

MILACA CITY COUNCIL AGENDA
JANUARY 20, 2011

Oaths of Office

6:30

Call meeting to order
Roll Call

Consent Agenda

Minutes of December 9, 2010 meeting
Bills for payment
Resolution No. 11 – 01 Approving charitable gambling premises permit
Resolution No. 11 – 02 Assessing unpaid water and sewer bill
Resolution No. 11 – 03 Write off NSF/Account closed checks
City Treasurer's report

Citizens Forum

Mary Jo Harris – Blue grass festival

Public Hearing

Small Cities Development Program Grant – Lezlie Sauter
Resolution No. 11 – 04 – Support for Application

Requests and Communications

Ordinances and Resolutions

Resolution No. 11 – 05 Approving 2010 budget changes

Reports of Boards and Commissions

Planning commission
Economic Development commission
Airport commission
Parks commission
Downtown Initiative

Unfinished Business

New Business

Well Head protection proposals

Council Comments

Adjourn

This agenda and attachments are available on the city's website, www.cityofmilaca.org

MILACA CITY COUNCIL MINUTES

DECEMBER 9, 2010

The regular meeting of the Milaca City Council was called to order at 6:30 p.m. by Mayor Harold Pedersen. Upon roll call the following Council members were present: Totzke, Muller, Dillan, and Bekius.

Staff present: Lerud, Gann, and Toven.

Motion by Bekius, second by Dillan to approve the consent agenda:

1. Minutes of November 18 regular meeting
2. General bills, 810244E-810248E, #37220-37226, #37290-37399, totaling \$81,520.41; Liquor bills, 910039E-910042E, #21591-21609, #21644-21652, totaling \$114,629.81
3. RESOLUTION NO. 10 – 52 A RESOLUTION ASSESSING AN UNPAID WATER SERVICE CHARGE (entire text appears in Resolution book.)
4. RESOLUTION NO. 10 – 53 A RESOLUTION ASSESSING AN UNPAID WATER SERVICE CHARGE (entire text appears in Resolution book.)
5. RESOLUTION NO. 10 – 54 RESOLUTION ASSESSING UNPAID WATER/SEWER BILL (entire text appears in Resolution book.)
6. Approve temporary gambling permit for Milaca Hoopsters.
7. Approve City Treasurer's report.

Unanimous consent.

Mayor Pedersen opened citizen's forum. No one was present.

Motion was made by Bekius, second by Dillan to dispense with the first reading of Ordinance No. 391, hold the second reading, and for passage.

ORDINANCE NO. 391

AN ORDINANCE ADOPTING BY REFERENCE THE EAST CENTRAL CABLE COMMISSION CABLE TELEVISION ORDINANCE AND FRANCHISE AGREEMENT WITH US CABLE OF COASTAL TEXAS, LP

Lerud said the revised ordinance was before them. The city attorney made a couple of small modifications. Lerud said that earlier this year the city gave notice of its intent to leave the East Central Cable Commission by the end of 2010. This ordinance states that the city and US Cable will continue to abide by those franchise terms, and when the franchise expires, the city will negotiate a new franchise directly with US Cable.

Upon voting, all voted in favor.

Council member Muller offered Resolution No. 10 – 55 and moved for its adoption, second by Dillan

RESOLUTION NO. 10 – 55
RESOLUTION APPROVING THE FINAL 2011 BUDGET AND 2011 TAX LEVY
(entire text appears in Resolution book)

Unanimous consent.

Council member Bekius offered Resolution No. 10 – 56 and moved for its adoption, second by Muller

RESOLUTION NO. 10 – 56
RESOLUTION APPROVING 2011 LICENSES
(entire text appears in Resolution book)

Unanimous consent.

Council member Bekius said there was no planning commission meeting in December.

Lerud said the economic development commission meets next Friday morning.

Council member Muller said the October minutes are before the council. The main item was approving the capital improvement plan. He said there was no meeting last month, and the December meeting was held last night so he did not have minutes.

Mayor Pedersen said the parks commission did not meet last month. He said they will meet next Tuesday to continue planning for the bluegrass festival and look at park rules.

Council member Dillan said the downtown group met last night. The kiosks are done and stored in a city garage. They will be installed next spring. He said the Rum River Community Foundation has developed its mission statement and will meet on December 20 to discuss a fundraising strategy, with the kick off during the Soup with the Mayor in January. Dillan said the other pressing issue for 2011 is finding a home for the Milaca Arts Council.

The pedestrian walking bridge was discussed. Lerud said that after gathering information about the non-galvanized third section and bridge decking, it was Council member Bekius' opinion and his that they city should offer \$55,000 for the bridge as-is conditioned on the following: That the bridge be delivered to Rec Park, that all the attachments and connection parts are provided, and that the city receive all required approvals from the State for the project to proceed. Bekius said he is working on a bid to sandblast and paint the non-galvanized third section. The plan would be to paint that section to match the other two, and as the galvanizing and paint wears down, the bridge will eventually have the rust look that most recreation bridges do. After a brief discussion a motion was made by Muller, second by Dillan to offer \$55,000 with the stated conditions, unanimous consent.

Mayor Pedersen said \$5,700 has been raised for the band shell improvement and he said that tax-deductible donations could still be received yet this year.

The plans for the lift station rehabilitation were presented. Lerud said these plans represent the presentation made a couple of months ago by the city engineer. Lerud said the engineer is asking the council to approve the plans and authorize bidding. The bids would come back to the council for their consideration at a future meeting. Motion by Dillan, second by Bekius to approve the plans and authorize bidding, unanimous consent.

Lerud said the joint powers agreement with Ogilvie to provide administrative services requires an annual renewal if the council wishes to continue. He said the arrangement is working better now after a rough couple of months. He said the Ogilvie council expressed concern about increasing the contract by \$5,000 for 2011, but their council has proposed paying Milaca \$5,000 for the additional work we did in 2010, and keep the contract the same for 2011. Motion by Bekius, second by Dillan to renew the contract as presented for 2011, unanimous consent.

The council conducted the City Manager review.

Mayor Pedersen called for Council comments. Council member Muller thanked Council member Bekius and Lerud for their work on the pedestrian walking bridge. Council member Bekius thanked Muller for his work on the airport. Mayor Pedersen thanked Council member Totzke for his service.

With no other business a motion to adjourn was made by Totzke, second by Bekius, all voted in favor and the meeting adjourned at 6:55 p.m.

Mayor Harold Pedersen

ATTEST

Greg Lerud, City Manager

***Check Detail Register©**

DECEMBER 2010

Check Amt Invoice Comment

10100 General Bank

Paid Chk# 810265E 12/17/2010 CENTERPOINT ENERGY

E 208-49010-381	Utilities	\$137.27	5813915	NATURAL GAS-SR CENTER
E 101-45600-381	Utilities	\$57.17	5817670	NATURAL GAS-HISTORICAL SOCIETY
E 101-43000-381	Utilities	\$250.81	5826633	NATURAL GAS-PW
E 101-41940-381	Utilities	\$59.32	5831068	NATURAL GAS-CITY HALL
E 101-42280-381	Utilities	\$17.18	6122593	NATURAL GAS-FIRE
E 602-49400-381	Utilities	\$124.03	6672186	NATURAL GAS-WATER TRMT
E 101-45500-381	Utilities	\$206.92	7142283	NATURAL GAS-LIBRARY
Total CENTERPOINT ENERGY		\$852.70		

Paid Chk# 810266E 12/7/2010 EAST CENTRAL ENERGY

E 603-49450-381	Utilities	\$35.00	201875902	ELECTRIC
E 603-49450-381	Utilities	\$70.44	203981301	ELECTRIC
E 101-43000-380	Street Lights	\$2,696.84	204619700	ELECTRIC
E 101-45200-381	Utilities	\$36.41	205400900	ELECTRIC
E 602-49400-381	Utilities	\$1,062.55	206041500	ELECTRIC
E 101-45500-381	Utilities	\$664.14	206085200	ELECTRIC
E 602-49400-381	Utilities	\$609.24	206734200	ELECTRIC
E 101-45200-381	Utilities	\$29.25	5379600	ELECTRIC
E 101-49810-381	Utilities	\$182.16	5448100	ELECTRIC
E 101-42110-437	Other Miscellaneous	\$59.48	6302100	ELECTRIC
E 603-49450-381	Utilities	\$92.49	6678100	ELECTRIC
E 101-42280-381	Utilities	\$159.31	6751501	ELECTRIC
E 101-42280-381	Utilities	\$380.82	7546001	ELECTRIC
E 101-41940-381	Utilities	\$708.98	8145502	ELECTRIC
E 101-49810-381	Utilities	\$67.79	830700	ELECTRIC
E 101-49810-381	Utilities	\$75.55	831000	ELECTRIC
E 101-43000-380	Street Lights	\$268.91	831300	ELECTRIC
E 101-43000-381	Utilities	\$529.37	831500	ELECTRIC
E 603-49450-381	Utilities	\$705.72	832000	ELECTRIC
E 602-49400-381	Utilities	\$139.46	832100	ELECTRIC
E 101-45600-381	Utilities	\$125.74	832400	ELECTRIC
E 603-49450-381	Utilities	\$83.36	832500	ELECTRIC
E 603-49450-381	Utilities	\$104.38	832600	ELECTRIC
E 602-49400-381	Utilities	\$856.00	833100	ELECTRIC
E 602-49400-381	Utilities	\$101.76	833300	ELECTRIC
E 101-45200-381	Utilities	\$27.41	833400	ELECTRIC
E 101-45200-381	Utilities	\$50.26	833600	ELECTRIC
E 208-49010-381	Utilities	\$138.09	9084202	ELECTRIC
E 602-49400-381	Utilities	\$143.57	970110800	ELECTRIC
E 101-42110-437	Other Miscellaneous	\$29.11	97017300	ELECTRIC
Total EAST CENTRAL ENERGY		\$10,233.59		

Paid Chk# 810267E 12/15/2010 MILACA LOCAL LINK

E 619-49900-321	Telephone	\$99.06	320-982-1099	PHONE SERVICE-DEP REG
E 101-45500-321	Telephone	\$39.15	320-982-1549	ALARM LINE - LIBRARY
E 101-42280-321	Telephone	\$87.47	320-982-3465	PHONE SERVICE-FIRE
Total MILACA LOCAL LINK		\$225.68		

Paid Chk# 810268E 12/3/2010 UNION SECURITY INSURANCE CO.

G 101-21707	Disability	\$336.95	4022335-0-1	LTD-DEC 2010
Total UNION SECURITY INSURANCE CO.		\$336.95		

Paid Chk# 810269E 12/31/2010 INCONTACT INC

E 101-42280-321	Telephone	\$8.24	4020342	LONG DISTANCE SERVICE-FIRE
E 101-41940-321	Telephone	\$54.45	4020370	LONG DISTANCE SERVICE-CITY HALL
E 101-43000-321	Telephone	\$6.56	4020375	LONG DISTANCE SERVICE-PW

***Check Detail Register©**

DECEMBER 2010

	Check Amt	Invoice	Comment
E 101-42110-321 Telephone	\$54.89	4021370	LONG DISTANCE SERVICE-PD
E 619-49900-321 Telephone	\$2.80	4021396	LONG DISTANCE SERVICE-DEP REG
E 101-41940-321 Telephone	\$8.42	4021397	LONG DISTANCE SERVICE-LIQUOR
E 602-49400-321 Telephone	\$0.34	4021432	LONG DISTANCE SERVICE-WATER
E 101-45200-321 Telephone	\$11.45	4580547	LONG DISTANCE SERVICE-PARKS
Total INCONTACT INC	\$147.15		

Paid Chk# 810272E 12/16/2010	ENDICIA ACCOUNTING		
E 101-41940-322 Postage	\$200.00		POSTAGE FOR METER
E 619-49900-322 Postage	\$200.00		POSTAGE FOR METER
E 607-42400-322 Postage	\$100.00		POSTAGE FOR METER
Total ENDICIA ACCOUNTING	\$500.00		
10100 General Bank	\$12,296.07		

Fund Summary

10100 General Bank	
101 GENERAL FUND	\$7,490.51
208 CHARITABLE GAMBLING FUND	\$275.36
602 WATER FUND	\$3,036.95
603 SEWER FUND	\$1,091.39
607 BLDG INSPECTION FUND	\$100.00
619 DEPUTY REGISTRAR FUND	\$301.86
	\$12,296.07

***Check Detail Register©**

JANUARY 2011

Check Amt Invoice Comment

10100 General Bank

Paid Chk#	Date	Vendor	Check Amt	Invoice	Comment
Paid Chk# 037367 1/20/2011 ALL STATE COMMUNICATIONS					
G 101-20200		Accounts Payable	\$720.00	60008-5	NETWORK SERVER WORK
E 101-41940-309		EDP, Software and Design	\$800.00	60008-6	JAN NETWORK
E 101-42110-309		EDP, Software and Design	\$45.00	60037	PD COMPUTER CLEANING
E 607-42400-309		EDP, Software and Design	\$45.00	60037	INSTALL SOFTWARE-B & Z
E 619-49900-309		EDP, Software and Design	\$45.00	60037	COMPUTER ISSUES-DEP REG
Total ALL STATE COMMUNICATIONS			\$1,655.00		
Paid Chk# 037368 1/20/2011 AMERIPRIDE					
G 101-20200		Accounts Payable	\$23.56	2200052321	RUGS-LIBRARY
G 101-20200		Accounts Payable	\$6.80	2200052322	RUGS-CITY HALL
G 619-20200		Accounts Payable	\$16.00	2200052322	RUGS-DEP REG
G 101-20200		Accounts Payable	\$25.33	2200057475	RUGS-LIBRARY
G 101-20200		Accounts Payable	\$7.74	2200057476	RUGS-CITY HALL
G 619-20200		Accounts Payable	\$16.95	2200057476	RUGS-DEP REG
G 101-20200		Accounts Payable	\$25.33	2200062599	RUGS-LIBRARY
G 619-20200		Accounts Payable	\$16.95	2200062600	RUGS-DEP REG
G 101-20200		Accounts Payable	\$7.74	2200062600	RUGS-CITY HALL
Total AMERIPRIDE			\$146.40		
Paid Chk# 037369 1/20/2011 ASSOC. OF MN BLDG OFFICIALS					
E 700-50000-433		Dues and Subscriptions	\$100.00		2011 DUES
Total ASSOC. OF MN BLDG OFFICIALS			\$100.00		
Paid Chk# 037370 1/20/2011 AVENET, LLC					
E 101-41940-309		EDP, Software and Design	\$500.00	27701	2011 WEBSITE HOSTING
Total AVENET, LLC			\$500.00		
Paid Chk# 037371 1/20/2011 BILLINGS SERVICE					
G 101-20200		Accounts Payable	\$551.47		GAS-PARKS
G 101-20200		Accounts Payable	\$28.64		GAS-POLICE
G 101-20200		Accounts Payable	\$286.61		GAS-FIRE
G 101-20200		Accounts Payable	\$2,711.78		GAS-PW
Total BILLINGS SERVICE			\$3,578.50		
Paid Chk# 037372 1/20/2011 BILLINGS, CRAIG					
G 101-20200		Accounts Payable	\$11.37		12/4 TRAINING-POS PRESSURE ATTACK
Total BILLINGS, CRAIG			\$11.37		
Paid Chk# 037373 1/20/2011 BOND TRUST SERVICES CORP					
E 375-47000-611		Bond Interest	\$15,408.75	14121	2005 GO BOND INTEREST
E 375-47000-601		Debt Srv Bond Principal	\$45,000.00	14121	2005 GO BOND PRINCIPAL
E 375-47000-611		Bond Interest	\$550.00	5767	2005 GO BOND AGENT FEE
Total BOND TRUST SERVICES CORP			\$60,958.75		
Paid Chk# 037374 1/20/2011 BONESTROO ROSENE ANDERLIK					
G 602-20200		Accounts Payable	\$506.65	184771	1ST ST SW WATERMAIN
G 603-20200		Accounts Payable	\$9,387.90	184773	MAIN LIFT STATION IMPROVEMENTS
Total BONESTROO ROSENE ANDERLIK			\$9,894.55		
Paid Chk# 037375 1/20/2011 CHADER BUSINESS EQUIPMENT					
G 101-20200		Accounts Payable	\$102.48	4417	PD COMPUTER ASSISTANCE
Total CHADER BUSINESS EQUIPMENT			\$102.48		
Paid Chk# 037376 1/20/2011 CORNER MART					
G 101-20200		Accounts Payable	\$509.17		GAS-PW
G 208-20200		Accounts Payable	\$64.04		GAS-TRAILS

***Check Detail Register©**

JANUARY 2011

			Check Amt	Invoice	Comment
G 602-20200	Accounts Payable		\$83.38		GAS-WATER
G 101-20200	Accounts Payable		\$935.48		GAS-POLICE
G 700-20200	Accounts Payable		\$113.01		GAS-JP
G 603-20200	Accounts Payable		\$14.71		GAS-SEWER
G 101-20200	Accounts Payable		\$245.34		GAS-PARKS
Total CORNER MART			\$1,965.13		
<hr/>					
Paid Chk#	037377	1/20/2011	DOVE FRETLAND & VAN VALKENBURG		
G 101-20200	Accounts Payable		\$776.25	57869	ADDITIONAL CIVIL RETAINER-NOV
G 101-20200	Accounts Payable		\$875.00	58021	CIVIL RETAINER-DEC
G 101-20200	Accounts Payable		\$3,100.00	58022	CRIMINAL RETAINER-DEC
Total DOVE FRETLAND & VAN VALKENBURG			\$4,751.25		
<hr/>					
Paid Chk#	037378	1/20/2011	E.C.M. PUBLISHERS, INC.		
G 211-20200	Accounts Payable		\$34.00	222768	CHRISTMAS BAZAAR-HCP
G 101-20200	Accounts Payable		\$20.00	223658	WARMING HSE ATTENDANT AD
G 101-20200	Accounts Payable		\$113.75	99005	ORD 391 AD-CABLE ORD
Total E.C.M. PUBLISHERS, INC.			\$167.75		
<hr/>					
Paid Chk#	037379	1/20/2011	EAST SIDE GLASS CO.		
G 208-20200	Accounts Payable		\$300.00	80991	GLASS-SR CENTER
Total EAST SIDE GLASS CO.			\$300.00		
<hr/>					
Paid Chk#	037380	1/20/2011	EGGENS BULK SERVICE		
G 101-20200	Accounts Payable		\$573.81	104713	PARTS-PW
Total EGGENS BULK SERVICE			\$573.81		
<hr/>					
Paid Chk#	037381	1/20/2011	ELECTRIC MOTOR SERVICE, INC.		
G 101-20200	Accounts Payable		\$57.50		GARAGE DOOR MOTOR RPR-PW
Total ELECTRIC MOTOR SERVICE, INC.			\$57.50		
<hr/>					
Paid Chk#	037382	1/20/2011	FARM PLAN		
G 101-20200	Accounts Payable		\$24.57	344476	SKIDSTEER PARTS-PARKS
Total FARM PLAN			\$24.57		
<hr/>					
Paid Chk#	037383	1/20/2011	GERADS, JESSE		
G 101-20200	Accounts Payable		\$118.15		12/4 PPA TRAINING
Total GERADS, JESSE			\$118.15		
<hr/>					
Paid Chk#	037384	1/20/2011	GLENS TIRE		
G 101-20200	Accounts Payable		\$4,975.31		LOADER TIRES-PW
Total GLENS TIRE			\$4,975.31		
<hr/>					
Paid Chk#	037385	1/20/2011	GMRPT COALITION		
E 101-45200-437	Other Miscellaneous		\$150.00		2011 DUES
Total GMRPT COALITION			\$150.00		
<hr/>					
Paid Chk#	037386	1/20/2011	GOPHER STATE ONE CALL		
G 602-20200	Accounts Payable		\$4.35	121424	LOCATES-DEC
Total GOPHER STATE ONE CALL			\$4.35		
<hr/>					
Paid Chk#	037387	1/20/2011	GRANITE LEDGE ELECTRICAL CONTR		
G 101-20200	Accounts Payable		\$194.85	K10259	RPR BROKEN METER BASE-PW
Total GRANITE LEDGE ELECTRICAL CONTR			\$194.85		
<hr/>					
Paid Chk#	037388	1/20/2011	H & L MESABI		
G 101-20200	Accounts Payable		\$784.78	81510	PLOW PARTS-PW
Total H & L MESABI			\$784.78		

