

MILACA CITY COUNCIL AGENDA  
MAY 21, 2009

6:30

Call meeting to order  
Roll Call

Consent Agenda

Minutes of April 16, 2008

Bills for payment

Resolution No. 09 - 28 Assessing unpaid water service invoice

Resolution No. 09 - 29 Assessing unpaid Fire Department service charge

Temporary raffle license

City Treasurer's report

Citizens Forum

Public Hearing

Requests and Communications

Rome Stronstrom

Gary Judd resignation letter

Eagle Scout projects - Edward Yost & Carl Cronin

Letter from DOT re: Bridge detour

Ordinances and Resolutions

Ordinance No. 384 Building permit fees

Resolution No. 09 - 30 Approving conditional use permit for James Otten

Reports of Boards and Commissions

Planning commission

Economic Development commission

Airport commission

Parks commission

Downtown Initiative

Unfinished Business

New Business

Council Comments

Adjourn

**This agenda and attachments are available on the city's website, [www.cityofmilaca.org](http://www.cityofmilaca.org)**

MILACA CITY COUNCIL MINUTES  
APRIL 16, 2009

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: Bekius, Dillan, Judd, and Muller.

Staff present: Lerud, Gann, and Toven.

Others present: Stacey Wiedewitsch, Mike Packard, Amy Skaalerud, and another student.

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

1. Minutes of March 19 regular council meeting.
2. General bills, 809053E-809057E, #35859-35862, #35921-35929, #35937-35981, totaling \$78,063.40; Liquor bills, 909010E-909013E, #20926-20942, #20973-20987, totaling \$103,399.31.
3. RESOLUTION NO. 09 – 26 RESOLUTION ASSESSING UNPAID WATER/SEWER BILL (entire text appears in Resolution book.)
4. RESOLUTION NO. 09 – 27 A RESOLUTION APPROVING A CHARITABLE GAMBLING PREMISES PERMIT (entire text appears in Resolution book.)
5. Treasurer's Report.

Unanimous consent.

Motion by Judd, second by Bekius to change the agenda and hear Mike Packard, unanimous consent.

Mike Packard said he is planning to fix the "Welcome to Milaca" sign on the west side of the city as his Eagle Scout project. He said he plans to repaint the sign, trim the tree, and put in a little landscaping. He asked the city to supply the materials. Motion by Bekius, second by Dillan to move forward on the project and coordinate the work through Lerud, unanimous consent. Mayor Pedersen thanked Packard for his effort.

Mayor Pedersen opened citizen's forum and invited anyone to speak to an item not on the agenda. No one came forward. Mayor Pedersen closed citizen's forum.

Pat Hardy arrived at 6:45 p.m.

Amy Skaalerud, from Kern DeWenter Viere, presented the 2008 annual city audit.

A letter from Pat Hardy was presented. He said he was interested in purchasing two lots in the Centennial Addition so he could construct a new auto parts store. Hardy said he

was planning to construct during the 2010 summer. He said the building would house his Napa store, along with other office space that would be available for rent.

Lerud said the offer price was the same as the council agreed with Zap Sporting Goods, which never signed the option. In addition, he said, there would be an easement for the water and sewer lines going to the building to the south, and there would be a requirement that construction occur within a set period of time, or the city would repurchase the property.

After a discussion a motion was made by Judd, second by Muller to have the city attorney draft the deeds to sell lots 2 and 3 of Block 3, Centennial Addition for \$10,000 per lot with the conditions discussed at the meeting, unanimous consent.

A memo from the building official was presented. Lerud said the city currently uses the 1994 fee schedule, and the building official is recommending going to the 1997 fee schedule. The consensus of the council was to proceed with an ordinance change at the May meeting.

Council member Bekius said there was not a planning commission meeting last month.

The minutes from the March economic development commission meeting were presented. Lerud said the meetings have been moved to the third Friday each month starting this month.

The airport commission meetings were presented. Lerud said the owners of Skydiveminnesota are planning on building a hanger at the airport, and asked if the council would consider a six year initial lease term. Motion by Bekius, second by Dillan to approve the lease amendment, unanimous consent.

Mayor Pedersen said the parks commission will be meeting regularly on the second Tuesday of each month. He said the commission discussed the following items:

1. Continue to plan for activities, as well as long term facility planning.
2. Continuing the safe routes to school walkway down to the river.
3. Closing Second Street NW at the edge of the parking lot.
4. Prohibiting horses on the trails.
5. Establishing a Friends of the Park.

Mayor Pedersen said the run in the ruff race is coming up in early May, and there will be a large rock band concert later in the month.

Council member Dillan gave an update on the HCP group. He said the downtown group is planning a business open house on May 14 with the idea to attract people who might need business space. Following that meeting, the industrial group will be holding a business network meeting. Dillan said the group leading the pedestrian walkway project met, and is preparing promotional pieces. Stacey Wiedewitsch shared information about the farmer's market.

Dillan said the HCP group will be holding a meeting in the fall to report to the community what has been done through the program.

Lerud presented an invoice he received from Certified Aggregate Products for paving on the parking lot between the city hall and library. Lerud said that he does not believe the city ever paid for the wear course overlay, but the amount of the invoice seems to high. Lerud said his calculations show the area is smaller than what was invoiced. Based on the smaller area, Lerud recommended paying \$6,346.50 to settle the claim in full.

Motion by Muller, second by Judd to approve payment of \$6,346.50 to Certified Aggregate Products for their work in the parking lot, unanimous consent.

Mayor Pedersen called for Council comments. Council member Muller said the website for skydiveminnesota has a link to the city's website.

Council member Dillan said he was contacted by a citizen saying the little merry-go-round in Reineke Park is dangerous. Lerud said that he and Moyer have discussed this in the past, and he would talk with Moyer. Mayor Pedersen said there is an arts show from April 24-25.

With no other business a motion to adjourn was made by Dillan, second by Bekius, all voted in favor and the meeting adjourned at 7:50 p.m.

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Mayor Harold Pedersen

ATTEST

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Greg Lerud, City Manager



# LICENSE EXEMPT GAMBLING APPLICATION FOR RAFFLE/BINGO

City of Milaca  
255 1<sup>st</sup> St E  
Milaca MN 56353  
(320) 983-3141

Date 4-28-09

Name of Organization Milaca Scholarship Foundation

I, Barbra Zkraspek, hereby submit this application for a license to conduct gambling in accordance with the provisions of the City of Milaca, Ordinance #116.25 – 116.34.

Barbra Zkraspek  
Authorized Officer of Organization

Pete Hudukovich  
Designated Gambling Manager of Organization

The following to be completed by the duly authorized officer of the organization:

True Name: ZAKRAJSEK Barbra ANN  
Last First Middle

Address: 1350 4th Ave NW Milaca, MN 56353

Date of Birth: 1 4 11 Place of Birth: Chustholm Mn  
Month Day Year City State

Home Telephone: --- Other Contact Number: ---

PLEASE ANSWER THE FOLLOWING QUESTIONS:	YES	NO
Is your organization a fraternal, religious, veteran or other non-profit organization?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Does your organization have at least 15 active members residing either in the city and/or following townships: Bogus Brook, Borgholm, Dailey, Hayland, Milaca, Milo, Mudgett, or Page?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Has your organization been in existence for at least 1 year?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Have you ever been convicted of any crime other than a traffic offense?	<input type="checkbox"/>	<input type="checkbox"/>
If yes, please explain:		

PLEASE COMPLETE BACK PAGE

**RAFFLE INFORMATION**

What is purpose of raffle/Bingo? Raise money for scholarships  
 Place where raffle/Bingo will be held: Stennis Plover Golf Club  
 Date(s) for sale of raffle: May to Sept  
 Date(s) of Bingo being held: \_\_\_\_\_ to \_\_\_\_\_  
 Hours of raffle/Bingo: From 7:00 am/pm to 7:30 am/pm Sept. 19, 2009

.....  
 TO BE COMPLETED BY CITY OFFICIAL

Criminal History Requested By:	Date Criminal History Conducted:
Date of Request:	Criminal History Cleared: YES NO
Reason for Request:	Law Enforcement Signature:

\_\_\_\_\_  
 City Manager Signature Approved      Denied

\_\_\_\_\_  
 Date

Date Designated Gambling Manager Notified: \_\_\_\_\_

RESOLUTION #09 – 28

RESOLUTION ASSESSING UNPAID INVOICE FOR PARTS FOR WATER METER

BE IT RESOLVED that the following unpaid invoice for water meter parts be levied against the described property for 2010 property taxes, for 1 year, at a rate of 7 percent per annum:

PID #	OWNER	ADDRESS	ASSESSED
21-265-0200	Johnson, Candace c/o JK Property	1316 4 <sup>th</sup> Ave NE	\$22.67

Adopted this 21st day of May, 2009.

\_\_\_\_\_  
Mayor Harold Pedersen

ATTEST

\_\_\_\_\_  
Greg Lerud, City Manager

RESOLUTION NO. 09 – 29

A RESOLUTION ASSESSING UNPAID FIRE DEPARTMENT CHARGES FOR  
SERVICE

BE IT RESOLVED BY THE MILACA CITY COUNCIL, that the City Council,  
pursuant to Ordinance No. 368, hereby assess the following fire department charges for  
service against the benefited properties for a payment period of one year and an interest  
rate of seven percent.

\$250.00  
Travis Hanson  
13737 100<sup>th</sup> Street  
Milaca, MN 56353  
PID #12-022-0900

Adopted this 21<sup>st</sup> day of May, 2009.

\_\_\_\_\_  
Mayor Harold Pedersen

ATTEST

\_\_\_\_\_  
Greg Lerud, City Manager

# *Midtown Plaza*

110 2<sup>nd</sup> St. NW  
Milaca, Minnesota  
763-389-4588

May 14, 2009

City of Milaca  
255 First St. East  
Milaca Minn. 56353

To the Milaca City Council,

I was puzzled and alarmed when I read in the paper that the city was selling the parking lot across the street from Midtown Plaza. Upon speaking with the city manager it seems the city was under the impression that I did not care about the parking lot. I do not know how this idea came about, but nothing could be further from the truth. This parking lot is absolutely vital for the five businesses located in Midtown Plaza. Without it every business in the building will suffer, and some may fail. These are all solid well established businesses that contribute to the city. For Five County Mental Health, Curves, and Rise Employment this is virtually the only parking that they have. Most of the parking lot is needed to care for their parking needs and a drive by will show that the lot is heavily used with many cars in it. I also have one empty space in the building, which if filled would add to the parking need.

These businesses need to park where they are now parking, up close to Midtown Plaza. Understandably the new building being proposed will want parking as close to the new building as possible. If people have to walk half a block or further just to get into the new building, the new businesses will likely fail. People will just go somewhere else where there is close parking. The same is true with Midtown Plaza. These businesses need close convenient parking. We also have a number of elderly people coming to the building and winter conditions with slippery walking that necessitate close parking.

I would note that thirteen years ago this parking lot was donated by Midtown Plaza to the city for the purpose of a city parking lot, and it has been used for that purpose ever since. Three years ago the city contacted me and asked me to take the parking lot back. To do this I was instructed by the city manager to write a letter to the city counsel requesting the parking lot back. I did this, and the city council approved selling me the parking lot for one dollar. Before this could be completed however, the city changed its mind, proposing to retain ownership of the parking lot with me paying part of the paving costs. I agreed to this as well. I then received a letter from the city citing concern for the cost of paving the lot, and indicating the matter was on hold. I had no idea the city had the parking lot for sale, or I would have expressed my concerns to the city long before this. I am confident that the city counsel will stand behind these businesses and support them and see to it that they continue to have close, convenient parking. I commend the city counsel for their previous decision to return this parking lot to Midtown Plaza. It was certainly the right thing to do, if the city no longer wanted ownership of the parking lot, and I urge them to please follow through on that decision now. Thank you for considering this matter.

Sincerely,



Rome Stonestrom Owner Midtown Plaza

May 5, 2009

Chuck and Ameer Cooper  
Owners: Radiance Salon & Spa

Milaca City Council,

This letter is concerning the sale of the city lots currently used as a parking lot for the Mid Town Plaza building.

It has come to our attention that there is an agreement to sell what is now a "city" parking lot for future use as a business location. We feel that this sale would be detrimental to our business. These lots are currently a city parking lot and are used by the businesses that occupy the Mid Town Plaza building, including ours. Please see the attached pictures to get an idea of how many vehicles park there during normal business hours.

