADDRESS 255 3rd Ave SW

STREET ADDRESS

Milaca

CITY

MN

STATE

56353

ZIP CODE

TELEPHONE (320) 983-6303

EMAIL ADDRESS dccord@millelacsnet.com

APPLICANT NAME D & K Milaca Rentals LLC

APPLICANT ADDRESS 18 - 21st Ave North

STREET ADDRESS

St. Cloud,

CITY

MN

STATE

56303

ZIP CODE

TELEPHONE (320) 250-5512

EMAIL ADDRESS david@kuesterproperties.com

THE FOLLOWING INFORMATION IS SUBMITTED IN SUPPORT OF THIS APPLICATION:

- ☐ COMPLETED APPLICATION FOR VARIANCE
- ☒ FEE OF \$400.00
- ☐ LEGAL DESCRIPTION OF PROPERTY ATTACHED
- ☐ DEPENDING ON THE VARIANCE REQUESTED, THE FOLLOWING MAY BE REQUIRED:
- ☐ 8 COPIES OF SITE PLAN
- ☐ 8 COPIES OF SIGN PLAN
- ☐ 8 COPIES OF ANY OTHER APPROPRIATE PLANS OR DRAWINGS
- ☐ A NARRATIVE EXPLAINING THE PURPOSE OF THE REQUEST, THE EXACT NATURE OF THE VARIANCE AND THE JUSTIFICATION OF THE REQUEST (ATTACH SHEET IF NECESSARY)
- ☐ OTHER See explanation on page 1

I FULLY UNDERSTAND THAT ALL OF THE ABOVE REQUIRED INFORMATION MUST BE SUBMITTED AT LEAST 15 DAYS PRIOR TO THE PLANNING COMMISSION MEETING TO ENSURE REVIEW BY THE PLANNING COMMISSION ON THAT DATE.

OWNER'S SIGNATURE

Christopher Nord, President MLV Holdings, LLC

DATE

10/21/25

COMMENTS/REVISIONS

For more information on Variances, go to <https://codelibrary.amlegal.com/codes/milaca/latest/overview> and search for Chapter 156

RECEIVED BY:

Diana Katter

CITY MANAGER SIGNATURE/ZONING ADMINISTRATOR

10.20.25

DATE

RESOLUTION NO. 25-37

A RESOLUTION APPROVING A VARIANCE TO CREATE A LOT SMALLER THAN THE
MINIMUM LOT SIZE

WHEREAS, Mille Lacs Veterinary Holdings, LLC is requesting a variance for smaller lot than is required by City Ordinance per 156.039 located at 255 3rd Ave SW, legally described as;

See Exhibit “A”

WHEREAS, City Ordinance 156.167 Variances states: The basic standard is that there are “practical difficulties” in meeting the ordinance and;

The proposed use of the property is reasonable. i.e., it is an acceptable use of the property and not something out of the ordinary that might impact surrounding properties.

There are circumstances unique to the property not created by the applicant. i.e., something in the property itself and not in the proposed action.

The variance would not alter the essential character of the locality, i.e., it wouldn’t be dramatically out of place in terms of size, height, appearance, etc.

Economic considerations alone are not justification for a variance, i.e., could the applicant spend more money and meet the code.

A reasonable reading of these standards would conclude that the current request meets them all. The variance is justified.

WHEREAS, the Milaca Planning Commission held a public meeting on November 17, 2025, to allow for public input regarding the variance request; and

WHEREAS, on the basis of the public hearing, the Planning Commission hereby makes the following findings of fact:

Variance

Staff recommends that the Planning Commission recommend approval of the minimum lot size variance for David Kuefler – D & K Milaca Rentals LLC, on behalf of property owner MLV Holdings LLC, as depicted on the Certificate of Survey from O'Malley & Kron Land Surveyors, dated 8/21/2025 and revised dated 10/15/2025, with the following findings of fact:

1. The proposed lot would be to provide additional parking for the Milaca Park Apartments located to the east, across the alleyway. The parking area will need to be reviewed by city staff to ensure applicable city codes are met, and that the design of the parking area will not negatively impact the alleyway (which is city right-of-way) or neighboring properties. The variance will not negatively impact any of the standards in Section 156.166.
2. The requested variance is for the proposed size of the lot, not the use. Off-street parking is permitted on all lots in the city.
3. The applicant's proposed use of the new lot (tract B) would be for off-street parking, which is a reasonable use. The Vet Clinic would be permitted to construct parking in this area if they so choose. The applicant's property (240 2nd Avenue SW) does not have room for additional parking. The applicant's property, and all of the lots in this block, were platted and developed prior to the owner owning the property; these issues were not created by the landowner. It is impossible to provide additional off-street parking on the 240 2nd Avenue SW property without removing the existing apartment building. The proposed tract B, being smaller than 6,000 SF in size will not alter the essential character of the locality. The site is on the edge of the city's downtown, which has numerous lots of varying size and dimensions, with off-street parking abutting different lots and uses.
4. Economic considerations alone do not constitute an undue hardship in this case. The economic issue usually means that the applicant could meet the code by spending more money, which is not the case in this situation. Given the shape of the lot, and layout of existing development on the 255 3rd Avenue SW property, there is not enough room to create a new lot that meets the minimum lot size of 6,000 SF.
5. There would be "exceptional difficulties" in creating a code compliant lot that is 6,000 SF out of the 255 3rd Avenue SW parcel without removing existing parking and portions of the Vet Clinic facility; similar issues arise when trying to add off-street parking onto the applicant's property of 240 2nd Avenue SW. The council can impose conditions on the future off-street parking that the applicant proposes on tract B to ensure that the use does not negatively impact the existing Vet Clinic facility, or the single-family residence on the 240 3rd Street SW property to the south.

6. This is not a case of ‘spot zoning’ or a ‘use variance.

Staff would also recommend the following conditions of approval:

1. The applicant shall split 255 3rd Avenue SW, in accordance with the certificate of survey dated 8/21/2025 and submitted to the city for review with this request.
 - a. The applicant’s proposed off-street parking on the proposed Tract B shall adhere to design requirements of the City Engineer to ensure that runoff onto adjacent properties does not increase.
 - b. The applicant’s proposed off-street parking on the proposed Tract B shall be screened from the property to the south (240 3rd Avenue SW), in accordance with Section 156.078(D) of Milaca City Code.
2. The applicant shall acquire all applicable permits and approvals for this request.
3. The applicant shall pay any fees or escrows associated with this request.

WHEREAS, The Planning Commission recommends that the City Council approve the variance request as submitted, with the Findings of Fact in the Planner’s report of 10-30-25.

NOW, THEREFORE, BE IT RESOLVED that the Milaca City Council, based on the above-findings of fact, hereby *grants* the variance to allow a lot to be less than the required 6,000 square feet located at 255 3rd Ave SW.

Adopted this 19th day of November, 2025.

Mayor Dave Dillan

ATTEST

Tammy Pfaff, City Manager

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

EXHIBIT "A"

LEGAL DESCRIPTION:

(EXISTING LEGAL DESCRIPTION PER DOC. NO. 155883)

That part of the Southwest Quarter of Southwest Quarter (SW1/4 of SW1/4) of Section Twenty-five (25), Township Thirty-eight (38), Range Twenty-seven (27), and the Second Addition to the Village of Milaca, described as follows: Commencing at the southwest corner of Lot Eleven (11), Block Seventeen (17), Second Addition to the Village of Milaca, thence westerly along the south line of said Lot 11 extended a distance of 156.57 feet; thence deflecting to the right interior angle 78 degrees 07 minutes 00 seconds and along the easterly right of way line of the old Milaca to Foreston road a distance of 202.33 feet; thence easterly along the north line of Lot 10, Block 17, Second Addition to the Village of Milaca, extended, a distance of 181.77 feet to the northeast corner of said Lot 10; thence southerly along said easterly line of said Lot 10 a distance of 80.00 feet to the southeast corner thereof; thence westerly along the south line of said Lot 10, a distance of 66.00 feet; thence southerly on a line parallel to the easterly line of Lot 11 a distance of 118.00 feet to the point of beginning and there terminating.

TRACT A

That part of the Southwest Quarter of Southwest Quarter (SW1/4 of SW1/4) of Section Twenty-five (25), Township Thirty-eight (38), Range Twenty-seven (27), and the Second Addition to the Village of Milaca, described as follows: Commencing at the southwest corner of Lot Eleven (11), Block Seventeen (17), Second Addition to the Village of Milaca, thence westerly along the south line of said Lot 11 extended a distance of 156.57 feet; thence deflecting to the right interior angle 78 degrees 07 minutes 00 seconds and along the easterly right of way line of the old Milaca to Foreston road a distance of 202.33 feet; thence easterly along the north line of Lot 10, Block 17, Second Addition to the Village of Milaca, extended, a distance of 181.77 feet to the northeast corner of said Lot 10; thence southerly along said easterly line of said Lot 10 a distance of 80.00 feet to the southeast corner thereof; thence westerly along the south line of said Lot 10, a distance of 66.00 feet; thence southerly on a line parallel to the easterly line of Lot 11 a distance of 118.00 feet to the point of beginning and there terminating.