***Check Detail Register©**

JANUARY 2011

			Check Amt	Invoice	Comment
Paid Chk#	037389	1/20/2011	HACH COMPANY		
G 602-20200	Accounts Payable		\$365.20	7042814	TESTING SUPPLIES
	Total HACH COMPANY		\$365.20		
Paid Chk#	037390	1/20/2011	HARDY AUTO PARTS		
G 101-20200	Accounts Payable		\$4.26	70673	DUMP TRUCK PARTS-PW
G 101-20200	Accounts Payable		\$90.02	70700	DUMP TRUCK PARTS-PW
	Total HARDY AUTO PARTS		\$94.28		
Paid Chk#	037391	1/20/2011	HAWKINS, INC.		
G 602-20200	Accounts Payable		\$2,008.46	3183156	CHEMICALS
	Total HAWKINS, INC.		\$2,008.46		
Paid Chk#	037392	1/20/2011	HJORT EXCAVATING		
E 602-49400-310	Other Professional Services		\$220.00	2011.1	STREFF-FIND WATER SHUT OFF
E 602-49400-310	Other Professional Services		\$2,136.68	2011.14	CURB STOP/BROKEN VALVE RPR-KOPPENDRAYER
	Total HJORT EXCAVATING		\$2,356.68		
Paid Chk#	037393	1/20/2011	HY-TECH AUTOMOTIVE		
G 101-20200	Accounts Payable		\$242.57	8622	1999 CHEVY REPAIR-FIRE DEPT
	Total HY-TECH AUTOMOTIVE		\$242.57		
Paid Chk#	037394	1/20/2011	INT'L CODE COUNCIL		
E 700-50000-433	Dues and Subscriptions		\$100.00	2813923	2011 DUES - MEMBER 1088530
	Total INT'L CODE COUNCIL		\$100.00		
Paid Chk#	037395	1/20/2011	JOHNSON OIL CO.		
G 101-20200	Accounts Payable		\$786.39	886	TIRES-DODGE PU-PARKS
	Total JOHNSON OIL CO.		\$786.39		
Paid Chk#	037396	1/20/2011	K.E.E.P.R.S.		
G 101-20200	Accounts Payable		\$69.93	154365	UNIFORMS-HALBERG
G 101-20200	Accounts Payable		\$40.60	154369-90	UNIFORMS-HALBERG
G 101-20200	Accounts Payable		\$292.99	155427	UNIFORMS-SHAW
	Total K.E.E.P.R.S.		\$403.52		
Paid Chk#	037397	1/20/2011	KDV TECHNOLOGY AND CONSULTING		
G 101-20200	Accounts Payable		\$33.60	6625	DEC EMAIL FILTERING
	Total KDV TECHNOLOGY AND CONSULTING		\$33.60		
Paid Chk#	037398	1/20/2011	KOCH'S HARDWARE HANK		
G 101-20200	Accounts Payable		\$29.78		SUPPLIES-FIRE
G 101-20200	Accounts Payable		\$27.78		HEATER-TREASURER
G 101-20200	Accounts Payable		\$6.82		SUPPLIES-LIBRARY
G 101-20200	Accounts Payable		\$2.13		SUPPLIES-MUSEUM
G 208-20200	Accounts Payable		\$27.75		SUPPLIES-TRAILS
G 101-20200	Accounts Payable		\$225.23		PARTS-PW
G 101-20200	Accounts Payable		\$74.80		12V BATTERY-FIRE
G 602-20200	Accounts Payable		\$8.85		SUPPLIES-WATER
G 101-20200	Accounts Payable		\$16.17		PLOW PARTS-PARKS
G 101-20200	Accounts Payable		\$183.76		SHOP SUPPLIES-PARKS
G 101-20200	Accounts Payable		\$45.14		RINK REPAIRS-PARKS
G 101-20200	Accounts Payable		\$54.47		PARTS-PARKS
G 101-20200	Accounts Payable		\$21.56		SUPPLIES-POLICE
	Total KOCH'S HARDWARE HANK		\$724.24		
Paid Chk#	037399	1/20/2011	LEAGUE OF MN CITIES INSUR TRST		
E 700-50000-151	Worker's Comp Insurance Prem		\$319.00	19453	JOINT POWERS WORK COMP

***Check Detail Register©**

JANUARY 2011

		Check Amt	Invoice	Comment
Total LEAGUE OF MN CITIES INSUR TRST		\$319.00		
Paid Chk#	037400	1/20/2011	LIND, MARSHALL	
G 700-20200	Accounts Payable	\$17.29		SEWAGE TRMT TRAINING
Total LIND, MARSHALL		\$17.29		
Paid Chk#	037401	1/20/2011	LITTLE FALLS MACHINE, INC.	
G 101-20200	Accounts Payable	\$120.62	45718	PARTS-PW
Total LITTLE FALLS MACHINE, INC.		\$120.62		
Paid Chk#	037402	1/20/2011	M.D.R.A.	
E 619-49900-433	Dues and Subscriptions	\$253.00		2011 ANNUAL DUES-DEP#093
Total M.D.R.A.		\$253.00		
Paid Chk#	037403	1/20/2011	M.E. PLUMBING & HEATING	
E 101-49810-310	Other Professional Services	\$132.50		FURNACE SERVICE-AIRPORT
Total M.E. PLUMBING & HEATING		\$132.50		
Paid Chk#	037404	1/20/2011	MANEY INTERNATIONAL	
G 101-20200	Accounts Payable	\$94.72	563304	PARTS-PW
G 101-20200	Accounts Payable	\$87.51	564394	PARTS-PW
Total MANEY INTERNATIONAL		\$182.23		
Paid Chk#	037405	1/20/2011	MEHRWERTH, DWAIN	
G 101-20200	Accounts Payable	\$100.00		CUT TAR-AIRPORT HANGER
Total MEHRWERTH, DWAIN		\$100.00		
Paid Chk#	037406	1/20/2011	METRO FIRE	
E 101-42280-217	Other Operating Supplies	\$480.00	39881	PAIL FOAM CONCENTRATE
Total METRO FIRE		\$480.00		
Paid Chk#	037407	1/20/2011	MEYER'S MILACA BTB	
G 101-20200	Accounts Payable	\$83.12	2071	PARTS-PARKS
G 101-20200	Accounts Payable	\$110.40	2071	PLOW PARTS-PARKS
G 101-20200	Accounts Payable	\$3.88	2071	SKIDSTEER PARTS-PARKS
G 101-20200	Accounts Payable	\$28.34	2071	SHOP SUPPLIES-PARKS
G 101-20200	Accounts Payable	\$6.02	2071	FORD TRUCK PARTS-PARKS
Total MEYER'S MILACA BTB		\$231.76		
Paid Chk#	037408	1/20/2011	MIDWEST RADAR EQUIPMENT	
E 101-42110-310	Other Professional Services	\$120.00	142139	RADAR CERTIFICATION
Total MIDWEST RADAR EQUIPMENT		\$120.00		
Paid Chk#	037409	1/20/2011	MILACA AUTO VALUE	
G 101-20200	Accounts Payable	\$274.13	1302823	PARTS-PW
G 101-20200	Accounts Payable	\$57.06	1302823	DUMP TRUCK PARTS-PW
G 101-20200	Accounts Payable	\$11.82	1302823	SHOP SUPPLIES-PARKS
G 101-20200	Accounts Payable	\$5.33	1302823	SPOTLIGHT BULB-POLICE
Total MILACA AUTO VALUE		\$348.34		
Paid Chk#	037410	1/20/2011	MILACA UNCLAIMED FREIGHT	
G 101-20200	Accounts Payable	\$32.04		AIRHOSE-PARKS
G 101-20200	Accounts Payable	\$244.14		TOOLS-PW
Total MILACA UNCLAIMED FREIGHT		\$276.18		
Paid Chk#	037411	1/20/2011	MILACA, CITY OF	
E 607-42400-310	Other Professional Services	\$48,135.00	2011005	JOINT POWERS EXPENSE
Total MILACA, CITY OF		\$48,135.00		

***Check Detail Register©**

JANUARY 2011

			Check Amt	Invoice	Comment
Paid Chk# 037412	1/20/2011	MILLER, PATTI			
G 101-20200	Accounts Payable		\$113.49		OGILVIE MILEAGE-DEC 2010
	Total MILLER, PATTI		\$113.49		
Paid Chk# 037413	1/20/2011	MN BLDG PERMIT TECHS ASSOC.			
E 607-42400-433	Dues and Subscriptions		\$50.00		2011 MEMBERSHIP-P MILLER
	Total MN BLDG PERMIT TECHS ASSOC.		\$50.00		
Paid Chk# 037414	1/20/2011	MN CHIEFS OF POLICE ASSOC.			
E 101-42110-437	Other Miscellaneous		\$180.00	3100	2011 DUES
	Total MN CHIEFS OF POLICE ASSOC.		\$180.00		
Paid Chk# 037415	1/20/2011	MN COPY SYSTEMS, INC.			
G 619-20200	Accounts Payable		\$71.29	61904	COPIER MAINTENANCE-DEP REG
E 602-49400-310	Other Professional Services		\$30.00	62316	INSTALL PRINTER DRIVER
E 603-49450-310	Other Professional Services		\$30.00	62316	INSTALL PRINTER DRIVER
	Total MN COPY SYSTEMS, INC.		\$131.29		
Paid Chk# 037416	1/20/2011	MN DEPT OF AGRICULTURE			
E 101-45200-437	Other Miscellaneous		\$10.00	20019927	2011 PESTICIDE APPLICATOR LICENSE
	Total MN DEPT OF AGRICULTURE		\$10.00		
Paid Chk# 037417	1/20/2011	MN DEPT OF HEALTH (1)			
E 602-49400-437	Other Miscellaneous		\$50.00	737037	2011 WELL MAINT PERMIT
	Total MN DEPT OF HEALTH (1)		\$50.00		
Paid Chk# 037418	1/20/2011	MN STATE FIRE CHIEFS ASSOC.			
E 101-42280-433	Dues and Subscriptions		\$185.00		2011 DUES
	Total MN STATE FIRE CHIEFS ASSOC.		\$185.00		
Paid Chk# 037419	1/20/2011	MN STATE FIRE DEPT. ASSOC			
E 101-42280-433	Dues and Subscriptions		\$216.00		2011 DUES
	Total MN STATE FIRE DEPT. ASSOC		\$216.00		
Paid Chk# 037420	1/20/2011	MN VALLEY TESTING LABS			
G 602-20200	Accounts Payable		\$71.00	529552	TESTING
	Total MN VALLEY TESTING LABS		\$71.00		
Paid Chk# 037421	1/20/2011	MOBILE GARAGE LLC			
G 101-20200	Accounts Payable		\$60.00	210	CLUTCH/BRAKE DIAPHRAM RPRS-PW
	Total MOBILE GARAGE LLC		\$60.00		
Paid Chk# 037422	1/20/2011	MTI DISTRIBUTING			
G 101-20200	Accounts Payable		\$4,278.70	763612	MOWER REPAIRS-PARKS
G 101-20200	Accounts Payable		(\$184.10)	768975	CREDIT-MOWER REPAIRS-PARKS
G 101-20200	Accounts Payable		(\$184.10)	769019	CREDIT-MOWER REPAIRS-PARKS
G 101-20200	Accounts Payable		\$184.10	769040	MOWER REPAIRS-PARKS
	Total MTI DISTRIBUTING		\$4,094.60		
Paid Chk# 037423	1/20/2011	NORTHLAND TRUST SERVICES, INC			
E 380-47000-601	Debt Srv Bond Principal		\$60,000.00	MILACA09A	GO 2009A PRINCIPAL
E 380-47000-611	Bond Interest		\$4,251.25	MILACA09A	GO 2009A INTEREST
E 380-47000-620	Fiscal Agent's Fees		\$212.50	MILACA09A	GO 2009A FISCAL AGENT FEE
E 602-49400-601	Debt Srv Bond Principal		\$105,000.00	MILACA09A	GO 2009A PRINCIPAL
E 602-49400-611	Bond Interest		\$5,806.25	MILACA09A	GO 2009A INTEREST
E 602-49400-620	Fiscal Agent's Fees		\$212.50	MILACA09A	GO 2009A FISCAL AGENT FEE
	Total NORTHLAND TRUST SERVICES, INC		\$175,482.50		
Paid Chk# 037424	1/20/2011	POWERPLAN			

***Check Detail Register©**

JANUARY 2011

			Check Amt	Invoice	Comment
G 101-20200	Accounts Payable		\$50.36	P40847	TURN SIGNAL-PW
G 101-20200	Accounts Payable		\$150.21	P40949	PARTS-PW
G 101-20200	Accounts Payable		(\$39.98)	P40952	CREDIT-TURN SIGNAL-PW
Total POWERPLAN			\$160.59		
<hr/>					
Paid Chk#	037425	1/20/2011	QUILL CORPORATION		
G 619-20200	Accounts Payable		\$14.12	1081574	ENVELOPES-DEP REG
G 101-20200	Accounts Payable		\$14.13	1081574	ENVELOPES-CITY
G 603-20200	Accounts Payable		\$119.26	1081574	PRINTER TONER-SEWER
G 602-20200	Accounts Payable		\$119.27	1081574	PRINTER TONER-WATER
G 101-20200	Accounts Payable		\$85.48	1081646	RECORDS BOXES-CITY
G 619-20200	Accounts Payable		\$96.73	1110079	PRINTER TONER-DEP REG
G 607-20200	Accounts Payable		\$7.97	1170602	OFFICE SUPPLIES-B&Z
E 101-42110-201	Accessories (paper, pens, etc)		\$51.90	1293711	OFFICE SUPPLIES-POLICE
E 101-41510-201	Accessories (paper, pens, etc)		\$5.32	1383755	BINDERS-TREASURER
Total QUILL CORPORATION			\$514.18		
<hr/>					
Paid Chk#	037426	1/20/2011	SANDERSON, ALYCE		
G 101-20200	Accounts Payable		\$8.29		SUPPLIES-CITY
Total SANDERSON, ALYCE			\$8.29		
<hr/>					
Paid Chk#	037427	1/20/2011	ST. CLOUD OVERHEAD DOOR CO.		
G 101-20200	Accounts Payable		\$114.48	106228	DOOR REPAIR-NORTH GARAGE-PD
G 101-20200	Accounts Payable		\$388.53	106229	GARAGE DOOR REPAIR-PW
Total ST. CLOUD OVERHEAD DOOR CO.			\$503.01		
<hr/>					
Paid Chk#	037428	1/20/2011	TEALS MARKET		
G 101-20200	Accounts Payable		\$8.97	3000541202	SUPPLIES-CITY
Total TEALS MARKET			\$8.97		
<hr/>					
Paid Chk#	037429	1/20/2011	TESSMAN SEED CO.		
G 101-20200	Accounts Payable		\$13.69	S136576	SHIPPING ON ICE MELT-CITY HALL
G 101-20200	Accounts Payable		\$13.69	S136576	SHIPPING ON ICE MELT-MUSEUM
G 101-20200	Accounts Payable		\$13.69	S136576	SHIPPING ON ICE MELT-LIBRARY
G 208-20200	Accounts Payable		\$13.69	S136576	SHIPPING ON ICE MELT-SR CTR
Total TESSMAN SEED CO.			\$54.76		
<hr/>					
Paid Chk#	037430	1/20/2011	THOMAS SNO SPORTS		
G 101-20200	Accounts Payable		\$34.51	3814	SHOP SUPPLIES-PARKS
Total THOMAS SNO SPORTS			\$34.51		
<hr/>					
Paid Chk#	037431	1/20/2011	U.S. BANK		
E 379-47000-601	Debt Srv Bond Principal		\$415,000.00	33392640	GO 2001 PRINCIPAL
E 379-47000-611	Bond Interest		\$10,603.75	33392640	GO 2001 INTEREST
Total U.S. BANK			\$425,603.75		
<hr/>					
Paid Chk#	037432	1/20/2011	USA BLUEBOOK		
G 602-20200	Accounts Payable		\$1,396.59	292176	LOCATOR
Total USA BLUEBOOK			\$1,396.59		
<hr/>					
Paid Chk#	037433	1/20/2011	WELLER, GREGG		
G 101-20200	Accounts Payable		\$44.99		FIRE DEPT PINS
Total WELLER, GREGG			\$44.99		
<hr/>					
Paid Chk#	037434	1/20/2011	WELLS FARGO		
E 303-47000-601	Debt Srv Bond Principal		\$90,000.00	0008-601994F	LIBRARY BOND-PRINCIPAL
E 303-47000-611	Bond Interest		\$33,891.00	0008-601994F	LIBRARY BOND-INTEREST
Total WELLS FARGO			\$123,891.00		

***Check Detail Register©**

JANUARY 2011

	Check Amt	Invoice	Comment
10100 General Bank	\$881,709.88		

Fund Summary

10100 General Bank	
101 GENERAL FUND	\$29,364.79
208 CHARITABLE GAMBLING FUND	\$405.48
211 INITIATIVE FOUNDATION	\$34.00
303 2006 LIBRARY REVENUE BOND	\$123,891.00
375 2005 G.O. STREET PROJECT	\$60,958.75
379 2001 G.O. STREET PROJECT	\$425,603.75
380 2009 G.O. REFUNDING BOND	\$64,463.75
602 WATER FUND	\$118,019.18
603 SEWER FUND	\$9,551.87
607 BLDG INSPECTION FUND	\$48,237.97
619 DEPUTY REGISTRAR FUND	\$530.04
700 BRAHAM-MILACA JOINT POWERS	\$649.30
	<u>\$881,709.88</u>