If the sale were to happen there would be very limited parking for the affected businesses as there is not sufficient street parking (worse in the winter) for employees and customers, which could significantly reduce business causing financial hardship for us and others involved.

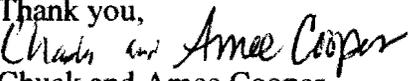
We are asking the city council to refuse the sale of these lots, and to keep the space a parking lot for the businesses in the Mid Town Plaza building.

In closing we oppose the sale of these lots and feel that they should remain a parking lot for the following reasons:

- Lack of adequate parking for affected businesses
- Potential loss of existing businesses

We are asking the Milaca City Council to keep this a parking lot for use by the existing businesses in the Mid Town Plaza building including Radiance Salon & Spa.

Thank you,



Chuck and Ameer Cooper

Radiance Salon & Spa

983-6433

983-2867 (home)



*Employment Innovations*  
110 Second Street N.W., Suite #2  
P.O. Box 35  
Milaca, Minnesota 56353  
(320) 983-2684 • Fax: (320) 983-2964  
Rise Web Page: [www.rise.org](http://www.rise.org)

*An Equal Employment / Affirmative Action Employer*

April 30, 2009

To Whom It May Concern:

My name is JoAnn Faust from Rise Employment in Milaca. I work with folks who may be disabled  
And can't walk a distance. I am concerned about the City selling the parking lot across from my building.  
There also is a Curves, 5 County Mental Health, New to You Store and Radiance Hair who use the parking  
Lot also. We are all concerned about where we will all park especially the disabled or older clients.  
Take a drive by the parking lot and you will see many vehicles using the lot every day. Please think this  
Over before you make a decision to sell the parking lot.

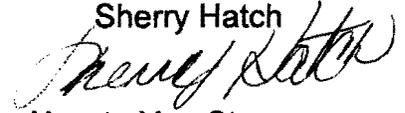
JoAnn Faust  
Placement Specialist / Mental Health Practitioner

*Committed to integration, employment, affordable housing, and independence  
for all people through service excellence.*

To the Milaca City Council,

I Sherry Hatch, the owner of the New to You Store, am very concerned about the selling of the parking lot across the street from Midtown Plaza. I have been in my thrift store business going on six years now. I lived in Isle previously. But I chose to move to Milaca to start my business. I feel I offer Honesty, Dedication and Integrity to the community. The parking lot is absolutely vital for not only my business, but the four other businesses in the Midtown Plaza. Without the parking spaces, I feel my business would suffer, and force me to close down my doors. So please reconsider.

Sincerely,  
Sherry Hatch

A handwritten signature in black ink, appearing to read "Sherry Hatch", written in a cursive style.

Owner New to You Store

May 5, 2009

Curves  
210 Central Avenue N. Suite 5  
Milaca, MN 56353

Re: Parking lot adjacent to above address

Milaca City Council:

I would like to express my concerns with the parking lot across the street from 210 Central Avenue N. Suite 5, Milaca MN 56353. I am concerned if this parking lot was dedicated for other use, we would have no place for our customers and our employees to park their vehicles. I also have a number of our members who are elderly and close parking is essential for them to attend Curves.

Ultimately this would hurt our business and affect Rome Stonestrom rental property in customer parking issues, which in turn could cause Curves to close and or relocate to another location. I believe ultimately our surrounding community business would also be affected, as they also use this parking lot to conduct daily business. "Curves" is here to service women's fitness and weight loss needs within this community and I would like to remain an active business member of this community. (See diagram of territory and members daily attendance attached).

Sincerely,

A handwritten signature in cursive script that reads "Kay Smith".

Kay Smith (KMS Family Fitness, LLC - New Owner)

# Attendance/Staffing Trends Report

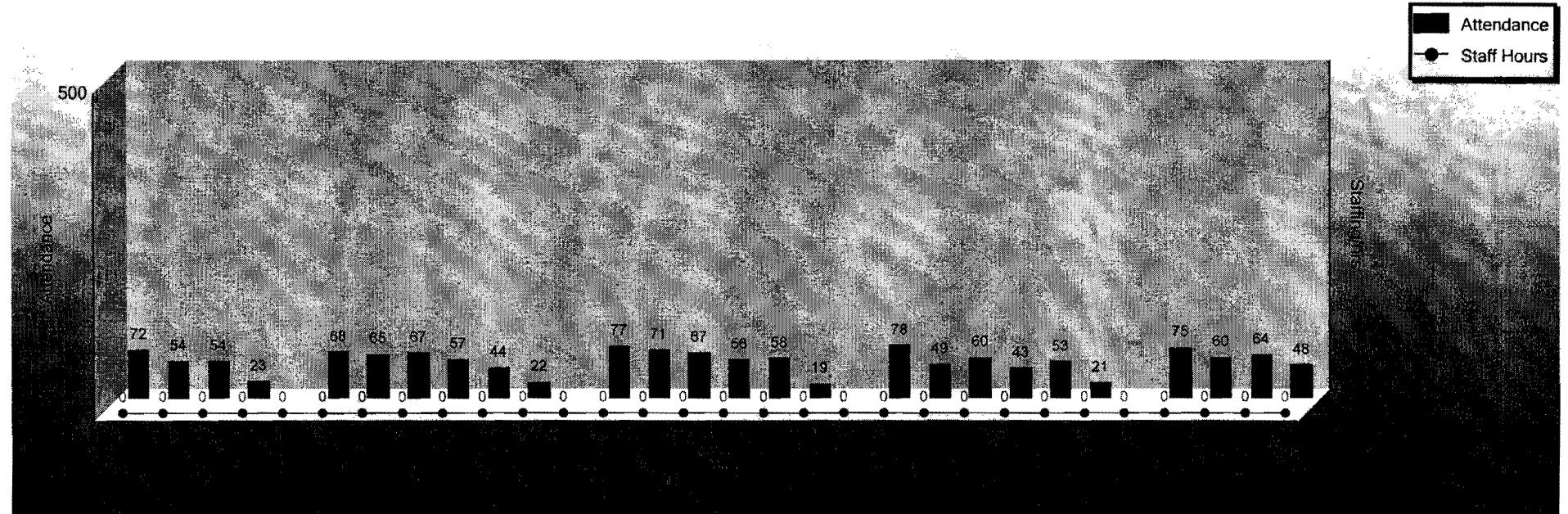
From: 1-Apr-2009 To: 30-Apr-2009

210 Central Ave. N. Suite 5  
Milaca  
MN  
56353

Phone (320) 983-5454

Milaca Curves for Women

## Attendance/Staffing By Day



# Attendance/Staffing Trends Report

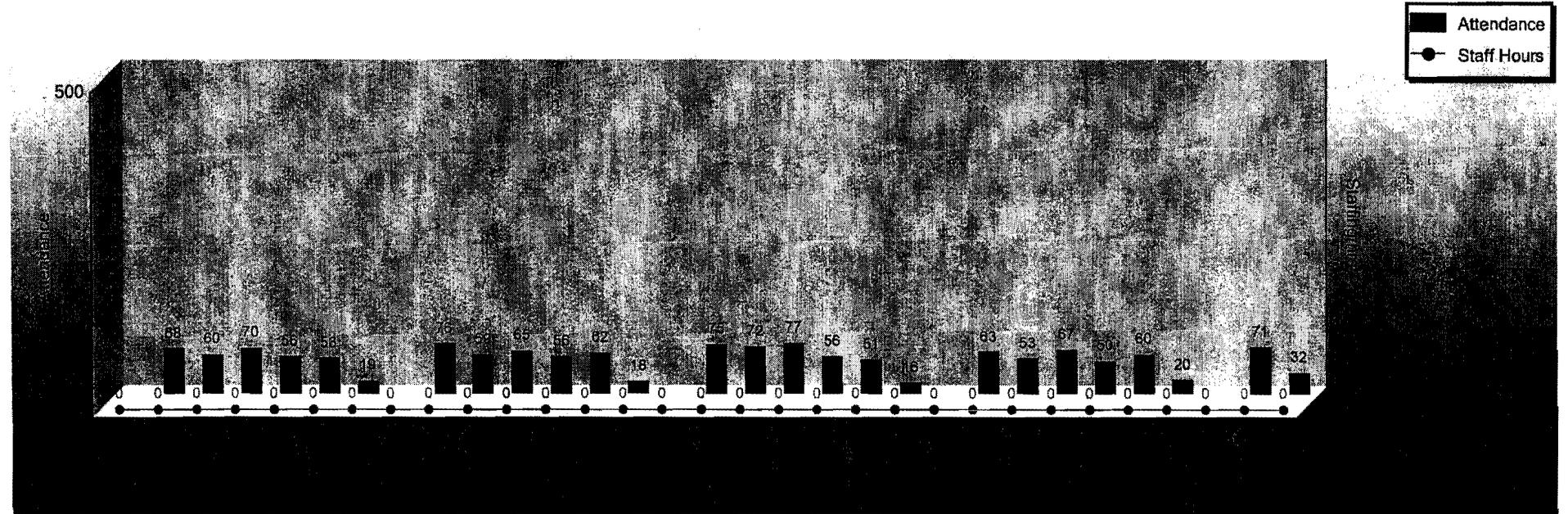
From: 1-Mar-2009 To: 31-Mar-2009

210 Central Ave. N. Suite 5  
Milaca  
MN  
56353

Phone (320) 983-5454

Milaca Curves for Women

## Attendance/Staffing By Day



4-11-06

To:  
The Milaca City Council

From:  
Rome Stonestrom  
8600 Hwy 95 NW  
Princeton, MN 55371  
763-389-4588

This letter concerns the city parking lot on the corner of Central Ave. and 2nd St. NW, across from the Midtown Plaza which I currently own. The parking lot was originally part of the Midtown Plaza property and was donated to the city by the previous owner about 10 years ago, with the purpose of being used as a city parking lot. I do feel that as long as the city accepted this donation, it does have a responsibility to act in good faith and continue to maintain this property as a city parking lot, and my preference would be that the property remain a city parking lot. However if needs be I would be willing to take back ownership of the parking lot. As this will be a cause of significant ongoing expense for me and will relieve the city of a burden, I would ask that the city cover the transfer costs, and as long as the city is equipped and does patching work anyway, I would ask that they patch up the holes in the parking lot in connection with this transfer. Thank you for giving this matter your consideration.

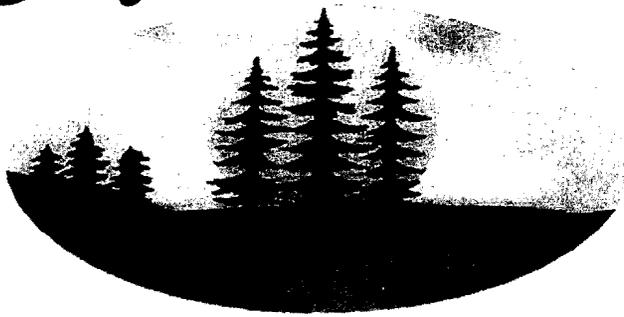
Sincerely,



Rome Stonestrom

# City of Milaca

255 First Street East  
Milaca, MN 56353



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

[www.cityofmilaca.org](http://www.cityofmilaca.org)

April 21, 2006

Mr. Rome Stonestrom  
8600 Highway 95 NW  
Princeton, MN 55371

Dear Mr. Stonestrom,

The Milaca City Council considered your letter at last night's meeting. After discussing the city's need for a location to deposit street sweepings, as well as a water and sewer line service connection to the building to the south, the council elected to keep the middle parcel in that north half of the block.

They agreed to sell you the 100'x100' eastern most parcel on that block for \$1, but the sale is "As-Is" with you paying any transfer costs. The city attorney could draft the quit claim deed, and I would estimate the total costs for that, state deed tax, and recording fees would be less than \$150.

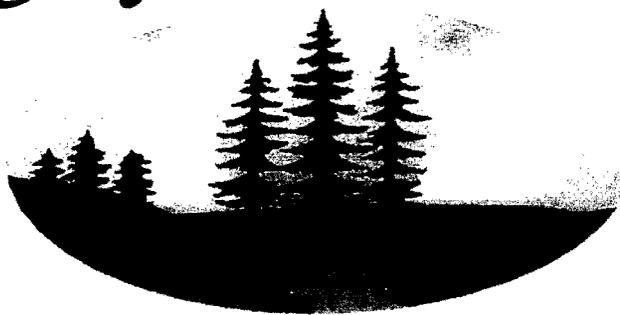
Please call me to let me know how you would like to proceed. My phone number is (320) 983-3141.