LESS AND EXCEPT

That part of Lot 10, Block 17, SECOND ADDITION TO THE VILLAGE OF MILACA, according to the recorded plat thereof, Mille Lacs County, Minnesota, described as follows: Beginning at the southeast corner of said Lot 10; thence South 79 degrees 24 minutes 36 seconds West, assumed bearing, along the southerly line of said Lot 10, a distance of 31.00 feet; thence North 09 degrees 41 minutes 45 seconds West, 80.51 feet, to the north line of said Lot 10; thence North 79 degrees 45 minutes 56 seconds East, along said north line of Lot 10, a distance of 31.00 feet, to the northeast corner of said Lot 10; thence South 09 degrees 41 minutes 45 seconds East, along the easterly line of said Lot 10, a distance of 80.32 feet, to the point of beginning.

TRACT B

That part of Lot 10, Block 17, SECOND ADDITION TO THE VILLAGE OF MILACA, according to the recorded plat thereof, Mille Lacs County, Minnesota, described as follows: Beginning at the southeast corner of said Lot 10; thence South 79 degrees 24 minutes 36 seconds West, assumed bearing, along the southerly line of said Lot 10, a distance of 31.00 feet; thence North 09 degrees 41 minutes 45 seconds West, 80.51 feet, to the north line of said Lot 10; thence North 79 degrees 45 minutes 56 seconds East,

along said north line of Lot 10, a distance of 31.00 feet, to the northeast corner of said Lot 10; thence South 09 degrees 41 minutes 45 seconds East, along the easterly line of said Lot 10, a distance of 80.32 feet, to the point of beginning.



Real People. Real Solutions.

7533 Sunwood Drive NW
Suite 206
Ramsey, MN 55303-5119

Ph: (763) 433-2851
Fax: (763) 427-0833
Bolton-Menk.com

November 19, 2025

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

RE: Milaca Municipal Airport (18Y)
Taxilane Reconstruction
BMI Work Order No. 1
Proposal for Professional Services

Dear Ms. Pfaff,

Bolton & Menk is pleased to submit our proposal for Professional Services for the Taxilane Reconstruction project at the Milaca Municipal Airport. This is **Work Order #1** to the Professional Services Contract, between the City of Milaca and Bolton & Menk, Inc. The Professional Services Contract effective November 19, 2025, is referred to herein as the “**Master Agreement**”.

The airport began a three phase reconstruction plan back in 2020. The pavement at the airport had reached the end of its useful life and was in need of reconstruction. The taxiways were reconstructed in 2021, the apron was reconstructed in 2022, and next on the priority list are the taxilanes.

Funding participation for this project will be 90% State and 10% City.

This proposal will include design, bid, and construction administration services.

SCOPE OF SERVICES:

TASK 1 DESIGN & BID ADMINISTRATION:

1.1 Project Scoping

Consultant shall confer with the Sponsor on, and ascertain, project requirements, finances, schedules, and other pertinent matters affecting the project and shall arrive at a mutual understanding of such matters with the Sponsor.

Consultant shall coordinate with the Sponsor, MnDOT, and other applicable agencies to complete the work elements in Task 1.

1.2 Project Meetings

Up to two (2) meetings with the city and MnDOT are included. It is anticipated that these meetings will include appropriate city and MnDOT personnel and be conducted virtually. Meetings will be scheduled as necessary for work items included in Task 1.

1.3 Geotechnical Investigation

The Consultant will conduct a review of available geotechnical records in order to gather information on existing soil conditions and past geotechnical or pavement test results. Coordination will be done with the geotechnical subconsultant to schedule work and establish any work constraint parameters.

The Consultant shall determine the type and frequency of geotechnical testing required for the project. The testing shall consider such items as pavement type, design methodology, type of wheel loading, and weight of design aircraft. Determine soil boring locations and frequency of testing. Develop a project sketch showing location and coordinates of borings. Determine soil sampling locations and types of soils testing required.

Field work will be performed by a qualified geotechnical subconsultant. The geotechnical investigation will include: Five (5) soil borings to a depth of 10 feet, two (2) subgrade standard proctors, and one (1) California Bearing Ratio test.

After receiving the testing report from the geotechnical firm, the Consultant will analyze the data and any existing geotechnical data received from Sponsor, consisting of the following tasks:

- Review geotechnical recommendations

- Determine appropriate data for pavement design

- Input data for computer modeling with topographical survey data

- Prepare pavement data and soil information for incorporation on plan sheets

1.4 Topographical Survey

Consultant shall establish survey control for the design survey utilizing existing established control points adjacent to the airport. Mille Lacs County coordinates shall be utilized for the survey. Survey work will include all utilities, pavement center, edges, and intermediate shots, ground shots, lights, signs, drainage structures, and buildings. It is anticipated survey field work will require one trip to the airport. Consultant shall convert the survey data in CAD format for use in design.

1.5 Construction Safety and Phasing Plan (CSPP)

Consultant will prepare the Construction Safety and Phasing Plan (CSPP). The CSPP will be prepared according to current FAA Guidelines.

1.6 Prepare Preliminary Plans, Specifications, and Cost Estimate

Consultant will prepare preliminary plans. The plan sheets will be limited to those sheets necessary to carry out the construction of the proposed project.

Consultant will assemble the technical specifications necessary for the intended work. Standard MnDOT specifications will be utilized where possible. Additional specifications will be prepared to address work items or materials that are not covered by MnDOT specifications. Consultant will assemble preliminary contract documents including instruction to bidders, proposal, equal opportunity clauses, construction clauses, construction contract agreement, performance bond, payment bond, bid bond, State Requirements, bid schedule, wage rates, and general provisions.

Consultant shall prepare preliminary construction cost estimate.

1.7 Final Plans, Specifications, and Cost Estimate

Consultant shall submit 90% plans, specifications, and cost estimate to the Sponsor for review. One (1) virtual design review meeting will be held to review the bidding documents and discuss Sponsor comments.

A final set of plans, specifications, and cost estimate will be prepared which incorporates revisions, modifications, and corrections determined during the Sponsors review.

1.8 Prepare Final Bidding Documents

Consultant shall prepare, reproduce, and distribute 10 sets of bidding documents for the project. In addition, electronic copies of the bid documents will be made available for download through the Quest Construction Document Network website (QuestCDN). The Consultant shall keep a current list of plan holders and distribute this to interested parties upon request. This task also includes coordination required to facilitate these requests.

Required advertisement dates, and bidding dates will be established. Consultant will submit a copy to the Sponsor for distribution to local and selected publications of the project. The Sponsor shall pay for the associated cost of advertising.

1.9 Pre-Bid and Bid Opening

No pre-bid meeting will be scheduled for this project.

Consultant shall attend the virtual bid opening and process the bidding proposals.

1.10 Bid Assistance, Review, and Award

During the bidding process, Consultant will be available to clarify bidding questions with contractors and suppliers, and for consultation with the various entities associated with the project. This item also includes contacting bidders to generate interest in the project.

Consultant shall issue addenda as appropriate to interpret, clarify, or change the bidding documents as required. Addenda will be made available to the plan holders through Quest CDN. Any addenda that are generated as a sole result of the Sponsors error or omission will be considered as extra services and Consultant shall be reimbursed for this effort as an amendment

to this contract.

Consultant shall advise the Sponsor as to the acceptability of any subcontractors, suppliers, and other persons and organizations proposed by the bidders and as to the acceptability of substitute materials and equipment proposed by bidders. Consultant shall prepare a spreadsheet that includes all bid items for the purpose evaluating the lowest bidder. Consultant shall input the as-bid unit prices into the spreadsheet and to verify mathematical computations of the bids. Consultant will then provide recommendations to the Sponsor as to the name of the apparent low bidder.

Consultant will prepare a recommendation of award for the Sponsor to accept or reject the bids submitted. If rejection is recommended, Consultant will supply an explanation for their recommendation and possible alternative actions the Sponsor can pursue to complete the project. Once the Contract Award is made, Consultant will distribute the bid tabulations on request of the Sponsor.

1.11 Prepare Grant Application

Consultant shall prepare the State Grant Application after project design has been completed and the bids accepted. Consultant shall submit the Application to the Sponsor for approval and signatures. After obtaining the necessary signatures, Consultant will forward copies to the MnDOT for further processing.

TASK 2 CONSTRUCTION ADMINISTRATION:

2.1 Pre-Construction Meeting

Consultant will arrange for and conduct the pre-construction meeting. The Project Manager and the Resident Project Representative will establish this meeting to review Local, State, and project specific requirements prior to commencing construction. The meeting will be conducted virtually and will include the Sponsor/Owner, MnDOT Aeronautics (if available), Subconsultants, Contractor, Subcontractors and utility companies.

2.2 Initial Construction Layout

Consultant shall layout proposed construction for the Contractor. This shall require one trip to the airport by the Resident Project Representative.

2.3 Prepare Contract Manuals

The Consultant is required to check that the construction contracts are in order, Contractor has provided proof of insurance, the bonds have been completed, and the Owner, Contractor and applicable Agencies has been provided with adequate copies of the executed Contract Manual to include the Agreement and all addenda.