***Check Detail Register©**

DECEMBER 2010

Check Amt Invoice Comment

10100 General Bank

Paid Chk#	Date	Vendor	Check Amt	Invoice	Comment
10100 General Bank					
Paid Chk# 037340	12/21/2010	ALL STATE COMMUNICATIONS			
E 101-41940-570		Office Equip and Furnishings	\$5,765.00	60008-4	NETWORK SERVER
E 101-41940-309		EDP, Software and Design	\$800.00	60008-4	NOV NETWORK
E 603-49450-240		Small Tools and Minor Equip	\$387.50	60008-4	COMPUTER FOR DELORIS
E 602-49400-240		Small Tools and Minor Equip	\$387.50	60008-4	COMPUTER FOR DELORIS
E 101-49910-201		Accessories (paper, pens, etc)	\$199.99	60008-4	PC ANYWHERE-OGILVIE
E 602-49400-580		Other Equipment	\$3,000.00	60008-4	NETWORK SERVER
E 603-49450-580		Other Equipment	\$3,500.00	60008-4	NETWORK SERVER
Total		ALL STATE COMMUNICATIONS	\$14,039.99		
Paid Chk# 037341	12/21/2010	CHAMPION COATINGS			
E 602-49400-310		Other Professional Services	\$49,500.00	PAY REQ #1	CLEAN/REPAIR/PAINT WATER TOWER
Total		CHAMPION COATINGS	\$49,500.00		
Paid Chk# 037342	12/21/2010	DEPUTY REGISTRAR #093			
E 101-42110-437		Other Miscellaneous	\$20.00		TITLE TRANSFER FEES-POLICE
Total		DEPUTY REGISTRAR #093	\$20.00		
Paid Chk# 037343	12/21/2010	FARM PLAN			
E 101-43000-221		Equipment Parts/Repairs	\$176.96	336610	PARTS-PW
Total		FARM PLAN	\$176.96		
Paid Chk# 037344	12/21/2010	JOHNSON OIL CO.			
E 101-42110-212		Auto Expense (Fuel/Repair)	\$34.98	866	SQUAD #09 MAINTENANCE
Total		JOHNSON OIL CO.	\$34.98		
Paid Chk# 037345	12/21/2010	KDV TECHNOLOGY AND CONSULTING			
E 101-41940-309		EDP, Software and Design	\$33.60	6340	NOV EMAIL FILTERING
Total		KDV TECHNOLOGY AND CONSULTING	\$33.60		
Paid Chk# 037346	12/21/2010	KREMER, GREG			
E 602-49400-240		Small Tools and Minor Equip	\$32.20		REIMB VIDEO CARD
E 603-49450-240		Small Tools and Minor Equip	\$32.21		REIMB VIDEO CARD
Total		KREMER, GREG	\$64.41		
Paid Chk# 037347	12/21/2010	MEDICS TRAINING INC			
E 101-42280-208		Training and Travel	\$1,000.00	8877	FIRST RESPONDER TRAINING
Total		MEDICS TRAINING INC	\$1,000.00		
Paid Chk# 037348	12/21/2010	MN COPY SYSTEMS, INC.			
E 101-41940-310		Other Professional Services	\$155.80	60294	COPIER MAINTENANCE-CITY
Total		MN COPY SYSTEMS, INC.	\$155.80		
Paid Chk# 037349	12/21/2010	QUILL CORPORATION			
E 101-41110-201		Accessories (paper, pens, etc)	\$37.78	9561946	PAPER-COUNCIL
E 101-43000-215		Shop Supplies	\$37.78	9561946	PAPER-PW
E 603-49450-201		Accessories (paper, pens, etc)	\$37.79	9561946	PAPER-SEWER
E 619-49900-201		Accessories (paper, pens, etc)	\$37.79	9561946	PAPER-DEP REG
E 101-42110-201		Accessories (paper, pens, etc)	\$37.78	9561946	PAPER-POLICE
E 607-42400-201		Accessories (paper, pens, etc)	\$37.79	9561946	PAPER-B&Z
E 602-49400-201		Accessories (paper, pens, etc)	\$37.79	9561946	PAPER-WATER
E 101-45200-215		Shop Supplies	\$37.78	9561946	PAPER-PARKS
E 101-41940-201		Accessories (paper, pens, etc)	\$37.79	9561946	PAPER-CITY
E 101-49910-201		Accessories (paper, pens, etc)	\$37.78	9561946	PAPER-OGILVIE
E 101-41940-217		Other Operating Supplies	\$67.32	9730453	TOILET PAPER-CITY
E 101-41940-201		Accessories (paper, pens, etc)	\$10.18	9730453	ENV SEALER-CITY
E 101-45500-217		Other Operating Supplies	\$73.07	9730453	PAPER TOWELS-LIBRARY

***Check Detail Register©**

DECEMBER 2010

			Check Amt	Invoice	Comment
Total QUILL CORPORATION			\$528.42		
Paid Chk# 037350	12/21/2010	RIDGEWATER COLLEGE			
E 101-42280-208	Training and Travel		\$120.00	137690	POS PRESSURE VENT COURSE-BILLINGS/GERADS
Total RIDGEWATER COLLEGE			\$120.00		
Paid Chk# 037351	12/21/2010	VERIZON WIRELESS			
E 602-49400-321	Telephone		\$26.02	2499900617	DEC WIRELESS ROUTER SVC
E 101-42110-321	Telephone		\$52.04	2499900617	DEC WIRELESS ROUTER SVC
Total VERIZON WIRELESS			\$78.06		
Paid Chk# 037352	12/21/2010	WHEELER LUMBER			
E 500-45200-530	Improv Other Than Bldgs		\$5,000.00		EARNEST MONEY-PED WALKING BRIDGE
Total WHEELER LUMBER			\$5,000.00		
Paid Chk# 037353	12/29/2010	U.S. POSTMASTER			
E 603-49450-322	Postage		\$98.86		DEC BILLINGS
E 602-49400-322	Postage		\$98.86		DEC BILLINGS
Total U.S. POSTMASTER			\$197.72		
10100 General Bank			\$70,949.94		

Fund Summary

10100 General Bank		
101 GENERAL FUND		\$8,735.63
500 CAPITAL PROJECT FUND		\$5,000.00
602 WATER FUND		\$53,082.37
603 SEWER FUND		\$4,056.36
607 BLDG INSPECTION FUND		\$37.79
619 DEPUTY REGISTRAR FUND		\$37.79
		<hr/>
		\$70,949.94

***Check Detail Register©**

DECEMBER 2010

Check Amt Invoice Comment

10900 Liquor Bank

10900 Liquor Bank					
Paid Chk#	910043E	12/15/2010	MILACA, CITY OF (WATER/SEWER)		
E 609-49750-381	Utilities		\$26.54	01-00015990	WATER/SEWER
Total MILACA, CITY OF (WATER/SEWER)			\$26.54		
<hr/>					
Paid Chk#	910044E	12/7/2010	EAST CENTRAL ENERGY		
E 609-49750-381	Utilities		\$1,753.09	7115200	ELECTRIC
Total EAST CENTRAL ENERGY			\$1,753.09		
<hr/>					
Paid Chk#	910045E	12/17/2010	CENTERPOINT ENERGY		
E 609-49750-381	Utilities		\$174.39	128-000-782-1	NATURAL GAS
Total CENTERPOINT ENERGY			\$174.39		
<hr/>					
Paid Chk#	910046E	12/17/2010	MN DEPT OF REVENUE		
G 609-20800	Sales Tax Payable		\$13,116.00	9576201	LIQUOR SALES TAX
Total MN DEPT OF REVENUE			\$13,116.00		
10900 Liquor Bank			\$15,070.02		

Fund Summary

10900 Liquor Bank	
609 MUNICIPAL LIQUOR FUND	\$15,070.02
	\$15,070.02

***Check Detail Register©**

JANUARY 2011

Check Amt Invoice Comment

10900 Liquor Bank

Paid Chk# 021677 1/20/2011 AMERICAN BOTTLING CO.

G 609-20200	Accounts Payable	\$131.80	2462602683	NA
Total AMERICAN BOTTLING CO.		\$131.80		

Paid Chk# 021678 1/20/2011 AMERIPRIDE

G 609-20200	Accounts Payable	\$68.31	2200054883	RUGS
G 609-20200	Accounts Payable	\$23.10	2200057480	RUGS
G 609-20200	Accounts Payable	\$62.20	2200060036	RUGS
G 609-20200	Accounts Payable	\$23.10	2200062605	RUGS
E 609-49750-310	Other Professional Services	\$62.20	2200065132	RUGS
G 609-20200	Accounts Payable	\$65.39	2210004845	UNIFORMS
Total AMERIPRIDE		\$304.30		

Paid Chk# 021679 1/20/2011 CRYSTAL SPRINGS ICE

G 609-20200	Accounts Payable	\$114.80	22512	ICE
G 609-20200	Accounts Payable	\$142.40	22624	ICE
G 609-20200	Accounts Payable	(\$7.60)	51781c	CREDIT-ICE
G 609-20200	Accounts Payable	(\$4.40)	51798c	CREDIT-ICE
Total CRYSTAL SPRINGS ICE		\$245.20		

Paid Chk# 021680 1/20/2011 GRANITE CITY JOBBING

G 609-20200	Accounts Payable	\$42.99	665259	MISC
G 609-20200	Accounts Payable	\$269.94	665259	TOBACCO
G 609-20200	Accounts Payable	\$6.87	665259	PAPER SUPPLIES
G 609-20200	Accounts Payable	\$4.25	665259	DELIVERY
G 609-20200	Accounts Payable	\$6.45	665937	SUPPLIES (WATER FOR HUMIDOR)
G 609-20200	Accounts Payable	\$4.25	665937	DELIVERY
G 609-20200	Accounts Payable	\$91.56	665937	MISC
G 609-20200	Accounts Payable	\$845.78	665937	TOBACCO
G 609-20200	Accounts Payable	\$50.59	665937	PAPER SUPPLIES
G 609-20200	Accounts Payable	\$8.55	665937	KIDDIE KANDY
G 609-20200	Accounts Payable	\$545.08	666668	MISC
G 609-20200	Accounts Payable	\$4.25	666668	DELIVERY
G 609-20200	Accounts Payable	\$6.45	666690	SUPPLIES (WATER FOR HUMIDOR)
G 609-20200	Accounts Payable	\$993.78	666690	TOBACCO
G 609-20200	Accounts Payable	\$3.12	666690	NA
G 609-20200	Accounts Payable	\$63.33	666690	MISC
G 609-20200	Accounts Payable	\$4.25	667381	DELIVERY
G 609-20200	Accounts Payable	\$813.30	667381	TOBACCO
G 609-20200	Accounts Payable	\$108.81	667381	MISC
G 609-20200	Accounts Payable	\$11.05	667381	PAPER SUPPLIES
G 609-20200	Accounts Payable	\$4.25	668022	DELIVERY
G 609-20200	Accounts Payable	\$14.77	668022	PAPER SUPPLIES
G 609-20200	Accounts Payable	\$754.58	668022	TOBACCO
E 609-49750-256	Tobacco Products For Resale	\$515.50	668624	TOBACCO
E 609-49750-214	Liquor Store Paper Supplies	\$17.90	668624	PAPER SUPPLIES
E 609-49750-333	Freight and Express	\$4.25	668624	DELIVERY
E 609-49750-259	Other For Resale	\$217.94	668624	MISC
Total GRANITE CITY JOBBING		\$5,413.84		

Paid Chk# 021681 1/20/2011 KOCH'S HARDWARE HANK

G 609-20200	Accounts Payable	\$49.07		SUPPLIES
Total KOCH'S HARDWARE HANK		\$49.07		

Paid Chk# 021682 1/20/2011 M. AMUNDSON LLP

G 609-20200	Accounts Payable	\$184.54	100469	TOBACCO
G 609-20200	Accounts Payable	\$160.80	100469	MISC

***Check Detail Register©**

JANUARY 2011

			Check Amt	Invoice	Comment
E 609-49750-214	Liquor Store Paper Supplies		\$89.96	101194	PAPER SUPPLIES
E 609-49750-259	Other For Resale		\$56.70	101194	MISC
E 609-49750-256	Tobacco Products For Resale		\$197.66	101194	TOBACCO
G 609-20200	Accounts Payable		\$49.10	99227	MISC
G 609-20200	Accounts Payable		\$187.43	99227	TOBACCO
G 609-20200	Accounts Payable		\$68.70	99969	MISC
G 609-20200	Accounts Payable		\$355.99	99969	TOBACCO
Total M. AMUNDSON LLP			\$1,350.88		
<hr/>					
Paid Chk# 021683 1/20/2011 MILLER TRUCKING					
G 609-20200	Accounts Payable		\$69.91	2744	DELIVERY
Total MILLER TRUCKING			\$69.91		
<hr/>					
Paid Chk# 021684 1/20/2011 PINNACLE DISTRIBUTING					
G 609-20200	Accounts Payable		\$140.00	11387	NA
G 609-20200	Accounts Payable		\$46.00	11427	MISC
Total PINNACLE DISTRIBUTING			\$186.00		
<hr/>					
Paid Chk# 021685 1/20/2011 QUILL CORPORATION					
E 609-49750-201	Accessories (paper, pens, etc)		\$68.27	1383755	PRINTER TONER
G 609-20200	Accounts Payable		\$13.93	9730453	OFFICE SUPPLIES-PENS
Total QUILL CORPORATION			\$82.20		
<hr/>					
Paid Chk# 021686 1/20/2011 SEGERSTROM, VICTORIA					
G 609-20200	Accounts Payable		\$21.83		MILEAGE-ST CLOUD SEWING CTR
G 609-20200	Accounts Payable		\$32.20		TELEPHONE
G 609-20200	Accounts Payable		\$38.42		ANTIVIRUS SOFTWARE RENEWAL
Total SEGERSTROM, VICTORIA			\$92.45		
<hr/>					
Paid Chk# 021687 1/20/2011 ST. CLOUD REFRIGERATION					
G 609-20200	Accounts Payable		\$255.00	224291	RELOCATE THERMOSTAT
Total ST. CLOUD REFRIGERATION			\$255.00		
<hr/>					
Paid Chk# 021688 1/20/2011 TEALS MARKET					
G 609-20200	Accounts Payable		\$29.23	4000641220	WINE TASTING SUPPLIES
Total TEALS MARKET			\$29.23		
<hr/>					
Paid Chk# 021689 1/20/2011 TOTAL REGISTER SYSTEMS, INC.					
E 609-49750-309	EDP, Software and Design		\$1,790.00	26172	SOFTWARE SUPPORT
Total TOTAL REGISTER SYSTEMS, INC.			\$1,790.00		
<hr/>					
Paid Chk# 021690 1/20/2011 VIKING BOTTLING CO.					
G 609-20200	Accounts Payable		\$209.15	25309444	NA
G 609-20200	Accounts Payable		\$111.15	25309599	NA
Total VIKING BOTTLING CO.			\$320.30		
10900 Liquor Bank			\$10,320.18		

Fund Summary

10900 Liquor Bank	
609 MUNICIPAL LIQUOR FUND	\$10,320.18
	\$10,320.18

***Check Detail Register©**

DECEMBER 2010

Check Amt Invoice Comment

10900 Liquor Bank

Paid Chk#	Date	Company	Check Amt	Invoice	Comment
10900 Liquor Bank					
Paid Chk# 021629	12/2/2010	BELLBOY CORP.			
E 609-49750-253	Wine For Resale		\$84.00	55002200	WINE
E 609-49750-251	Liquor For Resale		\$2,707.00	55714500	LIQUOR
E 609-49750-253	Wine For Resale		\$884.00	55816800	WINE
E 609-49750-256	Tobacco Products For Resale		\$107.68	6010700	TOBACCO
E 609-49750-254	Mix/Non Alcoholic		\$91.96	84446800	NA
E 609-49750-217	Other Operating Supplies		\$21.65	84476700	KIDDIE KANDY
E 609-49750-259	Other For Resale		\$130.77	84476700	MISC
E 609-49750-217	Other Operating Supplies		\$81.41	84476700	OTHER SUPPLIES
	Total BELLBOY CORP.		\$4,108.47		
BERNICKS					
Paid Chk# 021630	12/2/2010	BERNICKS			
E 609-49750-254	Mix/Non Alcoholic		\$20.40	101406	NA
E 609-49750-252	Beer For Resale		\$403.50	101407	BEER
E 609-49750-254	Mix/Non Alcoholic		\$73.80	103817	NA
E 609-49750-252	Beer For Resale		\$708.20	103818	BEER
E 609-49750-254	Mix/Non Alcoholic		\$52.32	73202	NA
E 609-49750-252	Beer For Resale		\$21.60	73202	BEER
E 609-49750-253	Wine For Resale		(\$2.75)	96367	CREDIT-WINE
E 609-49750-252	Beer For Resale		\$1,221.25	96367	BEER
E 609-49750-254	Mix/Non Alcoholic		\$36.90	98902	NA
E 609-49750-252	Beer For Resale		\$1,266.40	98903	BEER
	Total BERNICKS		\$3,801.62		
C & L DISTRIBUTING CO.					
Paid Chk# 021631	12/2/2010	C & L DISTRIBUTING CO.			
E 609-49750-254	Mix/Non Alcoholic		\$177.55	264842	NA
E 609-49750-252	Beer For Resale		\$9,173.05	264842	BEER
E 609-49750-254	Mix/Non Alcoholic		\$65.00	265715	NA
E 609-49750-259	Other For Resale		\$156.00	265715	MISC
E 609-49750-252	Beer For Resale		\$2,650.35	265715	BEER
E 609-49750-254	Mix/Non Alcoholic		(\$10.70)	266525	NA
E 609-49750-252	Beer For Resale		\$8,566.35	266525	BEER
E 609-49750-252	Beer For Resale		\$47.00	266806	BEER
E 609-49750-260	Deposits		\$30.00	266806	DEPOSITS
E 609-49750-260	Deposits		(\$30.00)	267162	DEPOSITS
E 609-49750-254	Mix/Non Alcoholic		\$32.50	267162	NA
E 609-49750-252	Beer For Resale		\$3,515.60	267162	BEER
	Total C & L DISTRIBUTING CO.		\$24,372.70		
DAHLHEIMER DISTRIBUTING CO.					
Paid Chk# 021632	12/2/2010	DAHLHEIMER DISTRIBUTING CO.			
E 609-49750-252	Beer For Resale		\$0.45	25397	BEER
E 609-49750-252	Beer For Resale		\$3,062.04	26996	BEER
E 609-49750-252	Beer For Resale		\$70.00	27081	BEER
E 609-49750-252	Beer For Resale		\$8,456.55	27768	BEER
E 609-49750-260	Deposits		(\$90.00)	27768	DEPOSITS
E 609-49750-252	Beer For Resale		\$5,152.15	28539	BEER
E 609-49750-254	Mix/Non Alcoholic		\$177.00	28539	NA
E 609-49750-254	Mix/Non Alcoholic		\$126.00	29251	NA
E 609-49750-252	Beer For Resale		\$10,844.67	29251	BEER
E 609-49750-254	Mix/Non Alcoholic		\$84.00	29966	NA
E 609-49750-252	Beer For Resale		\$2,476.15	29966	BEER
	Total DAHLHEIMER DISTRIBUTING CO.		\$30,359.01		
FRONTIER					
Paid Chk# 021633	12/2/2010	FRONTIER			
E 609-49750-321	Telephone		\$103.61	320983625511	DEC PHONE SVC
	Total FRONTIER		\$103.61		