Sincerely,

Greg Lerud  
Milaca City Manager

# City of Milaca

255 First Street East  
Milaca, MN 56353



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

[www.cityofmilaca.org](http://www.cityofmilaca.org)

May 23, 2006

Rome Stonestrom  
8600 Highway 95 NW  
Princeton, MN 55371

Dear Rome,

I received a call from the owner of 120 Central Avenue North expressing his interest in the parking lot parcels south of Mid Town Plaza. He read the minutes of the April meeting and is interested in parcels for parking as well. The City Council discussed the situation last week, and they asked that I contact both of you to see if both interested parties would be willing to share the cost to pave those lots for parking. The city would also pay a portion of the cost of overlay, and then retain ownership and maintain them.

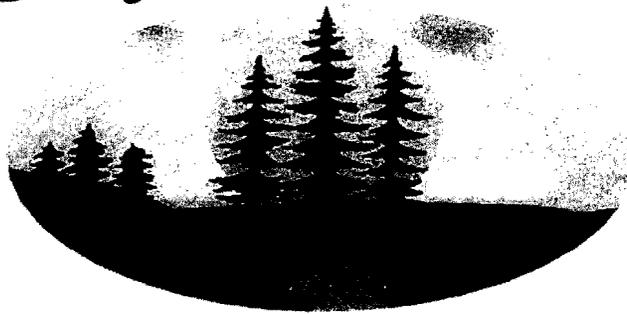
I do not anticipate we would pave the entire two parcels – probably the entire eastern-most lot and half the middle lot. I appreciate hearing your comments on this idea. Please stop in or call me at (320) 983-3141.

Sincerely,

  
Greg Lerud  
Milaca City Manager

# City of Milaca

255 First Street East  
Milaca, MN 56353



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

[www.cityofmilaca.org](http://www.cityofmilaca.org)

June 23, 2006

Rome Stonestrom  
8600 Highway 95 NW  
Princeton, MN 55371

Dear Rome,

I spoke with the city engineer regarding the paving of those lots north of your building – at the corner of Central Avenue and 2<sup>nd</sup> Street NW. The engineer estimated that it would cost \$12,000 per lot to pave. I doubt that we would pave both, but probably one and a half lots. Given that price, it seems to me to be too expensive at this time to consider paving it.

What the city will do is get in there and try and shape it up a little bit so it is more usable. If you have any questions, please stop in or call me at 983-3141.

Sincerely,

Greg Lerud  
Milaca City Manager

To the Milaca City Council:

Having moved out of the city limits of Milaca and not being eligible to remain on the city council, I respectfully submit my resignation.

I would like to say that it has been a privilege to serve the citizens of Milaca and I have greatly enjoyed working with the mayor Pete Pedersen and council members Wayne Bekius, Dave Dillan, Ken Muller, the retired council member Harry Totske and city manager Greg Lerud.

Respectfully submitted,  
Gary C. Judd

A handwritten signature in cursive script that reads "Gary C. Judd". The signature is written in dark ink and is positioned below the typed name.



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# Eagle Scout Leadership Service Project Workbook

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BOY SCOUTS  OF AMERICA®



BOY SCOUTS OF AMERICA

National Office  
1325 West Walnut Hill Lane  
P.O. Box 152079, Irving, Texas 75015-2079  
972-500-2000

## Message from the Chief Scout Executive

Congratulations, Life Scout.

In attaining the rank of Life Scout, you have had the opportunity to learn and master many skills. You've hiked and camped in good and not-so-good weather. You've learned to take care of yourself and others in the out-of-doors, as well as in your home community.

Before you now is the opportunity to master yet another set of skills. These skills are encompassed in the requirements for the rank of Eagle Scout. One of these requirements is your demonstration of leadership skills. You do so by planning and carrying out an Eagle Scout leadership service project.

This Eagle Scout Leadership Service Project Workbook will help you meet this requirement. You will use this workbook to plan, receive the necessary approvals, carry out, and then report on the completion of your project.

After completing your project and all the other requirements for the rank of Eagle Scout, complete the following steps:

1. Review the Eagle Scout Rank Application. Note that you will need to list references of people who will speak on your behalf. You will also need to prepare a statement about yourself.
2. Fill out the Eagle Scout Rank Application. Ask your unit leader and/or unit advancement committee person to assist you.
3. Secure the signatures of your unit leader and unit committee chairman. Their signatures indicate approval and recommendation by your unit.
4. Submit your Eagle Scout Rank Application and the statement about yourself with your Leadership Service Project Workbook to your local council service center.

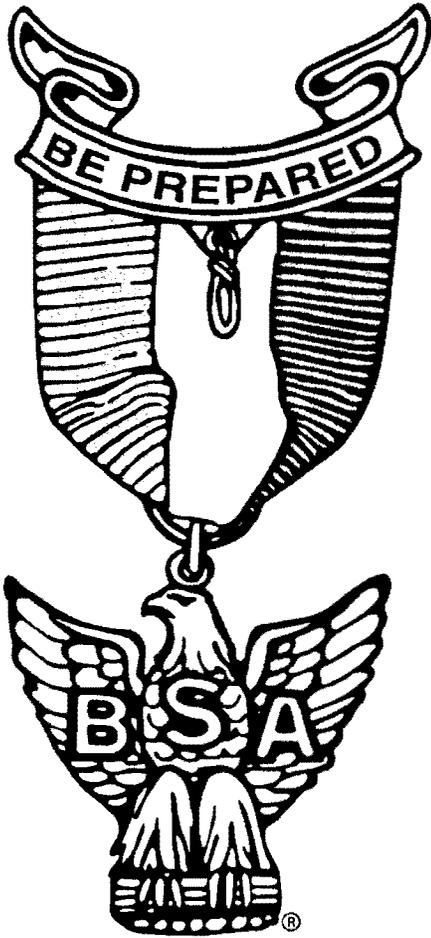
The contents of your application will be certified and the references you have listed will be contacted. After certification and reference verification, you will be contacted by the Eagle Scout board of review chairman, who will set your board of review date.

Eagle Scouts are recognized as a group of men who are outstanding in all that Scouting represents. I encourage you to become a member of this elite group.

Sincerely,

Robert J. Mazzuca  
Chief Scout Executive

# Eagle Scout Leadership Service Project Workbook



Edward Yost

Scout's name

Address

Telephone No.

Date of birth

E-mail (optional)

Troop 19

Unit No.

Gateway

District

Central Minnesota Council

Local council

Dean Angermeier

Unit leader's name

Address

Telephone No.

Donna Angermeier

Unit advancement committee person's name

Address

Telephone No.

# Your Eagle Scout Leadership Service Project

## How to Start

You have earned the Life Scout rank and are ready to begin your Eagle Scout leadership service project. This workbook will help you plan and record your progress and complete and submit a final report.

## The Requirement

As stated in the *Boy Scout Handbook*: While a Life Scout, plan, develop, and give leadership to others in a service project helpful to your religious institution, school, or your community. (The project should benefit an organization other than the BSA.) The project plan must be approved by the organization benefiting from the effort, your unit leader (Scoutmaster, Varsity Scout Coach, Venturing crew Advisor), unit committee, and by the council or district advancement committee before you start. You must use the Eagle Scout Leadership Service Project Workbook, No. 18-927E, or this online equivalent, in meeting this requirement.

## Originality

Does the leadership service project for Eagle have to be original, perhaps something you dream up that has never been done before? The answer: No, but it certainly could be. You may pick a project that has been done before, but you must accept responsibility for planning, directing, and following through to its successful completion.

## Limitations

- Routine labor (a job or service normally rendered) should not be considered.
- Projects involving council property or other BSA activities are not acceptable.
- Projects may not be performed for businesses.
- Projects may not be of a commercial nature.
- Projects may not be a fund-raiser. Fund-raising is permitted only for securing materials needed to carry out the project.
- Donors to projects must be made aware of what entity is benefiting from the project, and that it clearly is not the Boy Scouts of America.
- Any funds raised for a project and not used for the purchase of project materials must be returned to the donors.

## Size

How big a project is required? There are no specific requirements, as long as the project is helpful to a religious institution, school, or community. The amount of time spent by you in planning your project and the actual working time spent in carrying out the project should be as much as is necessary for you to demonstrate your leadership of others.

## Examples

A look at some projects other Scouts have done for their Eagle Scout Award illustrates that your project can be to construct something or can be to render a service. Scouts have

- Made trays to fasten to wheelchairs for veterans with disabilities at a Veterans Administration hospital.
- Collected used books and distributed them to people in the community who wanted and needed, but could not afford, books.
- Built a sturdy footbridge across a brook to make a safe shortcut for children between their homes and school.
- Collected and repaired used toys and gave them to a home for children with disabilities.
- Organized and operated a bicycle safety campaign. This involved a written safety test, equipment safety check, and a skills contest in a bike rodeo.
- Surveyed the remains of an old Spanish mission and prepared an accurate map relating it to the present church.
- Built a “tot lot” in a big city neighborhood and set up a schedule for Boy Scouts to help run it.
- Set up a community study center for children who needed a place to do schoolwork.
- Trained fellow students as audiovisual aides for their school. Arranged for more than 200 hours of audiovisual work.
- Prepared plans for a footbridge on a trail in a national forest. Worked with rangers to learn the skills necessary to build the structure, gathered materials and tools, and then directed a Scout work group to do the construction.

## Approvals

### Before You Start

The project plan must be reviewed and approved by the beneficiary of the project, your unit leader, the unit committee, and the council or district advancement committee before the project is started.

The following questions must be answered before giving this approval:

- What is the project you are planning?
- Who will benefit from the project?
- How will they benefit?
- What representative of the project’s beneficiary will be contacted for guidance in planning the project?
- What are the project planning details?

Remember, the project must be approved before you begin, so make sure all signatures have been secured before you start the project. You must be a Life Scout before you begin an Eagle Scout leadership service project.

## **After Completion**

Although your project was preapproved by the project's beneficiary, your unit leader, the unit committee, and the council or district advancement committee before it was begun, the Eagle Scout board of review must approve the manner in which it was carried out. The following must be answered:

- In what ways did you demonstrate leadership of others?
- Give examples of how you directed the project rather than doing the work yourself.
- In what way did the religious institution, school, or community group benefit from the project?
- Did the project follow the plan?
- If changes to the plan were made, explain why the changes were necessary.

## **Filling Out the Form**

As you plan and carry out your leadership service project, use this workbook to record your plans and progress. Remember that others will be reading these pages. You should print, type, or write legibly using black or blue ink. Complete the form on a computer if you have access to an electronic version. You may add as many pages as needed to thoroughly complete the workbook.

## **National Eagle Scout Association**

The National Eagle Scout Association was created in 1972 with the express purpose of bringing together Eagle Scouts of all ages so that they may be of greater service to themselves, their local councils, and their communities, thereby conserving and developing the human resources potential represented by those who hold Scouting's highest rank.

When you receive your Eagle badge, you will be eligible for membership in this elite association. You should give it serious consideration. Applications are available from your local council service center.

# Project Description

Project name: Picnic Table repair- Milaca Municipal Airport.

Describe the project you plan to do.

My project will be to repair, repaint, and overall restore used city picnic tables that have been donated to the Milaca Airport. The Milaca Airport commission has asked that I manage a project consisting of renovating and replacing bad boards, then sand and repaint these tables.

I will go to a local lumber yard and talk about donating the required materials for this project.

I will be organizing the Boy Scouts from Troop 19 to provide a labor needed to complete this project.

What group will benefit from the project?

City of Milaca, Milaca Municipal Airport

(320) 983-3141

Name of religious institution, school, or community

Telephone No.

Street address

City

State

Zip code

My project will be of benefit to the group because:

The Milaca Airport owned by City of Milaca. This will provide seating for viewing of Flying Airplanes. Annually the Airport has a Fly In Breakfast where these tables will provide additional seating for eating at the Fly-In Breakfast that the Community is invited to attend.

This concept was discussed with my unit leader on: 4/22/09  
Date

The project concept was discussed with the following representative of the group that will benefit from the project.