The Plans will be updated to include all addenda items issued during bidding as necessary and adequate copies provided to the Contractor. Clerical will prepare the quantity sheets, field book, testing sheets, construction report format, etc. for use by the RPR.

2.4 Construction Management

The Consultant and Sponsor agree that construction engineering services furnished shall be to the extent necessary to determine compliance with plans and specifications, including necessary general supervision of Resident Project Representative Services authorized by the Sponsor. Services shall include interpretation of the plans and specifications, review of pay applications, explanation of bidding documents to contractor, review of field/change orders, and monitoring of certified payroll reports.

2.5 Resident Project Representative Services

The Sponsor as part of this agreement authorizes Resident Engineering Services and the Consultant agrees to provide a Resident Project Representative in the execution of the Construction Engineering Services for the project work. The Sponsor and Consultant agree that the Consultant may employ the Resident Project Representative on other work during periods of temporary job shutdown when such services are not required by this project. Normally, the Resident Project Representative will give intermittent part-time service on this project when construction is in progress to include temporary interruptions due to weather or mechanical failure.

For this Project **Full-Time Resident Project Representative** services will be provided. It is anticipated the Project will be completed within **15 Working Days**. This will include two (2) trips by the Project Manager and fifteen (15) trips by the RPR.

Resident Project Representative Services shall be completed in accordance with the following:

- Coordinate with Contractor regarding schedule, work progress, quality of work, and notify contractor of equipment and methods which do not comply with the Contract requirements. The Resident Project Representative shall notify the Sponsor if the Contractor elects to continue the use of questioned equipment and methods.
- Maintain daily records of the Contractor's progress and activities during construction, to include progress of all work. These records document work in progress, quality and quantity of materials delivered, test locations and results, instructions provided the Contractor, weather, equipment use, labor requirements, safety problems, and changes required.
- Evaluate and discuss potential Field Orders and Change Orders with the Contractor as necessary.
- Evaluate possible material substitutions as requested by the Contractor.
- Measure and compute as-built quantities of all materials incorporated in the work and items of work completed and maintain an item record account.
- Prepare periodic Pay Requests for review by the Project Engineer and Contractor.
- Monitor the contractor's compliance with airport operations to include coordination

with airport manager, hangar owners and airport users and with the Construction Safety Phasing Plan (CSPP).

- Attend and participate in construction progress meetings.
- Perform other services as reasonably required by the Sponsor and as outlined in the Contract Documents.

2.6 Final Inspection and Documentation

The Consultant will schedule and conduct a final inspection with the Sponsor, Contractor, and State representatives to determine whether the project has reached substantial completion and the work is in accordance with the plans and specifications. The Consultant will document items found to be deficient.

The Consultant will prepare a punch list correspondence including the deficient items and will forward this correspondence to the Contractor requiring correction of the items and request a schedule for completion. The Consultant will send a copy to the Sponsor and include a copy in the Grant Closeout Report.

Once all the punch list items have been completed to the satisfaction of the Sponsor and State, the Consultant will prepare a Certification of Construction Acceptance for the project. This certification will also be included in the Grant Closeout Report. Assemble documentation for the project closeout report once the project is complete. This will include gathering all construction documentation, supplemental agreements (if applicable), weekly reports, pay requests, testing result summaries, final certification documentation, and change orders in preparation for closeout.

2.7 Project Closeout

Consultant shall prepare the Final MnDOT Credit Application for Reimbursement and submit to the Sponsor for submittal at the conclusion of the project.

CONSIDERATION:

The services described above in this proposal shall be completed on a **LUMP SUM** basis as outlined below:

Design & Bid Administration:	\$36,000.00
Construction Administration:	\$33,700.00
Total:	\$69,700.00

The anticipated funding participation is as follows:

- State (90%): \$ 62,730.00
- Local (10%): \$ 6,970.00

The total project estimate is \$355,000. The local share estimate is \$35,500, 10% of the total project estimate.

SCHEDULE:

We anticipate the work can be performed according to the following schedule.

- Design: December 2025 – February 2026
- Bid Letting: April 2026
- Construction: Summer 2025

Bolton & Menk, Inc. puts a high priority on ensuring that our company's efforts are consistent with our clients' needs. If you find this proposal acceptable, please return a signed and dated copy our proposal.

Sincerely,

Bolton & Menk, Inc.



Nick Grahek, P.E.

Aviation Project Manager

Authorization and acceptance of this letter proposal.