***Check Detail Register©**

DECEMBER 2010

Check Amt Invoice Comment

Paid Chk#	Date	Vendor	Check Amt	Invoice	Comment
Paid Chk# 021634 12/2/2010 J.J. TAYLOR DIST OF MN					
E 609-49750-333		Freight and Express	\$3.00	1501050	DELIVERY
E 609-49750-252		Beer For Resale	\$157.95	1501050	BEER
Total J.J. TAYLOR DIST OF MN			\$160.95		
Paid Chk# 021635 12/2/2010 JIM'S MILLE LACS DISPOSAL					
E 609-49750-384		Refuse/Garbage Disposal	\$95.94		REFUSE COLLECTION
Total JIM'S MILLE LACS DISPOSAL			\$95.94		
Paid Chk# 021636 12/2/2010 JOHNSON BROTHERS LIQUOR CO.					
E 609-49750-333		Freight and Express	\$44.11	1939418	DELIVERY
E 609-49750-251		Liquor For Resale	\$372.80	1939418	LIQUOR
E 609-49750-253		Wine For Resale	\$882.95	1939418	WINE
E 609-49750-333		Freight and Express	\$32.97	1939986	DELIVERY
E 609-49750-259		Other For Resale	\$12.00	1939986	MISC
E 609-49750-251		Liquor For Resale	\$1,566.72	1939986	LIQUOR
E 609-49750-253		Wine For Resale	\$22.58	1939986	WINE
E 609-49750-254		Mix/Non Alcoholic	\$28.00	1939986	NA
E 609-49750-333		Freight and Express	\$6.28	1939987	DELIVERY
E 609-49750-253		Wine For Resale	\$71.96	1939987	WINE
E 609-49750-251		Liquor For Resale	\$444.83	1943719	LIQUOR
E 609-49750-253		Wine For Resale	\$892.12	1943719	WINE
E 609-49750-333		Freight and Express	\$50.37	1943719	DELIVERY
E 609-49750-253		Wine For Resale	\$91.00	1943720	WINE
E 609-49750-333		Freight and Express	\$1.57	1943720	DELIVERY
E 609-49750-253		Wine For Resale	\$1,245.40	1948267	WINE
E 609-49750-251		Liquor For Resale	\$1,573.30	1948267	LIQUOR
E 609-49750-333		Freight and Express	\$72.74	1948267	DELIVERY
E 609-49750-251		Liquor For Resale	(\$565.45)	476568	CREDIT-LIQUOR
E 609-49750-333		Freight and Express	(\$7.85)	476568	CREDIT-DELIVERY
E 609-49750-333		Freight and Express	(\$1.57)	477716	CREDIT-DELIVERY
E 609-49750-251		Liquor For Resale	(\$100.60)	477716	CREDIT-LIQUOR
Total JOHNSON BROTHERS LIQUOR CO.			\$6,736.23		
Paid Chk# 021637 12/2/2010 PAUSTIS & SONS					
E 609-49750-253		Wine For Resale	\$170.30	8281393	WINE
E 609-49750-333		Freight and Express	\$5.25	8281393	DELIVERY
E 609-49750-333		Freight and Express	\$2.25	8281420	DELIVERY
E 609-49750-251		Liquor For Resale	\$59.00	8281420	LIQUOR
E 609-49750-253		Wine For Resale	\$35.00	8281430	WINE
E 609-49750-333		Freight and Express	\$2.25	8281430	DELIVERY
E 609-49750-333		Freight and Express	\$13.75	8283288	DELIVERY
E 609-49750-253		Wine For Resale	\$902.01	8283288	WINE
E 609-49750-333		Freight and Express	\$1.25	8283439	DELIVERY
E 609-49750-253		Wine For Resale	\$87.00	8283439	WINE
Total PAUSTIS & SONS			\$1,278.06		
Paid Chk# 021638 12/2/2010 PHILLIPS WINE AND SPIRITS					
E 609-49750-333		Freight and Express	\$54.95	2984989	DELIVERY
E 609-49750-253		Wine For Resale	\$204.00	2984989	WINE
E 609-49750-251		Liquor For Resale	\$2,804.50	2984989	LIQUOR
E 609-49750-333		Freight and Express	\$4.71	2988047	DELIVERY
E 609-49750-253		Wine For Resale	\$89.65	2988047	WINE
E 609-49750-251		Liquor For Resale	\$89.85	2988047	LIQUOR
E 609-49750-333		Freight and Express	\$143.44	2991328	DELIVERY
E 609-49750-251		Liquor For Resale	\$7,528.59	2991328	LIQUOR
E 609-49750-254		Mix/Non Alcoholic	\$95.20	2991328	NA
E 609-49750-253		Wine For Resale	\$635.00	2991328	WINE

***Check Detail Register©**

DECEMBER 2010

		Check Amt	Invoice	Comment
Total PHILLIPS WINE AND SPIRITS		\$11,649.89		
Paid Chk#	12/2/2010	SUNNY HILL DISTRIBUTORS		
E 609-49750-251	Liquor For Resale	\$29.99	235640	LIQUOR
E 609-49750-253	Wine For Resale	\$180.74	235640	WINE
E 609-49750-333	Freight and Express	\$5.70	235640	DELIVERY
E 609-49750-253	Wine For Resale	\$485.15	236482	WINE
E 609-49750-333	Freight and Express	\$15.20	236482	DELIVERY
E 609-49750-251	Liquor For Resale	\$29.99	236482	LIQUOR
Total SUNNY HILL DISTRIBUTORS		\$746.77		
Paid Chk#	12/2/2010	VINOCOPIA		
E 609-49750-253	Wine For Resale	\$656.00	32237	WINE
E 609-49750-333	Freight and Express	\$18.00	32237	DELIVERY
Total VINOCOPIA		\$674.00		
Paid Chk#	12/2/2010	WELLS FARGO		
E 609-49750-611	Bond Interest	\$13,751.32	0008-601994F	LEASE INTEREST
E 609-49750-601	Debt Srv Bond Principal	\$19,160.21	0008-601994F	LEASE PRINCIPAL
Total WELLS FARGO		\$32,911.53		
Paid Chk#	12/2/2010	WINE MERCHANTS		
E 609-49750-253	Wine For Resale	\$112.00	338794	WINE
E 609-49750-333	Freight and Express	\$1.57	338794	DELIVERY
E 609-49750-253	Wine For Resale	\$95.25	340798	WINE
E 609-49750-333	Freight and Express	\$1.57	340798	DELIVERY
Total WINE MERCHANTS		\$210.39		
Paid Chk#	12/2/2010	WIRTZ BEVERAGE MN WINE & SPRTS		
E 609-49750-254	Mix/Non Alcoholic	\$39.95	482410	NA
E 609-49750-251	Liquor For Resale	\$6,304.40	482410	LIQUOR
E 609-49750-333	Freight and Express	\$84.00	482410	DELIVERY
E 609-49750-333	Freight and Express	\$9.00	482411	DELIVERY
E 609-49750-253	Wine For Resale	\$425.50	482411	WINE
E 609-49750-333	Freight and Express	\$8.10	485773	DELIVERY
E 609-49750-251	Liquor For Resale	\$226.97	485773	LIQUOR
E 609-49750-253	Wine For Resale	\$247.65	486599	WINE
E 609-49750-333	Freight and Express	\$33.00	489325	DELIVERY
E 609-49750-254	Mix/Non Alcoholic	\$25.73	489325	NA
E 609-49750-251	Liquor For Resale	\$2,454.60	489325	LIQUOR
E 609-49750-253	Wine For Resale	\$96.00	489326	WINE
E 609-49750-333	Freight and Express	(\$1.50)	815433	CREDIT-DELIVERY
E 609-49750-251	Liquor For Resale	(\$226.97)	815433	CREDIT-LIQUOR
E 609-49750-254	Mix/Non Alcoholic	(\$11.00)	815517	CREDIT-NA
E 609-49750-251	Liquor For Resale	(\$14.14)	815537	CREDIT-LIQUOR
E 609-49750-251	Liquor For Resale	(\$2.46)	815538	CREDIT-LIQUOR
E 609-49750-251	Liquor For Resale	(\$21.64)	815539	CREDIT-LIQUOR
Total WIRTZ BEVERAGE MN WINE & SPRTS		\$9,677.19		
Paid Chk#	12/21/2010	MILLER TRUCKING		
E 609-49750-333	Freight and Express	\$59.50	2723	DELIVERY
Total MILLER TRUCKING		\$59.50		
Paid Chk#	12/21/2010	QUILL CORPORATION		
E 609-49750-201	Accessories (paper, pens, etc)	\$37.79	9561946	PAPER
E 609-49750-201	Accessories (paper, pens, etc)	\$13.93	9730453	OFFICE SUPPLIES
Total QUILL CORPORATION		\$51.72		

***Check Detail Register©**

DECEMBER 2010

	Check Amt	Invoice	Comment
Paid Chk# 021656 12/21/2010 ST. CLOUD SEWING CENTER, INC.			
E 609-49750-240 Small Tools and Minor Equip	\$545.36		UPRIGHT VACUUM
Total ST. CLOUD SEWING CENTER, INC.	\$545.36		
Paid Chk# 021657 12/21/2010 WIRTZ BEVERAGE MN WINE & SPRTS			
E 609-49750-253 Wine For Resale	\$2,167.95	494947	WINE
E 609-49750-333 Freight and Express	\$42.00	494947	DELIVERY
otal WIRTZ BEVERAGE MN WINE & SPRTS	\$2,209.95		
Paid Chk# 021658 12/29/2010 MILACA, CITY OF			
E 609-49750-321 Telephone	\$128.44		REIMB GEN FUND-LONG DISTANCE-INCONTACT
G 609-20701 Due to General Funds	\$153.27		NSF FEES DUE TO GENERAL FUND
G 609-20701 Due to General Funds	\$30.00		ADMIN FEES DUE TO GENERAL FUND
E 609-49750-322 Postage	\$650.00		REIMB GEN FUND-POSTAGE FOR METER
Total MILACA, CITY OF	\$961.71		
10900 Liquor Bank	\$130,714.60		
Fund Summary			
10900 Liquor Bank			
609 MUNICIPAL LIQUOR FUND	\$130,714.60		
	\$130,714.60		

RESOLUTION #11- 01

A RESOLUTION APPROVING A CHARITABLE GAMBLING PREMISES PERMIT

BE IT RESOLVED BY THE MILACA CITY COUNCIL that the City Council hereby acknowledges and approves the Princeton Youth Hockey's charitable gambling premises permit application to the Gambling Control Board for pull tabs with dispensing device.

The following premises' so indicated are located within the City limits:

Jigger's Grill and Bar 130 Central Avenue South

Any change in application information must be submitted to the City Council within ten (10) days of the change.

Adopted this 20th day of January, 2011.

Mayor Harold Pedersen

ATTEST

Greg Lerud, City Manager

Print Form

**Minnesota Lawful Gambling
LG215 Lease for Lawful Gambling Activity**

12/10 Page 1 of 2

Check applicable item:
 1. **New application.** Submit lease with new premises permit application.
 2. **New owner.** Effective date _____ Submit new lease within 10 days after new lessor assumes ownership.
 3. **New lease.** (Do not submit existing lease with amended changes).
 Date that changes will be effective: Submit changes at least 10 days before the effective date of the change.

Organization name Princeton Youth Hockey	Address Drinceton 55371 511 Ice Arena Dr.	License number 01414	Daytime phone 763-280-1109
Name of leased premises JIMMIE'S GOLF & BAR	Street address 130 CENTRAL AVE SO. PO BOX 126	City MILACA	State Zip MN 56358
Name of legal owner of premises ANNETTE M. BENDTSEN	Business/street address SAME	City MILACA	State Zip MN 56353
Name of lessor (if same as legal owner, write in "SAME") SAME	Business/street address	City	State Zip Daytime phone

Check all activities that will be conducted

Pull-tabs Pull-tabs with dispensing device Tipboards Paddlewheel Paddlewheel with table Bingo Bar bingo

Pull-tab, Tipboard, and Paddlewheel Rent (No lease required for rattles.)

Booth operation - sales of gambling equipment by an employee (or volunteer) of a licensed organization within a separate enclosure that is distinct from areas where food and beverages are sold.
Bar operation - sales of gambling equipment within a leased premises by an employee of the lessor from a common area where food and beverages are also sold.

Does your organization OR any other organization conduct gambling from a booth operation at this location?
 Yes No

If you answered **yes** to the question above, rent limits are based on the following combinations of operation:
 - Booth operation
 - Booth operation and pull-tab dispensing device
 - Booth operation and bar operation
 - Booth operation, bar operation, and pull-tab dispensing device

The maximum rent allowed may not exceed \$1,750 in total per month for all organizations at this premises.

COMPLETE ONE OPTION:

- Option A:** 0 to 10% of the gross profits per month. Percentage to be paid _____%
- Option B:** When gross profits are \$4,000 or less per month, \$0 to \$400 per month may be paid. Amount to be paid \$ _____
- Option C:** \$0 to \$400 per month on the first \$4,000 of gross profit. Amount to be paid \$ _____
 Plus, 0% to 10% of the gross profits may be paid per month on gross profits over \$4,000. Percentage to be paid _____%

If you answered **no** to the question above, rent limits are based on the following combinations of operation:
 - Bar operation
 - Bar operation with pull-tab dispensing device
 - Pull-tab dispensing device only

COMPLETE ONE OPTION:

- Option A:** 0 to 20% of the gross profits per month. Percentage to be paid _____%
- Option B:** When gross profits are \$1,000 or less per month, \$0 to \$200 per month may be paid. Amount to be paid \$ _____
- Option C:** \$0 to \$200 per month on the first \$1,000 of gross profits. Amount to be paid \$ 200
 Plus, 0% to 20% of the gross profits may be paid per month on gross profits over \$1,000. Percentage to be paid 20%

Bingo Rent

- Option D:** 0 to 10% of the gross profits per month from all lawful gambling activities held during bingo occasions, excluding bar bingo. Percentage to be paid _____%
- Option E:** A rate based on a cost per square foot, not to exceed 110% of a comparable cost per square foot for leased space, as approved by the director of the Gambling Control Board. No rent may be paid for bar bingo. Rate to be paid \$ _____ per square foot. The lessor must attached documentation, verified by the organization, to confirm the comparable rate and all applicable costs to be paid by the organization to the lessor.

Bar Bingo Rent

- Option F:** No rent may be paid for bingo conducted in a bar.

New Bingo Activity

For any new bingo activity not previously included in a Premises Permit Application, attach a separate sheet of paper listing the days and hours that bingo will be conducted.

LG215 Lease for Lawful Gambling Activity

<p>Lease Term The term of this lease agreement will be concurrent with the premises permit issued by the Gambling Control Board (Board).</p> <p>Management of Gambling Prohibited The owner of the premises or the lessor will not manage the conduct of gambling at the premises.</p> <p>Participation as Players Prohibited The lessor will not participate directly or indirectly as a player in any lawful gambling conducted on the premises. The lessor's immediate family will not participate directly or indirectly as a player in a pull-tab, tipboard, or paddlewheel game conducted on the premises.</p> <p>Illegal Gambling The lessor is aware of the prohibition against illegal gambling in Minnesota Statutes 609.75, and the penalties for illegal gambling violations in Minnesota Rules 7865.0220, Subpart 3. In addition, the Board may authorize the organization to withhold rent for a period of up to 90 days if the Board determines that illegal gambling occurred on the premises or that the lessor or its employees participated in the illegal gambling or knew of the gambling and did not take prompt action to stop the gambling. Continued tenancy of the organization is authorized without payment of rent during the time period determined by the Board for violations of this provision, as authorized by Minnesota Statutes 349.18, Subdivision 1(a).</p> <p>To the best of the lessor's knowledge, the lessor affirms that any and all games or devices located on the premises are not being used, and are not capable of being used, in a manner that violates the prohibitions against illegal gambling in Minnesota Statutes 609.75. Notwithstanding Minnesota Rules 7865.0220, Subpart 3, an organization must continue making rent payments under the terms of this lease, if the organization or its agents are found to be solely responsible for any illegal gambling, conducted at this site, that is prohibited by Minnesota Rules 7861.0260, Subpart 1, item H or Minnesota Statutes 609.75, unless the organization's agents responsible for the illegal gambling activity are also agents or employees of the lessor.</p> <p>The lessor must not modify or terminate the lease in whole or in part because the organization reported, to a state or local law enforcement authority or the Board, the conduct of illegal gambling activity at this site in which the organization did not participate.</p>	<p>Other Prohibitions The lessor will not impose restrictions on the organization with respect to providers (distributors) of gambling-related equipment and services or in the use of net profits for lawful purposes. The lessor, any person residing in the same household as the lessor, the lessor's immediate family, and any agents or employees of the lessor will not require the organization to perform any action that would violate statute or rule. The lessor must not modify or terminate this lease in whole or in part due to the lessor's violation of this provision. If there is a dispute as to whether a violation occurred, the lease will remain in effect pending a final determination by the Compliance Review Group (CRG) of the Gambling Control Board. The lessor agrees to arbitration when a violation of this provision is alleged. The arbitrator shall be the CRG.</p> <p>Access to permitted premises The Board and its agents, the commissioners of revenue and public safety and their agents, and law enforcement personnel have access to the permitted premises at any reasonable time during the business hours of the lessor. The organization has access to the permitted premises during any time reasonable and when necessary for the conduct of lawful gambling on the premises.</p> <p>Lessor records The lessor must maintain a record of all money received from the organization, and make the record available to the Board and its agents, and the commissioners of revenue and public safety and their agents upon demand. The record must be maintained for 3-1/2 years.</p> <p>Rent all-inclusive Amounts paid as rent by the organization to the lessor are all-inclusive. No other services or expenses provided or contracted by the lessor may be paid by the organization, including but not limited to: <ul style="list-style-type: none"> - trash removal - electricity, heat - storage - snow removal - janitorial and cleaning services - other utilities or services - security, security monitoring - lawn services - in the case of bar operations, cash shortages Any other expenditures made by an organization that is related to a leased premises must be approved by the director of the Gambling Control Board. Rent payments may not be made to an individual.</p> <p>Changes in lease If a change in ownership occurs, the organization will submit an amended lease to the Board within 10 days after the new lessor has assumed ownership. If the lease is amended with no change in ownership, the organization will submit the amended lease to the Board at least 10 days before the effective date of the change.</p>
--	---

Acknowledgment of Lease Terms I affirm that this lease is the total and only agreement between the lessor and the organization, and that all obligations and agreements are contained in or attached to this lease and are **subject to the approval of the director of the Gambling Control Board. The lease may be terminated by either party without cause with a 30-day written notice.**

Other terms:

Signature of lessor <i>Annette M. Bendtsen</i>	Date 12/31/10	Signature of organization official (lessee) <i>Andi U. Ande</i>	Date 12/31/10
Print name and title of lessor ANNETTE M. BENDTSEN, PRES.		Print name and title of lessee Gambling Manager	

Questions? Contact the Licensing Section, Gambling Control Board, at 651-639-4000. This publication will be made available in alternative format (i.e. large print, Braille) upon request.
Data privacy notice: The information requested on this form and any attachments will become public information when received by the Board, and will be used to determine your compliance with Minnesota statutes and rules governing lawful gambling activities.