Ken Mugler	4/22/09
Representative's name	Date of meeting
Chairmen Milaca Munipal Airport Commission	
Representative's title	Phone No.

## Project Details

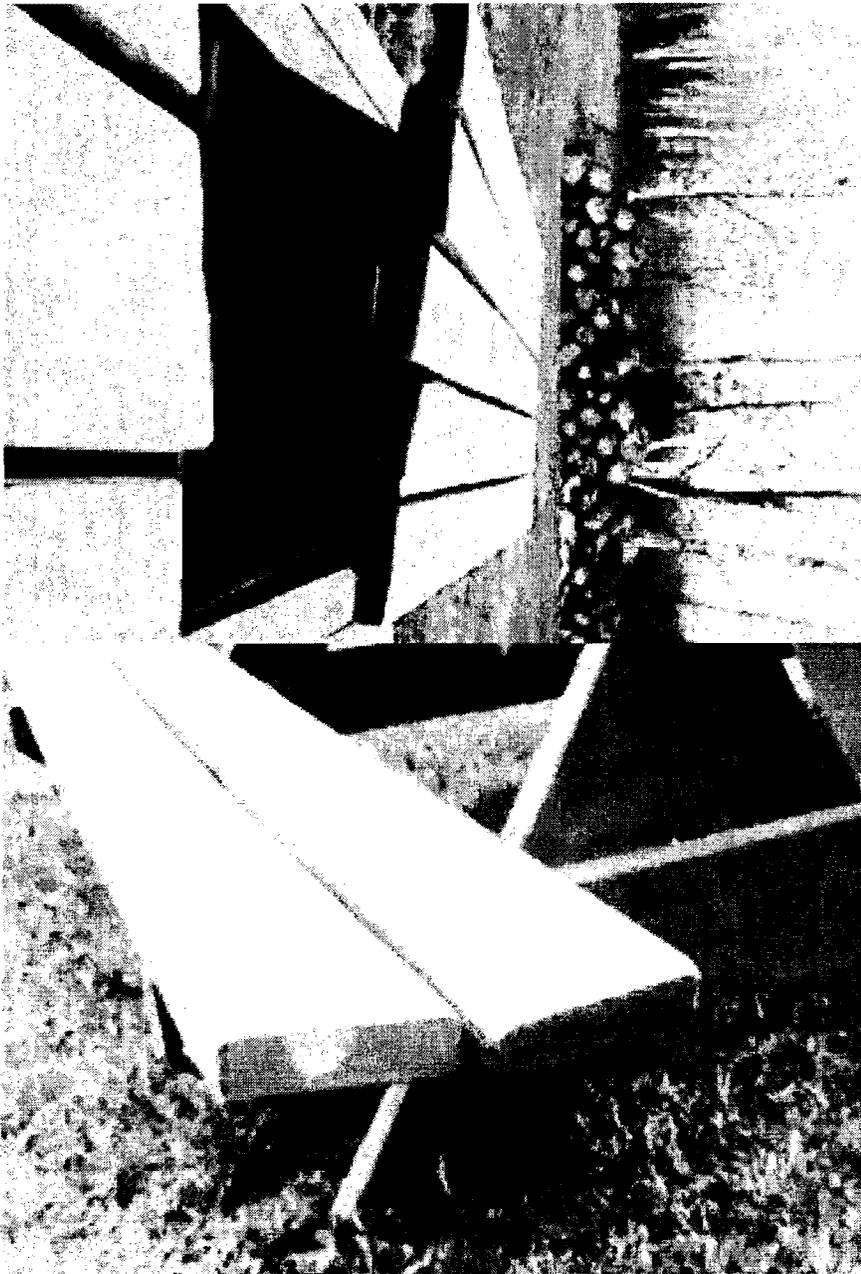
Plan your work by describing the present condition, the method, materials to be used, project helpers, and a time schedule for carrying out the project, the estimated cost of the project, and how the needed funds will be obtained. Describe any safety hazards you might face, and explain how you will ensure the safety of those carrying out the project.

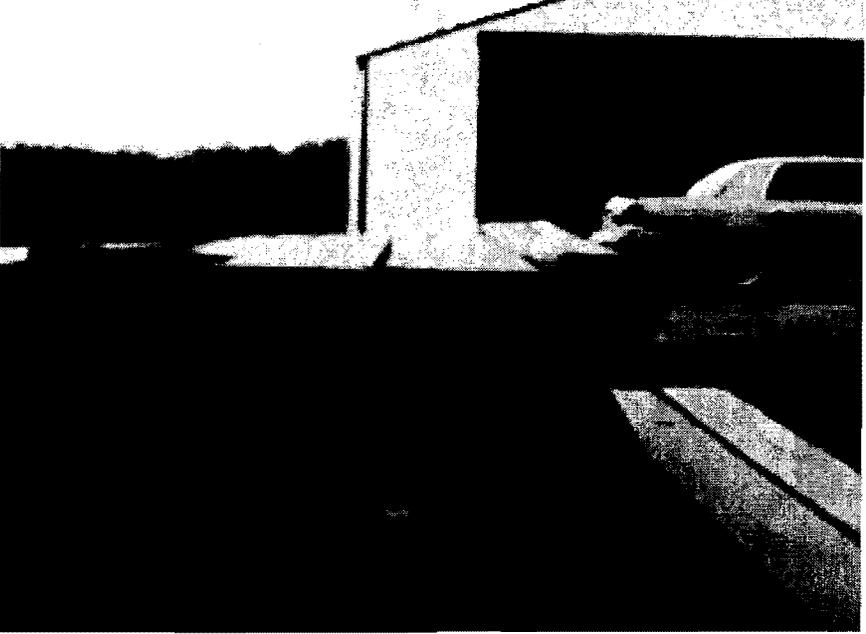
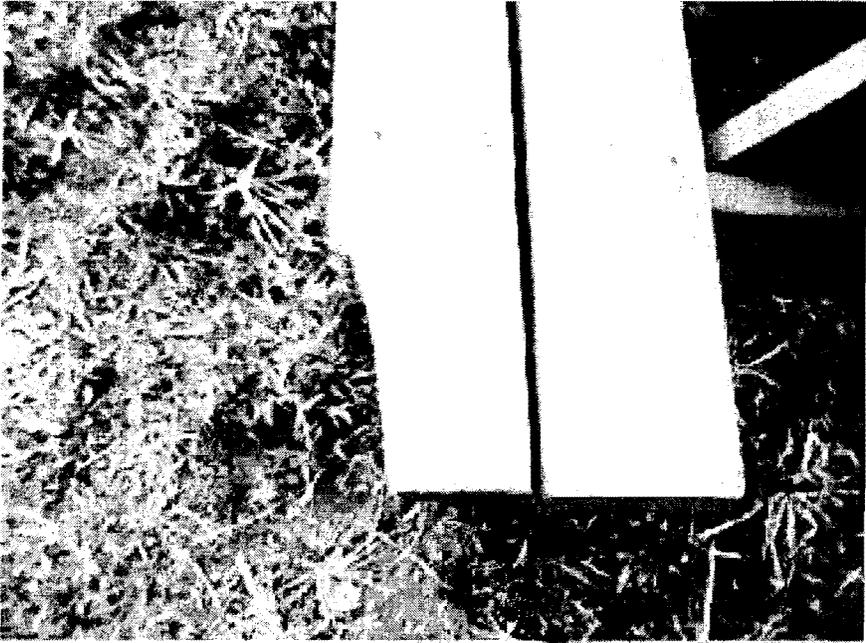
If appropriate, include photographs of the area before you begin your project. Providing before-and-after photographs of your project area can give a clear example of your effort.

These donated tables are in dire need of some repair, and can be salvaged for further public use. The Tables are warped, chipped, and twisted. The paint is falling off, and the rest of the boards are in need of some sanding.

In this project we will remove the warped boards and replace them with new 2x6 boards. replacing all nails with Galvanized screws. In addition we will also sand and repaint the structure of the table.

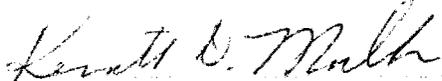
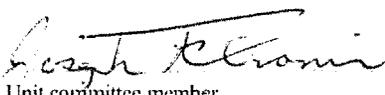
**“Before” Photographs**





## Approval Signatures for Project Plan

Project plans were reviewed and approved by:

	5/6/09		5/6/09
Religious institution, school, or community representative	Date	Scoutmaster/Coach/Advisor	Date
	5/6/09		
Unit committee member	Date	Council or district advancement committee member	Date

**Important Note:** You may proceed with your leadership service project only when you have:

- Completed all the above mentioned planning details
- Shared the project plans with the appropriate persons
- Obtained approval from the appropriate persons

## Carrying Out the Project

Record the progress of your project. Keep a record of how much time you spend planning and carrying out the project. List who besides yourself worked on the project, the days they worked, the number of hours they worked each day, and the total length of time others assisted on the project.

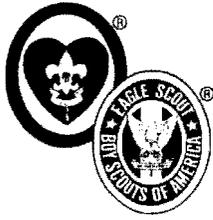
If appropriate, list the type and cost of any materials required to complete the project. If your original project plan changes at any time, be sure to document what the change was and the reason for the change.

### Hours I Spent Working on the Project

The length of time spent should be as adequate as is necessary for you to demonstrate your leadership of two or more individuals in planning and carrying out your project.

Hours I spent:

Planning the project:	
Carrying out the project:	
Total hours I spent working on the project:	



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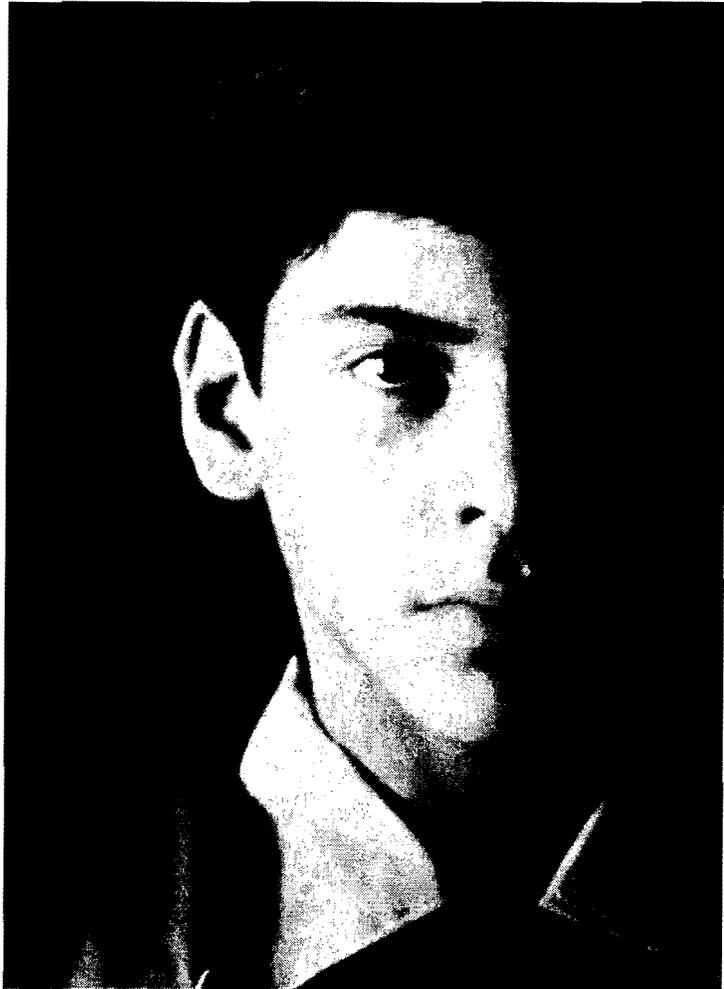
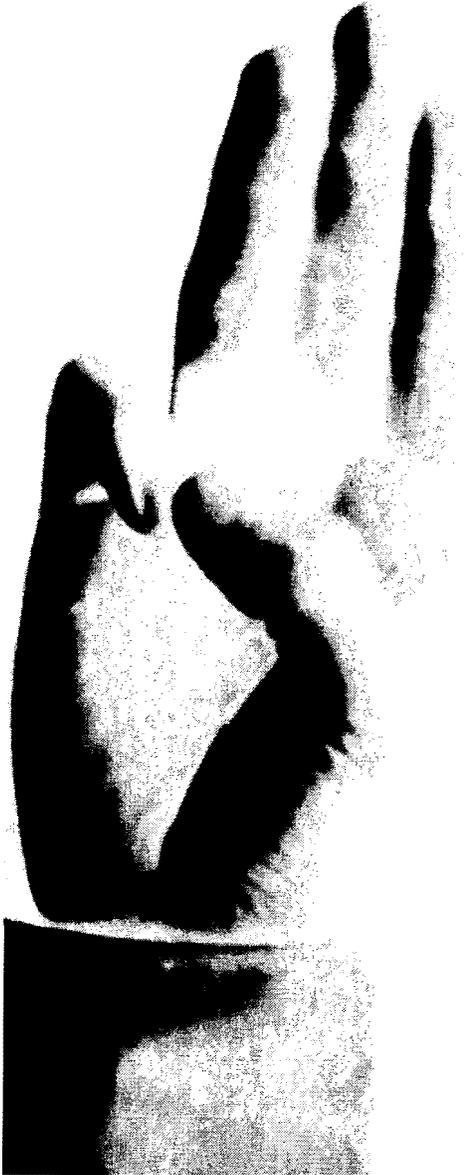
# Eagle Scout

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# Leadership Service

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# Project Workbook



BOY SCOUTS  OF AMERICA®



BOY SCOUTS OF AMERICA  
National Office  
1325 West Walnut Hill Lane  
P.O. Box 152079, Irving, Texas 75015-2079  
972-580-2000

## Message from the Chief Scout Executive

Congratulations, Life Scout.

