

**CITY OF MILACA  
COUNCIL MINUTES  
February 23, 2022**

**Call to Order Roll Call**

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

Upon roll call, the following council members were present: Mayor Harold Pedersen: Councilors: Dave Dillan, Norris Johnson, Lindsee Larsen, and Cory Pedersen. Councilors Absent:

**Staff Present:** City Manager Tammy Pfaff, City Attorney Damien Toven, Police Chief Quinn Rasmussen, Public Works Supervisor Gary Kirkeby, Fire Chief Jesse Gerads, Assistant City Clerk Deloris Katke, City Treasurer Jessica Humphreys, Public Works Mark Wubben, Administrative Communications Specialist Mary Mickelson.

**Others Present:** Bolton & Menk Engineers Ron Roetzel and Nick Grahek.

**Approval of the Agenda**

Mayor Pedersen called for a motion to approve the agenda. Motion by Johnson and seconded by Larsen. Added items to the agenda: Resolution 22-06 and a minor lot split for Carvin Buzzell. Mayor Pedersen called for a motion to amend the agenda. Motion by Johnson and seconded by Larsen. Motion carried unanimously upon roll call of all council members.

**Approval of the Minutes – January 19, 2022 and February 9, 2022**

Mayor Pedersen called for a motion to approve the minutes. Motion by Johnson to approve the minutes. Dillan seconded the motion. Motion carried unanimously upon roll call of all council members.

**Approval of Bills**

Mayor Pedersen called for a motion to approve the bills. Motion by C. Pedersen for approval of the bills. Larsen seconded the motion. Motion carried unanimously upon roll call of all council members.

**Open Forum**

**Requests, Communications, Petitions and Complaints**

*Update State* – Congressman Pete Stauber Community Project requests for 2023. Council felt the airport road should be included as a project. City Manager will send the information to his office.

*Update County* –

*Update Townships* –

**Ordinances and Resolutions**

**Resolution 22-04 – Donations Veterans Memorial.** Mayor Pedersen called for a motion for approval. Motion by Johnson for approval. Dillan seconded the motion. Motion carried unanimously upon roll call of all council members.

**Resolution 22-05 – Re-establish Unchanged Precincts and Establishing Polling Place for Precinct.**

Mayor Pedersen called for a motion for approval. Motion by C. Pedersen for approval. Larsen seconded the motion. Motion carried unanimously upon roll call of all council members.

**Resolution 22-06 – Resolution Supporting Housing and Local Decision-Making Authority.** Mayor Pedersen called for a motion for approval. Motion by Dillan for approval. Johnson seconded the motion. Motion carried unanimously upon roll call of all council members.

**Reports of Departments, Boards and Commissions**

**City Manager** – The city manager informed the council that we will have Zoning intern Hayden Hultman starting in May and he needs 140 hours, and this is an unpaid internship.

*Park Position* – Gary discussed with council that this position would be using one of his seasonal part-time employees and move those hours primarily to Rec Park. He reviewed the position with the Park Commission regarding duties and responsibilities and would include duties in Trimble Park. He explained that first we have to find the right person and the Park Commission recommended the position start at \$15.00 per hour, which would require a budget adjustment to the Parks Department. Gary also discussed the challenges of this position with the council. He and Mary will be attending the job fair at the school to get summer help and volunteers. Council discussed rental of canoes, kayaks, and bikes and determined it would be the goal to find a company to do the rental of equipment. Gary stated that this year they would supply basketballs, pickle ball equipment, horseshoes, and bags to see if it builds interest. The question of how this additional \$3.00 dollars and hours would be paid and from what fund. Gary will bring back the details for the March meeting.

*Events* – Gary explained Mark will do the events as needed and will split his time on events and public works duties.

*Lumber Jack Show* – Gary and Mark discussed with council the Lumber Jack Show for the 125<sup>th</sup> celebration and the cost of the show in August of \$6,500. Mark will plan the event. Mayor Pedersen called for a motion for approval. Motion for approval by Dillan. Johnson seconded the motion. Motion carried unanimously upon roll call of all council members.

*Scheduling Software* – Mary presented before council a demonstration of the scheduling software for rentals in Milaca's parks. The software is an annual cost of \$624.00 and expensed from the General Fund. Mayor Pedersen called for a motion for approval. Motion for approval by Johnson. Dillan seconded the motion. Motion carried unanimously upon roll call of all council members.

**Airport** – Mayor Pedersen moved the airport project agenda item up and called on Bolton & Menk Engineers Ron Roetzel and Nick Grahek. They discussed the request to approve advertising for bids and Plans and Specs for the Apron Rehabilitation Phase 2. Mayor Pedersen called for a motion for approval for the advertisement of bids. Motion for approval by Johnson. Larsen seconded the motion. Motion carried unanimously upon roll call of all council members. Mayor Pedersen called for a motion for approval of the Plans and Specs. Motion for approval by Johnson. Larsen seconded the motion. Motion carried unanimously upon roll call of all council members.

**Police** – Activity report. Approval of the purchase of three Toughbook laptops. Two quotes received. Baycom \$8,040.00 and SHI \$8,141.70. Quinn recommended Baycom. Mayor Pedersen called for a motion to approve the quote from Baycom. Motion by Dillan for approval. Johnson seconded the motion. Motion carried unanimously upon roll call of all council members.