RESOLUTION #11 – 02
RESOLUTION ASSESSING UNPAID WATER/SEWER BILL

BE IT RESOLVED that the following unpaid water and sewer bills be levied against the described property for 2012 property taxes, for 1 year, at a rate of 7 percent per annum:

PID #	OWNER	ADDRESS	ASSESSED
21-042-0420	Majeski, Matthew (Homesales Inc)	325 Central Ave N	\$90.51

Adopted this 20th day of January, 2011.

Mayor Harold Pedersen

ATTEST

Greg Lerud, City Manager

RESOLUTION #11 – 03

RESOLUTION TO WRITE OFF NSF/ACCOUNT CLOSED CHECKS

NOW THEREFORE, BE IT RESOLVED by the City Council of the City of Milaca, that the City hereby write-off the following Non Sufficient Funds/Account Closed checks:

Liquor:

<u>Name</u>	<u>Date Check Written</u>	<u>Amt.</u>
Brown, Andra	October 27, 2009	\$25.00
Bemis, Randy	October 2, 2010	<u>\$ 8.54</u>
	Subtotal.....	\$33.54
	TOTAL.....	<u>\$33.54</u>

Adopted this 20th day of January 2011.

Mayor Harold Pedersen

ATTEST

Greg Lerud, City Manager

FISCAL AGENT AGREEMENT

City of Milaca / Milaca Park Commission

The City of Milaca agrees to serve as *fiscal agent* for the Milaca Park Commission organization under the following stipulations:

1. The fiscal agent status is for one project grant only, specifically the Milaca Bluegrass Festival.
2. The Milaca Park Commission is responsible for completing the project per the grant application and the subsequent final financial report. The Milaca Park Commission agrees to provide copies of the grant and financial report to the City of Milaca. The City of Milaca is responsible for reviewing and signing the final report form.
3. The Milaca Park Commission will keep the City of Milaca informed about the progress of the project and any deviations from the grant will be brought to the attention of the City of Milaca and the East Central Regional Arts Council.
4. The Milaca Park Commission will write no contracts or accept no other contributions from anyone or any group without prior approval of the City of Milaca.
5. The City of Milaca will keep all funds in its account and will write checks when furnished with appropriate bills or proof of expenses by the Milaca Parks Commission.
6. Any unused funds or interest will be spent as stipulated by mutual agreement before any checks are issued from the grant.
7. The City of Milaca, as fiscal agent, and the Milaca Park Commission, as organization, are bound to the terms of the notification of grant agreement.

Greg Lerud
City of Milaca – Fiscal Agent

City Manager
Position/Title

January 20, 2011
Date

Pete Pedersen
Park Commission - Organization

Cochairman
Position/Title

January 20, 2011
Date

RESOLUTION NO. 11 – 04

RESOLUTION OF SUPPORT FOR LOCAL GOVERNMENT APPLICATION

BE IT RESOLVED that the City of Milaca act as the legal sponsor for the project contained in the Small Cities Development Program Application to be submitted on February 10, 2011 and that Mayor Harold Pedersen and City Manager Greg Lerud are hereby authorized to apply to the Department of Employment and Economic Development for funding of this project on behalf of the Milaca City Council.

I CERTIFY THAT the above resolution was adopted by the City Council of the City of Milaca on January 20, 2011.

Adopted this 20th day of January, 2011.

Mayor Harold Pedersen

ATTEST

Greg Lerud, City Manager

I hereby certify that the foregoing Resolution is a true and correct copy of the Resolution presented to and adopted by the City Council of Milaca at a meeting thereof held in the City of Milaca, Minnesota on the 20th day of January, 2011 as disclosed by the records of said City in my possession.

Greg Lerud, City Manager

**A Cooperative Agreement between the City of Princeton and the City of Milaca
For an Application to the Small Cities Development Program**

The City of Princeton, hereinafter referred to as Princeton, and the City of Milaca, hereinafter referred to as Milaca, enter into a Cooperative Agreement for the Small Cities Development Program application and project administration upon funding.

Proposed Project Activity:

- Rehabilitate owner-occupied housing units
- Rehabilitate commercial buildings
- The proposed goal is to complete 18 owner-occupied units and 10 commercial buildings. The maximum grant amount available for each project is dependent on the activity:
 - ✓ Owner-occupied housing rehabilitation = \$ 23,000.00
 - ✓ Commercial building rehabilitation = \$ 25,000.00
- This assistance will be in the form of a 10 year interest free deferred loan that will be forgiven after 10 years if the borrower still occupies the property as their primary residence, or still owns the commercial/rental property. A lien will be placed on the property, with Princeton listed as lien holder to ensure compliance.
- If the amount of interest exceeds the availability of funds, additional grant funds will be sought by Princeton by a short form application to the State of Minnesota.

Proposed Duties:

- Lakes & Pines Community Action Council will fully administer the grant upon the funding decision. Lakes & Pines will be reimbursed for their services through the administrative budget set forth in the Grant Agreement from the State of Minnesota. (Grant administration duties include, but are not limited to: adhering to the conditions in the Grant Agreement, project marketing, creating & processing applications, initial & final inspections of proposed project sites, loan closings & recording documents, maintenance of rehabilitation and administrative files.)
- Princeton will set-up a bank account in which the grant monies will be deposited. Lakes & Pines will be responsible for signing disbursement request forms and faxing them to the State. Princeton will be responsible for signing checks and returning them to Lakes & Pines. (Lakes & Pines will prepare the forms & checks for Princeton.) Princeton will act as the authorized official for the entire project, passing necessary resolutions and authorizing the necessary paperwork needed to move the project along.
- Milaca will pass necessary resolutions and authorized necessary paperwork as deemed needed by the State but will ultimately leave the project authorization duties to Princeton.

We the undersigned agree to and understand the above conditions.

RESOLUTION NO. 11 – 05

RESOLUTION APPROVING BUDGET ADJUSTMENTS

BE IT RESOLVED by the Milaca City Council that the Council hereby approves the following budget changes for 2010:

Act Type	Account		Increase	Decrease
General Fund				
R	101-33160	Other Grants/Gifts	12,525.00	
R	101-34800	Ogilvie Services	17,500.00	
R	101-34921	Airport Fuel Sales	5,000.00	
R	101-36204	Miscellaneous Refunds	28,145.00	
E	101-41110-103	Part-Time Employees		1,800.00
E	101-41310-101	Full-Time Regular		4,375.00
E	101-41510-101	Full-Time Regular		3,230.00
E	101-41940-103	Part-Time Employees		3,755.00
E	101-41940-121	PERA		800.00
E	101-41940-122	FICA		875.00
E	101-41940-131	Employer Paid Health		1,290.00
E	101-41940-132	Employer Paid Health Saving		840.00
E	101-41940-134	Employer Paid Disability		60.00
E	101-41940-570	Office Equip and Furnishings	5,765.00	
E	101-42110-550	Motor Vehicles	27,000.00	
E	101-42120-102	Overtime	2,040.00	
E	101-42280-221	Equipment Parts/Repairs	10,520.00	
E	101-42280-401	Repairs/Maint Buildings	2,945.00	
E	101-45200-216	Chemicals	625.00	
E	101-45200-221	Equipment Parts/Repairs	3,780.00	
E	101-45200-310	Other Professional Services	1,800.00	
E	101-45200-401	Repairs/Maint Buildings	10,900.00	
E	101-45200-437	Other Miscellaneous	9,005.00	
E	101-45200-530	Improv Other Than Bldgs	51,000.00	
E	101-45500-310	Other Professional Services	3,500.00	
E	101-49200-730	Transfer to Other Fund	2,080.00	
E	101-49810-270	Fuel for Resale	4,200.00	
E	101-49810-421	Credit Card/Bank Fees	800.00	

Act Type	Account		Increase	Decrease
E	101-49810-604	Airport Loan Payment		3,900.00
E	101-49910-103	Part-Time Employees	11,630.00	
E	101-49910-121	PERA	815.00	
E	101-49910-122	FICA	890.00	
E	101-49910-131	Employer Paid Health	1,290.00	
E	101-49910-132	Employer Paid Health Saving	840.00	
E	101-49910-134	Employer Paid Disability	60.00	
E	101-49910-201	Accessories (paper, pens, etc)	400.00	
E	101-49910-208	Training and Travel	1,500.00	
Special Reveue Funds				
R	200-39100	Sale of Property	136,600.00	
E	200-46500-310	Other Professional Services	3,700.00	
E	200-46500-437	Other Miscellaneous	3,500.00	
E	200-46500-730	Transfer to Other Fund	131,600.00	
R	201-39203	Transfer from Other Fund	80.00	
R	404-39203	Transfer from Other Fund	131,600.00	
E	404-49100-610	Interest Expense	4,570.00	
Debt Service Funds				
R	302-39300	Proceeds-Gen Long-Term Debt	890,000.00	
E	302-47000-601	Debt Srv Bond Principal	25,000.00	
E	302-47000-611	Bond Interest	22,000.00	
E	302-47000-620	Fiscal Agent Fees	22,900.00	
E	302-47000-621	Payment to Escrow Agent	950,000.00	
E	378-47000-730	Transfer to Other Fund	120,840.00	
R	379-39300	Proceeds-Gen Long-Term Debt	360,000.00	
E	379-47000-620	Fiscal Agent Fees	5,050.00	
R	380-39203	Transfer from Other Fund	120,840.00	
R	381-39203	Transfer from Other Fund	2,000.00	
E	381-47000-604	Airport Loan Payment	1,090.00	
E	381-47000-610	Interest Expense	910.00	
Agency Funds				
R	700-34000	Charges for Services		2,960.00
E	700-50000-101	Full-Time Regular		2,740.00
E	700-50000-122	FICA		220.00

Adopted this 20th day of January, 2010.

Mayor Harold Pedersen

ATTEST

Greg Lerud, City Manager

MILACA ECONOMIC DEVELOPMENT COMMISSION

December 17, 2010

The meeting of the Milaca economic development commission was called to order at 7:35 a.m. by Chairman Joe Cronin. The following members were present: Dillan, Muller, Kosbab, Hansen, Gerads, Brown, Swanson, Thomes, and Lerud.

The secretary's report was approved as read.

Lerud distributed an email exchange he had with a representative at MN Commercial Association of Realtors regarding the membership cost. After reviewing the email, it was agreed that the email was accurate in describing the cost to join.

Lerud said Teal's Market is moving along very well. He said he was in there the other day and the underground plumbing was done and concrete work should start soon.

Chairman Cronin said that he and Lerud thought it would be a good idea to remind everyone of an existing vacant building. He said the old Mike Cassens building would make a good building for a new business. It has three-phase power, thick concrete floors, two overhead doors, and an office area.

The 2010 goals and objectives were reviewed. Some changes were discussed. Cronin said the changes would be incorporated and brought to the January meeting.

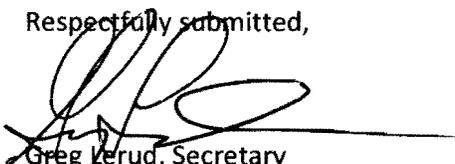
Dillan said the Rum River Community Foundation is having a meeting next Monday night to discuss fundraising, and board members are still needed and everyone is invited.

Lerud said the Small Cities Development Grant submitted by Lakes and Pines for Princeton and Milaca cleared the preliminary application stage and is moving into final application. He said there was some interest – both from commercial and residential property owners, and expected there to be much more if the application is approved.

Gerads said the chamber hired Tom and Jenny Trendel as the new Chamber Coordinators. They will share the duties.

With no other business the meeting adjourned at 8:15 a.m.

Respectfully submitted,



Greg Lerud, Secretary

Milaca Economic Development Commission

December 30, 2010

Greg Lerud
Milaca City Manager
255 First Street East
Milaca, MN 56353

Dear Mr. Lerud:

Attached herein is my detailed proposal for development of remainder of the City's wellhead protection plan as specified in the Request for Proposal that you mailed out earlier this month. I expect your plan will be reasonably straightforward for a project with a vulnerable protection area and I do not foresee any complications. I spoke with Dave Neiman of Minnesota Rural Water about your project and I encourage you to have him appointed to your wellhead Team.

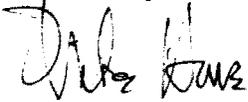
I will be the project planner for the project; however, I may utilize another planner with wellhead plan development experience to assist on some aspects of your plan. I will be working under the firm above, and I request that my contact points be the following:

Mike Howe
13965 240th Avenue
Glenwood, MN 56334
home office phone: 320-634-4105
cell: 320-334-1646
e-mail: howem1@wisner-wireless.com

If you have questions on any of this information enclosed, please call me for clarification. Should the City choose me to develop this project, I will be available to begin working with you immediately.

Thank you for the opportunity to submit this proposal.

Sincerely:



Mike Howe, Project Planner
studio e architects

CC: Steve Burklund

December 30, 2010

To: Greg Lerud, Milaca City Manager
Steve Burklund, Milaca Public Works Director

From: Mike Howe, Water Resource Project Planner, studio e architects, Alexandria, MN

Subject: **PROPOSAL TO CITY OF MILACA** in response to Request for Proposal for completion of the "rest of the wellhead protection plan" as spelled out in the RFP and in the Second Scoping Decision Notice for the City of Milaca from Minnesota Department of Health dated November 10, 2010.

The following is my submittal in response to the materials received from the City in December of 2010 for completion of the wellhead protection plan as required of the City by MNRules Parts 4720.5100 to 4720.55590.

Planner Qualifications – for Mike Howe

- employed by County of Pope as Director of Environmental Services 1972-1998
- employed by State of Minnesota as Source Water Protection Planner in the Drinking Water Protection program of the Department of Health 1998-2009
- Bachelor of Science University of Minnesota 1970
- currently serving on Board of Directors for Pope County Coalition of Lake Associations, and volunteer on Impaired Waters Implementation Committee for Pope Co. 8 lake TMDL project.

Project Description – for completion of the "rest of the wellhead protection plan"

- assist the City by gathering pertinent information and writing what is commonly called a "Part 2 Wellhead Protection Plan" for a mixed vulnerability setting.
- Said plan will include gathering and assessing data elements as spelled out in the Second Scoping Decision Notice dated November 10, 2010 by MDH;
- development of a potential contaminant source inventory;
- identification of the impact of changes to land and water resources in the Milaca DWSMA (drinking water supply management area);
- identification of issues, problems and opportunities relevant to Milaca's DWSMA,
- development of goals, objectives and an action plan to protect Milaca's drinking water;
- creating an evaluation strategy to determine the effectiveness of the action plan's protection measures
- development of a contingency strategy to utilize when alternative water supply is needed.
- The final steps will include assisting the City in the providing for local review of the draft plan, conduct of public hearing on the draft plan, and submittal of final draft to the Department of Health.

It is the intent of the project planner to promote local ownership of the plan with considerable local input, review and discussion utilizing a City of Milaca Wellhead Protection Planning Team which includes local individuals appointed by the City. The plan development process may include up to 10 Team meetings with time period for plan development a 12 to 15 month period or less. It will be important for the City to be an active participant in the plan development process.

Work Plan – the following schedule and work plan is proposed for this project:

- 1) Timeline = late Feb. or early March, 2011. Bring together the WHP Team & introduce the project as needed. Begin discussion of data elements and assessments. Start discussion of potential contaminant source inventory (pcsi) and what is needed to meet requirements of MDH.
- 2) Timeline = late April, 2011. Review draft of data elements and assessment part of plan. Start work on pcsi. Review known pcsi data items and determine what is missing. Gather information relative to pcsi data items (name and address of property, parcel identification of property, and risk assessment of the potential contaminant to public water supply).
- 3) Timeline = May, 2011. Continue pcsi with review of what is known and discuss what additional potential contaminants need to be addressed. Discuss impacts of changes expected to land and water resources inside and around the DWSMA.
- 4) Timeline = June, 2011. Review draft of developed plan items from 2) and 3) above. Discuss issues, problems and opportunities. Outline topics of importance for goals, objectives and management strategies.
- 5) Timeline = August, 2011. Continue review of draft of developed plan items to date. Continue development of management strategies for wellhead protection. Develop an evaluation strategy for determination of plan effectiveness.
- 6) Timeline = September, 2011. Review draft of developed plan to date. Determine if there are any missing items in the draft plan. Begin review of template for contingency strategy.
- 7) Timeline = October, 2011. Review draft of developed plan to date including contingency strategy. Determine if there are missing items in draft plan.
- 8) Timeline = November, 2011. Review draft of developed plan to date and finalize draft plan for local governmental unit (LGU) review. Set dates for LGU review. Set tentative date for public hearing.

<<Note: the above timeline may to be adjusted to add or subtract steps or meeting dates. It may be possible to conduct some meetings via teleconference. >>

Fee Proposal – total professional service fee to City for project described above is \$8,000. Upon acceptance of this proposal by City, a contract will be sent for your review and signature. Initial payment in the amount of \$1000 will be required before project planner begins work. Upon completion of step 6) above, payment will be made in the amount of \$4000. Final payment of \$3000 for project will occur upon submittal of final draft plan to Minnesota Department of Health. Project planner will be held accountable to project up to the approval date of the Minnesota Department of Health. In the event it is necessary for the project to continue beyond ten meetings, the project planner will charge for expenses and an additional hourly rate of \$50 per hour.

Sincerely:

Accepted by:

Mike Howe, Project Planner
studio e architects

City of Milaca

609 ½ Broadway Street Alexandria, MN 56308
p 320.763.0500 c 320.808.4998



January 13, 2011

Greg Lerud
Milaca City Manager
255 First Street East
Milaca, MN 56353

Dear Mr. Lerud:

As you embark on your Part 2 Wellhead Protection Plan, Bonestroo can help achieve a smoothly run process and deliver a valuable product that Milaca staff can use to protect a vital resource. Our team of specialists is experienced in developing wellhead protection plans. This team has successfully submitted more than 20 wellhead protection plans subsequently approved by the Minnesota Department of Health (MDH).

Our team offers Milaca three primary benefits:

Knowledge of the City's Water Supply System – When developing a wellhead protection plan, it helps to use a team of specialists already familiar with Milaca's water supply system and knowledgeable about the issues facing Milaca in the coming years. Small specialist firms that concentrate heavily on wellhead protection plans don't always understand the "full picture" and cannot provide Milaca with the same level of perspective and service that Bonestroo can.