In attaining the rank of Life Scout, you have had the opportunity to learn and master many skills. You've hiked and camped in good and not-so-good weather. You've learned to take care of yourself and others in the out-of-doors, as well as in your home community.

Before you now is the opportunity to master yet another set of skills. These skills are encompassed in the requirements for the rank of Eagle Scout. One of these requirements is your demonstration of leadership skills. You do so by planning and carrying out an Eagle Scout leadership service project.

This Eagle Scout Leadership Service Project Workbook will help you meet this requirement. You will use this workbook to plan, receive the necessary approvals, carry out, and then report on the completion of your project.

After completing your project and all the other requirements for the rank of Eagle Scout, complete the following steps:

Review the Eagle Scout Rank Application. Note that you will need to list references of people who will speak on your behalf. You will also need to prepare a statement about yourself.

Fill out the Eagle Scout Rank Application. Ask your unit leader and/or unit advancement committee person to assist you.

Secure the signatures of your unit leader and unit committee chairman. Their signatures indicate approval and recommendation by your unit.

Submit your Eagle Scout Rank Application and the statement about yourself with your Leadership Service Project Workbook to your local council service center.

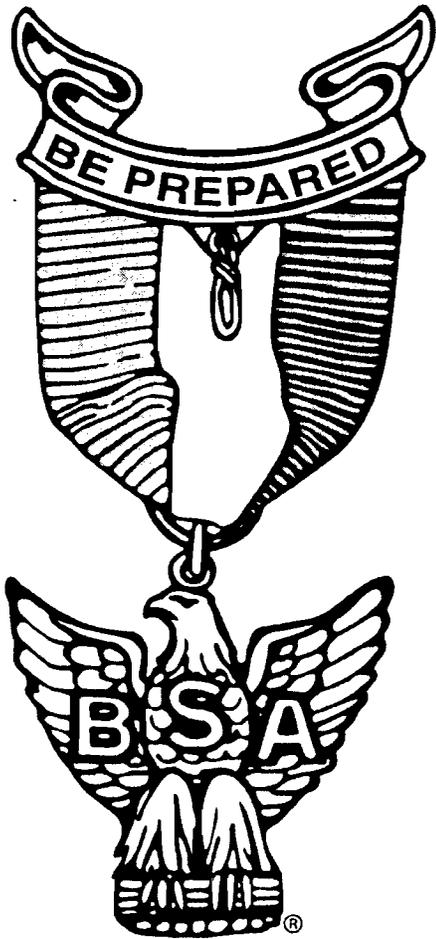
The contents of your application will be certified and the references you have listed will be contacted. After certification and reference verification, you will be contacted by the Eagle Scout board of review chairman, who will set your board of review date.

Eagle Scouts are recognized as a group of men who are outstanding in all that Scouting represents. I encourage you to become a member of this elite group.

Sincerely,

Robert J. Mazzuca  
Chief Scout Executive

# Eagle Scout Leadership Service Project Workbook



Carl Cronin

Scout's name

Address

Telephone No.

Date of birth

E-mail (optional)

19

Unit No.

Gateway

District

North Star

Local council

Dean Angermeier

Unit leader's name

Address

Telephone No.

Donna Angermeier

Unit advancement committee person's name

Address

Telephone No.

## Your Eagle Scout Leadership Service Project

### How to Start

You have earned the Life Scout rank and are ready to begin your Eagle Scout leadership service project. This workbook will help you plan and record your progress and complete and submit a final report.

### The Requirement

As stated in the *Boy Scout Handbook*: While a Life Scout, plan, develop, and give leadership to others in a service project helpful to your religious institution, school, or your community. (The project should benefit an organization other than the BSA.) The project plan must be approved by the organization benefiting from the effort, your unit leader (Scoutmaster, Varsity Scout Coach, Venturing crew Advisor), unit committee, and by the council or district advancement committee before you start. You must use the Eagle Scout Leadership Service Project Workbook, No. 18-927E, or this online equivalent, in meeting this requirement.

### Originality

Does the leadership service project for Eagle have to be original, perhaps something you dream up that has never been done before? The answer: No, but it certainly could be. You may pick a project that has been done before, but you must accept responsibility for planning, directing, and following through to its successful completion.

### Limitations

Routine labor (a job or service normally rendered) should not be considered. Work involving council property or other BSA activity is not permitted. The project also may not be performed for a business or an individual, be of a commercial nature, or be a fund-raiser. (*Fund-raising is permitted only for securing materials or supplies needed to carry out your project.*)

### Size

How big a project is required? There are no specific requirements, as long as the project is helpful to a religious institution, school, or community. The amount of time spent by you in planning your project and the actual working time spent in carrying out the project should be as much as is necessary for you to demonstrate your leadership of others.

### Examples

A look at some projects other Scouts have done for their Eagle Scout Award illustrates that your project can be to construct something or can be to render a service. Scouts have

- Made trays to fasten to wheelchairs for veterans with disabilities at a Veterans Administration hospital.
- Collected used books and distributed them to people in the community who wanted and needed, but could not afford, books.
- Built a sturdy footbridge across a brook to make a safe shortcut for children between their homes and school.
- Collected and repaired used toys and gave them to a home for children with disabilities.
- Organized and operated a bicycle safety campaign. This involved a written safety test, equipment safety check, and a skills contest in a bike rodeo.
- Surveyed the remains of an old Spanish mission and prepared an accurate map relating it to the present church.
- Built a "tot lot" in a big city neighborhood and set up a schedule for Boy Scouts to help run it.
- Set up a community study center for children who needed a place to do schoolwork.
- Trained fellow students as audiovisual aides for their school. Arranged for more than 200 hours of audiovisual work.
- Prepared plans for a footbridge on a trail in a national forest. Worked with rangers to learn the skills necessary to build the structure, gathered materials and tools, and then directed a Scout work group to do the construction.

### Approvals

#### Before You Start

The project plan must be reviewed and approved by the beneficiary of the project, your unit leader, the unit committee, and the council or district advancement committee before the project is started. The following questions must be answered before giving this approval:

- What is the project you are planning?
- Who will benefit from the project?
- How will they benefit?
- What representative of the project's beneficiary will be contacted for guidance in planning the project?
- What are the project planning details?

Remember, the project must be approved before you begin, so make sure all signatures have been secured before you start the project. You must be a Life Scout before you begin an Eagle Scout leadership service project.

### **After Completion**

Although your project was preapproved by the project's beneficiary, your unit leader, the unit committee, and the council or district advancement committee before it was begun, the Eagle Scout board of review must approve the manner in which it was carried out. The following must be answered:

- In what ways did you demonstrate leadership of others?
- Give examples of how you directed the project rather than doing the work yourself.
- In what way did the religious institution, school, or community group benefit from the project?
- Did the project follow the plan?
- If changes to the plan were made, explain why the changes were necessary.

### **Filling Out the Form**

As you plan and carry out your leadership service project, use this workbook to record your plans and progress. Remember that others will be reading these pages. You should print, type, or write legibly using black or blue ink. Complete the form on a computer if you have access to an electronic version. You may add as many pages as needed to thoroughly complete the workbook.

### **National Eagle Scout Association**

The National Eagle Scout Association was created in 1972 with the express purpose of bringing together Eagle Scouts of all ages so that they may be of greater service to themselves, their local councils, and their communities, thereby conserving and developing the human resources potential represented by those who hold Scouting's highest rank.

When you receive your Eagle badge, you will be eligible for membership in this elite association. You should give it serious consideration. Applications are available from your local council service center.

# Project Description

Describe the project you plan to do.

My project I am planning on doing will consist of myself working with the managers at the Milaca Municipal Airport to design, and lay, paving block for a patio outside of the airports Pilot house for visiting pilots, and do minor landscaping following the project.

We will be provided with the bricks from the airport, if all funding does not come through, I may have to assist in fund raising for the Materials. The Airport Managers and I will plan the size, design, and mark the patio area. The city of Milaca will prepare the area for the Patio Paving Blocks as laid out by myself and the Airport Managers. Following the city preparing the ground I will organize the members of Troop 19 Boy Scouts and lay the paving block for the patio. After laying the pavers we will be laying black dirt along the outside and seeding it.

I anticipate spending a couple weeks for planning and getting the site ready to lay the blocks. Once the site is prepared we will be spending a Saturday laying the patio pavers down and then another Saturday to complete the Landscaping.

What group will benefit from the project?

Milaca Area Municipal Airport	Airport Manager: (320) 983-6547
Name of religious institution, school, or community	Telephone No.
Milaca	Minnesota 56353
Street address	City State Zip code

My project will be of benefit to the group because:

*(This box may be adjusted to fit your description.)*

This Project will benefit the City of Milaca local municipal airport along with the pilots, visitors to the area and local community members who visit the airport. This will offer a nice place for these people to rest and relax, and will add beauty go the airport. This project will also provide benefits many of the scouts in my troop that need service project time to advance in rank.. With the airport being in a wooded area it also serves as a park and a patio will offer a place for people to come and watch nature in our community.

This concept was discussed with my unit leader on:

4/22/09

Date

The project concept was discussed with the following representative of the group that will benefit from the project.

KENNETH D. MILLER

Representative's name

4/22/09

Date of meeting

CHAIRMAN, MILACA AIRPORT COMMISSION

Representative's title

Phone No.