**Parks Commission** – Gary brought before the council a request to purchase a television, television case and Kiosk for \$5,800 expensed from Fund 216. Council took no action on the items until review of Funds 216 and 217.

**Public Works – 2022 Street Project.** Bid Tabulation Handout to council to award bid. The letter presented by City Engineer Phil Gravel as follows: Three Bids were received. The following summarizes the results of the Bids received: Contractor Base Bid Knife River Corp. – North Central \$432,959.20 Minnesota Paving & Material \$443,904.00 Omann Contracting Co., Inc. \$479,950.00. The low Bid on the Project was submitted by Knife River Corp. – North Central with a Total Base Bid of \$432,959.20. These Bids have been reviewed and found to be in order. If the City Council wishes to award the Project to the low Bidder, then Knife River Corp. – North Central should be awarded the Contract based on the Total Base Bid amount of \$432,959.20. Mayor Pedersen called for a motion to approve the lowest bid to Knife River Corp. – North Central \$432,959.20. Motion by C. Pedersen for approval. Johnson seconded the motion. Motion carried unanimously upon roll call of all council members.

**Public Works – 2022 Alley Project.** Gary Kirkeby requested approval from council to replace the sealcoating area of Hidden Pines and do alley pavement of multiple areas of the city using the \$100,000 in the budget. Mayor Pedersen called for a motion for approval. Motion by Dillan for approval. Johnson seconded the motion. Motion carried unanimously upon roll call of all council members.

**Public Works – Gorecki Center Parking Area Pavement.** Gary discussed that the project quotes are over \$35,000 and that it is in the budget at \$30,000 from Fund 216. Council requested if the quotes go over the budgeted amount to bring it back to council.

**Liquor Store** – The city manager updated the council on the progress of the beer cave and that we can expect some additional costs to the project. Vicki will bring back to council when she has the costs available.

**Fire Department** – Jesse stated they need new lights for the rescue truck. The cost is estimated at \$6,596 and is to come from the Equipment Reserve Fund. Mayor Pedersen called for a motion for approval. Motion by Larsen for approval. C. Pedersen seconded the motion. Motion carried unanimously upon roll call of all council members. Jesse discussed the need for a new fire truck, expects it to cost around \$800,000, and anticipates its replacement in 2024. He also stated they will need to replace the grass rig, and replace the rescue truck at an estimated cost \$650,000 for the truck. Jesse also stated the golf tournament is July 9th.

**Planning Commission** – Minutes in council packet.

**Minor Lot Split: Carvin Buzzell** – Council reviewed the Stantec Planning report from Phil Carlson. Phil recommended the approval of the lot split. Mayor Pedersen called for a motion for approval. Motion by Dillan for approval. Johnson seconded the motion. Motion carried unanimously upon roll call of all council members.

**Personnel Committee** –

**Budget Committee –**

**Tourism –**

**EDC –**

**New Business**

**LMC Tort Liability (Does not waive the monetary limits)** – Mayor Pedersen called for a motion for approval. Motion by Johnson for approval. Dillan seconded the motion. Motion carried unanimously upon roll call of all council members.

**Peddler Application – Sara Liebeck Ice Cream Machine.** Mayor Pedersen called for a motion for approval. Motion by Johnson for approval. C. Pedersen seconded the motion. Motion carried unanimously upon roll call of all council members.

**125<sup>th</sup> Anniversary Mural Quotes** – Item tabled until we know if we received the grant. Mayor Pedersen called for a motion to table. Motion to table the item by Johnson. Larsen seconded the motion. Motion carried unanimously upon roll call of all council members.

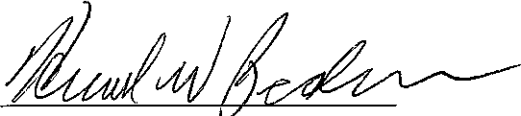
**Special Event Application** – First National Bank Celebrating 125 Years Music Event. Mayor Pedersen called for a motion for approval. Motion for approval by Larsen. Johnson seconded the motion. Motion carried unanimously upon roll call of all council members.

**Closed Meeting pursuant to Minnesota Statue Sections 13D.05 Subd. 2(b) and 13.43 Subd. 2(4)**  
Mayor Pedersen read aloud the closed meeting script and called for a motion to close the meeting at 8:43 p.m. Motion by Johnson to close the meeting. Larsen seconded the motion. Motion carried unanimously upon roll call of all council members.

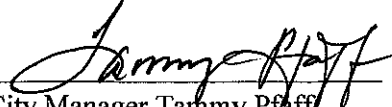
Mayor Pedersen called for a motion to open the meeting at 10:29 p.m. Motion for approval from Dillan and seconded by Johnson. Motion carried unanimously upon roll call of all council members. Summary: Concerns were brought to council and the concerns were addressed.

**Adjourn**

With no other business presented before the council, Mayor Pedersen called for a motion to adjourn. Motion by Johnson to adjourn. Larsen seconded the motion. Motion carried unanimously upon roll call of all council members. Meeting adjourned at 10:30 p.m.

  
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Mayor Harold Pedersen

ATTEST:

  
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City Manager Tammy Pfaff