Proven Wellhead Protection Experience – We have been involved in the wellhead protection program since 1994 – three years before the MDH finalized its wellhead protection rules. Our input into the wellhead protection program, via our draft plans, helped the MDH shape the requirements that eventually became the rules for wellhead protection planning. The Bonestroo team has the expertise and experience to successfully complete Milaca's Wellhead Protection Plan.

Good Working Relationship with the MDH – Bonestroo has worked closely with the MDH on many wellhead protection plans and has a good relationship with their staff. We know their expectations and can deliver a plan that will meet Milaca's needs while achieving the approval of MDH staff.

Our team is ready to begin work immediately on your Part 2 Wellhead Protection Plan. If you have questions or would like more information, contact me at 651-604-4831 or mark.janovec@bonestroo.com.

Sincerely,

BONESTROO

A handwritten signature in black ink, appearing to read "Mark T. Janovec".

Mark T. Janovec, PG
Project Manager

A handwritten signature in black ink, appearing to read "Phil Gravel".

Phil Gravel, PE
Principal

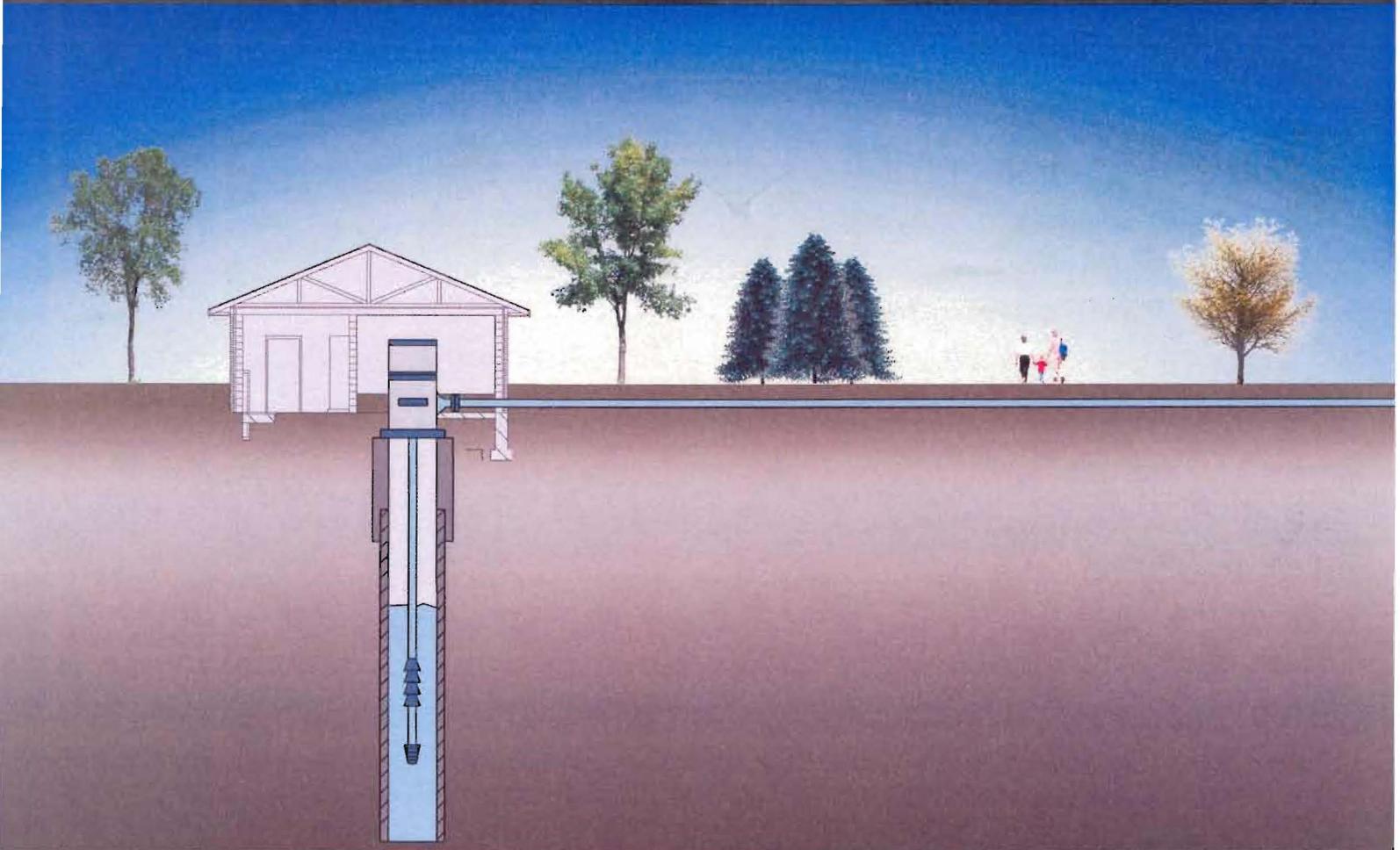
Proposal

Professional Consulting Services

Wellhead Protection Plan

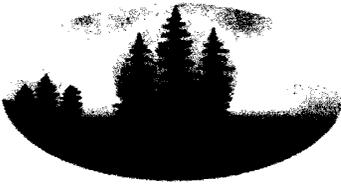
City of Milaca

January 13, 2011



Part 2 Wellhead Protection Plan

PROFESSIONAL CONSULTING SERVICES



Presented to:

Greg Lerud
City Manager
City of Milaca
255 First Street East
Milaca, MN 56353

By:

Bonestroo
2335 West Highway 36
St. Paul, MN 55113
Phone: 651-636-4600
Fax: 651-636-1311
Website: www.bonestroo.com

Contact Person

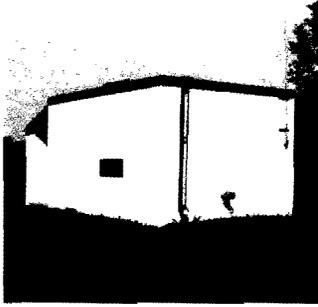
Mark T. Janovec, PG
Project Manager
Direct Phone: 651-604-4831
Email: mark.janovec@bonestroo.com

January 13, 2011

Table of Contents

Project Understanding.....	1
Milaca’s Existing Wells	1
Wellhead Protection Plan	1
Work Plan and Deliverables	3
Wellhead Protection Plan Part 2.....	3
Work Plan.....	3
Schedule	8
Deliverables	9
Related Experience	11
Firm Information	11
Water Supply, Storage, Distribution, and Treatment.....	12
Wellhead Protection Planning Experience	13
Selected Project Experience	14
Project Team.....	18
Team Resumes	19
Compensation	24

Project Understanding



MILACA'S WELLHEAD PROTECTION PLAN MUST ADDRESS THE VULNERABLE AQUIFER SETTING AROUND THE CITY'S WELLS.

MILACA'S EXISTING WELLS

The City of Milaca currently operates two primary municipal water supply wells (Well Nos. 3 and 4) and one emergency backup well (Well 1). Each of the three wells obtains its water from a shallow sand and gravel drift aquifer. This aquifer's sensitivity to pollution ranges from "low" to "high" in vulnerability in the Milaca area according to the Minnesota Department of Health (MDH). The area immediately around the wells is considered to be highly vulnerable. This elevated vulnerability increases the need to produce a wellhead protection plan and to manage potential contamination sources near the wells. Bonestroo's work plan takes this into account.

WELLHEAD PROTECTION PLAN

The City completed its Part 1 Wellhead Protection Plan in September 2010. The Part 1 plan includes a delineation of the ten-year wellhead protection capture zone for the City's water supply wells, along with a delineation of the Drinking Water Supply Management Area (DWSMA), which is an expression of the ten-year capture zone using overlying land parcels and roadways as boundary lines.

The plan also identified the vulnerability of the wells and the aquifer supplying them. The aquifer's vulnerability to contamination ranges from "low" to "high" across the DWSMA, with the eastern portion of the DWSMA (closest to the downtown area) being more highly vulnerable. This increased vulnerability is due to the shallow nature of the drift aquifer and the lack of sufficient geologic protection overlying the aquifer across portions of the DWSMA.

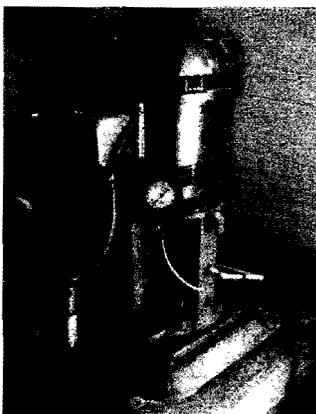
The City is now starting the Part 2 planning process. This project's intent is to fulfill Minnesota Rules 4720.5100 to 4720.5590 for Part 2 wellhead protection planning, while giving the City a tool to help increase public awareness about protecting the aquifer that feeds its water supply.

The basic components involved in creating the Part 2 Wellhead Protection Plan include:

- Compiling and assessing required data elements
- Identifying changes to land use and water resources
- Identifying issues, problems, and opportunities
- Developing goals, objectives, and a plan of action
- Identifying a strategy to evaluate plan effectiveness
- Preparing a contingency strategy for alternate water supply

The primary project deliverable is the completed Part 2 Wellhead Protection Plan report, which contains the elements previously listed. Additional deliverables include meetings and assistance with the public review process, which is a mandatory part of the approval requirements for the Part 2 plan.

Work Plan and Deliverables



BONESTROO'S FAMILIARITY WITH MILACA'S WATER SUPPLY SYSTEM WAS TAKEN INTO ACCOUNT WHEN DETERMINING THE SCOPE OF WORK REQUIRED TO COMPLETE AN EFFECTIVE PART 2 WELLHEAD PROTECTION PLAN.

WELLHEAD PROTECTION PLAN - PART 2

A scoping meeting was conducted between the City of Milaca and MDH staff on October 27, 2010 to review the Part 1 plan's results and discuss elements required to complete the Part 2 plan. The MDH followed the scoping meeting with a Scoping Decision Notice, dated November 10, 2010. The notice outlines the required elements needed for completing the Part 2 plan.

Bonestroo's familiarity with Milaca's water supply system was taken into account when determining the scope of work required to complete an effective Part 2 Wellhead Protection Plan. Our work plan is also based on our experience working with other communities with similar wellhead protection areas with comparable levels of aquifer vulnerability. The work plan is designed to meet Minnesota Rules for a Part 2 Wellhead Protection Plan and to fulfill the requirements to be outlined in the Part 2 Scoping Decision Notice.

WORK PLAN

TASK 1: COLLECTING AND ASSEMBLING REQUIRED DATA ELEMENTS

Collecting and presenting data elements typically comprises much of the work required to complete the Part 2 Wellhead Protection Plan. While some data is available from different sources, significant effort is usually required to compile, field verify, format, and summarize the data in a usable format.

1.1: PHYSICAL ENVIRONMENT DATA ELEMENTS

Data elements describing the physical environment typically include a discussion of:

- Precipitation
- Geology
- Soils
- Water resources

Some data was compiled by the MDH during Milaca's Part 1 Wellhead Protection Plan. That data will be summarized for the Part 2 plan, emphasizing specific elements that may impact wellhead protection area management. The Part 2 plan will define these data elements in greater detail, as required by the MDH Scoping Decision Notice.

1.2: DATA ELEMENTS ABOUT LAND USE

Land use data comprises the most extensive area of data collection required for the Part 2 Wellhead Protection Plan. This includes the Potential Contaminant Source Inventory (PCSI), which comprises the possible contamination sources to the aquifer or water supply

system based on the aquifer's vulnerability, as identified in the Part 1 plan.

The DWSMA is split between areas of high and low vulnerability, based on the geology overlying the aquifer. In low vulnerability areas, the following potential contamination sources must be identified and inventoried:

- Groundwater wells
- Class V injection wells (automotive disposal drains)
- Large cesspools
- Underground storage tanks
- Aboveground storage tanks

As identified in the scoping notice, a high level of vulnerability requires more extensive data collection efforts. The following additional potential contamination sources must be identified for high vulnerability areas:

- Underground storage tanks
- Aboveground storage tanks
- Non-point pollutant sources (agricultural, golf courses, etc.)
- Septic systems
- Hazardous water generators
- Feedlots
- Landfills
- Other potential sources of contamination

THE PLAN WILL PRIORITIZE SITES FOUND IN THE POTENTIAL CONTAMINANT SOURCE INVENTORY (PCSI) AND DEVELOP MANAGEMENT STRATEGIES FOR EACH TYPE OF POTENTIAL CONTAMINATION SOURCE.

In the past, the MDH has provided communities with a draft database with the existing information on contamination sources. As of 2010, however, they now require most cities and their consultants to obtain this data independently. (NOTE: This change was not reflected in the RFP template that the MDH provided to Milaca for this proposal.) Many of the PCSI sites can be located through database searches with the MPCA. The majority of the effort in completing the PCSI is to verify locations and status of identified sites from this database. Also, relevant sites not identified in the state's database will need to be identified, located, and inventoried.

The PCSI results identify potential threats to groundwater and surface water quality that should be included in the plan's management portion. The plan will prioritize sites found in the PCSI and develop management strategies for each type of potential contamination source.

Since the PCSI compilation involves verifying information regarding sites the City may already be highly familiar with, city staff are generally the best source of site location and verification work. This proposal assumes that some of the site verification and location work will be completed by city staff based on information provided by Bonestroo.

In addition to the PCSI, land use data elements required in the wellhead protection plan include maps displaying:

- Parcel boundaries
- Political boundaries
- Public land surveys
- Comprehensive land use
- Zoning boundaries

Since much of this information is already available, it is included in the plan with comments identifying any areas of concern regarding managing the wellhead protection area.

1.3: PUBLIC UTILITY SERVICES

This data collection task involves compiling existing maps of:

- Transportation routes
- Storm sewers
- Sanitary sewers
- Public water supply systems
- Pipelines
- Public drainage systems

Additionally, construction and maintenance records of public water supply wells within the DWSMA are typically included. Since much of this data already exists, it is attached to the plan along with comments regarding any areas of concern about these features and how they may impact the quality of the groundwater or surface water.

1.4: DATA ELEMENTS ABOUT WATER QUANTITY AND QUALITY

Data describing groundwater quantity and quality, where applicable, will be included in the plan. Any past, present, or possible future water quality issues will need to be summarized. Estimates of future water use and future well placement will also be included.

TASK 2: IDENTIFYING THE IMPACT OF EXPECTED CHANGES TO AND WATER RESOURCES ON THE PUBLIC WATER SUPPLY

According to wellhead protection rules, the plan must list and describe expected changes to the physical environment, land use, surface water, and groundwater that may impact the aquifer(s) serving the public water supply wells. This discussion's purpose is to determine whether new potential contamination sources may be introduced into the DWSMA.

THE WELLHEAD PROTECTION PLAN'S ULTIMATE GOAL IS TO MAINTAIN A CLEAN, ABUNDANT SUPPLY OF DRINKING WATER FOR ALL RESIDENTS SERVED BY THE WATER SUPPLIER. TO ACHIEVE THAT GOAL, SEVERAL SMALLER GOALS WILL BE DEVELOPED TO HIGHLIGHT AREAS NEEDING THE GREATEST ATTENTION.

BONESTROO WILL PROVIDE DIRECTION TO THE CITY IN CHOOSING MANAGEMENT OPTIONS USING OUR KNOWLEDGE OF MILACA'S WATER SUPPLY SYSTEM AND OUR PRIOR SUCCESSFUL EXPERIENCE WITH OTHER COMMUNITIES AS A BASIS FOR SELECTING THE RIGHT OPTIONS FOR MILACA.

TASK 3: IDENTIFYING ISSUES, PROBLEMS, AND OPPORTUNITIES

The plan must identify water use and land use issues or problems related to the aquifer(s) serving the Milaca wells. This section defines the magnitude of the contaminant source management issues in the DWSMA. It also identifies opportunities to use existing resources and develop relationships with local units of government to effectively manage potential contamination sources.

TASK 4: DEVELOPING GOALS, OBJECTIVES, AND PLAN OF ACTION

This task is the heart of the plan, establishing a management target and a means to reach that target.

4.1: ESTABLISH WELLHEAD PROTECTION GOALS

The plan must establish goals for present and future water and land use. This provides a framework for determining the plan's objectives and associated plan of action. The plan's ultimate goal is to maintain a clean, abundant supply of drinking water for residents served by the water supplier. To achieve that goal, we will develop several smaller goals to highlight areas needing the greatest attention.

4.2: OBJECTIVES AND PLAN OF ACTION

This section is the plan's core. It identifies contaminant source management strategies and a plan of action to complete each task. Management strategies can vary for each type of potential contaminant source. Strategies range from non-regulatory activities, such as public education, to regulatory activities such as adopting a wellhead protection ordinance.

There are dozens of different management options, so Milaca needs to have a plan tailored to best suit its own particular needs and available resources. Bonestroo will provide direction to the City in choosing management options, using our knowledge of Milaca's water supply system and our prior experience with other communities as a basis for selecting options that will work well for Milaca.

The objectives and action plan must be prioritized to identify the largest threats to the water supply system. Each action item will have a target completion date, and will identify who is responsible for its completion.

TASK 5: IDENTIFYING A STRATEGY TO EVALUATE THE WELLHEAD PROTECTION PLAN'S EFFECTIVENESS

Milaca must identify a strategy that evaluates the wellhead protection plan's effectiveness at regular intervals. Minnesota Rules require plan evaluation at a minimum of every 2.5 years, or whenever a plan is amended.

Plan evaluations should identify:

- Successful plans of action
- Additional data elements that need refinement
- Areas of the plan that need to be improved

TASK 6: PREPARING A CONTINGENCY STRATEGY FOR AN ALTERNATE WATER SUPPLY

The management plan's final component is the contingency strategy to address water supply disruption due to mechanical failure or contamination. This plan achieves a timely and effective response to minimize any disruption that might take place. Sources of potential disruption and an alternate water supply must be identified.

Completing this task involves filling out a worksheet provided by the MDH, if the City does not already have an approved Emergency and Conservation Plan on file with the Department of Natural Resources. Since the worksheet relates directly to the operation of the City's well, City staff are in the best position to complete the majority of this task. Bonestroo will assist with portions of the worksheet that City staff are unable to complete on their own.

TASK 7: REPORTING

Bonestroo will prepare the draft report compiling the information from Tasks 1-6. The report's purpose is to describe the work completed in these tasks and document all steps of the Part 2 planning process.

The report will include a discussion of each task, along with relevant data, maps, and figures necessary for managing the wellhead protection area. The report will be written to satisfy MDH requirements for a wellhead protection plan and serve as the document that is reviewed, and ultimately approved, by MDH staff.

Upon draft plan approval, Bonestroo will provide six paper copies of the final plan to Milaca staff. Copies of the plan will also be made available electronically on CD-ROM, so the City can archive the report electronically.

TASK 8: MEETINGS

Bonestroo expects some formal and informal meetings to occur over the course of the project. These may be in Milaca or via telephone, depending on City staff preference. Our cost estimate assumes up to ten meetings in total, with major meetings at City offices and the other meetings via telephone.