## Project Details

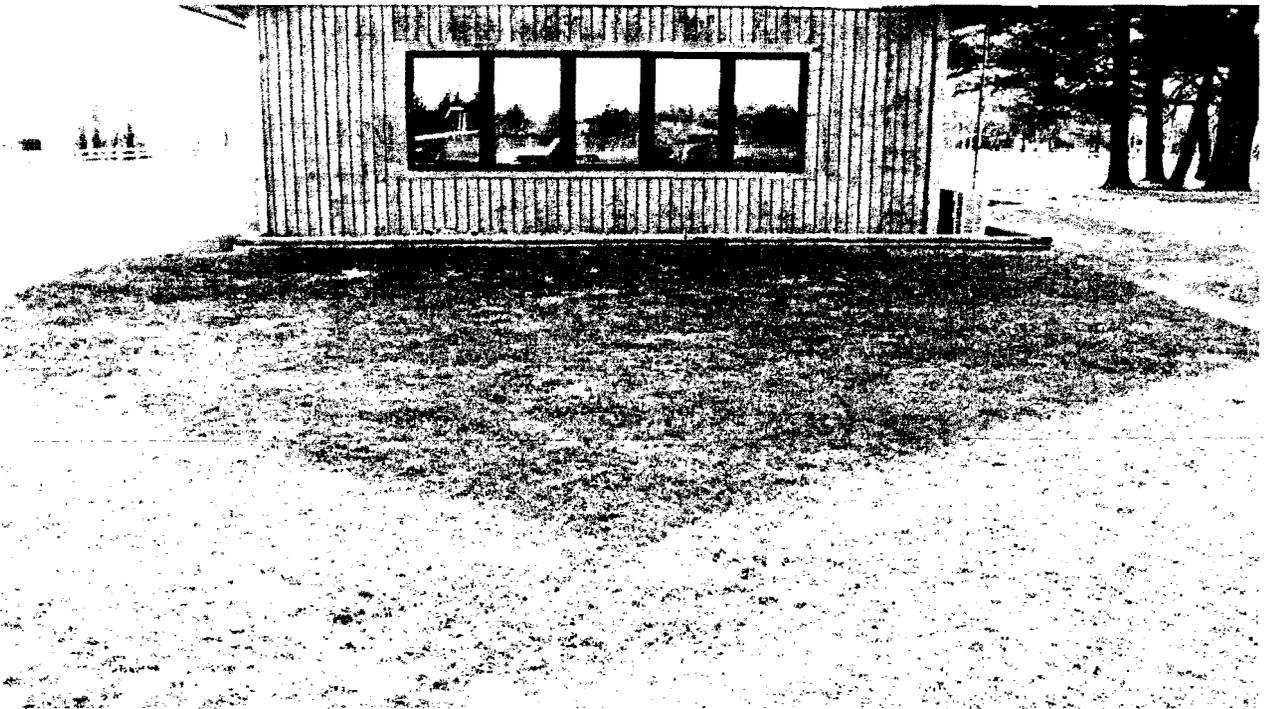
Plan your work by describing the present condition, the method, materials to be used, project helpers, and a time schedule for carrying out the project, the estimated cost of the project, and how the needed funds will be obtained. Describe any safety hazards you might face, and explain how you will ensure the safety of those carrying out the project.

If appropriate, include photographs of the area before you begin your project. Providing before-and-after photographs of your project area can give a clear example of your effort.

*(This box may be adjusted to fit your description.)*

Right now in from of the Pilot House at the airport it is just a grassy area, and a newly dug well in the ground. Following the planning phase the city will be preparing the ground by removing some of the top soil and placing sand on top and compacting it. My troop and I will then go in with the pavers donated and laying them down. After laying all the pavers we will put sand on top and sweep that into the cracks so it will last much longer. The materials we will be using will be sand, pavers, and dirt. The helpers for this project will be my troop, my self, city workers for preparing the work site so we can lay pavers, and airport managers to help plan the project. I plan on spending a few sessions with the airport managers designing the patio, and marking the area it will be in. Then a Saturday actually doing the project itself with the help of my troop in shifts. Finally conclude with minor landscaping around the finished patio by putting black dirt around the patio and replanting grass seed. There does not seem to be any safety hazards involved with this project, but just in case we will have a first aid kit with us.

**“Before” Photographs**





## Approval Signatures for Project Plan

Project plans were reviewed and approved by:

<p><i>Kenneth D. Malt</i>          Religious institution, school, or community representative</p>	<p><i>5/6/09</i>          Date</p>	<p><i>Debra Angeri</i>          Scoutmaster/Coach/Advisor</p>	<p><i>5/6/09</i>          Date</p>
<p><i>Charles Lyet</i>          Unit committee member</p>	<p><i>5/6/09</i>          Date</p>	<p>Council or district advancement committee member</p>	<p>Date</p>

**Important Note:** You may proceed with your leadership service project only when you have:

- Completed all the above mentioned planning details
- Shared the project plans with the appropriate persons
- Obtained approval from the appropriate persons

## Carrying Out the Project

Record the progress of your project. Keep a record of how much time you spend planning and carrying out the project. List who besides yourself worked on the project, the days they worked, the number of hours they worked each day, and the total length of time others assisted on the project.





## Changes

List any changes made to the original project plan and explain why those changes were made.

*(This box may be adjusted to fit your description.)*

## “After” Photographs

Including photographs of your completed project (along with the “before” photographs) helps present a clearer overall understanding of your effort.

## Approvals for Completed Project

Start date of project:

Completion date of project:

The project was started and has been completed since I received the Life Scout rank, and is respectfully submitted for consideration.

.....  
Applicant's signature

.....  
Date

This project was planned, developed, and carried out by the candidate.

.....  
Signature of Scoutmaster/Coach/Advisor

.....  
Date

.....  
Signature of the representative of religious institution, school, or community

.....  
Date

# The 12 Steps From Life to Eagle

The following 12 steps have been outlined to ensure a smooth procedure for the Scout, the unit leadership, the local council, and the volunteers who are to conduct the board of review. Eagle candidates should share these steps with their unit leader so that they can fully understand the procedures that must be followed.

1. In order to advance to the rank of Eagle, a candidate must complete all requirements of tenure; Scout spirit; merit badges; positions of responsibility; while a Life Scout, plan, develop, and provide leadership to others in a service project; and the Scoutmaster conference.
2. Using the Eagle Scout Leadership Service Project Workbook, the candidate must select his Eagle service project and have the project concept approved by his unit leader, his unit committee, and the benefactor of the project, and reviewed and approved by the council or district advancement committee. This workbook must be used in meeting this requirement.
3. It is imperative that all requirements for the Eagle Scout rank except the board of review be completed prior to the candidate's 18th birthday. When all requirements except the board of review for the rank of Eagle, including the leadership service project, have been completed, the Eagle Scout Rank Application must be completed and sent to the council service center promptly. (Youth members with disabilities should meet with their unit leader regarding time extensions.)
4. The application should be signed by the unit leader at the proper place. The unit committee reviews and approves the record of the Eagle candidate before the application is submitted to the local council. If a unit leader or unit committee fails to sign or otherwise approve an application, the Eagle candidate may still be granted a board of review. The failure of a unit leader or unit committee to sign an application may be considered by the board of review in determining the qualification of the Eagle candidate.
5. When the completed application is received at the council service center, its contents will be verified and the references contacted. The council advancement committee or its designee contacts the person listed as a reference on the Eagle Scout Rank Application either by letter, form, or telephone checklist. The council determines the method or methods to be used. The candidate should have contacted those individuals listed as references before including their names on the application. The candidates should not be involved personally in transmitting any correspondence between persons listed as references and the council service center.
6. The Eagle Scout Leadership Service Project Workbook, properly filled out, must be submitted with the application.
7. After the contents of an application have been verified and appropriately signed, the application, Eagle Scout Leadership Service Project Workbook, and references will be returned from the council service center to the chairman of the Eagle board of review so that a board of review may be scheduled. Under no circumstances should a board of review be scheduled until the application is returned to the chairman of the Eagle board of review. Reference checks that are forwarded with the application are confidential, and their contents are not to be disclosed to any person who is not a member of the board of review.
8. The board of review for an Eagle candidate is composed of at least three but not more than six members. One member serves as chairman. Unit leaders, assistant unit leaders, relatives, or guardians may not serve as members of a Scout's board of review. The board of review members should convene at least 30 minutes before the candidate appears in order to review the application, reference checks, and leadership service project report. At least one district or council advancement representative must be a member of the Eagle board of review if the board of review is conducted on a unit level. A council or district may designate more than one person to serve as a member of Eagle boards of review when requested to do so by the unit. It is not required that these persons be members of the advancement committee; however, they must have an understanding of the importance of the Eagle board of review.
9. The candidate's unit leader introduces him to the members of the board of review. The unit leader may remain in the room, but does not participate in the board of review. The unit leader may be called on to clarify a point in question. In no case should a relative or guardian of the candidate attend the review, even as a unit leader. There is no set of questions that an Eagle candidate should be asked. However, the board should be assured of the candidate's participation in the program. This is the highest award that a Scout may achieve and, consequently, a thorough discussion of his successes and experiences in Scouting should be considered. After the review, the candidate and his unit leader leave the room while the board members discuss the acceptability of the candidate as an Eagle Scout. **The decision must be unanimous.** If the candidate meets the requirements, he is asked to return and is informed that he will receive the board's recommendation for the Eagle Scout rank. If the candidate does not meet the requirements, he is asked to return and told the reasons for his failure to qualify. A discussion should be held with him as to how he may meet the requirements within a given period. Should the applicant disagree with the decision, the appeal procedures should be explained to him. A

follow-up letter must be sent to the Scout confirming the agreements reached on the action(s) necessary for the advancement. If the Scout chooses to appeal, the board should provide the name and address of the person he is to contact. (See "Appealing a Decision" in the *National BSA Policies and Procedures*, No. 33088D.)

10. Immediately after the board of review and after the application has been appropriately signed, the application, the service project report, references, and a properly completed Advancement Report are returned to the council service center.

11. When the application arrives at the council service center, the Scout executive signs it to certify that the proper procedure has been followed and that the board of review has recommended the candidate for the Eagle Scout rank. This workbook and references are retained by the council. The workbook may be returned to the Scout after council approval.

**Only the Eagle Scout Rank Application is forwarded to the national Eagle Scout Service.**

12. The Eagle Scout Service screens the application to ascertain information such as proper signature, positions of responsibility, tenure between ranks, and age of the candidate. Any item not meeting national standards will cause the application to be returned for more information. If the application is in order, the Scout is then certified as an Eagle Scout by the Eagle Scout Service on behalf of the National Council. Notice of approval is given by sending the Eagle Scout certificate to the local council. The date used on the certificate will be the date of the board of review. The Eagle Award must not be sold or given to any unit until after the certificate is received by the council service center. The Eagle Scout court of honor should not be scheduled until the local council receives the Eagle Scout rank credentials.



Minnesota Department of Transportation

District 3  
7694 Industrial Park Road  
Baxter, MN 56425-8096

Tel: 218/828-5700  
Fax: 218/828-5814  
Toll Free: 1/800/657-3971

April 21, 2009

City of Milaca  
255 1<sup>st</sup> SE E  
Milaca, MN 56353

RE: Detour Route  
S.P. 4801-20 (TH 23)  
Bridge Replacement Project over the Rum River on TH 23

Dear City Official:

A project on Trunk Highway (TH) 23 west of Milaca is currently scheduled to begin in July. The proposed work includes replacing the bridge over the Rum River. It is anticipated that the bridge replacement project will be completed by the end of September.

To accomplish the proposed bridge replacement, traffic will need to be detoured. We are planning to utilize Mille Lacs County's State Aid Highway 5 and 8 as the official detour route. The current plan is to utilize the detour for approximately three months between July and the end of September. A map indicating the proposed official detour route is attached.

The purpose of this letter is to inform you of the Minnesota Department of Transportation's policy regarding unofficial road detours. If you suspect that some of your city roads may be used as part of an unofficial detour, please refer to the attached document outlining the policy.

If you have any questions or concerns, please feel free to call me at (218) 828-5749.

Sincerely,

A handwritten signature in cursive script that reads "Darren Nelson".

Darren Nelson  
District Soils Engineer

Enclosures:  
Unofficial Detour Policy Outline  
Detour Route Map

cc:  
Calvin Puttbrese – Mn/DOT Baxter  
Jim Labo – Mn/DOT St. Cloud  
Maryanne Kelly-Sonnek – MS 682

An equal opportunity employer

# MEMO

April 29, 2009

To: City Council  
From: Marshall Lind  
Building Official

RE: Building Permit Fee Changes

		<b>Permit Fee</b>	<b>Plan Review</b>	<b>State Surch</b>	<b>Total</b>
1994	<b>\$3,000</b>	\$75.50	\$49.08	\$1.50	<b>\$ 126.08</b>
1997	<b>\$3,000</b>	\$83.25	\$54.11	\$1.50	<b>\$ 138.86</b>
1994	<b>\$10,000</b>	\$163.00	\$105.95	\$5.00	<b>\$ 273.95</b>
1997	<b>\$10,000</b>	\$181.25	\$117.81	\$5.00	<b>\$ 304.06</b>
1994	<b>\$50,000</b>	\$574.75	\$373.59	\$25.00	<b>\$ 973.34</b>
1997	<b>\$50,000</b>	\$644.25	\$418.76	\$25.00	<b>\$ 1,088.01</b>
1994	<b>\$100,000</b>	\$887.25	\$576.71	\$50.00	<b>\$ 1,513.96</b>
1997	<b>\$100,000</b>	\$993.75	\$654.94	\$50.00	<b>\$ 1,689.69</b>
1994	<b>\$200,000</b>	\$1,387.25	\$ 901.71	\$100.00	<b>\$ 2,388.96</b>
1997	<b>\$200,000</b>	\$1,553.75	\$1,009.94	\$100.00	<b>\$ 2,663.69</b>
1994	<b>\$500,000</b>	\$2,887.25	\$1,876.71	\$250.00	<b>\$ 5,013.96</b>
1997	<b>\$500,000</b>	\$3,233.75	\$2,101.94	\$250.00	<b>\$ 5,585.69</b>

Marshall Lind  
Building Official

**ORDINANCE NO. 384**

**AN ORDINANCE REGULATING THE FEE SCHEDULE FOR BUILDING PERMITS AND PLAN REVIEW FEES**

**THE CITY COUNCIL OF THE CITY OF MILACA, MINNESOTA DOES ORDAIN AS FOLLOWS:**

**Permit Fees**

The applicant for a permit shall provide an estimated construction value at the time of application, except for fixed fees. Permit valuations shall include total value of all construction work, including materials and labor, for which the permit is being issued, such as gas, mechanical, plumbing equipment, and permanent systems. The building official shall make the final determination of value.

