

**CITY OF MILACA
COUNCIL MINUTES**

October 19, 2023

Pledge of Allegiance

Call to Order Roll Call

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

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

Staff present: City Manager Tammy Pfaff, Communications Specialist Mary Mickelson, City Attorney Damien Toven, Assistant City Clerk Deloris Katke, Fire Chief 1 Jesse Gerads, Police Chief Quinn Rasmussen

Others present: Chloe Smith, Nick Grahek of Bolton & Menk, and Chris Carlson from Borgholm Twp.

Approval of the Agenda

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

Approval of Consent Agenda

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

- a. Approval of the Minutes – September 21, 2023
- b. Approval of Bills
- c. Approval of Quarterly Reports
- d. Resolution #23-34 Accepting Donations
- e. Resolution #23-35 Assessing Lawnmowing
- f. Resolution #23-36 Holiday Stationstore #4064 Liquor and Tobacco License

Muller made a motion for approval of Consent Agenda, seconded by Johnson. No further discussion. All in favor of the Consent Agenda; motion passes.

Citizen Open Forum

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

Public Hearings

Requests and Communications

Ordinances and Resolutions

Ordinance #517 Fire Service Charges-First Reading: Mayor Dillan called for a motion to approve the first reading of Fire Service Charges. Motion by Muller to approve, seconded by Johnson. No further discussion. All in favor to approve first reading of Ordinance #517 Fire Service Charges, motion passes.

Reports of Departments, Boards and Commissions

City Manager – City Manager Pfaff stated they had a meeting with MN DOT on Monday in regard to the Hwy. 23 project. Some of the city concerns were out at County Road 2 and how traffic would be getting into the Holiday/Dairy Queen area so we have requested MN Dot to put a permanent sign out there so when people are about to enter the roundabout, they would know they need to turn there to get to Holiday and Dairy Queen. MN Dot will look into that for us.

Mayor Dillan stated that he was glad that our city engineer would have somewhat of an idea of what the city expenses would be with this project. So glad he was on top of that.

Police – Police Chief Rasmussen spoke and stated he is requesting the council to approve transferring monies from the Police Equipment Reserve funds for remodeling of an evidence room for the police department. Chief Rasmussen stated that there is a space here at city hall that would be suitable for the needs of the remodel/evidence room but due to security reasons, he was not at liberty to share the specifics of this space. Chief Rasmussen said he will be getting quotes on this work but is thinking it may be in the range of \$7,000 to \$10,000 but then there would be some additional equipment that they would need to purchase so he is asking for a total of \$15,000 to transfer from the Equipment Reserve for this project.

Mayor Dillan called for a motion to approve the transfer of \$15,000 from the police Equipment Reserve Fund for the remodeling project. Motion made by Muller, seconded by Gahm. No further discussion. All in favor of transferring \$15,000 from the police Equipment Reserve fund for remodeling, motion passes.

Parks – Nothing.

Public Works – Storm Sewer on 5th St SE: City Manager Pfaff stated this would fix the storm sewer to the catch basins in the ditch in that area. Mayor Dillan asked if this was the same system that was done at the end of 4th St and he said that it really worked well.

Johnson questioned that there was a storm sewer catch basin already to the east on that road. Johnson thought it was in the area where Pioneer Trail curves but did not see it on the map that was included in the agenda packet. He stated he may have to talk to Gary about this as he thought there was a storm sewer underneath. City Manager Pfaff stated the cost would be approximately \$10,000 (come out of the sewer fund).

Mayor Dillan called for a motion to approve the catch basin on 5th St SE. Motion made by Larsen, seconded by Johnson. Mayor Dillan asked if Johnson was going to check with Gary on this and Johnson stated he would. No further discussion. All in favor, motion to install new catch basin passes.

Liquor Store –

Fire Department – Fire Chief 1 Gerads stated that all the fire officers are staying the same. No changes.

Mayor Dillan commented that the Fire Department open house was a great success.

Planning and Zoning – Nothing

Airport: Professional Services Agreement: Nick Grahek Aviation Project Engineer of Bolton & Menk spoke and stated that this year they received a state grant offer from MN DOT Aeronautics to complete the paving of the airport entrance and parking lot. This project was moved up in the CIP to align with the adjacent paving there. The total cost of engineering, design and construction administration services is at \$75,900 and is state funded at 95% with a 5% local share of \$3,795. City Manager Pfaff stated that this is just for the engineering; the other part is still covered by 95% of the grant. Grahek stated that bids will go out in the spring and they will submit an amendment to the state with the exact amount of what the bids come in at for that portion at 95% as well.

Mayor Dillan called for a motion to approve the professional services agreement for the Milaca Municipal Airport. Motion made by Muller, seconded by Gahm. No further discussion. All in favor, motion passes.

Grahek stated there is a letter that City Manager Pfaff will need to sign to send to the state to formally request the state grant agreement-the engineering portion.

Mayor Dillan made a motion to accept the letter to send to state. Motion made by Johnson, seconded by Larsen. No further discussion. All in favor to send letter to state, motion passes.

Airport Final Engineering Authorization for the 110th Avenue Improvement: Mayor Dillan called for a motion to approve the engineering authorization. Motion made by Muller, seconded by Larsen. City Manager Pfaff stated that the \$250,000 Sanitary Sewer and Water Construction will come out of water and sewer funds. The goal is to keep it at the \$1.5 million and we will see where the bids come in at. No further discussion. All in favor, motion to approve the engineering authorization for 110th Ave Improvements passes.

Committees

Budget – Nothing

EDC – Nothing

Unfinished Business

Miscellaneous

New Business

Access Road Contractor Payment Request #1 for \$78,084.13 to ACM. Mayor Dillan called for a motion to approve payment. Motion made by Johnson, seconded by Gahm. No further discussion. All in favor, payment request passes.

Amended Joint Powers Agreement between City of Milaca and Milaca Area Tourism: City Manager Pfaff stated that she handed out a new agreement adding the Tourism Bureau to the agreement and the term date would be changed to 2023. The other part that was also changed under the Composition of Milaca Area Tourism's Board of Directors. It is a five community member is the change for this agreement.

Mayor Dillan asked if by having these five community members then it doesn't have to be those that were on there? City Manager Pfaff stated they were having a difficult time to come so the board changed it to the five community members.

Mayor Dillan called for a motion to approve. Muller made a motion, seconded by Gahm. No further discussion. All in favor, amended joint powers agreement passes.


Special Event Application for Tree Lighting and request for Street Closure: Mayor Dillan called for a motion to approve. Motion made by Larsen, seconded by Muller. No further discussion. All in favor, motion to approve Special Event Application passes.

Council Comments

Councilmember Muller commented that he was glad that no officers got killed and thanked them for their service.

Adjourn:

Mayor Dillan called for a motion to adjourn. Gahm made a motion to adjourn, seconded by Muller. No further discussion. All in favor; motion carried. Meeting adjourned at 6:47 p.m.



Mayor Dave Dillan

Attest:



City Manager Tammy Pfaff