Ms. Tammy Pfaff
City Manager

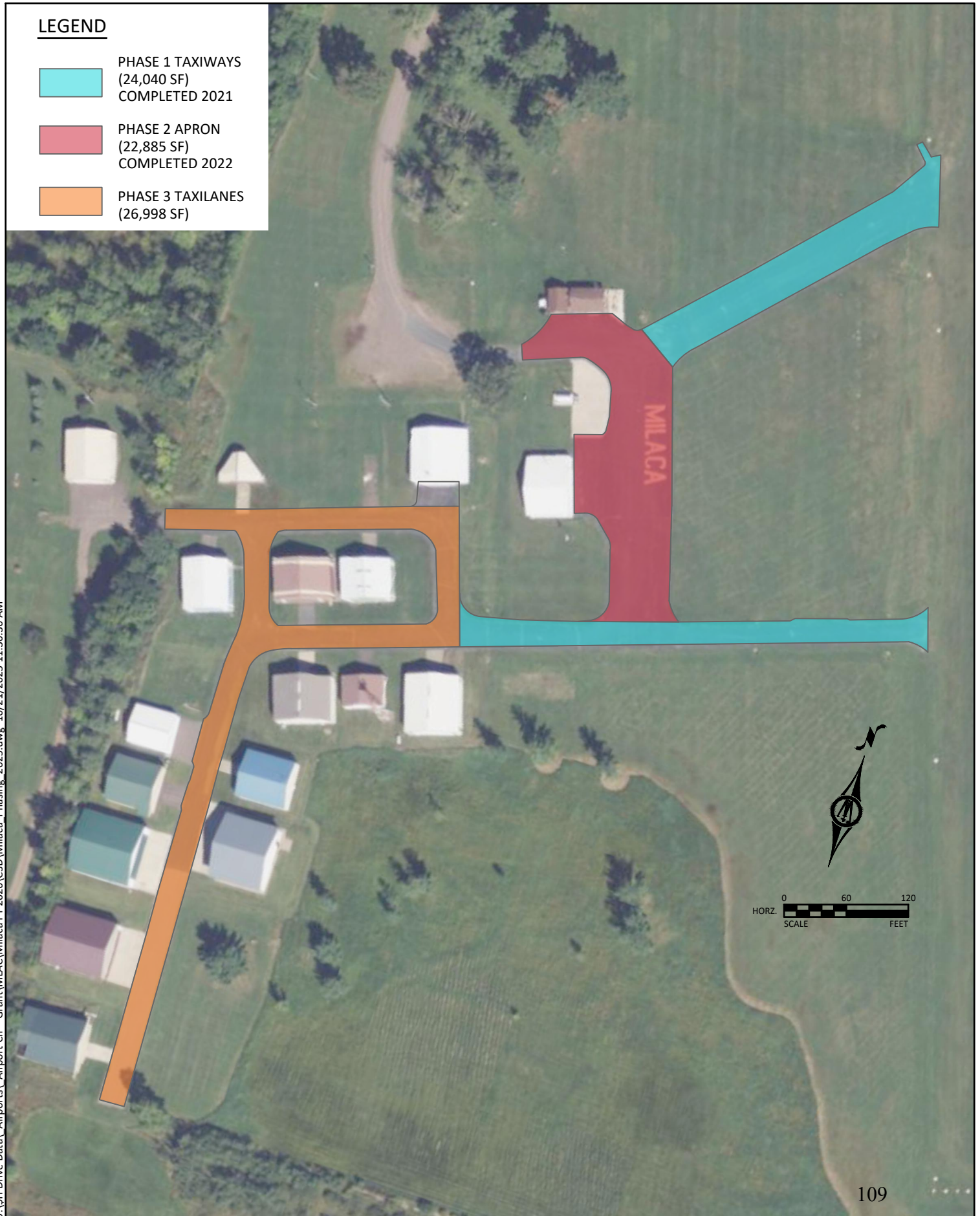
Date

**PROJECT FEE ESTIMATE**

CLIENT:	City of Milaca, MN					DATE:		11/4/2025
PROJECT:	Milaca Municipal Airport (18Y) - Taxilane Reconstruction					PREPARED BY:		NRG
Task	Task Description	Estimated Person Hours Required						Totals
		Sr. Eng.	Proj. Mgr.	Design Engr.	Surveyor	Planner	Admin.	
1	Design & Bid Administration							
1.1	Project Scoping	2	4	0	0	0	2	8
1.2	Project Meetings	4	4	0	0	0	0	8
1.3	Geotechnical Investigation	0	4	2	4	0	0	10
1.4	Topographical Survey	0	2	6	12	0	0	20
1.5	Construction Safety and Phasing Plan (CSPP)	0	2	8	0	0	0	10
1.6	Prepare Prelim. Plans, Specs., and Cost Est.	2	20	36	0	0	16	74
1.7	Prepare Final Plans, Specs., and Cost Est.	2	12	24	0	0	8	46
1.8	Prepare Final Bidding Documents	1	8	0	0	0	12	21
1.9	Pre-Bid and Bid Opening	0	0	0	0	0	2	2
1.10	Bid Assistance, Review, and Award	0	4	0	0	0	2	6
1.11	Prepare Grant Application	0	2	0	0	0	2	4
Total Person Hours		11	62	76	16	0	44	209
Total Direct Labor Cost		\$682.00	\$2,604.00	\$2,280.00	\$800.00	\$0.00	\$1,100.00	\$7,466.00
Overhead Rate		\$1,539.27	\$5,877.23	\$5,145.96	\$1,805.60	\$0.00	\$2,482.70	\$16,850.76
Subtotal Labor Cost								\$24,316.76
Direct Expenses		Geotechnical Report						\$ 8,058.00
Total Expenses								\$8,058.00
Fixed Fee 15% x Subtotal Labor Cost								\$3,647.51
Total Task 1								\$36,022.28
Total Task 1, Rounded								\$36,000.00
Task	Task Description	Estimated Person Hours Required						Totals
		Sr. Eng.	Proj. Mgr.	Design Engr.	Surveyor	Planner	Admin.	
2	Construction Administration							
2.1	Pre-Construction Meeting	0	6	6	0	0	0	12
2.2	Initial Construction Layout	0	0	2	8	0	0	10
2.3	Prepare Contract Manual	0	0	0	0	0	4	4
2.4	Construction Management	2	24	20	0	0	8	54
2.5	Resident Project Representative Service							0
Number of Days		0	2	15	0	0	0	
Hours Per Day		8	10	10	10	10	10	
Total Hours		0	20	150	0	0	0	170
2.6	Final Inspection and Documentation	0	6	8	0	0	0	14
2.7	Project Closeout	0	4	0	0	0	4	8
Total Person Hours		2	60	186	8	0	16	272
Total Direct Labor Cost		\$124.00	\$2,520.00	\$5,580.00	\$400.00	\$0.00	\$400.00	\$9,024.00
Overhead Rate		\$279.87	\$5,687.64	\$12,594.06	\$902.80	\$0.00	\$902.80	\$20,367.17
Subtotal Labor Cost								\$29,391.17
Direct Expenses								
Total Expenses								\$0.00
Fixed Fee 15% x Subtotal Labor Cost								\$4,408.68
Total Task 2								\$33,799.84
Total Task 2, Rounded								\$33,700.00
Total Project Fee								\$69,700.00

LEGEND

- PHASE 1 TAXIWAYS
(24,040 SF)
COMPLETED 2021
- PHASE 2 APRON
(22,885 SF)
COMPLETED 2022
- PHASE 3 TAXILANES
(26,998 SF)



**MASTER AGREEMENT FOR PROFESSIONAL SERVICES
AIRPORT PLANNING, ENGINEERING AND CONSTRUCTION SERVICES
NOVEMBER 2025 THROUGH OCTOBER 2030**

**MILACA MUNICIPAL AIRPORT (18Y)
CITY OF MILACA, MINNESOTA**

This Agreement made this 19th day of November 2025, by and between the CITY OF MILACA, 255 1st Street East, Milaca, MN 56353, hereinafter referred to as CLIENT, and BOLTON & MENK, INC., 7533 Sunwood Dr NW #206, Ramsey, MN 55303, hereinafter referred to as CONSULTANT.

WITNESS, whereas the CLIENT requires professional services in conjunction with future airport planning, engineering, and construction services as listed in the ACIP for the Milaca Municipal Airport and whereas the CONSULTANT agrees to furnish the various professional services required by the CLIENT throughout the 5-year Airport Consultant Selection period.

NOW, THEREFORE, in consideration of the mutual covenants and promises between the parties hereto, it is agreed:

SECTION 1 - CONSULTANT'S SERVICES

- A. The CONSULTANT agrees to perform the various Basic Services in connection with the proposed project as described in future Work Orders.
- B. Upon mutual agreement of the parties hereto, Additional Services may be authorized as described in subsequent Work Orders or as described in Paragraph 4.B and the associated Work Order may be revised accordingly through a mutually agreed addendum.

SECTION 2 - THE CLIENT'S RESPONSIBILITIES

- A. The CLIENT shall promptly compensate the CONSULTANT in accordance with Section 3 of this Agreement.
- B. The CLIENT shall place any and all previously acquired information in its custody at the disposal of the CONSULTANT for its use. Such information shall include, but is not limited to: boundary surveys, topographic surveys, preliminary sketch plan layouts, building plans, soil surveys, abstracts, deed descriptions, tile maps and layouts, aerial photos, utility agreements, environmental reviews, and zoning limitations. The CONSULTANT may rely upon the accuracy and sufficiency of all such information in performing services unless otherwise instructed, in writing, by CLIENT.
- C. The CLIENT will guarantee access to and make all provisions for entry upon public portions of the project and reasonable efforts to provide access to private portions and pertinent adjoining properties.
- D. The CLIENT will give prompt notice to the CONSULTANT whenever the CLIENT observes or otherwise becomes aware of any defect in the proposed project.
- E. The CLIENT shall designate a liaison person to act as the CLIENT'S representative with respect to services to be rendered under this Agreement. Said representative shall have the authority to transmit instructions, receive instructions, receive information, interpret, and define the CLIENT'S policies with respect to the project and CONSULTANT'S services.
- F. The CONSULTANT'S services do not include legal, insurance counseling, accounting, independent cost estimating, financial advisory or "municipal advisor" (as described in Section 975 of the Dodd-Frank Wall Street Reform and Consumer Protection Act 2010 and the municipal advisor registration rules issued by the SEC) professional services and the CLIENT shall provide such services as may be required for completion of the Project described in this Agreement.
- G. The CLIENT will obtain any and all regulatory permits required for the proper and legal execution of the Project. CONSULTANT will assist CLIENT with permit preparation and documentation to the extent described in Exhibit A.
- H. The CLIENT may hire, at its discretion, when requested by the CONSULTANT, an independent test company to perform laboratory and material testing services, and soil investigation that can be justified for the proper design and construction of the Project. The CONSULTANT shall assist the CLIENT in selecting a testing company. Payment for testing services shall be made directly to the testing company by the CLIENT and is not part of this Agreement. If CLIENT elects not to hire an independent test company, CLIENT shall provide CONSULTANT with guidance and direction on completing those aspects of design and construction that require additional testing data.

SECTION 3 - COMPENSATION FOR SERVICES

A. FEES.

1. The CLIENT will compensate the CONSULTANT in accordance with the applicable Exhibit B Schedule of Fees ("Schedule of Fees") attached to each future Work Order for the time spent in performance of Agreement services or as otherwise explicitly described in the future Work Order or Addendum for the specific assignment.
2. Additional Services as outlined in Section 1.B and 4.B will vary depending upon project conditions and will be billed in addition to the agreed compensation in each Work Order.

a. Construction Services

The CONSULTANT and CLIENT agree that the duration of the construction activity is dependent upon factors that are outside of the control of the CONSULTANT, such as weather, site conditions, contractor experience, contractor expertise, contractor scheduling and contractor efficiency. When the extent of these construction services beyond the control of the CONSULTANT occurs, the CLIENT agrees that the CONSULTANT will be reimbursed for additional Construction Services in excess of the budget stated in the Work Order. Compensation shall be based on the standard hourly rate for the individuals providing services on the project.

3. Basic Services as outlined in each Work Order will vary depending upon project conditions and will be billed in accordance with the rate schedule attached to the Work Order. Hourly rates may be adjusted by CONSULTANT, on an annual basis thereafter to reflect reasonable changes in its operating costs, or as may be appropriate for a specific Work Order. Adjusted rates will become effective on January 1st of each subsequent year; or, upon mutual agreement of the parties and inclusion in a Work Order, upon execution of that Work Order
4. Rates and charges do not include sales tax. If such taxes are imposed and become applicable after the date of this Agreement CLIENT agrees to pay any applicable sales taxes.
5. The rates in the Schedule of Fees include labor, general business and other normal and customary expenses associated with operating a professional business. Unless otherwise agreed in writing, the above fees include vehicle and personal expenses, mileage, telephone, survey stakes and routine expendable supplies; and no separate charges will be made for these activities and materials.
6. Reimbursable Direct Expenses: Except for those expenses identified in Paragraph 3.A.5, any expenses required to complete the agreed scope of services or identified in this paragraph will be listed separately on the invoice, and include but are not limited to large quantities of prints; extra report copies; out-sourced graphics and photographic reproductions; document recording fees; special field and traffic control equipment rental; outside professional and technical assistance; geotechnical services; and other items of this general nature required by the CONSULTANT to fulfill the terms of this Agreement. CONSULTANT shall be reimbursed at cost plus an overhead fee (not-to-exceed 10%) for these Direct Expenses incurred in the performance of the work, subject to any limit set forth in Section 3 or any Work Order.