Valuation is based on the most current valuation provided by the ICC via State of Minnesota Building Codes and Standards Division or contract bid price. The building official shall make the final determination.

The building permit and the plan review fees shall be based off of the 1997 Uniform Building Code Fee schedule. The City's fees are in addition to any surcharges or other fees charged by the State of Minnesota.

**BUILDING PERMIT FEES**

<b>TOTAL VALUATION</b>	<b>FEE</b>
\$1.00 TO \$1400.00	\$50.00
\$1401.00 to \$2,000.00	\$50.95 for the first \$1,401.00 plus \$3.05 for each additional \$100.00 or fraction thereof, to and including \$2,000.00
\$2,001.00 to \$25,000.00	\$69.25 for the first \$2,000.00 plus \$14.00 for each additional \$1,000.00, or fraction thereof, to and including \$25,000.00
\$25,001.00 to \$50,000.00	\$391.25 for the first \$25,000.00 plus \$10.10 for each additional \$1,000.00, or fraction thereof, to and including \$50,000.00
\$50,001.00 to \$100,000.00	\$643.75 for the first \$50,000.00 plus \$7.00 for each additional \$1,000.00, or fraction thereof, to and including \$100,000.00.
\$100,001.00 to \$500,000.00	\$993.75 for the first \$100,000.00 plus \$5.60 for each additional \$1,000.00, or fraction thereof, to and including \$500,000.00
\$500,001.00 to \$1,000,000.00	\$3,233.75 for the first \$500,000.00 plus \$4.75 for each additional \$1,000.00, or fraction thereof, to and including \$1,000,000.00
\$1,000,001.00 and up	\$5,608.75 for the first \$1,000,000.00 plus \$3.15 for each additional \$1,000.00, or fraction thereof
<b>Other Inspections and Fees:</b>	

1. Inspections outside of normal business hours .....	\$47.00 per hour*
2. Reinspection fees.....	\$47.00 per hour*
3. Inspections for which no fee is specifically indicated..... (minimum charge – one-half hour)	\$47.00 per hour*
4. Additional plan review required by changes, additions or revisions to plans.....	\$47.00 per hour*
5. For use of outside consultants for plan checking and Inspections, or both .....	Actual costs**

\*Or the total hourly cost to the jurisdiction, whichever is the greatest. This cost shall include supervision, overhead, equipment, hourly wages and fringe benefits of the employees involved.

\*\*Actual costs include administrative and overhead costs.

**Exceptions:** building permit valuations for the following structures shall be based on the valuation of on-site work only, with a \$50.00 investigation fee & .50 surcharge:

- A. manufactured homes containing a Housing and Urban Development (HUD) certification
- B. prefabricated buildings with a Minnesota Building Codes and Standards Division prefabrication label; and
- C. Industrialized/modular buildings with an Industrialized Building Commission (IBC) label.

**Exceptions:** building permit valuations for the following structures shall be based on the valuation of on-site work only, with a \$50.00 investigation fee & .50 surcharge:

- D. manufactured homes containing a Housing and Urban Development (HUD) certification
- E. prefabricated buildings with a Minnesota Building Codes and Standards Division prefabrication label; and
- F. Industrialized/modular buildings with an Industrialized Building Commission (IBC) label.

**Plan Review Fees**

When submittal documents are required by the building official, a plan review fee shall be paid. Said plan review fee shall be 65 percent of the building permit fee. The plan review fees are separated fees from the permit fees and are in addition to the permit fees. Plan review fees for similar plans falling under 1300.0160, subpart 6, shall be 25 percent of the building permit fee.

**Commercial Fees**

The applicant for a permit shall provide an estimated construction value at the time of application, except for fixed fees. Permit valuations shall include total value of all construction work, including materials and labor, for which the permit is being issued, such as gas,

mechanical, plumbing equipment, and permanent systems. The building official shall make the final determination of value.

### **Commercial Fixed Fees**

Demolition	\$100.00 & .50 surcharge
Fence	\$ 50.00 & .50 surcharge
Sign	\$ 50.00 & .50 surcharge
Furnaces (per unit)	\$ 50.00 & .50 surcharge
Boiler	\$100.00 & .50 surcharge
Incinerator	\$100.00 & .50 surcharge
Air Conditioning (per unit)	\$ 50.00 & .50 surcharge
Appliance Vents (per unit)	\$ 50.00 & .50 surcharge

### **Residential Fees**

The applicant for a permit shall provide an estimated construction value at the time of application, except for fixed fees. Permit valuations shall include total value of all construction work, including materials and labor, for which the permit is being issued, such as gas, mechanical, plumbing equipment, and permanent systems. The building official shall make the final determination of value.

### **Residential Fixed Fees**

Plumbing	\$ 5.00 per fixture, min. of \$50.00 & .50 surcharge
Septic	\$100.00 & .50 surcharge
Mechanical	\$ 50.00 & .50 surcharge
Air Conditioning	\$ 50.00 & .50 surcharge
Fireplace (gas or wood)	\$ 50.00 & .50 surcharge
Re-roofing	\$ 50.00 & .50 surcharge
Re-siding	\$ 50.00 & .50 surcharge
Decks	\$ 50.00 & .50 surcharge
Window replacement	\$ 50.00 & .50 surcharge
Demolition	\$ 50.00 & .50 surcharge
Steps	\$ 25.00 & .50 surcharge
Fence	\$ 25.00 & .50 surcharge
Other maintenance or minor projects as determined by the building official	\$ 25.00 & .50 surcharge

All other permit fees based on valuation (labor & material) using the fee schedule.

### **Payment of Fees**

A permit shall not be issued until the fees prescribed by the City of Milaca have been paid.

### **Work Commencing Before Permit Issuance**

If work of which a permit is required by the code has been commenced without first obtaining a permit, a special investigation shall be made before a permit may be issued for the work. An

investigation fee shall be collected and is in addition to the required permit fee, and equal to the permit fee.

### **Fee Refunds**

The building official may authorize refunding of any fees paid here under which was erroneously paid or collected.

The building official may authorize refunding of not more than 80 percent of the permit fee or plan review fee paid when not work has been done under a permit issued.

The building official shall not authorize refunding of any fee paid except on written application filed by the original permittee not later than 180 days after the date of fee payment.

### **Re – Inspections**

A re-inspection fee may be assessed for each inspection or re-inspection when such portion of work for which inspection is called for is not complete or when corrections called for are not made.

In instances where re-inspection fees have been assessed, no additional inspections of the work will be performed until the required fees have been paid.

### **Expiration**

Every permit issued by the building official shall expire by limitation and become null and void if the building or work authorized by such permit is not commenced within 180 days from the date of such permit, or if the building or work authorized by such permit is suspended or abandoned at any time after the work is commenced for a period of 180 days. Before such work can be recommenced, a new permit shall be first obtained to do so, and the fee therefore shall be one half the amount required for a new permit for such work, excluding plan review fee, provided no changes have been made or will be made in the original plans and specification for such work.

The building official may grant, in writing, one or more extensions of time, for periods not more than 180 days each. The extension shall be requested in writing and justifiable cause demonstrated.

### **Expiration of Plan Review**

Applications for which no permit is issued within 180 days following the date of application shall expire by limitation, and plans and other data submitted for review may thereafter be returned to the applicant or destroyed by the building official. In order to renew action on an application after expiration, the applicant shall resubmit plans and pay a new plan review fee. In the event of a hardship and at the discretion of the building official a new plan review fee may be waived.

**Effective Date**

The Ordinance shall become effective upon passage and publication.

Adopted by the City Council of the City of Milaca this 21<sup>st</sup> day of May, 2009.

\_\_\_\_\_  
Mayor Harold Pedersen

ATTEST:

\_\_\_\_\_  
Greg Lerud, City Manager

First reading: \_\_\_\_\_  
Second reading: \_\_\_\_\_  
Published: \_\_\_\_\_

RESOLUTION NO. 09 - 30

A RESOLUTION APPROVING A CONDITIONAL USE REQUEST TO CONSTRUCT  
A GREENHOUSE ON A RESIDENTIALLY ZONED LOT

WHEREAS, James Otten is requesting a conditional use to construct a greenhouse on the property he owns at 320 SW River Drive in the City of Milaca; and

WHEREAS, this property is located in an R-1 Single Family Residential zoning district and requires a conditional use to have construct a greenhouse; and

WHEREAS, the Milaca Planning Commission held a public meeting on May 11, 2009, to allow for public input regarding the conditional use request.

NOW, THEREFORE, BE IT RESOLVED that the Milaca City Council hereby *grants* the conditional use to allow the construction of a single greenhouse, with the dimensions of 35 feet by 48 feet, in an R-1 zoning district at 320 SW River Drive.

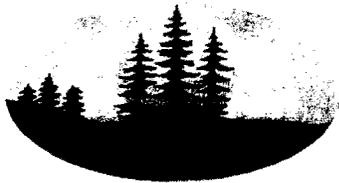
Adopted this 10<sup>th</sup> day of July, 2008.

\_\_\_\_\_  
Mayor Harold Pederson

ATTEST

\_\_\_\_\_  
City Manager Greg Lerud

# CITY OF MILACA



255 1<sup>st</sup> ST E  
MILACA MN 56353  
(320) 983-3141  
(320) 983-3142 FAX  
[www.cityofmilaca.org](http://www.cityofmilaca.org)

## APPLICATION FOR CONDITIONAL USE PERMIT

Application is hereby made for a Conditional Use Permit for (description of Conditional Use Permit)

Purpose is to allow a greenhouse  
35' x 48 feet on zoned residential  
property

Address of Property: 320 West River DR.

Owner Name: JAMES OTTEN

Owner Address: 320 West River DR.

Street Address

Milaca MN 56353

City

State

Zip Code

Telephone: ( ) 700 - - - - -

Applicant's Name: JAMES OTTEN

Applicant's Address: 320 West River DR.

Street Address

Milaca MN 56353

City

State

Zip Code

Applicant Telephone: ( ) 700 - - - - -

The following information is submitted in support of this application:

- Completed Application for Conditional Use Permit
- Fee of \$200 *paid 4/14/09 ch# 3592*
- Legal Description of property attached
- Depending on the Conditional Use Permit requested, the following may be required:

\_\_\_\_\_ 16 copies of a Site Plan

\_\_\_\_\_ 16 copies of a Sign Plan

\_\_\_\_\_ 16 copies of any other appropriate plans or drawings

A narrative explaining the purpose of the request, the exact nature of the Conditional Use Permit, and the justification of the request.

Other

\*\*\*\*\*

I fully understand that all of the above required information must be submitted at least 20 days prior to the Planning Commission meeting to ensure review by the Planning Commission on that date.

Applicant's Signature *James Allen*

Date *4-11-09*

Comments/Revisions \_\_\_\_\_

\_\_\_\_\_

\*\*\*\*\*

Received By:

City Agent's Signature *[Signature]*

Date *4-15-09*

Notice of Valuation and Classification

- This is not a bill -

**COUNTY ASSESSOR'S OFFICE**  
**635 2ND ST SE**  
**MILACA MN 56353**  
**320-983-8311**

**MILLE LACS COUNTY COURTHOUSE**

This form is to notify you of the market value and classification of your property for assessment year 2009. The property taxes you will pay in 2010 will be based on this valuation and classification.