These meetings will update the City on the project's progress and provide a chance for staff to review work completed to date and offer input on activities as they occur.

THE MANAGEMENT PLAN'S FINAL COMPONENT IS THE CONTINGENCY STRATEGY TO ADDRESS WATER SUPPLY DISRUPTION DUE TO MECHANICAL FAILURE OR CONTAMINATION. THIS PLAN ACHIEVES A TIMELY AND EFFECTIVE RESPONSE TO MINIMIZE ANY DISRUPTION THAT MIGHT TAKE PLACE.

In general, in-person meetings at City offices are typically conducted for the following project milestones:

- Project kickoff meeting
- Review of draft PCSI data
- Meeting to develop plan goals, objectives, and action items

TASK 9: PUBLIC REVIEW PROCESS

As part of the Part 2 planning process, the City of Milaca is required to make the draft wellhead protection plan available to both local government units for review and comments. The City must also hold a public hearing at a City Council meeting to receive any comments from the general public regarding the draft plan.

Bonestroo will work with Milaca staff to undertake the following required items:

- 1) Submit copies of the draft plan to affected local units of government for a mandatory 60-day public review period. Bonestroo will distribute draft plan copies to meet this requirement. Copies are generally distributed electronically to save on costs.
- 2) Following the 60-day local government review period, the City will be required to conduct a public hearing to allow the general public a chance to review and comment on the draft wellhead protection plan. Bonestroo staff will attend the public hearing, give a presentation to the general public, and be available to answer questions presented at the hearing.

This task also includes the necessary time to respond to comments from local government agencies and the general public. If comments require revisions to the wellhead protection plan, Bonestroo will undertake those revisions before submitting the final draft to the MDH for its approval.

SCHEDULE

The scheduled due date for submitting the Part 2 Wellhead Protection Plan to the MDH for review and approval is October 1, 2012. The proposed schedule on the following page outlines anticipated completion dates for project tasks. Based on this schedule, submittal of the plan to the MDH will take place approximately eleven months before the required due date.

PROJECT MILESTONE	DATE COMPLETED
Milaca awards project	January 2011
Contract signed	February 2011
Completion of Task 1 (Data, PCSI)	April 2011
Completion of Tasks 2-6	May 2011
Draft report sent to City	June 2011
City provides comments on report	July 2011
Draft report sent to local government units	August 2011
Public hearing	October 2011
Report submitted to MDH	November 2011

The MDH has 90 days to review and approve the submitted Part 2 plan. A November 2011 submittal will result in plan approval by approximately February 2012.

DELIVERABLES

TASK 1: COLLECTING AND ASSEMBLING REQUIRED DATA ELEMENTS

Bonestroo will collect and provide relevant data shown as maps, tables, or charts where applicable. Required data elements will be summarized in the plan report (Task 7). Full datasets will also be provided electronically as ArcView shape files at the project's completion.

TASK 2: IDENTIFYING THE IMPACT OF EXPECTED CHANGES TO LAND AND WATER RESOURCES ON THE PUBLIC WATER SUPPLY

A discussion of expected changes will be included in the plan report (Task 7).

TASK 3: IDENTIFYING ISSUES, PROBLEMS, AND OPPORTUNITIES

A discussion of issues, problems, and opportunities will be included in the plan report (Task 7).

TASK 4: DEVELOPING GOALS, OBJECTIVES, AND PLAN OF ACTION

An outline of the goals and objectives, along with a detailed action plan, will be included in the plan report (Task 7).

TASK 5: IDENTIFYING A STRATEGY TO EVALUATE THE WELLHEAD PROTECTION PLAN'S EFFECTIVENESS

A plan to evaluate the wellhead protection plan's effectiveness will be included in the plan report (Task 7).

TASK 6: PREPARING A CONTINGENCY STRATEGY FOR AN ALTERNATE WATER SUPPLY

City staff will complete the majority of the MDH worksheet for this task, with assistance from Bonestroo. We will work with the City and the MDH to see that the worksheet meets State standards.

TASK 7: REPORTING

A draft report, including the results of Tasks 1-6, will be prepared and sent to the City. Following plan approval by the MDH, six copies of the final plan will be provided to the City, along with an electronic copy on CD-ROM.

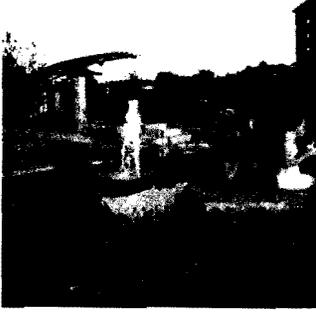
TASK 8: MEETINGS

Ten meetings at the City's offices and via telephone are anticipated to keep Milaca staff updated about the project.

TASK 9: PUBLIC REVIEW PROCESS

We will provide the draft plan to local units of government, and will attend the public hearing to present the results of the project. Bonestroo staff will make themselves available to answer questions raised by the public or surrounding communities during the review process and public hearing. Bonestroo will modify the report, if necessary, based on the feedback obtained during the public review process.

Related Experience



From every stage between nurturing the first spark of a good idea through construction, maintenance, and redevelopment—we are there to support your vision for the future.



Bonestroo provides a comprehensive range of property assessment and improvement services.



We bring a big-picture, lifecycle-conscious approach to infrastructure planning and design.

FIRM INFORMATION

Ranked 197th among design firms nationally in Engineering News Record's list of Top 500 Design Firms, Bonestroo is one of the Midwest's largest full-service engineering, planning, and environmental science firms. We provide innovative, practical solutions to the government, private, energy, and industrial markets.

Our recent merger with Northern Environmental, an environmental consulting firm, enables us to provide our clients with additional services in compliance and industrial hygiene, property assessment and brownfield redevelopment, and contaminant investigation and remediation.

SERVICE AREAS

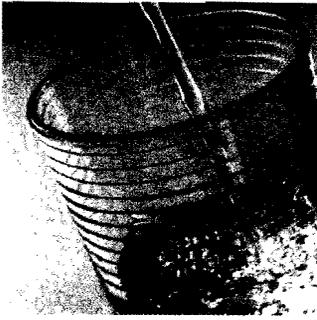
- Engineering
- Environmental
- Planning, development, and redevelopment
- Health and safety
- Surveying and construction services
- Water and natural resources
- Transportation
- Recreation

Founded in 1956, Bonestroo is headquartered in St. Paul, MN, and has offices in Rochester and St. Cloud, MN; Milwaukee, Crivitz, Elkhorn, Green Bay, Park Falls, and Waupun, WI; Libertyville, IL; Fargo, ND; and Houghton, MI. Our multiple office locations enable us to provide responsive service to clients throughout the region and nationwide.

COMMITMENT TO SUSTAINABILITY

Dedicated to improving places and improving lives, our firm is committed to sustainable practices internally and externally. As a builder of communities, an employer, and a corporate citizen, we are conscious of the environmental, economic, and social impacts of our actions. We strive for steady and meaningful progress toward a sustainable future as purposeful stewards of the environment.

As we serve our clients and operate our company, we are guided by two key objectives: to use energy as efficiently as possible; and to identify and use energy sources that do not negatively impact our climate, environment, and ability to prosper.



Access to a clean and reliable supply of drinking water is vital for all communities.

WATER SUPPLY, STORAGE, DISTRIBUTION, AND TREATMENT

Regardless of a community's size, clean and plentiful drinking water is vital to its health and well-being. Bonestroo specializes in designing safe and reliable systems for supplying, treating, storing, and distributing water. We develop sustainable, affordable solutions that protect people and places for generations.

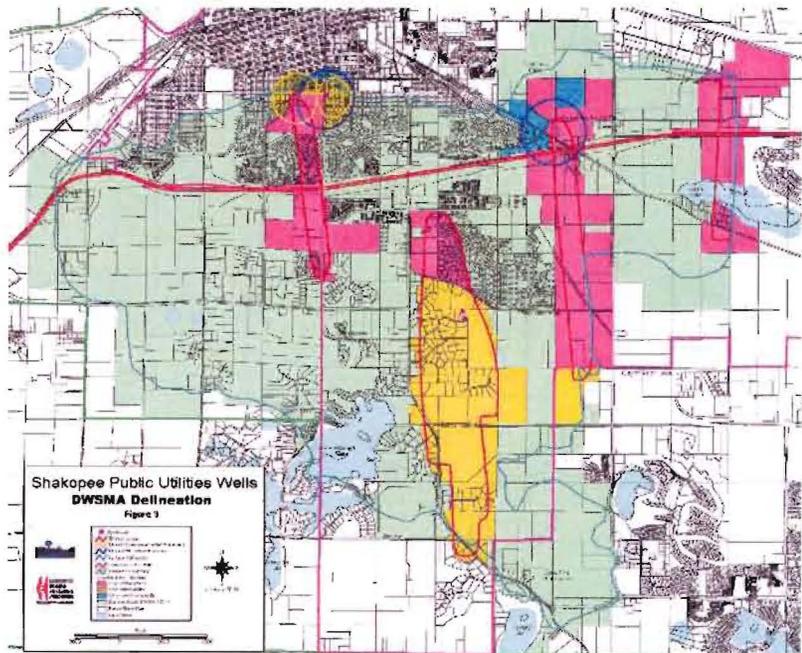
Bonestroo provides the following services:

- Feasibility studies
- Rate and impact fee studies
- Funding program assistance
- Water system modeling and master planning
- Hydrogeologic investigations and wellfield siting
- Wellhead protection plans
- Emergency preparedness and water conservation plans
- Well and wellhouse design and monitoring
- Booster stations
- Water towers and ground reservoirs
- Water treatment plants
- Instrumentation and SCADA
- Operator training and operations audits
- Construction services
- Operation and maintenance manuals
- Startup services

Wellhead Protection Planning

Community	Part 1 Draft Analysis Completed	Part 1 Plan in Progress	Part 1 Plan Completed and Approved	Part 1 Plan Updated	Part 2 Plan in Progress	Part 2 Plan Complete and Under Review	Part 2 Plan Completed and Approved	Part 2 Plan Updated	Notes
Andover, MN			◆				◆		
Apple Valley, MN			◆		◆				Update to original Part 1 plan in progress
Champlin, MN			◆	◆			◆		
Chaska, MN			◆				◆		
Cimarron Park, MN							◆		Part 1 completed by MDH
Coon Rapids, MN			◆				◆		Part 1 update in progress for newest wells
Cottage Grove, MN			◆				◆		
Dayton, MN							◆		Part 1 completed by MDH
Farbault, MN	◆								Draft plan created prior to MDH scoping
Farmington, MN			◆				◆		
Harris, MN							◆		Part 1 completed by MDH
Lake City, MN			◆				◆		
Oak Park Heights, MN			◆				◆		
Plymouth, MN			◆	◆			◆		
Richfield, MN							◆		Part 1 completed by others
Robbinsdale, MN			◆				◆		
Rockford, MN			◆				◆		
Sartell, MN			◆				◆		
St. James, MN			◆				◆		
St. Paul, MN			◆						Completed for St. Paul Regional Water Services
St. Peter, MN			◆				◆		
Staples						◆			
Sauk Centre, MN			◆				◆		Completed for Sauk Centre Public Utilities
Savage, MN			◆				◆		
Shakopee, MN			◆	◆			◆		Completed for Shakopee Public Utilities
Waseca, MN	◆								Draft plan created prior to MDH scoping
Woodbury, MN			◆	◆			◆	◆	

Wellhead Protection Area Delineation



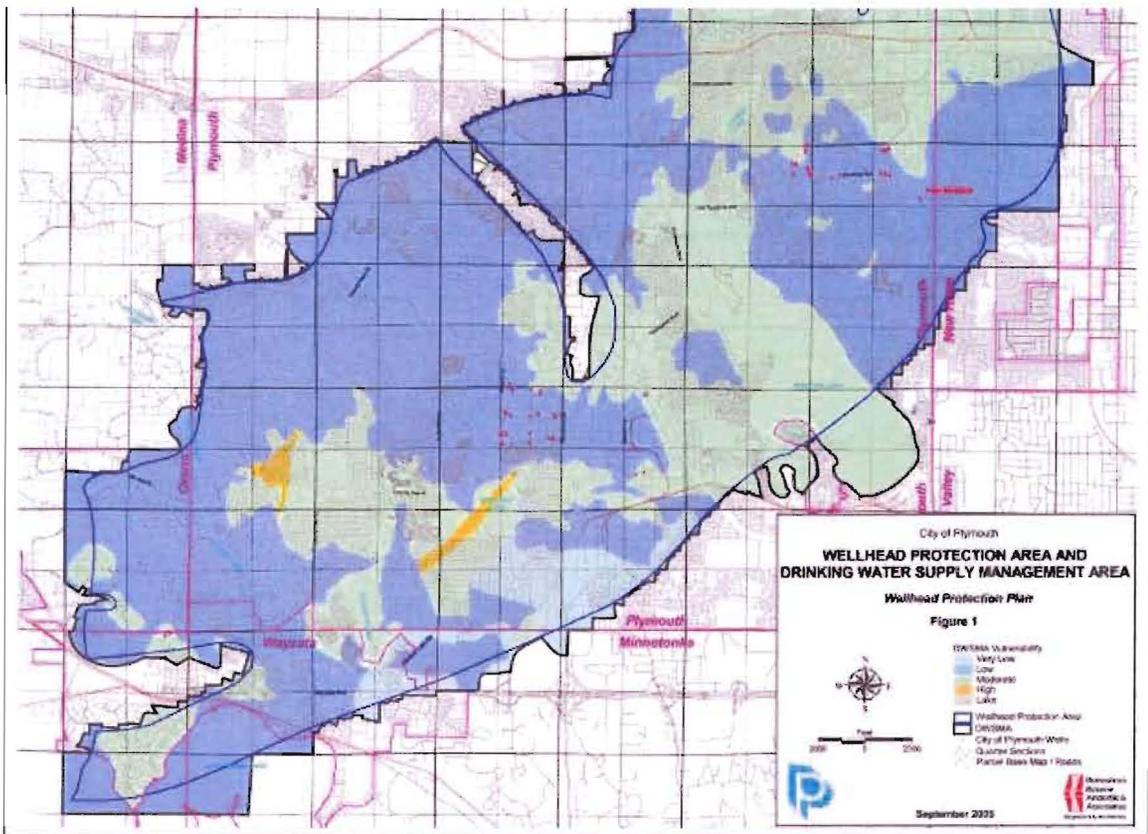
**EFFICIENT USE OF EXISTING MODELS
ACHIEVES TIMELY DELIVERY OF
DELINEATION**

The Shakopee Public Utilities Commission chose Bonestroo to complete its Phase 1 Wellhead Protection Plan. Completing this plan promised to be complex, due to Shakopee Utilities using three different aquifers for its water supply. The Commission was also interested in a rapid turnaround for Phase 1 so that they could begin the Phase 2 process quickly.

We modified existing computer groundwater models to delineate the capture zones for the drinking water wells. Using the existing models saved money for the Commission, and we achieved delineation in less time than it would take to construct a new groundwater model. We also used the ArcView GIS coverage of the Shakopee area to meet the Minnesota Department of Health's (MDH) new criteria for surface-water delineation. Despite adding new criteria to the project after work had begun, we completed the delineation within the original project budget.

The MDH accepted and adopted the completed Phase 1 plan during the first round of review. Bonestroo used the results from the Phase 1 plan to create the Phase 2 Wellhead Protection Plan for the Shakopee Public Utilities Commission. The Phase 2 plan inventoried all potential contamination sources within the wellhead protection area and developed management strategies for each contaminant source. The plan allowed the Shakopee Public Utilities Commission to build on its efforts to protect the aquifer by involving City staff, County staff, and other affected local units of government.

Wellhead Protection Plan



**WELLHEAD PROTECTION PLAN
PREVENTS HUMAN-CAUSED
CONTAMINANTS FROM ENTERING THE
CITY'S WATER SUPPLY THROUGH
WELLS**

To protect its water supply, Plymouth undertook the creation of a Wellhead Protection Plan. The plan's purpose was to prevent human-caused contaminants from entering the City's water supply through their wells.

The first step was to develop a computer model to simulate groundwater flow in the aquifers that feed the City's wells. Using the model, Bonestroo was able to calculate the capture zone for the City's wells and determine the vulnerability of the aquifers to contamination.

Bonestroo developed a management plan for the City that identified potential sources of contamination within the designated wellhead protection area. Using this information, we developed an action plan to mitigate contamination risks and educate the community on groundwater protection. The plan was accepted by MDH during the first review process and was adopted by the City.

Wellhead Protection Area Delineation and Wellhead Evaluation



**WELLHEAD PROTECTION PLAN
DETERMINES SUSTAINABILITY OF
CITY'S WATER SUPPLY**

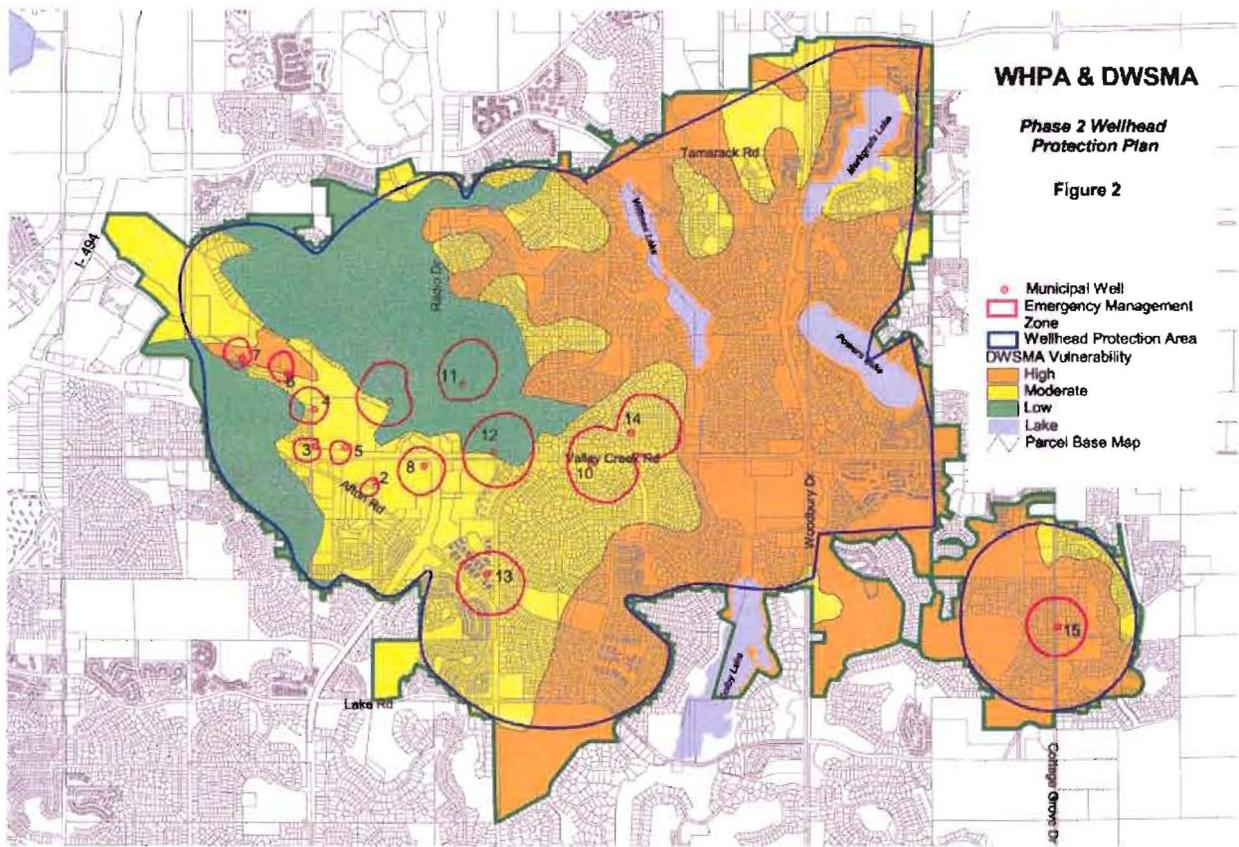
Woodbury selected Bonestroo to develop a wellhead protection plan and evaluate new wellfield locations. Services included:

- Aquifer performance test
- Construction of MLAEM computer groundwater model
- Phase 1 wellhead protection area (WHPA) delineation
- Drinking water supply management area (DWSMA) Delineation
- Aquifer and well vulnerability assessments
- Potential contaminant source inventory
- Phase 2 wellhead protection monitoring and management plan
- Siting new well locations using groundwater models

We worked with Woodbury, Afton, Washington County, and the DNR to prevent adverse effects of pumping on the Valley Creek Trout Stream. A groundwater modeling study will predict any influence of new wells on the stream. A monitoring strategy determined a course of action to see that natural resources effects are minimal as the City plans for future development.