B. PAYMENTS AND RECORDS

1. The payment to the CONSULTANT will be made by the CLIENT upon billing at intervals not more often than monthly at the herein rates and terms.
2. If CLIENT fails to make any payment due CONSULTANT for undisputed services and expenses within 45 days after date of the CONSULTANT'S invoice, a service charge of one and one-half percent (1.5%) per month or the maximum rate permitted by law, whichever is less, will be charged on any unpaid balance.
3. In addition to the service charges described in preceding paragraph, if the CLIENT fails to make payment for undisputed services and expenses within 60 days after the date of the invoice, the CONSULTANT may, upon giving seven days' written notice to CLIENT, suspend services and withhold project deliverables due under this Agreement until CONSULTANT has been paid in full for all past due amounts for undisputed services, expenses and charges, without waiving any claim or right against the CLIENT and without incurring liability whatsoever to the CLIENT.
4. Documents Retention. The CONSULTANT will maintain records that reflect all revenues, costs incurred, and services provided in the performance of the Agreement. The CONSULTANT will also agree that the CLIENT, State, or their duly authorized representatives may, at any time during normal business hours and as often as reasonably necessary, have access to and the right to examine, audit, excerpt, and transcribe any books, documents, papers, records, etc., and accounting procedures and practices of the CONSULTANT which are relevant to the contract for a period of six years.

SECTION 4 - GENERAL

A. STANDARD OF CARE

Professional services provided under this Agreement will be conducted in a manner consistent with that level of care and skill ordinarily exercised by members of the CONSULTANT'S profession currently practicing under similar conditions. No warranty, express or implied, is made.

B. CHANGE IN PROJECT SCOPE

In the event the CLIENT changes or is required to change the scope or duration of the project from that described in this Agreement, any Work Order or Addendum, and such changes require Additional Services by the CONSULTANT, the CONSULTANT shall be entitled to additional compensation at the applicable hourly rates. To the fullest extent practical, the CONSULTANT shall give notice to the CLIENT of any Additional Services, prior to furnishing such Additional Services. Except for Additional Services required to address emergencies or acts of God that impact the Project, the CONSULTANT shall furnish an estimate of additional cost, prior to authorization of the changed scope of work. Any change will be memorialized in writing and executed, either as an Addendum to this Agreement or the affected Work Order; or issuance of a new Work Order for the Additional Services.

C. LIMITATION OF LIABILITY

1. General Liability of CONSULTANT. For liability other than professional acts, errors, or omissions, and to the fullest extent permitted by law, CONSULTANT shall indemnify, defend and hold harmless CLIENT from losses, damages, and judgments (including reasonable attorneys' fees and expenses of litigation) arising from claims or actions relating to the project, provided that any such claim, action, loss, damages, or judgment is attributable to bodily injury, sickness, disease, or death, or to injury to or destruction of tangible property, but only to the extent caused by the acts and omissions in the non-professional services of CONSULTANT or CONSULTANT'S employees, agents, or subconsultants.
2. Professional Liability of CONSULTANT. With respect to professional acts, errors and omissions and to the fullest extent permitted by law, CONSULTANT shall indemnify and hold harmless CLIENT from losses, damages, and judgments (including reasonable attorneys' fees and expenses of litigation) arising from third-party claims or actions relating to the project, provided that any such claim, action, loss, damages, or judgment is attributable to bodily injury, sickness, disease, or death, or to injury to or destruction of tangible property, but only to the extent caused by a negligent act, error or omission of CONSULTANT or CONSULTANT'S employees, agents, or subconsultants. This indemnification shall include reimbursement of CLIENT'S reasonable attorneys' fees and expenses of litigation, but only to the extent that defense is insurable under CONSULTANT'S liability insurance policies.
3. General Liability of CLIENT. To the fullest extent permitted by law and subject to the maximum limits of liability set forth in Minnesota Statutes Section 466.04, CLIENT shall indemnify, defend and hold harmless CONSULTANT from losses, damages, and judgments (including reasonable attorneys' fees and expenses of litigation) arising from third-party claims or actions relating to the project, provided that any such claim, action, loss, damages, or judgment is attributable to bodily injury, sickness, disease, or death, or to injury to or

destruction of tangible property, but only to the extent caused by the acts or omission of CLIENT or CLIENT'S employees, agents, or other consultants.

4. Nothing contained in this Agreement shall create a contractual relationship with or a cause of action in favor of a third party against either the CLIENT or the CONSULTANT. The CONSULTANT'S services under this Agreement are being performed solely for the CLIENT'S benefit, and no other entity shall have any claim against the CONSULTANT because of this Agreement or the performance or nonperformance of services provided hereunder.
5. To the fullest extent permitted by law, CLIENT and CONSULTANT waive against each other, and the other's employees, officers, directors, members, agents, insurers, partners, and consultants, any and all claims for or entitlement to special, incidental, indirect, or consequential damages arising out of, resulting from, or in any way related to this Agreement, from any cause or causes.
6. CLIENT waives all claims against individuals involved in the services provided by CONSULTANT under this Agreement and agrees that any claim, demand, or suit shall be directed/asserted only against the CONSULTANT's corporate entity.

D. INSURANCE

1. The CONSULTANT agrees to maintain, at CONSULTANT'S expense a commercial general liability (CGL) and excess or umbrella general liability insurance policy or policies insuring CONSULTANT against claims for bodily injury, death or property damage arising out of CONSULTANT'S general business activities. The general liability coverage shall provide limits of not less than \$2,000,000 per occurrence and not less than \$2,000,000 general aggregate. Coverage shall include Premises and Operations Bodily Injury and Property Damage; Personal and Advertising Injury; Blanket Contractual Liability; Products and Completed Operations Liability.
2. The CONSULTANT also agrees to maintain, at CONSULTANT'S expense, a single limit or combined limit automobile liability insurance and excess or umbrella liability policy or policies insuring owned, non-owned and hired vehicles used by CONSULTANT under this Agreement. The automobile liability coverages shall provide limits of not less than \$1,000,000 per accident for property damage, \$2,000,000 for bodily injuries, death and damages to any one person and \$2,000,000 for total bodily injury, death and damage claims arising from one accident.
3. CLIENT shall be named Additional Insured for the CGL and Auto liability policies.
4. The CONSULTANT agrees to maintain, at the CONSULTANT'S expense, statutory worker's compensation coverage together with Coverage B, Employer's Liability limits of not less than \$500,000 for Bodily Injury by Disease per employee, \$500,000.00 for Bodily Injury by Disease aggregate and \$500,000 for Bodily Injury by Accident.
5. The CONSULTANT also agrees to maintain, at CONSULTANT'S expense, Professional Liability Insurance coverage insuring CONSULTANT against damages for legal liability arising from a negligent act, error or omission in the performance of professional services required by this Agreement during the period of CONSULTANT'S services and for three years following date of final completion of its services. The professional liability insurance coverage

shall provide limits of not less than \$2,000,000 per claim and an annual aggregate of not less than \$2,000,000 on a claims-made basis.

6. CLIENT shall maintain statutory Workers Compensation insurance coverage on all of CLIENT'S employees and other liability insurance coverage for injury and property damage to third parties due to the CLIENT'S negligence.
7. Prior to commencement of this Agreement, CONSULTANT will provide the CLIENT with certificates of insurance, showing evidence of required coverages. All policies of insurance shall contain a provision or endorsement that the coverage afforded will not be canceled or reduced in limits by endorsement for any reason except non-payment of premium, until at least 30 days prior written notice has been given to the Certificate Holder, and at least 10 days prior written notice in the case of non-payment of premium

E. OPINIONS OR ESTIMATES OF CONSTRUCTION COST

Where provided by the CONSULTANT as part of any Work Order or Addendum or otherwise, opinions or estimates of construction cost will generally be based upon public construction cost information. Since the CONSULTANT has no control over the cost of labor, materials, competitive bidding process, weather conditions and other factors affecting the cost of construction, all cost estimates are opinions for general information of the CLIENT and the CONSULTANT does not warrant or guarantee the accuracy of construction cost opinions or estimates. The CLIENT acknowledges that costs for project financing should be based upon contracted construction costs with appropriate contingencies.

F. CONSTRUCTION SERVICES

It is agreed that the CONSULTANT and its representatives shall not at any time supervise, direct, control, or have authority over any contractor's work, nor shall CONSULTANT have authority over or be responsible for the means, methods, techniques, sequences, or procedures of construction selected or used by any contractor, or the safety precautions and programs incident thereto, for security or safety at any Project site, nor for any failure of a contractor to comply with Laws and Regulations applicable to that contractor's furnishing and performing of its work. CONSULTANT shall not be responsible for the acts or omissions of any contractor. CLIENT acknowledges that on-site contractor(s) are solely responsible for construction site safety programs and their enforcement.

G. USE OF ELECTRONIC/DIGITAL DATA

1. Because of the potential instability of electronic/digital data and susceptibility to unauthorized changes, copies of documents that may be relied upon by CLIENT are limited to the printed copies (also known as hard copies) that are signed or sealed by CONSULTANT. Except for electronic/digital data which is specifically identified as a project deliverable for this Agreement or except as otherwise explicitly provided in this Agreement, all electronic/digital data developed by the CONSULTANT as part of the project is acknowledged to be an internal working document for the CONSULTANT'S purposes solely and any such information provided to the CLIENT shall be on an "AS IS" basis strictly for the convenience of the CLIENT without any warranties of any kind. As such, the CLIENT is advised and acknowledges that use of such information may require substantial modification and independent verification by the CLIENT (or its designees).