**JAMES M OTTEN**  
**320 RIVER DR W**  
**MILACA MN 56353-1006**

THE COUNTY MEETING JUNE 16 CAN NOT BE ATTENDED WITHOUT FIRST APPEALING TO YOUR LOCAL BOARD.

# 27046

If you believe your valuation and property class are correct, it is not necessary to contact your assessor or attend any listed meeting. If the property information is not correct, you disagree with the values or have other questions about this notice, please contact your assessor's office first. Often your issues can be resolved at this level. If your questions or concerns are not resolved, more formal appeal options are available. Please read

Property Information (legal description and/or property address)		
<b>SECT-26 TWP-038 RANG-27</b> <b>CITY OF MILACA</b> <b>N 20 RDS OF S 32 RDS, EX E 8 RDS, OF</b> <b>SW OF SE LYING W OF OUTLOT 4,</b> Parcel I.D.: <b>21-026-1300</b> <b>MILACA</b>		
Property Classification	Assessment Yr 2008	Assessment Yr 2009
	<b>RES HSTD</b>	<b>RES HSTD</b>

This permit will allow me to determine the economic feasibility in growing tomatoes/vegetables for wholesale distribution. The intended production period is March through October. If profitable, an expansion is intended. Approving this request allows greater use of this property.

This is a pasture setting used by whitetail deer. These 3 acres are surrounded by trees on all four sides. The north and east property lines are bordered by my own property; the west by Northern Railway, the south by Elvin Wilson.

Use of property and the quiet nature of this usage I feel make this a valid request.

James Otten



MILACA PLANNING COMMISSION

STAFF REPORT

**Subject: 09-01 Conditional Use Request**

**Applicant: James Otten**

**Location: 320 River Dr. SW**

**Existing Zoning: R-1 Single Family Residential**

**Request: To have a greenhouse on a property zoned residential**

**Date of Public Hearing: May 11, 2009**

**Reported By: Marshall Lind**

**Application Submitted:**

The applicant has submitted a request to have a greenhouse located at 320 River Dr. SW.

**Comments:**

Sec. 156.035 (E) (2) allows for retail sales conducted on the premises of a greenhouse, nursery, or truck garden, with a conditional use.

The applicant would like to install a 35 ft. by 48 ft. greenhouse on his property and have retail sales.

One concern, would be if there would be any heavy truck traffic on this road because of the greenhouse. The road does go out to the cemetery, and it is not in very good condition at this time.

**Staff Recommendation:**

With the property located on River Dr. SW, it is in a rural area. Johnson Auto Body and the Alanon building are located next to this property. I do not believe added car traffic to this area would be problem, but big trucks could be. Because it is allowed in an R-1 zoning district with a conditional use, I would recommend approving the conditional use request.

MILACA PLANNING COMMISSION

A MEETING OF THE PLANNING COMMISSION OF THE CITY OF MILACA WAS DULY HELD ON THE 11<sup>th</sup> DAY OF MAY, 2009, AT 255 1<sup>st</sup> ST. E. FOR THE PURPOSE OF PUBLIC HEARING AND REGULAR MEETINGS.

UPON ROLL CALL, THE FOLLOWING MEMBERS WERE PRESENT:

Warren Peterson X                      Scott Harlicker                      Mike Cassens X                      Norris Johnson  
Luke Kotsmith                      Gary Nelson X                      Arla Johnson X

EX-OFFICIO MEMBERS:

Marshall Lind, Building Official/ Zoning X

Wayne Bekius, Liaison

Others Present:

Bret Johnson, James Otten, Monica Johnson, Gerhard Bergmann, Mary Jo Coleman

**Public Hearing – Conditional Use Request – James Otten**

Peterson opened the public hearing for a conditional use request from James Otten. Marshall Lind stated that Mr. Otten is asking to have a commercial greenhouse in a residential zoning district. Lind explained that Mr. Otten would be constructing a 35 ft. by 48 ft. greenhouse on his property located on River Road SW.

There were questions about what he was planning to grow? Mr. Otten stated that he would be growing tomatoes in the green house.

There were questions about the design of the building? Mr. Otten stated that it would be of a metal frame with heavy plastic covering it. Otten stated that he has three acres of land and that the greenhouse would be located to the back of his property and a person would not be able to see it from the road.

Since there were no other questions raised, Peterson closed the public hearing portion of the meeting.

The regular Planning Commission meeting was called to order and roll call taken.

Commissioner Nelson made motion to approve the November 17, 2008 minutes with Commissioner Cassens seconding the motion.

Motion **passed** unanimously.

**New Business:**

**Conditional Use Request – James Otten**

Marshall Lind explained that Mr. Otten was asking for a conditional use for a greenhouse in a residentially zoned property. Lind stated that according to Sec. 156.035 (E) (2) of the zoning code, it allows for retail sales of a greenhouse, nursery, or truck garden, with a conditional use in a residential zoning district.

Commissioner Cassen made the motion to approve the conditional use for Mr. Otten for a greenhouse at his property on River Road SW., Commissioner Nelson seconded the motion.

There was discussion on heavy truck traffic on River Road SW. Mr. Otten stated that there would be some truck traffic when they were building the greenhouse, but after that they would be hauling the plants and tomatoes. He would not be using large trucks for his product.

Motion **passed** unanimously.

There being no further business, a motion to adjourn the meeting was made by Commissioner Nelson and seconded by Commissioner Arla Johnson.

Motion **passed** unanimously.

Taped recording of these proceedings is on file at City Hall.

Minutes respectfully submitted by,

A handwritten signature in black ink, appearing to read 'ML', is written over the text 'submitted by,'.

Marshall Lind  
Zoning Administrator

MILACA ECONOMIC DEVELOPMENT COMMISSION  
APRIL 17, 2009

The regular meeting of the Milaca Economic Development Commission was called to order at 7:40 am by Chairman Joe Cronin. The following members were present: Kelly Swanson, Steve Kosbab, Ken Muller, Brad Maitland, Dave Dillan, and Greg Lerud.

Joe Cronin welcomed Steve Kosbab to the commission.

The secretary's report was approved as read.

Chairman Cronin said the Industrial subcommittee of the Healthy Community Partnership is holding a network meeting on May 14, and invitations have been sent out. Dillan said the Downtown subcommittee will also be holding a meeting the same day to showcase available space, as well as provide information to business prospects.

Lerud presented the 2009 goals as discussed at the previous two meetings.

The Highway 23 bridge is scheduled to be replaced beginning in July, which probably means the work will go into the next school year. Lerud said the DOT detour is County Road 5 south to Pease, then over to Highway 169.

It was decided to keep the regular meeting dates as the third Friday each month.

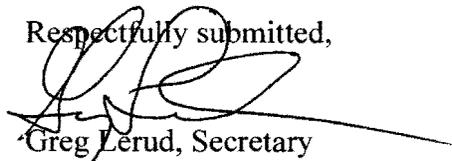
Dillan said there is a group working on the downtown walkway and they have some very good ideas. He said the city submitted a grant application late last year, and was successful in receiving a \$14,000 grant to connect the city hall with Rec Park and the River.

Lerud said the safe routes to school project will begin soon. The project involves replacing and installing several thousand feet of sidewalk around town, as well as installing some dynamic signage on Highway 23.

Lerud said the old creamery lot and drying plant lot have been sold to the Building Center with a small portion being sold to Chapman Auto. He said he didn't expect any building to occur this year, but hopefully next.

With no other business the meeting adjourned at 8:30 am.

Respectfully submitted,



Greg Lerud, Secretary  
Milaca Economic Development Commission

MILACA PARKS COMMISSION AGENDA  
May 12, 2009

Meeting at City Hall

7:30

Call meeting to order

Approve minutes of April 14 meeting

Public Hearing

Closing 2<sup>nd</sup> Street NW in Rec Park

Old Business

1. Rec Plans
2. Goals, Park Plans and upcoming events

New Business

1. Council liaison report
2. Snow removal on Rec Park parking lot
3. Potential grants for parks

Other business

Adjourn

**Milaca Park Commission Minutes**  
**April 14, 2009**  
**Milaca City Hall**

**Members Present:** Charlie Plumadore, Cory Pedersen, Pete Pedersen, Greg Moyer, Steve Voshell, John Ostmoe and Sandy Ostmoe

Minutes Approved From February 17<sup>th</sup> Meeting

**Finalize Park Commission Goals:**

1. Planning and Upgrading Parks
2. Promote Activities in the Parks  
-Utilizing Chamber of Commerce
3. Recommendations regarding park rules, facilities and future park plans
4. Form a long-range vision and plan for all parks in the city of Milaca  
-This includes a framework for improvements to Rec. Park

**Milaca Dam Information From DNR:**

No further information from the DNR at this time – **Leave on Agenda**

**Safe Routes to School Project:**

There was discussion about the new safe school route that will be completed this summer and how it will impact Rec. Park

**Updated Park Report:** Greg Moyer

This summer's maintenance projects: (Fewer, due to budget cuts)  
Riverview – Regular  
Recreation – Elimination of J.C. Stand, possible bat house project to control mosquitoes  
Trimble – New timber edging  
Reineke – Paint Lav, finish landscaping, “twirler” will be removed

**Park Commission Recommendations To City Council:**

1. **A gate should be erected to stop traffic from traveling down the road to the river through Rec Park. This gate should stop traffic before the path leading from the softball fields to the bathrooms for the safety of pedestrians. This gate should also allow passage of wheel chairs and emergency vehicles.**
2. **City trails should be closed to horse traffic year round due to damage to the trail system.**
3. **The commission feels a facility at Rec Park that can house the trail maintenance equipment should be looked at. This facility will help avoid the challenges of getting this equipment to the trails throughout the year by trail grooming volunteers.**

**Next Meeting:**

1. Map of former Rec Park plans, start putting together a new vision for the park
2. List Goals, Park Plans and Events on each months Park Commission Agenda...this will help keep us focused on the long term
3. City snow removal on Rec. Park Asphalt
4. Possible Grants for City Parks
5. Historical society present history of the park system to commission

**Milaca Parks Commission Minutes**

May 12, 2009

Milaca City Hall

**Members Present:** Charlie Plumadore, Cory Pedersen, Pete Pedersen, Greg Moyer, John Ostmo, Cindy Biederman, Michelle Vander Heyden, Jim Gerads, Jim Burroughs.

**Public Forum:**

*Gene Powell*, 325 2<sup>nd</sup> Ave. NW, 983-3592. He wants road open for fishing and canoeing. His suggestions were speed bumps, paving the road all the way to the river, a paved parking lot at the river and closing the gravel circle by the river.

*Israel Powell*, 325 2<sup>nd</sup> Ave. NW, 983-3592. He was concerned about fishing and canoeing at the river. He suggested a fence along the road, more police enforcement and speed bumps.

*Elaine Swanson*, 460 4<sup>th</sup> Ave. SE, 983-6756. She was concerned that a gate would make the river inaccessible to seniors. She suggested having the gates open during certain times of the day.

**Minutes approved from April 14, meeting**

**Recommendations from City Council to Parks Commission:**

1. Keep making plans for Rec. Park improvements. Start gathering information and hard numbers.
2. Band Shell improvements are first priority
3. Put in fitness stations
4. Help promote events
5. Remove JC building, talk to building trades and lumber yard for fall project

**Band Shell**

- Lerud is getting bid
- May need to consider the condition of the foundation since "dressing room" has not been filled in

**Community Center**

- Greg Moyer to get bids for a 2600 ft<sup>2</sup> and a 5000 ft<sup>2</sup>

**Snow in Rec. Park**

- Recommended to discontinue dumping snow in Rec. Park
- Suggestions: street by Heggies, airport, behind the liquor store
- Concern: ground needs to be frozen to avoid damage
- Hot mix to fix parking lot is said to be coming from Public Works

**Walking bridge**

- Improvements to cost less than \$20,000
- Suggestion of trash cans near the bridge
- Jim G. to find information on pylons

**Deloris or Becky schedule events in the park**

**School to do bat houses**

**Movies in the park**

**Cory to get grant information to Steve**

**Recommendations from Parks Commission to City Counsel**

1. Stop signs at crosswalk by the bathroom
2. Landscape with large rocks to close off the gravel circle to the north and south of the bridge
3. Install speed bumps
4. No longer dump snow in Rec. Park
5. Install chain link fence on rail road bridge
6. More enforcement of laws and ordinances in the parks