Bonestroo collected data from Woodbury's monitoring well network to develop the groundwater model that will determine the sustainability of Woodbury's well field and the Valley Creek Trout Stream.

Wellhead Protection Study



GIS DATA ENHANCED WOODBURY'S WELLHEAD PROTECTION STUDY

For the City of Woodbury, Bonestroo's GIS team helped with a drinking water study. Bonestroo was provided with data that represented shapes from the wellhead protection model. Bonestroo integrated the wellhead protection model data into other data such as parcel, storm sewer, road and NWI data.

Once the data was integrated, Bonestroo created maps showing the location and the extent of the wellhead protection area. The maps also show other features in the area such as storm sewer structures. These maps allow decision makers to view the area in greater detail.

The wellhead protection area can be overlaid on Woodbury's parcel base map. As a result, Woodbury has the capability to easily generate mass mailings based on the address information in the parcel base map. Woodbury can also evaluate its zoning ordinances to include any restrictions within the wellhead protection area.

Project Team

KEY PERSONNEL READY TO WORK ON YOUR PROJECT

Bonestroo has assembled an experienced group of professionals to work collaboratively with the City of Milaca for its Wellhead Protection Plan. Our staff has a wealth of experience and is knowledgeable in:

- Wellhead protection planning
- Water supply planning
- Comprehensive planning

MARK JANOVEC, PG – PROJECT MANAGER

Mark will serve as project manager and lead project scientist for the wellhead protection study. As a hydrogeologist, he has more than 15 years of experience with each of the phases of wellhead protection planning and has a good working relationship with MDH staff. Mark's experience with groundwater modeling has been primarily for delineating wellhead capture zones and analyzing wellfield design and efficiency.

PHIL GRAVEL, PE – CITY ENGINEER

Phil will provide project oversight, area site information, and client contact services for the project.

DICK FOSTER, PE – WELLHEAD PROTECTION STUDY REVIEW

Dick will review the results of the wellhead protection study and provide insight into how the results affect future water system planning for Milaca. Dick manages the design of each well and pumping facility Bonestroo undertakes. Milaca will benefit from his comprehensive knowledge of aquifers and well siting strategies. Dick's municipal well design experience includes more than 100 wells, pumps, and pump houses.

RON LAFOND, PE – ENGINEER

Ron has a thorough background on the City's water supply and treatment system. He will assist in project review, coordination, and communication.

JEFF RASMUSSEN – GIS SPECIALIST

Jeff will assist in creating databases and ArcView coverage to display the results of the wellhead protection delineation. His extensive experience in Milaca with mapping using GIS helps achieve a final product that will be easily interpreted by the MDH and City staff.

Detailed resumes are provided on the following pages.

Mark T. Janovec, PG

Qualifications for

Milaca Wellhead Protection Plan

With 15 years of experience, Mr. Janovec currently serves as a groundwater hydrology specialist in Bonestroo's water supply group. Mark specializes in groundwater modeling, water supply research, and wellhead delineation protection planning. His experience includes aquifer testing and analysis, water supply planning, watershed/stormwater monitoring, groundwater contamination cleanup, and AUAR Development (Groundwater Planning).

EDUCATION

University of Wisconsin-River Falls
Bachelor of Science,
Geology/Hydrogeology

CURRENT LICENSES

Professional Geologist—MN

COMPUTER EXPERIENCE

MLAEM
MODFLOW

Relevant Experience

- **WELLHEAD PROTECTION PLANNING EXPERTISE**
Mark is experienced in each of the phases of wellhead protection planning, including construction of groundwater flow models, aquifer testing, capture zone delineation, vulnerability assessments, contaminant source inventories, wellhead protection plan construction, coordination with local units of government, and public participation meetings.
- **PLYMOUTH, MN – PART 2 WELLHEAD PROTECTION PLAN**
Mark managed both phases of this Wellhead Protection Plan, developing a computer groundwater model to simulate flow in the aquifer. He also created a contaminant source inventory and management plan to protect the source areas for the City's water supply.
- **SAINT JAMES, MN – PART 2 WELLHEAD PROTECTION PLAN**
Mark developed a Wellhead Protection Plan for the City. This project offered unique challenges in that the entire wellhead protection area was not only highly vulnerably to contamination, but it was located entirely outside the city limits. Mark coordinated his efforts with both the City and the affected townships to develop a management plan that could easily be implemented by all interested parties. He also assisted with the protection of private wells in the nearby townships.
- **ROBBINSDALE, MN – PART 2 WELLHEAD PROTECTION PLAN**
Mark developed a Wellhead Protection Plan. Unique challenges faced during this project were a very tight schedule to meet the completion date and a vulnerable wellhead protection area that required a complex Potential Contaminant Source Inventory. Mark worked with the City to meet the deadlines and produced a plan that was accepted during the first round of MDH reviews without comments. This project created the Part 2 Wellhead Protection Plan for the City of Robbinsdale to fulfill MDH rules for plan development.



- SHAKOPEE PUBLIC UTILITIES COMMISSION – WELLHEAD PROTECTION

As project manager, Mark oversaw the completion of Parts 1 and 2 of Shakopee's Wellhead Protection Plan. Part 1 of this plan developed a computer groundwater model to identify the capture zones for the water supply wells. The Part 2 plan inventoried potential sources of contamination and developed a management plan to help mitigate the risk of future contamination events affecting the water supply aquifers.

- LAKE CITY, MN – PART 2 WELLHEAD PROTECTION PLAN

Mark was the project manager responsible for coordinating the team's efforts. Bonestroo worked with the City to help prevent contamination to the public water supply and meet MDH requirements by completing its Part 2 Wellhead Protection Plan.

- COON RAPIDS, MN – PART 2 WELLHEAD PROTECTION PLAN

As project manager, Mark led the team's efforts and was responsible for budget and schedule. This project involved developing the City's Part 2 Wellhead Protection Plan to meet MDH requirements and manage potential sources of aquifer contamination.

- RICHFIELD, MN – WELLHEAD PROTECTION PLAN PART 2

Mark served as project manager of this Part 2 wellhead protection plan to help prevent contamination by effectively managing potential contaminant sources in the area contributing water to a public water supply well. This included preparing a contingency strategy for alternate water supply, and providing a tool to help increase public awareness about protecting aquifers.

Phil Gravel, PE

Qualifications for

Milaca Wellhead Protection Plan

Mr. Gravel joined Bonestroo in 1987 as a Civil Engineer and currently serves as a Principal. Phil has experience in project management, design engineering, construction engineering, and field investigating for the Civil Engineering Group. He has experience in all aspects of municipal engineering and has served as the appointed City Engineer for seven municipalities. Phil serves as the consultant City Engineer for Milaca.

EDUCATION

University of Minnesota
Bachelor of Science Civil
Engineering

University of Minnesota
Carlson School of Management
Certificate Masters of Business
Administration

CURRENT LICENSES

Professional Engineer—MN

PROFESSIONAL ORGANIZATIONS

American Council of
Engineering Companies
(ACEC)

American Public Works
Association (APWA)
Water Pollution Control
Federation (WPCF)

Relevant Experience

- **CITY OF MILACA- CITY ENGINEER**
Phil has served as the Milaca city engineer since 1996. He worked with the City to complete street reconstruction projects covering approximately 80% of the City. During Phil's tenure as city engineer, Milaca has improved its water system with the construction of two wells, raw water transmission piping, distribution system mains, and a new water treatment plant. Phil has also assisted with comprehensive planning efforts.
- **FOREST LAKE, MN – CITY ENGINEER**
Phil served as the Forest Lake city engineer from 2003 through 2009. During this period, he assisted with completing the City's wellhead protection plan and reviewed its sewer and water rates.
- **MAPLE LAKE, MN – CITY ENGINEER**
Phil was the Maple Lake city engineer from 1994 to 2006. Since 2006, he has been principal in charge, providing oversight to ensure continuity, quality design, and responsive service. Phil also serves on the City's economic development team.
- **MINNEAPOLIS. MN - WAREHOUSE DISTRICT HERITAGE STREET PLAN**
Phil is the project engineer for this project that will develop a street master plan for the warehouse district for consistent guidance on street repair, ADA issues, and development approvals. Goals are to preserve historic infrastructure, improve pedestrian space, and incorporate sustainable practices.
- **ROCKFORD, MN - CITY ENGINEER**
Phil served as the Rockford city engineer from 1994 to 2004. Since 2004, he has been principal in charge. As part of the ongoing engineering, Phil was involved in developing the City's wellfield and water master plan process. In 2006, the City completed its wellhead protection plan in conjunction with the construction of well #7. Phil worked with Mark Janovec on the wellhead protection plan and Dick Foster on the well portion of the project.



Qualifications for**Milaca Wellhead Protection Plan**

Mr. Foster serves as Bonestroo's manager for the design of water supply systems and all pumping facilities. Dick specializes in the design of municipal wells and pumps/pump houses and submersible pump stations, water reservoirs, water booster and stormwater pumping stations, and sanitary sewage lift stations.

EDUCATION

University of Minnesota
Bachelor of Science, Civil
Engineering

CURRENT LICENSES

Professional Engineer—MN

Experience

• WELLS

Dick's municipal design experience includes more than 150 new wells, pumps, and pump houses. His experience in troubleshooting existing well problems is extensive, as is his knowledge of area geology and aquifers. Dick's design and rehabilitation work on wells alone covers more than 50 Minnesota and Wisconsin communities whose water supply comes from a variety of sources. He has done well work for the following communities:

- Andover, MN
- Annandale, MN
- Apple Valley, MN
- Belle Plaine, MN
- Brook Park, MN
- Cambridge, MN
- Camp Ripley, MN
- Carver, MN
- Champlin, MN
- Chanhassen, MN
- Chaska, MN
- Claremont, MN
- Cold Spring, MN
- Cokato, MN
- Cottage Grove, MN
- Cross Lake, MN
- Dakota County, MN
- Dayton, MN
- Dennison, MN
- Eagan, MN
- Elgin, MN
- Faribault, MN
- Farmington, MN
- Hazelden
- Hinckley, MN
- Howard Lake, MN
- Inver Grove Heights, MI
- Maple Grove, MN
- Maple Plain, MN
- Mapleton, MN
- Marshfield, WI
- Medina, MN
- Milaca, MN
- Minnetrista, MN
- New Scandia, MN
- Northfield, MN
- Oak Park Heights, MN
- Onamia, MN
- Orono, MN
- Plymouth, MN
- Ramsey, MN
- Red Wing, MN
- Redwood Falls, MN
- Rockford, MN
- Rosemount, MN
- Savage, MN
- Spring Lake Park, MN
- Stacy, MN
- Windom, MN
- Winona, MN
- Woodbury, MN
- U.S. Dept of Veteran Affairs
- Koochiching County, MN



Ronald A. LaFond, PE

Qualifications for

Milaca Wellhead Protection Plan

Mr. LaFond joined Bonestroo in 1996 and currently serves as an Environmental Engineer in the firm's Environmental Group. With 25 years of engineering experience, Ron specializes in wastewater facility and design. Prior to his employment at Bonestroo, he was a Consulting Engineer in Seattle and a Civil Engineering Officer in the United States Air Force.

EDUCATION

University of Washington
Master of Science Civil
Engineering
University of Washington
Bachelor of Science Civil
Engineering

CURRENT LICENSES

Professional Engineer—MN
Professional Engineer—WA

PROFESSIONAL ORGANIZATIONS

Water Environment Federation
(WEF)

Relevant Experience

- MILACA, MN – WATER TREATMENT PLANT
Ron was project manager for the design and construction of the city's new water treatment plant built for iron and manganese removal. The project included a 2,800 SF building, chemical feed system, high service pumps, three filter cells, electrical, controls, emergency generator, and backwash pond.
- WASECA, MN - WASTEWATER SYSTEM IMPROVEMENTS
Ron was project manager and lead process engineer for design and construction. The project included hydraulic improvements for 12 MGD peak capacity, expanded aeration capacity, chemical phosphorus removal, rehabilitation of existing secondary clarifiers, expanded post aeration, autothermal aerobic digestion (ATAD), and long-term sludge storage.
- CHISAGO, MN - WASTEWATER FACILITY IMPROVEMENTS
Ron was responsible for the hydraulics and activated sludge process. The project included preliminary treatment, sequencing batch reactors, disinfection, post-aeration, sludge thickening, and sludge reed beds. Peak hydraulic capacity is 12 MGD.
- DELANO, MN - WASTEWATER FACILITY IMPROVEMENTS
Ron was lead process engineer and project manager for planning, design, and construction. The project included new influent pumps, grit removal, sequencing batch reactors for biological phosphorus removal, and expanded disinfection and sludge treatment. Peak hydraulic capability is 6.75 MGD.
- LAKE CITY, MN - WASTEWATER TREATMENT PLANT EXPANSION
Ron was lead process engineer and project manager for the design and construction. The project incorporated a new activated sludge process with biological phosphorus removal, modifications to existing clarifiers, sludge thickening, odor control, and new laboratory. Peak hydraulic capability is 4.6 MGD.



Jeff H. Rasmussen

Qualifications for

Milaca Wellhead Protection Plan

Mr. Rasmussen joined Bonestroo in 1999 and currently serves as a GIS Coordinator in the firm's St. Cloud office. Jeff's skills in data translation and verification related to GIS are applicable to a wide variety of municipal planning and engineering projects. He has experience in all phases of custom GIS development, including client needs assessment, cost estimation, application development, spatial and relational data conversion, testing and documentation, and training.

EDUCATION

Alexandria Technical College
Associate of Applied Science
Geographic Information
Systems

St. Cloud State University
Bachelor of Arts Local and
Urban Affairs

COMPUTER EXPERIENCE

Access
Arc/Info
ArcGIS
ArcView
AutoCAD Map
AutoCAD Raster Design
Avenue Programming
Cold Fusion
FoxPro
Mapguide Author
Visual Basic
Windows UNIX

Relevant Experience

- **MILACA EXPERIENCE**

Jeff has been the GIS consultant for the City of Milaca for eight years. He was part of the original Bonestroo team that created Milaca's base city and utility maps from scratch. Jeff provided all GIS and mapping services for Milaca's 2005 Comprehensive Plan. He assists with building and maintaining digital GIS data in all forms for City use, including sanitary, water, and storm utilities, zoning, land use, parcels, and aeriels. Jeff also provided applications and software support to increase the functionality of the City's GIS information.

- **FOLEY, MN - GIS DATABASE**

Jeff assisted in creating all GIS digital data currently used by the City. Building an entire GIS database literally from scratch, Foley now has access to utilities, zoning, parcel information, and aerial photography right at their fingertips. As he has for nine years, Jeff continues to serve as Foley's GIS consultant, working both with City Hall and Public Works to continue to build Foley's digital data.

- **ST. CLOUD PUBLIC UTILITIES - SANITARY SEWER INTERCEPTOR INSPECTION**

Jeff was the GIS lead on a 2008 Sanitary Sewer Interceptor Inspection project. He oversaw all project technical data between Bonestroo and the City as it related to St. Cloud's interceptor system. In addition, he created map books used by St. Cloud and Bonestroo's field staff to assist with locating and documenting information on-site.

- **MELROSE, MN GIS EXPERIENCE**

Jeff has provided on-site access for both Public Works and City Hall staff for ten years. He recently assisted Melrose in creating a GIS dataset of all platted and recorded easements throughout the City, including vacated easements. Jeff has also been a focal point

at Bonestroo in answering numerous land/property questions that have arisen from Melrose, including providing document research and reporting.

- SARTELL, MN - GIS EXPERIENCE

Jeff has worked directly with Public Works, Administration, and Planning for ten years, creating vast GIS datasets to make data access more reliable and timely. Jeff created numerous applications to allow access to normal GIS data and specialty data such as assessments, record drawings, snow plow routing, and significant ecological areas.

Compensation

PROPOSED COMPENSATION

Compensation for each task described in the **Work Plan** section is outlined in the table on the following page. The project will be completed on a lump sum basis, with a total budget of **\$5,824**. In an effort to reduce project costs for the City, note that we propose to provide Phil Gravel's Principal in Charge services at no cost on this project.

City of Milaca

Wellhead Protection Planning - Part 2

January 2011

Tasks		Project Scientist	Principal in Charge	GIS Specialist	Word Processor	Totals	
Hourly Rate		\$80	\$0	\$80	\$67		
Task Description		Hours	Hours	Hours	Hours	Total Hours	Total Task Amount
1	Data Collection and Assembly	13	4	6	0	23	\$1,520
2	Identify Land Use and Water Resource Changes	4	0	0	0	4	\$320
3	Identify Issues, Problems, and Opportunities	2	0	0	0	2	\$160
4	Develop Goals, Objectives, and Action Plan	8	0	0	0	8	\$640
5	Identify Strategy to Evaluate Plan Effectiveness	1	0	0	0	1	\$80
6	Contingency Strategy for Water Supply	1	0	0	0	1	\$80
7	Reporting	8	1	4	2	15	\$1,094
8	Meetings	12	3	0	0	15	\$960
9	Public Review Process	6	1	0	0	7	\$480
Direct Project Expenses (mileage, report printing, etc.)							\$490
Total Hours		55	9	10	2	76	
Grand Total:							\$5,824