2. Provision of electronic/digital data, whether required by this Agreement or provided as a convenience to the Client, does not include any license of software or other systems necessary to read, use or reproduce the information. It is the responsibility of the CLIENT to verify compatibility with its system and long-term stability of media. CLIENT shall indemnify and hold harmless CONSULTANT and its Subconsultants from all claims, damages, losses, and expenses, including attorneys' fees arising out of or resulting from third party use or any adaptation or distribution of electronic/digital data provided under this Agreement, unless such third-party use and adaptation or distribution is explicitly authorized by this Agreement.

H. REUSE OF DOCUMENTS

1. Drawings and Specifications and all other documents (including electronic and digital versions of any documents) prepared or furnished by CONSULTANT pursuant to this Agreement are instruments of service in respect to the project and CONSULTANT shall retain an ownership interest therein. Upon payment of all fees owed to the CONSULTANT, the CLIENT shall hereby be granted a license in all identified deliverables (including Reports, Plans and Specifications) for any reasonable use relative to the project and the general operations of the CLIENT. Such license to Owner shall not create any rights in third parties.
2. CLIENT may make and disseminate copies for information and reference in connection with the use and maintenance of the project by the CLIENT. However, such documents are not intended or represented to be suitable for reuse by CLIENT or others on extensions of the project associated with any particular Work Order or Addendum or on any other project. Any reuse by CLIENT or, any other entity acting under the request or direction of the CLIENT, without written verification or adaptation by CONSULTANT for such reuse will be at CLIENT'S sole risk and without liability or legal exposure to CONSULTANT and CLIENT shall indemnify and hold harmless CONSULTANT from all claims, damages, losses, and expenses including attorney's fees arising out of or resulting from such reuse.
3. Previously Created Works and Documents of CONSULTANT. Notwithstanding the foregoing, CONSULTANT retains title and interest in all of its standard details, plans, specifications and engineering computation documents ("Previously Created Works and Documents"), whether in written or electronic form, which have been incorporated into the deliverables and documents provided to CLIENT, but which were developed by CONSULTANT independent of this Agreement. CONSULTANT issues to CLIENT a royalty-free, nonexclusive and irrevocable license to use the Previously Created Works and Documents for the Project.

I. CONFIDENTIALITY

CONSULTANT agrees to keep confidential and not to disclose to any person or entity, other than CONSULTANT'S employees and subconsultants any information obtained from CLIENT not previously in the public domain or not otherwise previously known to or generated by CONSULTANT. These provisions shall not apply to information in whatever form that comes into the public domain through no fault of CONSULTANT; or is furnished to CONSULTANT by a third party who is under no obligation to keep such information confidential; or is information for which the CONSULTANT is required to provide by law or authority with proper jurisdiction; or is information upon which the CONSULTANT must rely for defense of any claim or legal action.

J. PERIOD OF AGREEMENT

This Agreement will remain in effect for the longer of a period of five (5) years after written authorization to proceed is issued by CLIENT; or until the specified completion date for any subsequently issued Work Order or Addendum that falls after the end of that period; or such other expressly identified completion date, after which time the Agreement may be extended upon mutual agreement of both parties.

K. HAZARDOUS MATERIALS

1. Except as expressly stated in a specific Work Order, the parties acknowledge that CONSULTANT'S Services do not include any services related to Constituents of Concern. If CONSULTANT or any other party encounters, uncovers, or reveals a Constituent of Concern at the Project site or should it become known in any way that such materials may be present at the site or any adjacent areas that may affect the performance of the CONSULTANT's services, then CONSULTANT may, at its option and without liability for consequential or any other damages: 1) suspend performance of Services on the portion of the Project affected thereby until the CLIENT retains appropriate specialist consultant(s) or contractor(s) to identify, abate and/or remove such materials, and warrant that the site is in full compliance with applicable laws and regulations; or, 2) terminate the applicable specific Work Order if it is not practical to continue providing Services.
 - a. Constituent of Concern is defined as asbestos, petroleum, radioactive material, polychlorinated biphenyls (PCBs), lead based paint (as defined by the HUD/EPA standard), hazardous waste, and any substance, product, waste, or other material of any nature whatsoever that is or becomes listed, regulated, or addressed pursuant to laws and regulations regulating, relating to, or imposing liability or standards of conduct concerning, any hazardous, toxic, or dangerous waste, substance, or material.

L. TERMINATION

1. For Cause: This Agreement or any Work Order may be terminated by either party upon 7 days written notice in the event of substantial failure by other party to perform in accordance with the terms of this Agreement through no fault of the terminating party.
 - a. For termination by CONSULTANT, Cause includes, but is not limited to, failure by CLIENT to pay undisputed amounts owed to CONSULTANT within 120 days of invoice and delay or suspension of CONSULTANT's services for more than 120 days for reasons beyond CONSULTANT'S cause or control.
 - b. Notwithstanding the foregoing and with consent of terminating party, this Agreement will not terminate under paragraph 4.L.1 if the party receiving such notice immediately commences correction of any substantial failure and cures the same within 10 days of receipt of the notice.
2. For Convenience: This Agreement or any Work Order may be terminated for convenience by CLIENT upon 7 days written notice to CONSULTANT.
3. The notice of termination shall identify the individual Work Order being terminated, or if the terminating party intends to terminate the entire Agreement the notice shall so state. This Termination process shall apply only to those elements expressly identified in the notice.

4. In the event of termination by CLIENT for convenience or by CONSULTANT for cause, the CLIENT shall be obligated to the CONSULTANT for payment of amounts due and owing including payment for services performed or furnished to the date and time of termination, computed in accordance with Section 3 of this Agreement. Upon receipt of payment, CONSULTANT shall deliver, and CLIENT shall have, at its sole risk, right of use of any completed or partially completed deliverables, subject to provisions of Paragraph 4.H.
5. In event of termination by CLIENT for cause, CLIENT shall compensate CONSULTANT for all undisputed amounts owed CONSULTANT as of date of termination and, upon receipt of payment, CONSULTANT shall deliver to CLIENT and CLIENT shall have, at its sole risk, right of use of any completed or partially completed deliverables, subject to the provisions of Section 4.H. All other matters will be resolved in accordance with the Dispute Resolution clause of this Agreement.

M. INDEPENDENT CONTRACTOR

Nothing in this Agreement is intended or should be construed in any manner as creating or establishing the relationship of co-partners between the parties hereto or as constituting the CONSULTANT or any of its employees as the agent, representative, or employee of the CLIENT for any purpose or in any manner whatsoever. The CONSULTANT is to be and shall remain an independent contractor with respect to all services performed under this Agreement.

N. CONTINGENT FEE

The CONSULTANT warrants that it has not employed or retained any company or person, other than a bona fide employee working solely for the CONSULTANT to solicit or secure this Agreement, and that it has not paid or agreed to pay any company or person, other than a bona fide employee, any fee, commission, percentage, brokerage fee, gift or any other consideration, contingent upon or resulting from award or making of this Agreement.

O. NON-DISCRIMINATION

The provisions of any applicable law or ordinance relating to civil rights and discrimination shall be considered part of this Agreement as if fully set forth herein. **The CONSULTANT is an Equal Opportunity Employer** and it is the policy of the CONSULTANT that all employees, persons seeking employment, subcontractors, subconsultants and vendors are treated without regard to their race, religion, sex, color, national origin, disability, age, sexual orientation, marital status, public assistance status or any other characteristic protected by federal, state or local law.

P. ASSIGNMENT

Neither party shall assign or transfer any interest in this Agreement without the prior written consent of the other party.

Q. SURVIVAL

All obligations, representations and provisions made in or given in Section 4 and Documents Retention clause of this Agreement will survive the completion of all **services** of the CONSULTANT under this Agreement or the termination of this Agreement for any reason.

R. SEVERABILITY

Any provision or part of the Agreement held to be void or unenforceable under any law or regulation shall be deemed stricken, and all remaining provisions shall continue to be valid and binding upon CLIENT and CONSULTANT, who agree that the Agreement shall be reformed to replace such stricken provision or part thereof with a valid and enforceable provision that comes as close as possible to expressing the intention of the stricken provision.

S. CONTROLLING LAW

This Agreement is to be governed by the law of the State of Minnesota and venued in Mille Lacs County District Court, Minnesota; or at the choice of either party, and if federal jurisdictional requirements can be met, in federal court in the district in which the project is located.

T. DISPUTE RESOLUTION

CLIENT and CONSULTANT agree to negotiate all disputes between them in good faith for a period of 30 days from the date of notice of dispute prior to proceeding to formal dispute resolution or exercising their rights under law. Any claims or disputes unresolved after good faith negotiations shall then be submitted to mediation using a neutral from the Minnesota District Court Rule 114 Roster, or if mutually agreed at time of dispute submittal, a neutral from the American Arbitration Association Construction Industry roster. If mediation is unsuccessful in resolving the dispute, then either party may seek to have the dispute resolved by bringing an action in a court of competent jurisdiction.

U. MINNESOTA GOVERNMENT DATA PRACTICES ACT

All data collected, created, received, maintained, or disseminated, or used for any purposes in the course of the CONSULTANT'S performance of the Agreement is governed by the Minnesota Government Data Practices Act, Minnesota Statutes Section 13.01, et seq. or any other applicable state statutes and state rules adopted to implement the Act, as well as state statutes and federal regulations on data privacy. The Consultant agrees to abide by these statutes, rules, and regulations and as they may be amended. In the event the CONSULTANT receives a request to release data, it shall notify CLIENT as soon as practical. The CLIENT will give instructions to CONSULTANT concerning release of data to the requesting party and CONSULTANT will be reimbursed as Additional Services by CLIENT for its reasonable expenses in complying with the request

V. SECTION 508 OF THE REHABILITATION ACT

All electronic Information Technology (IT) procured, developed, maintained or used as part of this Contract shall comply with Section 508 standards.

SECTION V - SIGNATURES

THIS INSTRUMENT embodies the whole agreement of the parties, there being no promises, terms, conditions or obligation referring to the subject matter other than contained herein. This Agreement may only be amended, supplemented, modified or canceled by a duly executed written instrument signed by both parties.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed in their behalf.

CLIENT: City of Milaca

CONSULTANT: Bolton & Menk, Inc.

Mr. Dave Dillan Mayor



Mr. Ronald Roetzel Principal Engineer

Ms. Tammy Pfaff Mayor

2025 SCHEDULE OF FEES

The following fee schedule is based upon competent, responsible professional services and is the minimum, below which adequate professional standards cannot be maintained. It is, therefore, to the advantage of both the professional and the client that fees be commensurate with the service rendered. Charges are based on hours spent at hourly rates in effect for the individuals performing the work. The hourly rates for principals and members of the staff vary according to skill and experience. The current specific billing rate for any individual can be provided upon request.

The fee schedule shall apply for the period through December 31, 2025. These rates may be adjusted annually thereafter to account for changed labor costs, inflation, or changed overhead conditions.

These rates include labor, general business, and other normal and customary expenses associated with operating a professional business. For projects with typical expenses and unless otherwise agreed, the above rates include vehicle and personal expenses, mileage, telephone, survey stakes, and routine expendable supplies; no separate charges will be made for these activities and materials. Expenses beyond typical project expenses, non-routine expenses, and expenses beyond the agreed scope of services, such as out of town travel expenses, long travel distances, large quantities of prints, extra report copies, outsourced graphics and photographic reproductions, document recording fees, outside professional and technical assistance, and other items of this general nature will be invoiced separately. Rates and charges do not include sales tax, if applicable.

Employee Classification	2025 Hourly Billing
Graduate Engineer	\$125-185
Design Engineer	\$125-196
Project Engineer	\$145-215
Senior Project Engineer	\$160-215
Project Manager	\$135-240
Senior Project Manager	\$188-273
Architect	\$186-267
Planner	\$125-168
Senior Planner	\$170-228
Landscape Designer	\$98-196
Landscape Architect	\$148-176
Senior Landscape Architect	\$160-268
Survey Technician ¹	\$90-196
Graduate Surveyor	\$122-190
Licensed Project Surveyor	\$180-225
Technician	\$75-182
Senior Technician	\$125-212
Administrative/Corporate Specialists	\$68-175
Specialist*	\$100-230
Practice Expert**	\$145-363
Principal**	\$175-316
Senior Principal**	\$218-333
GPS/Robotic Survey Equipment ¹	NO CHARGE
CAD/Computer Usage	NO CHARGE
Routine Office Supplies	NO CHARGE
Routine Photo Copying/Reproduction	NO CHARGE
Field Supplies/Survey Stakes & Equipment	NO CHARGE
Mileage	NO CHARGE

¹ No separate charges will be made for GPS or robotic total stations on Bolton & Menk, Inc. survey assignments; the cost of this equipment is included in the rates for survey technicians.

*Specialized role not classified above otherwise.

**Highly specialized and industry expertise unique to the market or area of discipline.



POLICY: **ARTICLE 43 MINNESOTA PAID LEAVE (MNPL)**

ADOPTED:

EFFECTIVE: JANUARY 1, 2026

REVISED:

Section 43.1 Overview

The city provides time off to eligible employees who qualify for Minnesota Paid Leave (MNPL) benefits under Minnesota law. The City of Milaca is a participant in the State of Minnesota's Paid Leave program. MNPL benefits are funded through premium contributions payable to the State of Minnesota. The premium cost will be split between the city and employee as follows:

- The City of Milaca will pay 50% of the required premium, and
- Employees will pay 50% of the premium cost through payroll deductions starting January 1, 2026.

Section 43.2 Eligibility

Eligibility determinations for MNPL benefits are made by the State of Minnesota. Generally, to be eligible for MNPL, you must:

- Work at least 50% of the time from a location in Minnesota, including employees who work from home or spend time in other states occasionally.
- Meet the financial eligibility requirements by having earned over a specific amount of wages as defined by Minnesota law at the time of your requested leave.

Section 43.3 Benefit Amount

An employee's weekly MNPL benefits are calculated and determined by the Minnesota Department of Employment and Economic Development (DEED).

Section 43.4 Leave Entitlement and Usage

The State of Minnesota may approve MNPL leave for the following conditions in a benefit year:

- Up to 12 weeks of medical leave (for yourself) to take care of yourself for a serious health condition, including pregnancy, childbirth, recovery, or surgery.
- Up to 12 weeks of family leave to:
 - Bond with a child through birth, adoption, or foster placement
 - Care for a family member with a serious health condition

- Support a military family member called to active duty
- Receive covered types of care for yourself or a family member because of domestic abuse, sexual assault, or stalking

You can take both types of leave in the same year, but you cannot exceed 20 weeks total within a single benefit year. For example, an employee may be entitled to 12 weeks of family leave to bond with a child and another 8 weeks of medical leave for their serious health condition. Your benefit year starts the first day you take Paid Leave. There is no waiting period for MNPL if you are granted the benefit.

Section 43.5 MNPL Intermittent Leave

Employees may apply for intermittent leave in most cases, provided the leave is reasonable and appropriate to the needs of the individual requiring care.

A. Eligibility

In addition to the other eligibility requirements under the MN Paid Leave law, employees seeking intermittent leave must have at least eight hours of accumulated leave (unless more than 30 days have lapsed since taking the initial leave).

B. Notice

In situations where employees seek MNPL on an intermittent basis, employees must make a reasonable effort to provide written notice to the City Manager or Department Supervisor of the need for intermittent leave *before* applying for MNPL benefits through the State program. As part of the notice, employees must provide the city with the following:

1. Proposed intermittent leave schedule; and
2. A completed certification from a health care provider identifying the leave as necessary and a reasonable estimate of the frequency and duration, and treatment schedule for the leave.

C. Increments of Leave & Maximum Number of Hours

Consistent with other forms of leave provided by the city, employees may take intermittent leave in increments of **four (4) hours**. If eligible for intermittent leave, the city allows a maximum of 480 hours of intermittent leave in any 12-month period. After reaching the maximum amount of allowed intermittent leave, employees may request continuous MNPL, provided the continuous leave does not exceed the maximum amount of MNPL allowed by law.

Section 43.6 Definitions

- Family member includes:
 - Spouse or partner
 - Child (including biological, adopted, step, or foster children, or a child you raise, even if you are not legally related)
 - Parent or person who raised you
 - Sibling
 - Grandchild or grandparent
 - In-laws (including son, daughter, father, or mother)

- Anyone close to you who depends on you like family, even if not related by blood
- A **serious health condition** means a physical or mental illness, injury, impairment, condition, or substance use disorder. Taking care of yourself for this serious condition may involve evaluation, treatment, inpatient care, recovery, or not being able to perform regular work, attend school, or do regular daily activities. This includes childbirth, conditions related to pregnancy, or surgery.

Section 43.7 Notice

Prior to starting a claim with the State, employees should reach out to the City Manager or Department Supervisor to notify the City of your intention to take leave. If the need is foreseeable, we ask that you provide at least two weeks' notice prior to taking leave. If the leave is not foreseeable, you will still be able to take leave under MNPL, and we ask that you provide as much notice as possible. Employees are required to complete a **City MNPL Form** informing the City of their intent to take MNPL, which will provide documentation as to how an employee's share of the cost of their elected benefits (medical, dental, vision, etc.) will be paid by the employee.

Section 43.8 How to Apply for Minnesota Paid Leave

After your leave has been discussed with the City and all appropriate City forms have been completed, you may apply for MNPL through the Minnesota Paid Leave's portal online or via their phone number provided. <https://mn.gov/deed/paidleave/employees/faq/>

Section 43.9 Interaction with Other Laws and Benefits

MNPL will run concurrently with any leave and/or wage supplement for which you may be eligible for under local, state, or federal law, which may include: Family and Medical Leave Act (FMLA)

The city offers a short-term disability (STD) policy that may run concurrently and require its own filing requirement pursuant to the terms of the STD policy. Please see the City Manager or Department Supervisor for more information. STD payments may be reduced, pursuant to the terms of the STD policy, as a result of receiving state-paid benefits.

Section 43.10 Effect On Other Paid leave

Employees cannot receive MNPL while also receiving some other types of benefits. These include:

- Unemployment Insurance Payments
- Workers' Compensation (in most circumstances)
 - If an employee receives workers' compensation benefits that are equal to or greater than the MNPL benefit, that employee is not eligible for MNPL.
 - If workers' compensation benefits are less than MNPL benefits, then the MNPL benefits will be deducted by the amount the employee receives from workers' comp.

- Social Security Disability Insurance (SSDI) benefits (in most circumstances)
 - Employees who have filed or received SSDI benefits are ineligible to receive MNPL benefits unless the Social Security Administration approved; they could collect SSDI while also being employed during the base period.

Questions related to this section should be directed to the Department of Employment and Economic Development, Minnesota Paid Family Medical Leave at mn.gov/DEED or 651-556-7777.

Section 43.11 Supplementing MNPL Benefits with Accrued Paid Leave

If you are receiving MNPL benefits, the city allows you to supplement, or "top off," your MNPL benefits with any accrued but unused paid leave. If you choose to supplement your MNPL benefits in this way, the combined weekly sum of MNPL benefits and city-provided paid leave benefits cannot exceed your Individual Average Weekly Wage (IAWW). For more information, contact the City Manager.

Section 43.12 Maintaining Health/Benefit Coverage During Leave

Unless the employee revokes coverage while on MNPL, the city will continue to provide group health insurance coverage for an employee on MNPL under the same conditions as the coverage was provided before the employee took leave. You must continue to make timely payments of your share of the premiums for such coverage. You will be responsible for remitting your portion of benefit premiums to the city in order to ensure continuation of benefits.

Group health insurance may be cancelled if an employee's premium payment is 30 days late. Before terminating coverage, the city will provide written notice to the employee at least 15 days before the coverage is terminated, listing the final date payment is due (30 days past the due date) to avoid cancellation, and the date coverage will end if payment is not received.

An employee's share of premium payments for their group health insurance coverage may, at the employee's option, be:

1. Prepaid at or before the start of the leave in which your health deductions may be modified to accept the agreed-upon amounts and cadence (frequency) of premium deductions;
2. Arrange to write a check every 2 weeks for the duration that the employee may be out.

Coverage that lapses due to nonpayment of premiums will be reinstated immediately upon return to work without a waiting period.

Section 43.13 Reinstatement

Upon return from covered MNPL, you will be reinstated to your previous position or to an equivalent position, with the same status, pay, employment benefits, length-of-service credit, and seniority credit as of the date of leave as long as you have worked for the city for a minimum of 90 calendar days.

Upon return to work, if it becomes evident that the employee is unable to perform the key essential functions of their position (with or without reasonable accommodation), the city may engage in an interactive process, consistent with the American with Disability Act (ADA) and/or Minnesota Human Rights Act (MHRA) and other applicable workplace policies, including workplace safety protocols, to determine appropriate next steps.

Section 43.14 Retaliation

The city will not interfere with or retaliate against employees who request or take leave in accordance with the MN Paid Leave law.

Minnesota Paid Leave

Decisions for Council:

How will the premiums be split between the City of Milaca and the employees?

The City must cover at least 50% (.44% of employee wages) of the total premiums (.88% of employee wages), but can choose to cover more.

City amount: _____ % of .88% of employee wages
(Choose from 50% to 100%)

Employee amount: _____ % of .88% of employee wages
(Choose from 0% to 50%)

Will employees be allowed to supplement their Paid Leave payments using City of Milaca Sick, Vacation, or Comp Leave if they choose to do so?

Paid Leave only covers between 55% to 90% of the employee's regular pay. The combined sum of Minnesota Paid Leave payments and City provided leave payments cannot exceed what the employee would usually make. The employee cannot be compelled to exhaust City provided leave before or while taking Minnesota Paid Leave.

_____ Yes, the employee may supplement the Paid Leave payments

_____ No, the employee may not supplement the Paid Leave payments

What length of time should be allowed to be taken as intermittent leave?

For example, 4 hours or 8 hours?

_____ Increments of time to be used for intermittent leave



Employee Notice: MINNESOTA PAID LEAVE

Employee Acknowledgment

I acknowledge receipt of this notification.

Employee: _____ Department: _____

Signature: _____ Date: _____

Minnesota Paid Leave

Minnesota Paid Leave provides payments and job protections when you need time off to care for yourself or your family. You may qualify to take up to 12 weeks of Family or Medical Leave per year. If you need both types of Paid Leave in the same year, you may qualify for up to 20 weeks in total.

Types of Leave

Medical Leave:

- To care for your own serious health condition, including care related to pregnancy, childbirth, and recovery

Family Leave:

- Bonding Leave – to care for and bond with a child welcomed through birth, adoption, or foster placement
- Caring Leave – to care for a family member with a serious health condition
- Military Family Leave – to support a family member called to active duty
- Safety Leave – to respond to issues related to domestic violence, sexual assault, or stalking for yourself or a family member

Am I covered by Paid Leave?

Most workers in Minnesota are covered by Paid Leave. You are covered no matter the size of your employer, or the hours or days you work. Independent contractors and self-employed individuals are not automatically covered, but may opt in. You may qualify for payments if you've been paid a minimum amount for work in Minnesota in the last year (\$3,900 for the start of Paid Leave in 2026).

What are my employment protections?

- **Job protections:** Generally, you must be restored to your job or an equivalent position when returning from leave. Job protections take effect 90 days after your date of hire.
- **Health insurance continuation:** Generally, employers must continue to fund their portion of healthcare insurance and other group insurance premiums while you are on leave. You will be responsible for any portion of health insurance and other group insurance premiums that you pay by providing a check to the City of Milaca for this amount, due by the normal payday the deduction would occur.
- **No retaliation or interference:** Employers must not interfere with or retaliate against you if you apply for or use Paid Leave. Employers cannot take your Paid Leave payments.

For inquiries related to Paid Leave, please contact Minnesota Paid Leave at 651-556-7777 or visit our website. If you think your employer is violating employment protections, contact the Labor Standards Division at the Minnesota Department of Labor and Industry.

Who pays for Paid Leave?

Paid Leave is funded by premiums paid by employees and employers. **The initial premium rate is 0.88% of wages** up to the cap set by Social Security's Old-Age, Survivors, and Disability Insurance program (currently \$176,000). Your employer may deduct up to **0.44% of your wages** to fund your portion of the premium. This total premium covers both Medical Leave (0.61%) and Family Leave (0.27%). Employers are responsible for sending premiums to Paid Leave on behalf of all employees.

Your premium contributions are:

Medical Leave	Total Medical Leave Premium:	0.61 %	of your wages
	The City of Milaca will contribute	50 %	of the Medical Leave contribution
	and the remaining	50 %	will be deducted from your wages

Family Leave	Total Family Leave Premium:	0.27 %	of your wages
	The City of Milaca will contribute	50 %	of the Family Leave contribution
	and the remaining	50 %	will be deducted from your wages

Total deducted from your wages:	0.44 %	of your wages
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How do I take Paid Leave?

Generally, conditions must last more than 7 days and be certified by a health care provider. An unplanned absence (such as a single sick day) could evolve into a longer qualifying event for Paid Leave, and then qualify to have the Paid Leave retroactively payable.

1. Notify your employer. If the need for the leave is foreseeable, you must provide 2 weeks advance notice. Otherwise notify your supervisor as soon as possible. Your supervisor will notify the City Manager.
2. Apply with Paid Leave. You are responsible for applying for Paid Leave at paidleave.mn.gov. You can also apply over the phone if needed.

After you apply, you will receive a determination from Paid Leave, which is the official decision from the program about whether your application was approved or denied.

How much will I get paid?

If you are approved for Paid Leave payments, they will be sent to the bank account or prepaid debit card selected in your application. The state makes payments to you based on your income level, and they will be between 55% to 90% of your pay. The maximum weekly amount is the state's average weekly wage, which changes each year. For 2026, it is \$1,423.00. While taking Paid Leave, you may choose to use your City of Milaca leave time to supplement your pay up to what you would normally make, but you do not have to. If eligible for the City of Milaca's short term disability benefit, you may choose to file for additional STD payments. However, STD payments may be reduced due to receiving state Paid Leave payments.

Learn more

Visit paidleave.mn.gov to apply or for more information about Paid Leave, including calculators to help you estimate your premium costs and the payments you could receive under Paid Leave. See the City of Milaca's personnel policy for more information.

Other ways to reach us

Phone: 651-556-7777 or 844-556-0444 (toll free).

E-mail: paidleave@state.mn.us

Mail: Department of Employment and Economic Development, Paid Leave Division

180 E 5th Street, 12th Floor, Saint Paul, MN

Information is available in alternative formats for people with disabilities by using the contact information listed above.

Employer Information:

Employer Name:

City of Milaca

Mailing Address:

255 First Street East, Milaca, MN 56353

Employer Identification Number (FEIN):

41-6005370